

April 7, 2008

NOTICE TO ALL OFFERORS

REFERENCE: AMENDMENT NO. 3
DOL081RP20140

It has been determined that the requirements for the Small Business Subcontracting Plan shall be amended to reflect Department of Labor's subcontracting goals. The Contracting Officer determined that this information be made available to all bidders. The closing date and time for the receipt of revised subcontracting plan is April 14, 2008, 2:00 p.m. local time.

Keith A. Bond

KEITH A. BOND
Contracting Officer

Attachment

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT

BPA NO. 1. CONTRACT ID CODE PAGE 1 OF PAGES 25

2. AMENDMENT/MODIFICATION NO. 0003 3. EFFECTIVE DATE 4-07-2008 4. REQUISITION/PURCHASE REQ. NO. 5. PROJECT NO.(If applicable)

6. ISSUED BY CODE ETA 7. ADMINISTERED BY (If other than Item 6) CODE U.S. Department of Labor, ETA/OGCM Division of Contract Services 200 Constitution Avenue, NW Room N-4655 Washington DC 20210

8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) To all Offerors/Bidders (X) 9A. AMENDMENT OF SOLICITATION NO. DOL081RP20140 X 9B. DATED (SEE ITEM 11) 4-07-2008 10A. MODIFICATION OF CONTRACT/ORDER NO. 10B. DATED (SEE ITEM 13)

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers is extended, is not extended. Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning 0 copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified. 4-14-2008 2:00PM EST

12. ACCOUNTING AND APPROPRIATION DATA (If required)

13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS, IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

(X) A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A. B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b). C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF: D. OTHER (Specify type of modification and authority)

E. IMPORTANT: Contractor is not, is required to sign this document and return _____ copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

(Please see Attachment)

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print) 16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) KEITH A BOND Contracting Officer 15B. CONTRACTOR/OFFEROR 15C. DATE SIGNED 16B. UNITED STATES OF AMERICA 16C. DATE SIGNED BY (Signature of person authorized to sign) (Signature of Contracting Officer)

14. Continuation page

The purpose of this amendment is to change the terms and conditions of the Request for Proposal (DOL081RP20140) in accordance with the following:

1. **Section I.12 – 52.219-9 Small Business Subcontracting Plan. (Sept 2007)** – is hereby deleted in its entirety and replaced with the following:

52.219-9 Small Business Subcontracting Plan. (Nov 2007)

(a) This clause does not apply to small business concerns.

(b) *Definitions.* As used in this clause—

“Alaska Native Corporation (ANC)” means any Regional Corporation, Village Corporation, Urban Corporation, or Group Corporation organized under the laws of the State of Alaska in accordance with the Alaska Native Claims Settlement Act, as amended ([43 U.S.C. 1601](#), *et seq.*) and which is considered a minority and economically disadvantaged concern under the criteria at [43 U.S.C. 1626\(e\)\(1\)](#). This definition also includes ANC direct and indirect subsidiary corporations, joint ventures, and partnerships that meet the requirements of [43 U.S.C. 1626\(e\)\(2\)](#).

“Commercial item” means a product or service that satisfies the definition of commercial item in section [2.101](#) of the Federal Acquisition Regulation.

“Commercial plan” means a subcontracting plan (including goals) that covers the offeror’s fiscal year and that applies to the entire production of commercial items sold by either the entire company or a portion thereof (*e.g.*, division, plant, or product line).

“Indian tribe” means any Indian tribe, band, group, pueblo, or community, including native villages and native groups (including corporations organized by Kenai, Juneau, Sitka, and Kodiak) as defined in the Alaska Native Claims Settlement Act ([43 U.S.C.A. 1601](#) *et seq.*), that is recognized by the Federal Government as eligible for services from the Bureau of Indian Affairs in accordance with [25 U.S.C. 1452\(c\)](#). This definition also includes Indian-owned economic enterprises that meet the requirements of [25 U.S.C. 1452\(e\)](#).

“Individual contract plan” means a subcontracting plan that covers the entire contract period (including option periods), applies to a specific contract, and has goals that are based on the offeror’s planned subcontracting in support of the specific contract, except that indirect costs incurred for common or joint purposes may be allocated on a prorated basis to the contract.

“Master plan” means a subcontracting plan that contains all the required elements of an individual contract plan, except goals, and may be incorporated into individual contract plans, provided the master plan has been approved.

