

COMMERCIAL SMALL BUSINESS SUBCONTRACTING PLAN INSTRUCTIONS

(Note: Information in italics provides instructions and examples and should not be included in the actual plan.)

(Note: The Contractor is responsible for completion of elements 1 through 13.)

Element 1 **Type of Plan**

Commercial Products Service Plan: **Includes goals, covers the offeror's fiscal year and applies to the entire production of commercial items or delivery of services sold by either the entire company or a portion thereof (e.g., division, plant, or production line); this includes planned subcontracting for both commercial and government businesses**

Element 2 **Percentage Goals**

For each of the following socio-economic categories, provide separate percentage goals for the fiscal period (expressed as a percentage of the total dollar value projected to be subcontracted on this solicitation or contract.

Note: An example of a worksheet to use for commercial subcontract dollars and goals is available at the link <https://www.commissaries.com/business/subcontractplan.cfm>

Element 3 **Projected Subcontracted Supplies/Services**

List the supplies and/or services to be subcontracted, and the corresponding socio-economic status of the businesses projected to receive these subcontracts. If necessary, an attachment may be used to provide a more complete explanation. An example of a worksheet to use for projected subcontracted supplies/services is available at the link

<https://www.commissaries.com/business/subcontractplan.cfm>

(NOTE: If specific small, small disadvantaged, women-owned, service-disabled veteran-owned small businesses or veteran-owned small businesses are identified in the plan, but large businesses are subsequently substituted, the contracting officer shall be provided timely written notification.

**Element 4****Method Of Developing Goals**

Describe the method used to identify potential subcontracting sources for purposes of this fiscal period (explain the method and state the quantitative basis) . Explain how the areas to be subcontracted were determined, and how the capabilities of small businesses were determined.

(Examples: Analysis of current socio-economic subcontracting accomplishments, analysis of make or buy decisions, and analysis of indirect cost elements with subcontracting potential.)

**Element 5****Method Of Identifying Sources**

Describe the method used to identify potential subcontracting sources for purposes of this solicitation or contract.

(Examples: Possible methods include existing company source lists, customer referrals, purchasing handbooks, CCR Dynamic Small Business Search, trade publications, advertising, veterans service organizations, the National Minority Purchasing Council Vendor Information Service, the Research and Information Division of the Minority Business Development Agency, or civic/business organizations.)

**Element 6****Indirect Costs (CHECK ONE)**

If indirect costs were not included when subcontracting goals were established, no further action is required, except to stipulate this in the plan. If indirect costs were included when establishing subcontracting goals, provide sufficient details to show how indirect costs were proportioned among the socioeconomic categories.

(NOTE: FAR 52.219-9(d)(1) permits the use of indirect costs in projecting socio-economic goals, so long as the indirect costs are apportioned.)

Element 7**Name And Duties Of Small Business Liaison Officer/
Responsible Administrator**

Provide name, address, telephone number, fax number, e-mail address and title of individual responsible for administration of this subcontracting plan. Describe their duties (e.g., developing, preparing and executing individual subcontracting plans and monitoring performance relative to the requirements of this particular plan, monitoring purchasing activities, liaison with representatives of appropriate federal, state and local agencies, submit required reports /records, attending workshops, seminars, etc.)

Element 8**Effort To Ensure Equitable Opportunities**

Describe efforts to ensure small businesses, HUBZone small businesses, small disadvantaged businesses, women-owned small businesses, veteran-owned small businesses, and service-disabled veteran-owned small businesses, have an equitable opportunity. (Examples include: assisting small business concerns, providing counseling, participating in outreach programs, advertising, presenting workshops/seminars, establishing source list, attending small business conferences and trade fairs.)

Element 9**Subcontracting Clauses**

The contractor agrees to include the provisions under FAR 52.219-8, "Utilization of Small Business Concerns" in all subcontracts that offer subcontracting opportunities. And, except for Small Businesses, all subcontractors receiving subcontracts in excess of \$550,000 (\$1,000,000 for construction) must adopt a plan that complies with the requirements of the clause at FAR 52.219-9, "Small Business Subcontracting Plan".

