

## Attachment J-4 Small Business Subcontracting Plan

**Name of Contractor:**  
 Washington Closure LLC

**Address:**  
 1779 Terminal Drive  
 Richland, Washington 99354

**Solicitation Number:**  
 DE-RP06-04RL14655

**TYPE OF PLAN: INDIVIDUAL**

**CONTRACT PLAN:** This small business subcontracting plan describes our approach to involving small business (SB), small disadvantaged business (SDB), women-owned small business (WOSB), HUBZone small business (HUBZone), veteran-owned small business (VOSB) and service-disabled veteran-owned small business (SDVOSB) concerns to the maximum extent practicable, consistent with the government's interest. The River Corridor Closure small business subcontracting plan is submitted in accordance with FAR 52.219-8 and 52.219-9. Supplement J4, participation of small business in meaningful and complex work, provides a significant commitment to SDB concerns, complexity and variety of work, realism and past performance.

**(1) and (2) Goals (Percentage and Dollar Value)**

Figure 1 shows our goals expressed in terms of percentages of total planned subcontracted dollars and dollar values for the RCC contract

for the use of SB, SDB, WOSB, HUBZone SB, VOSB and SDVOSB concerns.

**(3) Potential Subcontracting Opportunities for Small Business**

Figure 2 lists the principal categories of subcontracting opportunities that will be made available for small business concerns. The categories shown are for general work groupings only. As additional opportunities are identified, the list will be expanded.

**(4) Method Used to Develop Subcontracting Goals**

To establish the subcontracting goals and commitments, we gathered available RCC information, forecasted probable acquisition needs and analyzed project estimates. We also used our collective experience to determine potential requirements and contingencies. Based on our level of achievement in the past, our subcontracting goals for this contract are both realistic and attainable and will include SB, SDB, WOSB, VOSB, HubzoneSB and SDVOSBs in a variety of meaningful and complex work on the project.

**(5) Methods Used to Identify Potential Sources for Solicitation**

We continually identify and review potential sources of supplies and services including, but not limited to—

**Figure 1 Small Business Subcontracting Goals**

Category	Percentage of Total Estimated Subcontracting Effort	Estimated Dollar Value
Total planned and available for subcontracting to SB concerns	65.0%	759,252,000
Total planned and available for subcontracting to SDB concerns (included in SB concern numbers)	22.0%	256,978,000
Total planned and available for subcontracting to WOSB concerns (included in SB and partially in SDB concern numbers)	13.0%	151,850,000
Total planned and available for subcontracting to HUBZone SB concerns (included in SB concern numbers)	4.5%	52,564,000
Total planned and available for subcontracting to veteran-owned SB concerns (included in SB concern numbers)	3.0%	35,042,000
Total planned and available for subcontracting to service-disabled, veteran-owned SB concerns (included in SB concern numbers)	3.0%	35,042,000

Figure 2 Principal Categories of Subcontracting Opportunities

Principal Supplies and Services to be Subcontracted	SB	VOSB	SDVOSB	HUBZone	SDB	WOSB
Soil excavation and backfill	✓					✓
Field sampling	✓				✓	✓
Confirmation sampling	✓				✓	✓
Engineering	✓	✓	✓		✓	✓
Engineering studies	✓	✓	✓		✓	✓
Crane operations	✓					
Equipment rentals	✓			✓	✓	✓
Selected D4 activities	✓	✓	✓			
Laboratory analysis	✓				✓	✓
Records management	✓				✓	✓
Revegetation	✓			✓	✓	
Construction services	✓		✓	✓	✓	
Office supplies	✓				✓	✓
Photography	✓			✓	✓	
Consumables	✓			✓	✓	
Computer supplies	✓			✓	✓	✓
Paper products	✓	✓		✓	✓	
Janitorial supplies	✓	✓		✓		
Chemical, safety & laboratory supplies	✓	✓			✓	
Fasteners	✓					✓
Hand tools	✓			✓		
PPE	✓	✓		✓		✓
Industrial equipment and supplies	✓				✓	✓
Construction safety and maintenance	✓			✓		✓
Industrial safety and supply	✓		✓		✓	
Office furniture	✓				✓	✓
Pipe and pipe fittings, valves, pump and vacuum systems, water filtration, flexible hoses	✓		✓	✓	✓	
Electrical supplies and equipment	✓			✓	✓	
Electronic supplies	✓				✓	
HVAC and plumbing	✓				✓	
Laboratory supplies and equipment	✓	✓			✓	

