

Attachment 4

SUBCONTRACTING PLAN EVALUATION WORKSHEET

INSTRUCTIONS: A narrative explanation is suggested, where specified, and for all "No" answers to "Yes" or "No" questions.

- | | Yes | No |
|--|-----|-----|
| <i>Questions 1 through 3 apply to Master Subcontracting Plans only.</i> | | |
| 1. Does the contractor have an approved Master Subcontracting Plan? | [] | [] |
| 2. If yes, do you have a copy of the Master Plan? | [] | [] |
| 3. If yes, do you have a copy of the lead agency contracting officer's approval? | [] | [] |

*The remaining questions should be answered for **all** plans.*

- | | | |
|--|-----|-----|
| 4. Were comments of the bureau SBS requested and used in this evaluation? | [] | [] |
| 5. Was the SBA Procurement Center Representative (if any) given the opportunity to review the plan? | [] | [] |
| 6. Were comments of the cognizant contract administration office (CAO) requested and used in this evaluation? | [] | [] |
| 7. How did the cognizant CAO rate this contractor's overall Small (SB), HUBZone Small, Small Disadvantaged Business (SDB), Women-Owned Small Business (WOSB), Veteran-Owned Small Business (VOSB), and Service Disabled Veteran-Owned Small Business (SDVOSB) Subcontracting Program? (Circle one) | | |

1.Outstanding 2.Above Average 3.Average 4.Below Average 5. Unacceptable 6. Unknown

8. If the contractor's program was rated "unacceptable," detail the reason(s) for the rating:

9. If the contractor's plan was rated "unacceptable," detail the reason(s) for the rating:

10. If the contractor's plan was rated "unacceptable," detail **your rationale** for finding the contractor in compliance with PL 95-507 and the FAR:

- | | Yes | No |
|---|-----|-----|
| 11. Does the contractor propose separate SB, HUBZONE, SDB, WOSB, VOSB, & SDVOSB percentage goals? | [] | [] |
| 12. Does the contractor express the goals as a percentage of total planned subcontracting dollars? | [] | [] |
| 13. Does the contractor state the total dollars planned to be subcontracted ? | [] | [] |

	Yes	No
14. Does the contractor state the total dollars planned to be subcontracted to SB concerns ?	[]	[]
15. Does the contractor state the total dollars planned to be subcontracted to HUBZone small concerns ?	[]	[]
16. Does the contractor state the total dollars planned to be subcontracted to SDB concerns ?	[]	[]
17. Does the contractor state the total dollars planned to be subcontracted to WOSB concerns ?	[]	[]
18. Does the contractor state the total dollars planned to be subcontracted to VOSB concerns ?	[]	[]
19. Does the contractor state the total dollars planned to be subcontracted to SDVOSB concerns ?	[]	[]
20. Does the contractor describe the principal product and service areas to be subcontracted to all businesses?	[]	[]
21. Does the contractor describe the product and service areas where SB, HUBZone, SDB, WOB, VOSB, and SDVOSB concerns will be considered for subcontract awards?	[]	[]
22. Does the contractor describe the method used to develop the goals?	[]	[]
23. Does the contractor include indirect or overhead costs as an element in developing goals?	[]	[]
24. If yes, does the contractor describe the method used to determine the proportionate share of the indirect and overhead costs for this contract?	[]	[]
25. Does the contractor describe the method used to locate and identify SB, HUBZone, SDB WOSB, VOSB, and SDVOSB sources to solicit for subcontracts under this procurement?	[]	[]
26. Does the contractor provide the name and describe the duties of the individual that will administer the subcontracting plan?	[]	[]
27. Does the contractor describe the efforts it will make to assure that SB, HUBZone, SDB, WOSB, VOSB, and SDVOSB concerns will have an equitable opportunity to compete for subcontracts?	[]	[]
28. Does the contractor describe in detail the steps it will take to achieve the objectives of the subcontracting plan?	[]	[]
29. Does the contractor include the clause at FAR 52.219-8, "Utilization of Small Business Concerns," in all subcontracts that offer further subcontracting opportunities?	[]	[]
30. Does the contractor require all subcontractors except SB concerns to adopt a subcontracting plan in consonance with FAR 52.219-9 for all appropriate subcontracts?	[]	[]

