

# SMALL BUSINESS SUBCONTRACTING PLAN

## Identification Data

DATE: April 23, 2003

CONTRACTOR: Abt Associates Inc.

ADDRESS: 4800 Montgomery Lane, Suite 600  
Bethesda, MD 20814

SOLICITATION OR  
CONTRACT NUMBER: RFP N° M/OP-03-8520

PROJECT TITLE: Health System Strengthening in Post Conflict Iraq

	Base Period	Option	Option
TOTAL AMOUNT OF CONTRACT	\$37,818,278		
PERIOD OF PERFORMANCE (MO. & YR.)	4/1/2003 to 3/31/2004	to	to

1. Type of Plan

X Individual plan means a subcontracting plan that applies to a specific contract, covers the entire contract period (including option periods), and has goals that are based on Abt Associates planned subcontracting in support of the specific contract. In addition and as an option, indirect costs incurred for common or joint purposes may also be allocated on a prorated basis to the contract.

2. Goals

(B) (4)

SUBCONTRACTING GOALS	Base		Option		Option	
	\$\$	%	\$\$	%	\$\$	%
<b>Total Subcontract Awards:</b>						
• Direct US subcontracting:	(b)(4)		\$		\$	
• Indirect US subcontracting:	(b)(4)		\$		\$	
<b>Total (block 10c of SF 294):</b>	(b)(4)		\$ 0	100%	\$ 0	100%
<b>Small Business:</b>						
• Direct Small Business:	(b)(4)		\$		\$	
• Indirect Small Business:	(b)(4)		\$		\$	
<b>Total (block 10a of SF 294):</b>	(b)(4)		\$ 0	0.0%	\$ 0	0.0%
<b>SDB:</b>						
• Direct SDB:	(b)(4)		\$		\$	
• Indirect SDB:	(b)(4)		\$		\$	
<b>Total (block 11 of SF 294):</b>	(b)(4)		\$ 0	0.0%	\$ 0	0.0%
<b>Women-owned SB:</b>						
• Direct WOSB:	(b)(4)		\$		\$	
• Indirect WOSB:	(b)(4)		\$		\$	
<b>Total (block 12 of SF 294):</b>	(b)(4)		\$ 0	0.0%	\$ 0	0.0%
<b>HBCU/MI:</b>						
• Direct HBCU/MI:	(b)(4)		\$		\$	
• Indirect HBCU/MI:	(b)(4)		\$		\$	
<b>Total (block 13 of SF 294):</b>	(b)(4)		\$ 0	0.0%	\$ 0	0.0%
<b>HUBZone SB:</b>						
• Direct HUBZone:	(b)(4)		\$		\$	
• Indirect HUBZone:	(b)(4)		\$		\$	
<b>Total (block 14 of SF 294):</b>	(b)(4)		\$ 0	0.0%	\$ 0	0.0%
<b>Veteran Owned SB:</b>						
• Direct VOSB:	(b)(4)		\$		\$	
• Indirect VOSB:	(b)(4)		\$		\$	
<b>Total (block 15 of SF 294):</b>	(b)(4)		\$ 0	0.0%	\$ 0	0.0%
<b>Service Disabled Vet. SB:</b>						
• Direct SDVSB:	(b)(4)		\$		\$	
• Indirect SDVSB:	(b)(4)		\$		\$	
<b>Total (block 15 of SF 294):</b>	(b)(4)		\$ 0	0.0%	\$ 0	0.0%

3. Types of Supplies and Services

A description of the principal types of supplies and services to be subcontracted, and an identification of the business size planned for subcontracting to --

(check all that apply)

Name:	Subcontracted Product/Service:	HCBU							SDVEI
		SB	SDB	WOSB	/MI	HUBZ	VETSB	SB	
Howard Delafield International	Technical Assistance	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Health Services Engineering Inc.	Technical Assistance	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
HR First	Recruitment, screening, assessment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Huffman and Carpenter	Technical Assistance	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Mill City	Procurement services	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
QED	Technical Assistance	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
TransCentury	Procurement services	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
International Medical Corps	Technical Assistance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Voxiva	Technical Assistance	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

(attach list if needed)

\* Note: Will be identified through Abt Associates' Small Business Database as requirements are defined.