“Subcontract” means any agreement (other than one involving an employer-employee relationship) entered into by a Federal Government prime Contractor

or subcontractor calling for supplies or services required for performance of the contract or subcontract.

(c) The offeror, upon request by the Contracting Officer, shall submit and negotiate a subcontracting plan, where applicable, that separately addresses subcontracting with small business, veteran-owned small business, service-disabled veteran-owned small business, HUBZone small business concerns, small disadvantaged business, and women-owned small business concerns. If the offeror is submitting an individual contract plan, the plan must separately address subcontracting with small business, veteran-owned small business, service-disabled veteran-owned small business, HUBZone small business, small disadvantaged business, and women-owned small business concerns, with a separate part for the basic contract and separate parts for each option (if any). The plan shall be included in and made a part of the resultant contract. The subcontracting plan shall be negotiated within the time specified by the Contracting Officer. Failure to submit and negotiate the subcontracting plan shall make the offeror ineligible for award of a contract.

(d) The offeror's subcontracting plan shall include the following:

(1) Goals, expressed in terms of percentages of total planned subcontracting dollars, for the use of small business, veteran-owned small business, service-disabled veteran-owned small business, HUBZone small business, small disadvantaged business, and women-owned small business concerns as subcontractors. The offeror shall include all sub-contracts that contribute to contract performance, and may include a proportionate share of products and services that are normally allocated as indirect costs. In accordance with [43 U.S.C. 1626](#):

(i) Subcontracts awarded to an ANC or Indian tribe shall be counted towards the subcontracting goals for small business and small disadvantaged business (SDB) concerns, regardless of the size or Small Business Administration certification status of the ANC or Indian tribe.

(ii) Where one or more subcontractors are in the subcontract tier between the prime contractor and the ANC or Indian tribe, the ANC or Indian tribe shall designate the appropriate contractor(s) to count the subcontract towards its small business and small disadvantaged business subcontracting goals.

(A) In most cases, the appropriate Contractor is the Contractor that awarded the subcontract to the ANC or Indian tribe.

(B) If the ANC or Indian tribe designates more than one Contractor to count the subcontract toward its goals, the ANC or Indian tribe shall designate only a portion of the total subcontract award to each Contractor. The sum of the amounts designated to various Contractors cannot exceed the total value of the subcontract.

(C) The ANC or Indian tribe shall give a copy of the written designation to the Contracting Officer, the prime Contractor, and the subcontractors in between the prime Contractor and the ANC or Indian tribe within 30 days of the date of the subcontract award.

(D) If the Contracting Officer does not receive a copy of the ANC's or the Indian tribe's written designation within 30 days of the subcontract award, the Contractor that awarded the subcontract to the ANC or Indian tribe will be considered the designated Contractor.

(2) A statement of—

(i) Total dollars planned to be subcontracted for an individual contract plan; or the offeror's total projected sales, expressed in dollars, and the total value of projected subcontracts to support the sales for a commercial plan;

(ii) Total dollars planned to be subcontracted to small business concerns (including ANC and Indian tribes);

(iii) Total dollars planned to be subcontracted to veteran-owned small business concerns;

(iv) Total dollars planned to be subcontracted to service-disabled veteran-owned small business;

(v) Total dollars planned to be subcontracted to HUBZone small business concerns;

(vi) Total dollars planned to be subcontracted to small disadvantaged business concerns (including ANCs and Indian tribes); and

(vii) Total dollars planned to be subcontracted to women-owned small business concerns.

(3) A description of the principal types of supplies and services to be subcontracted, and an identification of the types planned for subcontracting to—

(i) Small business concerns;

(ii) Veteran-owned small business concerns;

(iii) Service-disabled veteran-owned small business concerns;

(iv) HUBZone small business concerns;

(v) Small disadvantaged business concerns; and

(vi) Women-owned small business concerns.

(4) A description of the method used to develop the subcontracting goals in paragraph (d)(1) of this clause.

(5) A description of the method used to identify potential sources for solicitation purposes (*e.g.*, existing company source lists, the Procurement Marketing and Access Network (PRO-Net) of the Small Business Administration (SBA), veterans service organizations, the National Minority Purchasing Council Vendor Information Service, the Research and Information Division of the Minority Business Development Agency in the Department of Commerce, or small, HUBZone, small disadvantaged, and women-owned small business trade associations). A firm may rely on the information contained in PRO-Net as an accurate representation of a concern's size and ownership characteristics for the purposes of maintaining a small, veteran-owned small, service-disabled veteran-owned small, HUBZone small, small disadvantaged, and women-owned small business source list. Use of PRO-Net as its source list does not relieve a firm of its responsibilities (*e.g.*, outreach, assistance, counseling, or publicizing subcontracting opportunities) in this clause.