Element 10**Reporting Assurances**

Provide assurances that the offeror will:

- (1) cooperate in any required studies or surveys,*
- (2) submit periodic reports to determine compliance with subcontracting plan,*
- (3) submit Summary Subcontracting Reports (SSR) as required using the Electronic Subcontracting Reporting System (eSRS) located at <http://www.esrs.gov> ,*
- (4) ensure that subcontractors with subcontracting plans agree to submit SSR using the eSRS,*
- (5) provide to all first-tier subcontractors with subcontracting plans its prime contract number, its DUNS number and the email address of the Government official responsible for processing the reports in eSRS so first-tier subcontractors with subcontracting plans can submit reports in eSRS, and*
- (6) require first-tier subcontractors with subcontracting plans to provide the prime contract number, its own DUNS number and e-mail address of the Government official responsible for processing the reports in eSRS to its subcontractors with subcontracting plans*

Element 11**Record Maintenance**

List/describe the types of records that will be maintained to demonstrate compliance with the requirements and goals in the plan. For example: Organizations contacted to locate sources, outreach efforts (i.e., conferences, trade fairs, etc.), internal guidance to encourage efforts by buyers, workshops, records on subcontract solicitations resulting in award over \$100,000, socioeconomic lists, etc.

Element 12**Reports and Due Dates**

Only one report (SSR) is due each year for the period of 1 October thru 30 September for commercial subcontracting plans . The annual report is due 30 days (30 October) after the end of the reporting period. The report will be submitted using the eSRS system located at <http://www.esrs.gov> .

Element 13**Contractor Submission Information**

Provide name, title, telephone number, and email address of the individual submitting the plan.

COMMERCIAL SMALL BUSINESS SUBCONTRACTING PLAN

Date _____

Fiscal Year Period: _____ through _____

Contractor Name and Address: _____

The following Commercial Small Business Subcontracting Plan, together with any attachments, is submitted in accordance with the requirements of Federal Acquisition Regulations 19.704, 52.219-9 and Defense Federal Acquisition Regulation Supplement 219.704.

Element 1 Type of Plan

Commercial Products Service Plan:

Includes goals, covers the offeror's fiscal year and applies to the entire production of commercial items or delivery of services sold by either the entire company or a portion thereof (e.g., division, plant, or production line); this includes planned subcontracting for both commercial and government businesses

Corporate:

Company:

Subdivision:
Specify subdivision: **Division** **Plant** **Production Line**

Element 2

Percentage Goals

A worksheet is attached expressing dollars and percentage goals for each socioeconomic category.

Comment: _____

Element 3

Projected Subcontracted Supplies/Services

Element 4

Method Of Developing Goals

Element 5

Method Of Identifying Sources

Element 6 **Indirect Costs** (CHECK ONE)

Indirect and overhead costs _____ HAVE BEEN _____ HAVE NOT BEEN included in the dollar and percentage subcontracting goals stated above.

Comment: _____

Element 7 **Name And Duties Of Small Business Liaison Officer/ Responsible Administrator**

Name: _____ Phone #: _____
Title: _____ E-mail address: _____
Address: _____

Comments: _____

Element 8 **Effort To Ensure Equitable Opportunities**

Element 9 **Subcontracting Clauses**

Element 10

Reporting Assurances

Element 11

Record Maintenance

Element 12

Reports and Due Dates

Element 13

Contractor Submission Information

This subcontracting plan was submitted by:

Signature: _____ Printed Name: _____

Title _____ Date Prepared: _____

Telephone: _____ E-mail: _____

Small Business Specialist Review

This subcontracting plan was reviewed by the Agency Small Business Specialist (SBS) prior to the Contracting Officer Approval with the following recommendations:

Concur

Non- concur

Recommendation: _____

Signature: _____ Printed Name: _____

Date: _____ Telephone: _____

E-mail : _____

Contracting Officer Approval

Approve

I have reviewed this subcontracting plan and have determined that the plan provides the maximum practicable opportunity for the various small business categories as defined in the Small Business Act and referenced in FAR part 19. I have therefore accepted this plan and hereby make it an integral part of contract number _____ dated _____.

**Not
Approved**

Recommendation: _____

Signature: _____ Printed Name: _____

Date: _____ Telephone: _____

E-mail: _____