

This is a sample of the format to be followed when preparing a Small Business, Veteran-owned Small Business, HUBZone Small business, Small Disadvantaged Business and Women-owned Small Business Subcontracting Plan to be included in an RFP. Your plan must follow the guidelines set forth in the Federal Acquisition Regulation manual, section 52.219-9 section (d). (dtd Jan 2011)

(company name)

Date

Reference: RFP#

Subject: Subcontracting Plan for Small, Veteran-owned Small Business, HUBZone Small Business, Small Disadvantaged Business, and Women-owned Small Business Concerns

Gentlemen:

The following is hereby submitted as a Subcontracting Plan to satisfy the applicable requirements of Public Law 95-507 and FAR 52.219-9.

The total planned subcontracting dollars in our proposal are estimates only. A change in work content which results in a reduction of material services procured or in the mix of items procured may significantly alter (company name) ability to attain these goals.

- 1) The following goals will be applicable to any contract awarded as a result of this solicitation.

Contract:

Subcontracted to Small Business Concerns:	___%
Subcontracted to Small Disadvantaged Business Concerns	___%
Subcontracted to Large Business Concerns:	___%
Subcontracted to Women-owned Small Business Concerns	___%
Subcontracted to Hub Zone Small Business Concerns:	___%
Subcontracted to Veteran-owned small business	___%

(Company name) reasonably expects to attain the goal levels set forth above.

- 2) The total estimated dollar value of all planned subcontracting (to all types of business) under this contract is for (#) shipsets.

Distribution of Subcontract Dollars Per Shipset:

Contract:

I. Total Subcontract Dollars	\$ _____
II. Small Business	\$ _____
III. Small Disadvantaged Business	\$ _____
IV. Women-owned Small Business	\$ _____
V. Hub Zone Small Business	\$ _____
VI. Veteran-owned Small business	\$ _____

Description of Types of Supplies and Services to be subcontracted:

Supply/Service	Business Type

4) Method Used to Develop Subcontracting Goals:
See FAR

5) Method Used to Identify Potential Sources: i.e.
For solicitation purposes, (company name) uses internal Vendors' identification/classification files. We also make use of the U.S. Small Business Administration's Procurements, complex articles, and components to determine the suitability from Small, Veteran-owned Small Business, HUBZone Small Business, Small Disadvantaged and Women-Owned Small Business Concerns i.e.

Quotations were solicited from concerns that were on the (company name) Approved Vendor List. This list has been developed over time by visiting with concerns located within a reasonable area, describing supplies and services needed and evaluating our experience with their operation, performance and product.
See FAR

6) Indirect costs (were/were not) included in establishing goals.
METHOD (see FAR)

7) The subcontracting plan will be administrated by NAME; TITLE; His/her responsibilities include:
a) Overseeing compliance with the Plan
b) Representing (company name) on matters regarding Small, Veteran-owned Small Business, HUBZone Small Business, Small Disadvantaged and Women-Owned Small Business Subcontracting
c) Ensuring that current source files are maintained of qualified Small, Veteran-owned Small Business, HUBZone Small Business, Small Disadvantaged and Women-Owned Small Businesses for solicitation purposes.

8) Small Business, Veteran-owned Small Business, HUBZone Small Business, Small Disadvantaged and Women-owned Small Business Concerns will be encouraged to quote on supplies and services and will be allowed an equitable opportunity to compete.

9) All subcontracts over \$650,000.00 that offer further subcontracting opportunities will contain the FAR Clause 52.219-8 entitled "Utilization of Small Business Concerns."

10) (Company name) agrees to submit Individual Subcontract Report (ISR) and/or the Summary Subcontract Report (SSR) using the Electronic Subcontracting Reporting System (eSRS) at <http://esrs.gov>., and will cooperate in studies or surveys as may be required by the Contracting Agency or the Small Business Administration in order to determine the extent of compliance by the bidder with the subcontracting plan.

11) Records will be maintained as follows:
See FAR 11) (i)
(ii)
etc...