- ▶ Existing company supplier performance evaluation system
- ▶ Government Central Contractor Registration (CCR) Dynamic Small Business search database (formerly PRO-Net)
- ▶ State and regional Small Business Administration (SBA) resources
- ▶ National Minority Purchasing Council vendor information service
- ▶ Research and Information Division of the Minority Business Development Agency within the Department of Commerce
- ▶ Veterans Service Organizations
- ▶ Trade associations for SB, SDB, WOSB, HUBZone SB, VOSB, and SDVOSB concerns
- ▶ Dun & Bradstreet procurement planning directory
- ▶ Conduct or participate in various local, regional and national small business trade fairs and conferences
- ▶ Coordination, cooperation and membership with SB organizations, economic development organizations, and commercial and government organizations at local, state and national levels

## (6) Indirect Costs

Indirect costs are not included in the goals under this small business subcontracting plan.

## (7) Administrator of Small Business Subcontracting Plan

Bill Shingler, Project Services Manager, is designated to administer this small business subcontracting plan. At SRS, Mr. Shingler was responsible for exceeding all of WSRC's SB/SDB commitments and was awarded the DOE Mentor/Protégé Program of the Year award in 2003. He will manage the following activities and ensure that they are performed efficiently and effectively—

- ▶ Maintain source lists of potential SB subcontractors
- ▶ Seek out other SB concerns through the use of mass media tools such as internet bulletin boards
- ▶ Mentor SBs currently under subcontract, enhancing their ability to provide timely, cost-effective, quality services
- ▶ Facilitate contact between SB suppliers and respective procurement and technical/program personnel
- ▶ Advise and train project management personnel on purposes of the small business subcontracting plan and foster support
- ▶ Attend SB training, monitor program changes to ensure compliance on the RCC project
- ▶ Review, revise, amend applicable procedures and instructions
- ▶ Keep records measuring performance against the goals established here
- ▶ Submit SF 294, subcontracting report for individual contracts, and SF 295, summary subcontract report, in accordance with the prime contract and instructions provided by the DOE contracting officer
- ▶ Verify that subcontracts contain the flow-down clauses pertaining to SB concerns when

required and maintain the policies and procedures required by the prime contract

- ▶ Verify that lower-tier large business subcontractors submit small business subcontracting plans (when applicable), standard forms 294 and 295 reports and verify compliance
- ▶ Review and approve small business subcontracting plans submitted by large business where applicable
- ▶ Establish and maintain contacts and communication with parent companies and network with other small business program advocates within these companies to support, implement or enhance the RCC SB program
- ▶ Maintain good working relationships with Small Business Administration representatives to obtain assistance and coordination in finding capable SBs
- ▶ Maintain a close working relationship with DOE to ensure that our project objectives and activities are consistent with DOE programs
- ▶ Make monthly reports to our president concerning progress toward achievement of goals under this program

## (8) Implementation

We will perform the following additional functions to effectively implement this plan—

- ▶ Provide an onsite supplier advocate that serves as a liaison among the SB community, internal acquisition personnel and the DOE
- ▶ Plan solicitations (including time for preparation, scope of work, quantities, specifications, and delivery schedules) to facilitate SB participation in subcontracting opportunities and solicitation, offer and proposal activities
- ▶ Establish and maintain contacts with SB trade associations and business development organizations
- ▶ Conduct internal workshops, seminars and training programs to ensure that internal

customers and acquisition personnel are acquainted with our policies and prime contract requirements, and ensure that externally, SBs are familiar with requirements for doing business on the RCC