(6) A statement as to whether or not the offeror included indirect costs in establishing subcontracting goals, and a description of the method used to determine the proportionate share of indirect costs to be incurred with—

- (i) Small business concerns (including ANC and Indian tribes);
- (ii) Veteran-owned small business concerns;
- (iii) Service-disabled veteran-owned small business concerns;
- (iv) HUBZone small business concerns;
- (v) Small disadvantaged business concerns (including ANC and Indian tribes); and
- (vi) Women-owned small business concerns.

(7) The name of the individual employed by the offeror who will administer the offeror's subcontracting program, and a description of the duties of the individual.

(8) A description of the efforts the offeror will make to assure that small business, veteran-owned small business, service-disabled veteran-owned small business, HUBZone small business, small disadvantaged business, and women-owned small business concerns have an equitable opportunity to compete for subcontracts.

(9) Assurances that the offeror will include the clause of this contract entitled "Utilization of Small Business Concerns" in all subcontracts that offer further subcontracting opportunities, and that the offeror will require all subcontractors (except small business concerns) that receive subcontracts in excess of \$550,000 (\$1,000,000 for construction of any public facility) to adopt a subcontracting plan that complies with the requirements of this clause.

(10) Assurances that the offeror will—

- (i) Cooperate in any studies or surveys as may be required;
- (ii) Submit periodic reports so that 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/or [SF 295](#), Summary Subcontract Report, in accordance with paragraph (j) of this clause. The reports shall provide information on subcontract awards to small business concerns, veteran-owned small business concerns, service-disabled veteran-owned small business concerns, HUBZone small business concerns, small disadvantaged business concerns, women-owned small business concerns, and Historically Black Colleges and Universities and Minority Institutions. Reporting shall be in accordance with the instructions on the forms or as provided in agency regulations.

(iv) Ensure that its subcontractors agree to submit [SF 294](#) and [SF 295](#).

(11) A description of the types of records that will be maintained concerning procedures that have been adopted to comply with the requirements and goals in the plan, including establishing source lists; and a description of the offeror's efforts to locate small business, veteran-owned small business, service-disabled veteran-owned small business, HUBZone small business, small disadvantaged business, and women-owned small business concerns and award subcontracts to

them. The records shall include at least the following (on a plant-wide or company-wide basis, unless otherwise indicated):

(i) Source lists (*e.g.*, PRO-Net), guides, and other data that identify small business, veteran-owned small business, service-disabled veteran-owned small business, HUBZone small business, small disadvantaged business, and women-owned small business concerns.

(ii) Organizations contacted in an attempt to locate sources that are small business, veteran-owned small business, service-disabled veteran-owned small business, HUBZone small business, small disadvantaged business, or women-owned small business concerns.

(iii) Records on each subcontract solicitation resulting in an award of more than \$100,000, indicating—

(A) Whether small business concerns were solicited and, if not, why not;

(B) Whether veteran-owned small business concerns were solicited and, if not, why not;

(C) Whether service-disabled veteran-owned small business concerns were solicited and, if not, why not;

(D) Whether HUBZone small business concerns were solicited and, if not, why not;

(E) Whether small disadvantaged business concerns were solicited and, if not, why not;

(F) Whether women-owned small business concerns were solicited and, if not, why not; and

(G) 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;

(C) Conferences and trade fairs to locate small, HUBZone small, small disadvantaged, and women-owned small business sources; and

(D) Veterans service organizations.

(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's requirements.

(vi) On a contract-by-contract basis, records to support award data submitted by the offeror to the Government, including the name, address, and business size of each subcontractor. Contractors having commercial plans need not comply with this requirement.

(e) In order to effectively implement this plan to the extent consistent with efficient contract performance, the Contractor shall perform the following functions:

(1) Assist small business, veteran-owned small business, service-disabled veteran-owned small business, HUBZone small business, small disadvantaged business, and 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. Where the Contractor's lists of potential small business, veteran-owned small business, service-disabled veteran-owned small business, HUBZone small business, small disadvantaged business, and women-owned small business subcontractors are excessively long, reasonable effort shall be made to give all such small business concerns an opportunity to compete over a period of time.