4. Methods

The following methods have been used to develop the subcontracting goals for Section 2 above:

Abt Associates' methods for developing the small business subcontracting goals on this project come from direct experience with this type or similar type project. This gives us insight into what can be reasonably subcontracted to small business, small disadvantaged business, women-owned small business, veteran owned small business, or HUBZone small business concerns (and as applicable HCBU/MI) in this industry, what goals are realistically achievable, and what expertise is required to find a qualified small business firm for a particular service or product.

Abt Associates' approach generally comprises:

- extensive review of expertise required to determine small business possibilities;
- identifying selected tasks which could be subcontracted directly to small business concerns or tasks that lend themselves to project specific staff augmentation;
- reviewing services and/or materials estimates to equate accurate dollar values to

services planned from small business firms;

- reviewing Abt Associate's small business utilization programs and results to identify areas of success and lessons learned; and
- utilizing other Abt Associates resources for additional information on potential candidates.

5. **Potential Sources**

The following sources have been utilized to identify potential sources for solicitation purposes: internal company source lists, the Procurement Marketing and Access Network (PRO-Net) of the Small Business Administration (SBA), the list of certified small disadvantaged business concerns of the SBA, the partnership of veterans affairs website of the SBA, the National Minority Purchasing Council Vendor Information Service, the Research and Information Division of the Minority Business Development Agency in the Department of Commerce, and/or small, HUBZone small, small disadvantaged, and women-owned small business trade associations).

6. **Indirect Costs**

Indirect costs have been  have not been  included in the dollar subcontracting goals stated above (check one).

*(Applicable if indirect costs been included): Abt Associates business practice is to utilize small business, HUBZone small business, small disadvantaged business, veteran owned small business, and women-owned small business concerns as vendors to the greatest extent possible in the course of normal business. The dollars planned for small business, HUBZone small business, small disadvantaged, veteran owned, and women-owned small business concerns are based on the estimated percentages of indirect dollars that are targeted for outsourcing to such firms. These percentages have been applied to the total estimated indirect dollar value of the budget for this project. Since the indirect dollar value consists of a combination of labor and non-labor related elements, it is important to note that only the non-labor related portion of the indirect costs (historically approx. 40% of the total) are available for outsourcing initiatives.*

7. **Program Administrator**

The identified Abt Associates employee, in conjunction with the Company's Small Business Programs Manager, will administer the duties and responsibilities associated with the subcontracting program.

Name: George A. Laudato

Title: Managing Vice President for International Health

Address: 4800 Montgomery Lane, Suite 600, Bethesda, MD 20814

Telephone: 301 913 0539

Responsibilities: (1) ensure maximum equitable subcontracting opportunities are provided to small business, HUBZone small business, small disadvantaged business, veteran owned

small business, and women-owned small business concerns; and (2) achieve subcontracting goals.

8. **Equitable Opportunity**

Abt Associates is undertaking the following efforts to assure that small business, HUBZone small business, veteran owned small business, small disadvantaged business, and women-owned small business concerns have an equitable opportunity to compete for subcontracts. These efforts include, but are not limited to, the following activities:

A. Outreach efforts to obtain sources:

1. Contacting minority and small business trade associations;
2. Contacting business development organizations;
3. Attending and conducting small and minority business procurement conferences and trade fairs;
4. Requesting sources from the Small Business Administration's Procurement Marketing and Access Network (PRO-Net); and
5. Newspaper, magazine ads which encourage new sources

B. Internal efforts to guide and encourage participation:

1. Presenting workshops, seminars, and training programs;
2. Establishing, maintaining, and using small business, HUBZone small business, small disadvantaged business, veteran owned small business, and women-owned small business source lists, guides, and other data for soliciting subcontracts;
3. Monitoring activities to evaluate compliance with the subcontracting plan;
4. Small Business Programs newsletter to appraise staff of ongoing efforts.

9. **Flow-Down Clause**

In addition to our internal activities, Abt Associates gives assurance to include the FAR clause 52.219-8 entitled "Utilization of Small Business Concerns", in all subcontracts that offer further subcontracting opportunities, and will require all subcontractors (except small business concerns) that receive subcontracts in excess of \$500,000 to adopt a subcontracting plan (52.219-9) similar to the plan that complies with the requirements of this Contract.