- ▶ Maintain an effective outreach program by sponsoring and attending regional procurement conferences, trade fairs, and other functions to locate additional qualified sources
- ▶ Implement an ongoing in-reach program that provides SBs access and exposure to key project planners and managers
- ▶ Develop a comprehensive SB source list (which includes past performance) that is easily accessible and useful to acquisition personnel
- ▶ Select and qualify SB concerns to perform specific scopes of work
- ▶ Structure the program to help develop the capabilities and quality of services provided by SB suppliers and subcontractors currently working on the RCC
- ▶ Facilitate negotiations between HAMTC and small businesses to add the small businesses to the HAMTC collective bargaining agreement, as is the case with Eberline and FE&C

#### **(9) Subcontract Flow-down**

We incorporate the flow-down clause requirements of FAR 52.219-9 as applicable into subcontracts that offer further subcontracting opportunities. This requires all subcontractors (except small business concerns) who receive subcontracts in excess of \$500,000 (\$1,000,000 for construction of any public facility) to adopt a similar plan. Our procurement manager will be responsible for implementing and monitoring this aspect of the small business subcontracting plan.

#### **(10) Reports, Studies and Surveys**

We will 1) cooperate in any studies or surveys as may be required, 2) submit periodic reports so that the government can determine the extent of compliance by the offeror with the

subcontracting plan, 3) submit standard form (SF) 294, subcontracting report for individual contracts, and SF 295, summary subcontract report, and optional form (OF) 312 small disadvantaged business participation program targets in accordance with the instructions on the forms or as provided in agency regulations and in paragraph (j) of this provision; and 4) ensure that our subcontractors agree to submit standard forms 294 and 295.

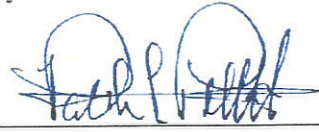
#### **(11) Records**

The types of records that will be maintained to demonstrate the procedures adopted to ensure compliance with the requirements and goals of the small business subcontracting plan include—

- (a) Source lists (e.g., CCR's dynamic small business search database (formerly PRO-Net), guides, and other data that identify small business, small disadvantaged business, women-owned small business, HUBZone small business, veteran-owned small business and service-disabled veteran-owned small business concerns
- (b) Organizations contacted in an attempt to locate sources that are small business, small disadvantaged business, women-owned small business concerns, HUBZone small business, veteran-owned small business or service-disabled veteran-owned small business concerns
- (c) Records on each subcontract solicitation resulting in an award of more than \$100,000, indicating—
  - Whether small business concerns were solicited and, if not, why not
  - Whether small disadvantaged business concerns were solicited and, if not, why not
  - Whether women-owned small business concerns were solicited and, if not, why not

- Whether HUBZone small business concerns were solicited and, if not, why not
  - Whether veteran-owned small business concerns were solicited and, if not, why not
  - Whether service-disabled veteran-owned small business concerns were solicited and, if not, why not
  - If applicable, the reason award was not made to a small business concern
- (d) Records of any outreach efforts to contact–
- Trade associations
  - Business development organizations
  - Conferences and trade fairs to locate small business, small disadvantaged business, women-owned small business, HUBZone small business, veteran-owned small business and service-disabled veteran-owned small business sources
- (e) Records of internal guidance and encouragement provided to acquisition personnel through–
- Workshops, seminars, training and meetings
  - Monitoring performance to evaluate compliance with the program's requirements
- (f) On a contract-by-contract basis, records to support award data submitted, including the name, address, and business size of each subcontractor
- (g) In order to implement this plan effectively to the extent consistent with efficient contract performance, WCC shall perform the functions described in FAR 52-219-9 clause (e)

Submitted By–



Signed: \_\_\_\_\_  
Typed Name: Patrick L. Pettiette  
Title: President, Washington Closure LLC  
Date: October 7, 2004

Plan Accepted By–

Signed: \_\_\_\_\_  
Typed Name: \_\_\_\_\_  
Contracting Officer: \_\_\_\_\_  
Date: \_\_\_\_\_