(2) Provide adequate and timely consideration of the potentialities of small business, veteran-owned small business, service-disabled veteran-owned small business, HUBZone small business, small disadvantaged business, and women-owned small business concerns in all "make-or-buy" decisions.

(3) Counsel and discuss subcontracting opportunities with representatives of small business, veteran-owned small business, service-disabled veteran-owned small business, HUBZone small business, small disadvantaged business, and women-owned small business firms.

(4) Confirm that a subcontractor representing itself as a HUBZone small business concern is identified as a certified HUBZone small business concern by accessing the Central Contractor Registration (CCR) database or by contacting SBA.

(5) Provide notice to subcontractors concerning penalties and remedies for misrepresentations of business status as small, veteran-owned small business, HUBZone small, 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.

(f) A master plan on a plant or division-wide basis that contains all the elements required by paragraph (d) of this clause, except goals, may be incorporated by reference as a part of the subcontracting plan required of the offeror by this clause; provided—

(1) The master plan has been approved;

(2) The offeror ensures that the master plan is updated as necessary and provides copies of the approved master plan, including evidence of its approval, to the Contracting Officer; and

(3) Goals and any deviations from the master plan deemed necessary by the Contracting Officer to satisfy the requirements of this contract are set forth in the individual subcontracting plan.

(g) A commercial plan is the preferred type of subcontracting plan for contractors furnishing commercial items. The commercial plan shall relate to the offeror's planned subcontracting generally, for both commercial and Government business, rather than solely to the Government contract. Commercial plans are also preferred for subcontractors that provide commercial items under a prime contract, whether or not the prime contractor is supplying a commercial item.

(h) Prior compliance of the offeror with other such subcontracting plans under previous contracts will be considered by the Contracting Officer in determining the responsibility of the offeror for award of the contract.

(i) The failure of the Contractor or subcontractor to comply in good faith with—

(1) The clause of this contract entitled “Utilization Of Small Business Concerns;” or

(2) An approved plan required by this clause, shall be a material breach of the contract.

(j) The Contractor shall submit the following reports:

(1) [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. This report is not required for commercial plans.

(2) [Standard Form 295](#), *Summary Subcontract Report*. This report encompasses all of the contracts with the awarding agency. It must be submitted semi-annually for contracts with the Department of Defense and annually for contracts with civilian agencies. If the reporting activity is covered by a commercial plan, the reporting activity must report annually all subcontract awards under that plan. All reports submitted at the close of each fiscal year (both individual and commercial plans) shall include a breakout, in the Contractor’s format, of subcontract awards, in whole dollars, to small disadvantaged business concerns by North American Industry Classification System (NAICS) Industry Subsector. For a commercial plan, the Contractor may obtain from each of its subcontractors a predominant NAICS Industry Subsector and report all awards to that subcontractor under its predominant NAICS Industry Subsector. (End of Clause)

**2. Section L.8 – SUBCONTRACTING PLAN – is hereby amended as follows:
L.8 SUBCONTRACTING PLAN**

All large businesses shall be required to submit a subcontracting plan that separately addresses subcontracting with small business, veteran-owned small business, service-disabled veteran-owned small business, HUBZone small business, small disadvantaged business, and women-owned small business concerns. The subcontracting plan shall be submitted as part of the offer (proposal) on or before the receipt of proposal due date. The plan shall be included in and made a part of the resultant contract. Failure to submit an acceptable subcontracting plan shall make the offeror ineligible for the award of a contract.

For a subcontracting plan to be deemed acceptable, large businesses must respond to all eleven (11) elements of FAR 52.219-9 (see Attachment J.11). In addition, the large business demonstrates a commitment to small business

subcontracting and its extent of participation in compliance with the associated regulations. Large businesses must submit a plan, which will meet or exceed the percentage requirements (goals) described below for small business, small disadvantaged business, woman-owned small business, HUBZone small business, veteran-owned small business, and service-disabled veteran-owned small businesses. Failure of large businesses to meet the above subcontracting plan requirements may cause the proposal to be nonresponsive and ineligible for award.