	Yes	No
31. Does the contractor provide assurance that it will submit required subcontracting report forms in accordance with the instructions on the forms?	[]	[]
32. Does the contractor provide assurance that it will require its lower tier subcontractors to submit reports?	[]	[]
33. Does the contractor provide assurance that it will cooperate in any studies or surveys as may be required to determine compliance with the plan?	[]	[]
34. Does the contractor provide assurance that records will be maintained?	[]	[]
35. Does the contractor's recitation of the types of records include:		
a. SB, HUBZone, SDB, WOSB, VOSB, and SDVOSB source lists?	[]	[]
b. Efforts to identify and award subcontracts to SB, HUBZone, SDB, WOSB, VOSB, and SDVOSB firms?	[]	[]
c. Organizations contacted for SB, HUBZone, SDB and WOSB sources including:		
▪ Contacts with SB, HUBZone, SDB, WOSB, VOSB, and SDVOSB trade associations?	[]	[]
▪ Contacts with business development organizations?	[]	[]
▪ Attendance at SB, HUBZone, SDB, WOSB, VOSB, and SDVOSB Procurement conferences and trade fairs?	[]	[]
d. Records to support internal activities to guide buyers, including:		
▪ Workshops, seminars and training programs?	[]	[]
▪ Monitoring activities to evaluate compliance?	[]	[]
e. On a contract-by-contract basis, records on all subcontract solicitations over \$100,000 indicating on each solicitation:		
▪ Whether SB was solicited and if not, why not?	[]	[]
<hr/> ▪ Whether HUBZONE was solicited and if not, why not?	[]	[]
<hr/> ▪ Whether SDB was solicited and if not, why not?	[]	[]
<hr/> ▪ Whether WOB was solicited and if not, why not?	[]	[]
<hr/> ▪ Whether VOSB was solicited and if not, why not?	[]	[]
<hr/> ▪ Whether VOSB was solicited and if not, why not?	[]	[]
<hr/> ▪ The reason for failure of a responding SB, HUBZone, SDB, WOSB, VOSB, and SDVOSB to receive the subcontract award?	[]	[]
f. Records on a contract-by-contract basis to support award data including name, address, size and ownership status of each subcontractor?	[]	[]
36. In support of SB, HUBZone, SDB, WOSB, VOSB, and SDVOSB programs, does the contractor's subcontracting plan identify:		
a. Company-wide policy statements?	[]	[]
b. Written procedures and instructions?	[]	[]
c. Assignment of specific responsibilities regarding this program?	[]	[]
d. Continuing management interest and involvement through the use of progress reviews and corporate and division goals?	[]	[]
e. A program to train and motivate personnel to support subcontracting with SB, HUBZone, SDB, WOSB, VOSB, and firms?	[]	[]

	Yes	No
f. Assistance to SB, HUBZone, SDB, WOB, VOSB, and SDVOSB concerns to facilitate their participation?	[]	[]
g. That the contractor provides adequate and timely consideration of the potential of SB, HUBZone, SDB, WOSB, VOSB, and SDVOSB concerns in make-or-buy decisions?	[]	[]
37. Does the subcontracting plan provide for the contractor to counsel and discuss subcontracting opportunities with SB, HUBZone, SDB, WOSB, VOSB, and SDVOSB concerns?	[]	[]
38. Does the contractor have a system to ensure timely payment of amounts due pursuant to the terms of its subcontracts with SB, HUBZone, SDB, WOSB, VOSB, and SDVOSB concerns?	[]	[]
39. Does the plan provide the maximum practicable opportunity for SB, HUBZone, SDB, WOSB, VOSB, and SDVOSB participation?	[]	[]
40. Is the subcontracting plan as submitted acceptable?	[]	[]
41. If the plan is unacceptable, has the contractor been notified of the deficiencies in writing?	[]	[]
42. Should an incentive clause (FAR 52.219-10) be included in this contract? If not, why not? _____	[]	[]