

SUBCONTRACTING PLAN CHECKLIST

Buyer: _____ Ext: _____ Office: _____
Contracting Officer: _____
National Stock Number: _____
Item or Service Description: _____
Contractor Name: _____ Cage Code: _____
Approximate Value of Contract: _____

ESSENTIAL ELEMENTS OF PLAN - Buyers are to ensure that all elements below are met by the contractors in their subcontracting plan.

Individual Plan
Master Plan
Commercial Plan
Comprehensive Plan

Goals

Page Ref:

a. Total Planned Subcontracting :

Small Business
HubZone Small Business
Small Disadvantaged Business
Women Owned Small Business
Veteran Owned Small Business
Small Disabled Veteran Owned
Large or Other than Small Business

Total (all SB Categories)

Note: If an individual plan is submitted and the contract is multiyear or contains options, the company must provide separate goals and statements of total planned subcontracting as shown in paragraph a above for each option.

- b. Addresses whether subcontracting opportunities exist for HBCUs and MIs. Page/Paragraph Ref:
- c. Description of principal supply and service areas to be subcontracted and identification of those areas where it is planned to use HUBZone SB, SB, SDB, WOSB, VOSB and SDVOSB concerns.
- d. Method used for developing proposed subcontracting goals for HUBZone SB, SB, SDB, WOSB, VOSB and SDVOSB concerns.
- e. If offeror includes indirect and overhead costs in established goals:
Discussed method used in determining proportionate share incurred with HUBZone SB, SB, SDB, WOSB, VOSB and SDVOSB concerns

- f. Method used for identifying potential HUBZone SB, SB, SDB, WOSB, VOSB and SDVOSB concerns for solicitation purposes: Page/Paragraph Ref:

Company source lists
Procurement Marketing and Access Network (PRO-Net)
National Minority Purchasing Council Vendor Information Service
U.S. Dept. of Commerce Minority Business Development Agency's Research and Information Division
HUBZone SB, SB, SDB, WOSB, VOSB and SDVOSB Trade Associations
SBA's Lists of Certified SDB and HUBZone Concerns

RESPONSIBILITY FOR ADMINISTRATION:

Name of company employee.
Duties of such employee.

EQUITABLE OPPORTUNITY TO COMPETE:

Description of efforts the firm will make to assure HUBZone SB, SB, SDB, WOSB, VOSB and SDVOSB an equitable opportunity to compete for subcontracts.

Description of internal efforts to guide and encourage buyers to solicit HUBZone SB, SB, SDB, WOSB, VOSB and SDVOSB marketplace.

ASSURANCES that the offeror will:

Include the FAR 52.219-8 clause in all subcontracts which offer further subcontracting possibilities in the U.S. and

Require all subcontractors (except SB concerns) who receive subcontracts in excess of \$700,000 to adopt a plan in that complies with the requirements of this clause.

ASSURANCES that the offeror will:

Submit periodic reports so that the Government can determine the extent of compliance by the offeror with the subcontracting plan, and

Cooperate in studies or surveys required by the contracting agency or SBA, and

Submit Individual Subcontracting Reports (ISR) former (SF294 and SF295) as required. Ensure that its subcontractors agree to submit ISR's, as required.

DESCRIPTION OF THE TYPES OF RECORDS the offeror will maintain to show compliance:

- a. HUBZone SB, SB, SDB, WOSB, VOSB and SDVOSB source lists, guides and other data identifying HUBZone SB, SB, SDB, WOSB, VOSB and SDVOSB vendors.
- b. Organizations contacted for HUBZone SB, SB, SDB, WOSB, VOSB and SDVOSB sources.
- c. On a contract-by-contract basis, records on all subcontract solicitations over \$150,000, indicating
 - (1) Whether HUBZone SB was solicited and if not, why not;
 - (2) Whether SB was solicited and if not, why not;
 - (3) Whether SDB was solicited and if not, why not;
 - (4) Whether WOSB was solicited and if not, why not;
 - (5) Whether VOSB was solicited and if not, why not;
 - (6) Whether SDVOSB was solicited and if not, why not; and
 - (7) Reasons for the failure of responding HUBZone SB, SB, SDB, WOSB, VOSB, or SDVOSB to receive the subcontract award.
- d. Records to support such efforts as:
 - (1) Contacts with HUBZone SB, SB, SDB, WOSB, VOSB and SDVOSB trade associations;
 - (2) Contacts with business development organizations;
 - (3) Attendance at HUBZone SB, SB, SDB, WOSB, VOSB and SDVOSB business procurement conferences and trade fairs.
- e. Records to support internal activities to guide and encourage buyers such as:
 - (1) Workshops, seminars, training programs, etc; and
 - (2) Monitoring performance to evaluate compliance.
- f. On a contract-by-contract basis, records to support award data submitted to the Government to include name, address and size status of contractor.

ASSURANCES that the offeror will:

make a good faith effort to acquire articles, equipment, supplies, services, or materials, or obtain the performance of construction work from the small business concerns that the offeror used in preparing the bid or proposal, in the same or greater scope, amount, and quality used in preparing and submitting the bid or proposal. Responding to a request for a quote does not constitute use in preparing a bid or proposal. An offeror used a small business concern in preparing the bid or proposal if--

~~(a)~~ The offeror identifies the small business concern as a subcontractor in the bid or proposal or associated small business subcontracting plan, to furnish certain supplies or perform a portion of the contract; or

~~(b)~~ The offeror used the small business concern's pricing or cost information or technical expertise in preparing the bid or proposal, where there is written evidence of an intent or understanding that the small business concern will be awarded a subcontract for the related work if the offeror is awarded the contract;

ASSURANCES that the contractor will:

provide the contracting officer with a written explanation if the contractor fails to acquire articles, equipment, supplies, services or materials or obtain the performance of construction work as described in (a)(12) of this section. This written explanation will be submitted to the contracting officer within 30 days of contract completion;

ASSURANCES that the contractor will not:

prohibit a subcontractor from discussing with the contracting officer any material matter pertaining to payment to or utilization of a subcontractor; and

ASSURANCES that the contractor will:

that the offeror will pay its small business subcontractors on time and in accordance with the terms and conditions of the subcontract, and notify the contracting officer if the offeror pays a reduced or an untimely payment to a small business subcontractor

Comments:

DLA Small Business Programs

Comments:

SBA Procurement Center Representative

Comments:

DLA Contracting Officer