- 3. Section L.9 – SUBCONTRACTING (LARGE BUSINESS)** – is hereby amended as follows:

L.9 SUBCONTRACTING (LARGE BUSINESS)

In accordance with FAR 19.704 and FAR clause 52.219-9, a subcontracting plan is required from offerors submitting a proposal in response to this solicitation. The Subcontracting Plan shall address the broadest possible scope of small business participation. An offeror's subcontracting plan will be made a part of the contract award document. This solicitation contains FAR clause 52.219-9, "Small Business Subcontracting Plan-Alternate II". The Subcontracting Plan described and required by this clause (all 11 elements) must be submitted on or before the receipt of proposal due date. A sample Plan format that includes all eleven elements is attached to the solicitation (see Attachment J.11). The Contracting Officer's assessment of appropriate subcontracting goals for this acquisition is as follows:

- A. 25% of the total contract value is subcontracted to small businesses
- B. Of the amount subcontracted overall, the following percentages shall be subcontracted to small businesses in the following categories:
 1. Small Business Concerns 60% of the total amount subcontracted;
 2. Small Disadvantaged Business Concerns 11.0% of the total amount subcontracted;
 3. Women Owned Small Business Concerns 7.0% of the total amount subcontracted;
 4. HUBZone Small Business Concerns 3.0% of the total amount subcontracted;
 5. Service-Disabled Veteran-Owned Small Business Concerns 3.0% of the total amount subcontracted; and

6. Veteran-Owned Small Business Concerns 3.0% of the total amount subcontracted

Note that the above small business categories are not mutually exclusive. Subcontract dollars may be attributed to as many categories as are applicable. (Example: WOSB & SDB also count as SB)

Offerors are required to propose goals that are equivalent to or greater than those recommended by the Contracting Officer. The proposed goals and dollars for each small business category shall be clearly stated on the sample Plan format (see Attachment J.11). Cage codes shall also be provided for the primary bidder as well as all proposed small business subcontractors (see Attachment J.11). In no case are "zero" goals acceptable. Failure to submit a plan, which meets the percentage requirements (goals) set forth by the Contracting Officer for small business, small disadvantaged business, woman-owned small business, HUBZone small business, veteran-owned small business, or service-disabled veteran-owned small business, may render the proposal nonresponsive. Use of the sample plan format is required. Failure to use this format shall deem the proposal nonresponsive.

Offerors must agree to enter, and ensure that its subcontractors enter, the required subcontracting reports into the government-wide Electronic Subcontracting Reporting System (eSRS) in accordance with the instructions provided with eSRS. Prior to final payment, the successful contractor shall submit their small business utilization figures, to the DOL Contracting Office (address on page 1 of this solicitation) for use in determining how well the successful awardee adhered to their proposed subcontracting plan and for use in determining the company's overall performance evaluation.

4. **M.2.F SUBCONTRACTING PLAN EVALUATION** – is hereby amended as follows:

M.2.F SUBCONTRACTING PLAN EVALUATION.

The successful large business prime contractor will have its subcontracting plan reviewed as acceptable or unacceptable based on (i) compliance with the requirement to submit a plan including a response to all eleven (11) elements of FAR 52.219-9 and (ii) the small business utilization content of the plan. If the offeror does not submit a plan that incorporates the required elements within the time allotted, the proposal may be ineligible for award. If the plan evidences the offeror's intention not to comply with its obligations under the clause at 52.219-8, Utilization of Small Business Concerns, the contracting officer will find the offeror nonresponsive. An overall rating will be assigned as follows:

RATING DEFINITION

Acceptable

The offeror has responded to all eleven (11) elements of FAR 52.219-9 (see Attachment J.11). In addition, the offeror demonstrates a commitment to small business subcontracting and its extent of participation in compliance with the associated regulations. Large businesses must submit a plan, which meets the percentage requirements (goals) for small business, small disadvantaged business, woman-owned small business, HUBZone small business, veteran-owned small business, and service-disabled veteran-owned small businesses, set forth in Section L.

Unacceptable

The offeror fails to respond to all eleven (11) elements of FAR 52.219-9 (see Attachment J.11) and/or fails to demonstrate a commitment to small business subcontracting and its extent of participation in compliance with the associated regulations. Failure to submit a plan, which meets the percentage requirements (goals) for small business, small disadvantaged business, woman-owned small business, HUBZone small business, veteran-owned small business, or service-disabled veteran-owned small business, set forth in Section L, may render the proposal nonresponsive.