10. **Reporting and Cooperation**

Abt Associates gives assurance to (i) cooperate in any studies or surveys that may be required; (ii) submit periodic reports so the Government can determine the extent of compliance by the offeror with the subcontracting plan; (iii) submit Standard Form (SF) 294, "Subcontracting Report for Individual Contracts," and SF-295, "Summary Subcontract Report," in accordance with the instructions on the forms or as provided in agency regulations; and (iv) ensure that its subcontractors agree (as applicable) to submit SF 294 and SF 295.

## 11. Recordkeeping

The following types of records are maintained at Abt Associates to ensure compliance with the requirements and goals in the plan. These records include source lists, a description of Abt Associates efforts to locate small business, HUBZone small business, veteran owned small business, small disadvantaged business, and women-owned small business concerns and award subcontracts to them. The records (maintained on a corporate or by contract basis) also include the following

- (i) Source lists (e.g., PRO-Net), guides, and other data that identify small business, HUBZone small business, small disadvantaged business, veteran owned small business, and women-owned small business concerns.
- (ii) Organizations contacted in an attempt to locate sources that are small business, HUBZone small business, small disadvantaged business, veteran owned small business, or women-owned small business concerns.
- (iii) Records on each solicitation resulting in an award over \$100,000 indicating --
  - A. Whether small business concerns were solicited and if not, why not;
  - B. Whether HUBZone small business concerns were solicited and if not, why not;
  - C. Whether small disadvantaged business concerns were solicited and if not, why not;
  - D. Whether women-owned small business concerns were solicited and if not, why not;
  - E. Whether veteran owned small business concerns were solicited and if not, why not; and
  - F. If applicable, the reason award was not made to a small business concern.
- (iv) Records of any outreach efforts to contact --
  - A. Trade associations;
  - B. Business development organizations; and
  - C. Conferences and trade fairs to locate small, HUBZone small, small disadvantaged, veteran owned small business, and women-owned small business sources.
- (v) Records of internal guidance and encouragement provided to buyers through --
  - A. Workshops, seminars, training, etc., and
  - B. Monitoring performance to evaluate compliance with the program requirements.
- (vi) On a contract-by-contract basis, records to support subcontract award data submitted by Abt Associates to the Government, including the name, address and business size of each subcontractor.

12. Contractor Functions

In order to effectively implement this plan to the extent consistent with efficient contract performance, Abt Associates shall perform the following functions:

- (i) Assist small business, HUBZone small business, veteran owned small business, small disadvantaged business, or women-owned small business concerns by arranging solicitations, time for the preparation of bids, quantities, specifications, and delivery schedules so as to facilitate the participation by such concerns. Reasonable efforts shall be made to give all such concerns an opportunity to compete over a period of time.
- (ii) Provide adequate and timely consideration of the potentialities of small business, HUBZone small business, small disadvantaged business, veteran owned small business, or women-owned small business concerns in all "make-or-buy" decisions.
- (iii) Counsel and discuss subcontracting opportunities with representatives of small business, HUBZone small business, veteran owned small business, small disadvantaged business, or women-owned small business firms.
- (iv) Provide notice to subcontractors concerning penalties and remedies for misrepresentations of business status as small, HUBZone small, veteran owned small business, small disadvantaged or women-owned small business for the purpose of obtaining a subcontract that is to be included as part or all of a goal contained in the Contractor's subcontracting plan.

13. Reports

Abt Associates shall submit the following reports:

- (i) Standard Form 294, Subcontracting Report for Individual Contracts. This report shall be submitted to the Contracting Officer semiannually and at contract completion. The report covers subcontract award data related to this contract.
- (ii) Standard Form 295, Summary Subcontract Report. This report encompasses all the contracts with the awarding agency. It shall be submitted annually. All reports submitted at the close of each fiscal year shall include a breakout of subcontract awards, in whole dollars, to small disadvantaged business concerns by Standard Industrial Classification (SIC) Major Group.

Subcontracting Plan submitted by:

Typed Name: George A. Laudato

Title: Managing Vice President for International Health

Signature: George A. Landuto

Date Prepared: 3/17/2003

Telephone No.: 301 913 0539

**Subcontracting Plan** accepted by:

\_\_\_\_\_  
Contracting Officer

\_\_\_\_\_  
Date