



United States
Department of
Agriculture

June 20, 2008

Farm and Foreign
Agricultural Services

Dear Contractor:

Farm Service
Agency

Subcontracting Plans are required of all large businesses that are awarded or anticipate to be awarded contracts with a value of \$550,000 or more (Federal Acquisition Regulation [FAR] Part 19.702).

Kansas City
Commodity Office
P.O. Box 419205
Kansas City,
Missouri
64141-6205

The Fiscal Year 2009 Annual Subcontracting Plan for Commercial Products should be prepared to identify the small business, small disadvantaged business, women-owned small business, HUBZone small business, service-disabled veteran-owned small business, and veteran-owned small business subcontracting plan and include goals. The FY 2009 Annual Subcontracting Plan will be effective for the period of October 1, 2008, through September 30, 2009, after approval by the contracting officer.

The FY09 Annual Subcontracting Plan is due in this office not later than August 1, 2008. Attachment A is a copy of the Annual Subcontracting Plan for Commercial Products for USDA. Pursuant to FAR Part 19.702, if the FY09 Plan is not submitted within the time limit prescribed, your firm will be ineligible for awards that originate from this office.

- ATTACHMENT A, ANNUAL SUBCONTRACTING PLAN FOR COMMERCIAL PRODUCTS for the period October 1, 2008, through September 30, 2009. Any large business that is awarded or anticipates being awarded at least one contract valued over \$550,000 during this period of one year is required to submit a subcontracting plan. Firms having several corporate divisions with the same Dun & Bradstreet number, which contract individually with USDA, may submit one company-wide plan or a plan for each division and must so indicate on Item 1.A.
- ATTACHMENT B, Sample of Subcontracting Plan Goals.

An acceptable plan for FY09 must meet the requirements of FAR 19.704 and FAR 52.219-9. Submitted subcontracting plans will be reviewed by this office and the Small Business Administration (SBA), and your firm will be notified in writing if the plan is acceptable.

USDA agencies are required to establish aggressive but achievable small business procurement goals and to work diligently in an effort to provide greater subcontracting opportunities for all small businesses. The USDA statutory goals for subcontracts are: 40 percent for small business, 5 percent for small disadvantaged business, 5 percent for women-owned small business, 3 percent for HUBZone small business, and 3 percent for service-disabled veteran-owned small business concerns. If the subcontracting goals you plan for FY 09 cannot meet these USDA statutory goals, you are to include in your subcontracting plan the reasons why these goals are not attainable.

Prime contractors may increase competition for subcontracts by using the SBA's SUB-Net at <http://web.sba.gov/subnet> to post subcontracting opportunities. The Central Contractor Registration and the Dynamic Small Business Search are useful searching databases and can be found at www.ccr.gov.

Any subcontracting plan submitted without all the required information will be considered incomplete and returned to the submitting company or individual for proper completion.

Mail your completed FY09 Annual Subcontracting Plan by the required date to:

Kansas City Commodity Office
Director's Office, Procurement Oversight & Support Staff
Beacon Facility, Mail Stop 8500
9240 Troost Avenue
Kansas City, Missouri 64141-3055

Any questions may be directed to the applicable contracting office or Betty Kunkel, KCCO Small and Disadvantaged Business Specialist, at 816-926-3295.



Betty Kunkel
Small and Disadvantaged Business Specialist

Attachments:

Attachment A, ANNUAL SUBCONTRACTING PLAN FOR COMMERCIAL PRODUCTS
Attachment B, SAMPLE OF SUBCONTRACTING GOALS