Attachment J.11
SUBCONTRACTING PLAN
(Required Format)

Solicitation Number: **DOL081RP20140**
Workforce Investment Act Gold-Standard Evaluation (WGSE)

This plan follows the format for addressing the eleven elements as shown at FAR 52.219-9(d). Please be sure to address all eleven elements.

Contractor Name:

Address:

Dollar Value of Contract: \$_____. **Dollar Value of Subcontracts**
\$_____. **Dollar Value of Socioeconomic Plan \$_____.**

Individual Plan () Master Plan () Commercial Plan () Comprehensive Plan ()

NOTE: For contracts containing options, the percentage goals and dollars must be shown separately for the basic contract period and for EACH option period.

(1) – GOALS. In the tables on pages 2 and 3, state the percentage of total planned subcontracting dollars that will go to all Small Business (**SB**) concerns (no special designation), Small Disadvantaged Business (**SDB**) concerns, Women-Owned Small Business (**WOSB**) concerns, Veteran-Owned Small Business (**VOSB**) concerns, Service Disabled Veteran-Owned Small Business (**SDVOSB**) concerns, HUBZone Small Business (**HZSB**) concerns, Historically Black Colleges and Universities or Minority Institutions (**HBCUMI**) and to other program concerns, i.e., **Ability One** (formerly JWOD) and Mentoring Business Agreements (**MBA**). Note that percentage goals may be repeated across categories. Example, a business may be small, service-disabled, and located in a Hubzone.

(2) – STATEMENT OF DOLLARS. In the tables on pages 2 and 3, state the planned subcontracting dollars that will go to all Small Business (**SB**) concerns (no special designation), Small Disadvantaged Business (**SDB**) concerns, Women-Owned Small Business (**WOSB**) concerns, Veteran-Owned Small Business (**VOSB**) concerns, Service Disabled Veteran-Owned Small Business (**SDVOSB**) concerns, HUBZone Small Business (**HZSB**) concerns, Historically Black Colleges and Universities or Minority Institutions (**HBCUMI**) and to other program concerns, i.e., **Ability One** (formerly JWOD) and **MBA** entities. Note that percentage goals may be repeated across categories. Example, a business may be small, service-disabled, and located in a Hubzone.

STATEMENT OF GOALS AND DOLLARS - SUBCONTRACTING PLAN

Note: Subcontracting dollars can apply to more than one small business category. Total Contract Value- \$ _____

SMALL BUSINES - NO SPECIAL DESIGNATION				HUBZONE SMALL BUSINESS	
Base Year	\$			Base Year	\$
OY 1	\$			OY 1	\$
OY2	\$			OY2	\$
OY3	\$			OY3	\$
OY4	\$			OY4	\$
Total	\$			Total	\$
	%	Percent of Total Subcontracting Dollars			%
	%	Percent of Total Contract Value			%
SMALL DISADVANTAGED BUSINESS				SERVICE-DISABLED VETERAN-OWNED SB	
Base Year	\$			Base Year	\$
OY 1	\$			OY 1	\$
OY2	\$			OY2	\$
OY3	\$			OY3	\$
OY4	\$			OY4	\$
Total	\$			Total	\$
	%	Percent of Total Subcontracting Dollars			%
	%	Percent of total Contract Value			%
WOMAN-OWNED SMALL BUSINESS				VETERAN-OWNED SMALL BUSINESS	
Base Year	\$			Base Year	\$
OY 1	\$			OY 1	\$
OY2	\$			OY2	\$
OY3	\$			OY3	\$
OY4	\$			OY4	\$
Total	\$			Total	\$
	%	Percent of Total Subcontracting Dollars			%
	%	Percent of total Contract Value			%

STATEMENT OF GOALS AND DOLLARS - SUBCONTRACTING PLAN (cont)

Note: Subcontracting dollars can apply to more than one small business category.

HBCUMI				Ability One (JWOD)	
Base Year	\$			Base Year	\$
OY 1	\$			OY 1	\$
OY2	\$			OY2	\$
OY3	\$			OY3	\$
OY4	\$			OY4	\$
Total	\$			Total	\$
	_____ %	Percent of Total Subcontracting Dollars			_____ %
	_____ %	Percent of total Contract Value			_____ %
MENTORING BUSINESS AGREEMENT					
Base Year	\$				
OY 1	\$				
OY2	\$				
OY3	\$				
OY4	\$				
Total	\$				
	_____ %	Percent of Total Subcontracting Dollars			
	_____ %	Percent of total Contract Value			

