



United States  
Department of  
Agriculture

August 7, 2001

D&DOD  
EOD-87  
BCD

Farm and Foreign  
Agricultural  
Services

Farm Service  
Agency

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

## NOTICE TO THE TRADE

TO: ALL LARGE BUSINESS CONTRACTORS

SUBJECT: ANNUAL SUBCONTRACTING PLAN AND REPORT

Subcontracting Plans and Reports are required of all large businesses that are awarded or anticipate to be awarded contracts with a value of \$500,000 or more.

Your Annual Subcontracting Plan for Fiscal Year 2002 should be prepared to identify the small business, small disadvantaged business, women-owned small business, HUBZone (“historically underutilized business zone”) small business, service disabled veteran small business, and veteran-owned small business subcontracting goals directed exclusively to Federal contracts made with the FARM SERVICE AGENCY (FSA), COMMODITY CREDIT CORPORATION (CCC), KANSAS CITY COMMODITY OFFICE (KCCO). Your Annual Subcontracting Plan will be effective for the period of October 1, 2001, through September 30, 2002, after approval by the contracting officer. Any future modifications to the Annual Subcontracting Plan will not be effective until approved in writing by the contracting officer.

In addition, the contractor is required to submit a Summary Subcontracting Report (SF-295) annually. Your Annual Summary Subcontracting Report (covering the period of October 1, 2000, through September 30, 2001) should be prepared to report your actual performance in regard to small business, small disadvantaged business, women-owned small business, HUBZone small business, service disabled veteran small business, and veteran-owned small business subcontracting attributable to FSA, CCC, KCCO. Also, the contractor is required to submit an SF-295 annually from each other-than-small business subcontractor who received a subcontract over \$500,000. If subcontracts over \$500,000 “have not” been awarded to any other-than-small businesses, the contractor should annotate this in the remarks portion of item 16 on the SF-295 (i.e., that “no subcontracts over \$500,000 have been awarded to any other-than-small business”). The following documents are enclosed for your use in completing your plan and reports, if applicable, which are due no later than **October 30, 2001:**

- SUMMARY SUBCONTRACT REPORT (SF-295) for the period October 1, 2000, through September 30, 2001, directed exclusively to Federal contracts with FSA, CCC, KCCO. Subcontracting may be of a “direct” nature (ingredients, transportation, packaging, wharfage, unloading, handling, and stevedoring) or “indirect” nature (administrative, construction, financial, sanitation, utilities, janitorial, and maintenance).
- ANNUAL SUBCONTRACTING PLAN FOR COMMERCIAL PRODUCTS for the period October 1, 2001, through September 30, 2002. Any large business that is awarded or anticipates being awarded at least one contract valued over \$500,000 during this period of one year is required to submit a subcontracting plan. Firms having several corporate divisions, which contract individually with FSA, CCC, KCCO, may submit one company-wide plan or an individual plan for each division and must so indicate on Item 1.A.

An acceptable plan for Fiscal Year 2002 must meet the requirements of FAR 19.704, FAR 52.219-8, and USDA-1, Revision No. 2, as amended, Articles 28 and 45. The USDA goal for each large business contractor is 5 percent for small disadvantaged business, 5 percent for women-owned business, 2.5 percent for HUBZone small business, 3 percent for service disabled veteran small business, and 3 percent for veteran-owned small business. **If you cannot meet these goals, we ask that you submit your reasons why the goals are not attainable, and set forth what efforts will be made to achieve these goals.** Any report or plan which is submitted without all of the proper information requested or required will be considered incomplete and returned to the submitting company or individual for proper completion (i.e., all items numbered 1 through 18 on Form 295 must be completed). All reports are due in KCCO by October 30, 2001, without exception.

Mail your completed plans and reports to:

Kansas City Commodity Office  
Export Operations Division  
Mail Stop 8738  
P. O. Box 419205  
Kansas City, Missouri 64141-6205

Submitted reports and plans will be reviewed by this office and the Small Business Administration, and your firm will be notified in writing if the results are unacceptable. Any questions may be directed to the applicable contracting officer or Sam Maroon, (816) 926-6711, KCCO Small and Disadvantaged Business Utilization Coordinator.

George Aldaya  
Director

Enclosures