SUMMARY

Estimated total dollars to LARGE Business PRIME contractor \$ _____

Estimated total subcontract dollars to LARGE business \$ _____

Estimated total subcontract dollars to ALL small business \$ _____

STATEMENT OF GOALS AND DOLLARS - SUBCONTRACTING PLAN (cont)

Cage Codes for Designated Subcontractors	CAGE CODES	Subcontractor Company Names
CAGE Code(s) for Small Bus (no special designation)		
CAGE Code(s) for Small Disadvantaged Bus		
CAGE Code(s) for Women-Owned Small Bus		
CAGE Code(s) for Veteran-Owned Small Bus		
CAGE Code(s) for Service-Disabled Veteran-Owned Small Bus		
CAGE Code(s) for HubZone Small Bus		
CAGE Code(s) for Small Business Prime Contractor		
CAGE Code(s) for Large Business Prime Contractor		
CAGE Code(s) for Large Business Other than Prime Contractor		
CAGE Code(s) for Ability One (JWOD) Non Profit Center(s)		
CAGE Code(s) for MBA(s)		

Note 1: Failure to complete all tables for dollars, percentages, and cage codes under paragraph 2 including option years (if applicable) may negatively effect the evaluation of the overall subcontracting / socioeconomic plan.

Note 2: Socioeconomic Plan Categories Include Small Business (SB) Small Disadvantaged Business (SDB), Woman-Owned Small Business (WOSB) and Historically Black Colleges and Universities Minority Institutions (HBCUMI)

(4) – METHOD USED TO DEVELOP GOALS

Explain how you arrived at your percentage goals and dollars for subcontracting to SB, SDB, WOSB, VOSB, SDVOSB, HZSB, HBCMI, and to the other program concerns, ABILITY ONE (JWOD) and MBA. (Para 4 may be continued on the last page.)

	METHOD USED TO DEVELOP GOALS - COMPLETE FOR ALL THAT APPLY
SB:	
SDB:	
WOSB:	
HZSB:	
SDVOSB:	
HBCUMI	
ABILITY ONE	
MBA	

(6) – INDIRECT COSTS (Check which applies.)

___ Indirect costs ***have not*** been included in establishing subcontracting goals.

___ Indirect costs ***have*** been included in establishing subcontracting goals. If included, describe how company determined the proportionate share of indirect costs incurred with:

	PRINCIPLE PRODUCTS - COMPLETE FOR ALL THAT APPLY. (Para. 6 information may be continued on last page)
SB:	
SDB:	
WOSB:	
HBZN	
VOSB	
SDVOSB	
HBCUMI	
ABILITY ONE	
MBA	

(7) – ADMINISTRATION OF SUBCONTRACTING PROGRAM

The following individual employed by the offeror will administer this subcontracting or socioeconomic plan.

Name:

Address:

Telephone:

Title:

General Description of Duties:

(8) - EQUITABLE OPPORTUNITY TO COMPETE (Check which applies.)

Describe your efforts to ensure that Small, Small Disadvantaged Bus, Women-Owned Small Bus, HubZone Small Bus, Veteran-Owned Small Business, Service Disabled Veteran-Owned Small Bus, HBCUMI, JWOD, and MBA concerns will have an equitable opportunity to compete for subcontracts. These efforts include, but are not limited to, the following activities:

	Outreach Efforts to Obtain Sources:
	Federal Business Opportunities (www.fbo.gov)
	Contacting minority and small business trade associations.
	Contacting business development organizations.
	Attending small and minority business procurement conferences and trade fairs.
	Using CCR/Dynamic Small Business Search. (www.ccr.gov) to locate sources.
	Other: Explain -
	Internal Efforts to Guide and Encourage Purchasing Personnel:
	Presenting workshops, seminars, and training programs.
	Establishing, maintaining, and using Small, Small Disadvantaged Bus, Women-Owned Small Bus, Veteran-Owned Small Bus, Service Disabled Veteran-Owned Small Bus, HubZone Small Bus, Historically Black Colleges or Universities and Minority Institutions, and Ability One (JWOD) source lists, guides, and other data for soliciting subcontracts.
	MBA. Explain -
	Other. Explain -

Paragraph 8 (cont)

(9) - INCLUSION OF FAR CLAUSE 52.219-8, "UTILIZATION OF SMALL BUSINESS CONCERNS," IN SUBCONTRACTS

Place a check by each statement as assurance that the following will be done:

I agree to include FAR Clause 52.219-8, "Utilization of Small Business Concerns," in all subcontracts that offer further subcontracting opportunities.

I will require all subcontractors (except SB concerns) that receive subcontracts in excess of \$500,000 to adopt a subcontracting plan similar to this one that complies with the eleven elements in FAR 52.219-9.

(10) - REQUIREMENT TO COOPERATE IN STUDIES AND SUBMISSION OF REPORTS

Place a check by each statement as assurance that the following will be done:

I agree to cooperate in any studies or surveys as may be required.

I agree to submit periodic reports so that the Government can determine the extent of compliance with the subcontracting plan.

I agree to enter the Subcontracting Summary Report (SSR) formerly Standard Form (SF) 294 or SF 295, into the government-wide Electronic Subcontracting Reporting System (eSRS) at www.esrs.gov in accordance with the instructions provided with eSRS and/or in agency regulations.

I agree to ensure that my subcontractors enter their Individual Subcontracting Report (ISR), formerly Standard Form SF 294 into the government-wide Electronic Subcontracting Reporting System (eSRS) at www.esrs.gov for each scheduled period.

Subcontracting Reports from large business are to be submitted within 30 days after the close of each calendar period as indicated below:

<u>Calendar Period</u>	<u>Report Due</u>	<u>Date Due</u>	<u>Send Report To:</u>
October 01 – March 31	ISR	04/30	Business Specialist & Surveillance Agency (if identified below) eSRS Section 12. Please enter the e-mail address of the Government employee (s) and/or other person (s) to be notified that you have submitted this report.
April 01 – Sept. 30	ISR	10/30	DDC Small Business Specialist & Surveillance Agency (if identified below) eSRS Section 12. Please enter the e-mail address of the Government employee (s) and/or other person (s) to

be notified that you have submitted this report.

October 01 – Sep.30 SSR

10/30

DDC Small Business Specialist & Surveillance Agency (if identified below) eSRS Section 12. Please enter the e-mail address of the Government employee (s) and/or other person (s) to be notified that you have submitted this report.

Defense Distribution Center Acquisition Operations Attn: DDC-AB / Cathy A. Hampton J Avenue, Bldg 404 New Cumberland, PA 17070-5000	Identified Surveillance Agency (To be completed at time of award.)
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(11) – DESCRIPTION OF TYPES OF RECORDS TO BE MAINTAINED

(Check if in agreement)

___ I agree to maintain the following records to show compliance with this subcontracting plan:

- a. Source lists (e.g., PRO-NET), guides, and other data that identify Small, Small Disadvantaged Bus, Women-Owned Small Bus, Service Disabled Veteran-Owned Small Bus, Veteran-Owned Small Bus, and HubZone Small Bus sources.
- b. Records on organizations contacted to locate Small, Small Disadvantaged Bus, Women-Owned Small Bus, Service Disabled Veteran-Owned Small Bus, Veteran-Owned Small Bus, and HubZone Small Bus sources.
- c. Records on each subcontract solicitation resulting in an award of more than \$100,000, indicating
 - (1) Whether SB concerns were solicited and, if not, why not.
 - (2) Whether SDB concerns were solicited and, if not, why not.
 - (3) Whether WOSB concerns were solicited and, if not, why not.
 - (4) Whether VOSB concerns were solicited and, if not, why not.
 - (5) Whether SDVOSB concerns were solicited and, if not, why not.
 - (6) Whether HZSB concerns were solicited and, if not, why not.
- d. Records of outreach efforts to contact:
 - (1) Trade associations.
 - (2) Business development organizations.
 - (3) Conferences and trade fairs to locate Small, Small Disadvantaged Bus, Women-Owned Small Bus, Verteran-Owned Small Bus, Service Disabled Veteran-Owned Small Bus, and HubZone Small Bus qualifiers. .
- e. Records of internal guidance and encouragement provided to buyers through:
 - (1) Workshops, seminars, training, etc...
 - (2) Monitoring performance to evaluate compliance with the program's requirements.
- f. On a contract by contract basis, records to support award data submitted to the Government, including the name, address, and business size of each subcontractor.

This Subcontracting Plan was prepared by:

SIGNATURE:

PRINTED NAME:

TITLE: _____

PHONE NUMBER:

DATE PREPARED:

Explain rationale for any limitations on subcontracting opportunities to any of the small business categories.
