

SMALL BUSINESS AND SMALL DISADVANTAGED BUSINESS SUBCONTRACTING PLAN

Date of Plan: _____

Identification Data

CONTRACTOR: _____

ADDRESS:

SOLICITATION OR CONTRACT NUMBER:

ITEM/SERVICE:

TOTAL AMOUNT OF CONTRACT (Including Options):

PERIOD OF CONTRACT PERFORMANCE (Month, Day & Year) _____

1. Type of Plan (Check One)

- Individual plan (All elements developed specifically for this contract and applicable for the full term of this contract).
- Master plan (Goals developed for this contract; all other elements standard; must be renewed annually).
- Commercial products plan (Contractor sells large quantities of off-the-shelf commodities to many Government agencies. Plans/goals negotiated by a lead agency on a company-wide basis rather than for individual contracts. Plan effective only during year approved. Contractor must provide copy of lead agency approval).

2. Goals

State separate dollar and percentage goals for small business concerns and small disadvantaged business concerns as subcontractors, for the base and each option year, as specified in FAR 19.704.

- A. Total estimated dollar value of all planned subcontracting, i.e., with all types of concerns under this contract, is \$ _____.

- B. Total estimated dollar value and percent of planned subcontracting with small businesses (includes small disadvantaged businesses): (% of "A")
\$ _____ and _____ %
- C. Total estimated dollar values and percent of planned subcontracting with small disadvantaged businesses: (% of "A")
\$ _____ and _____ %
- D. Total estimated dollar value and percent of planned subcontracting with **OTHER THAN SMALL BUSINESSES**: (% of "A")
\$ _____ and _____ %
- E. Provide a description of all the products and/or services to be subcontracted under this contract, and indicate the types of businesses supplying them: **OTHER** (i.e. large businesses, colleges and universities and non-profit organizations), **SMALL BUSINESS (SB)**, **SMALL DISADVANTAGED BUSINESS (SDB)**

Subcontracted Product/Service	OTHER	SB	(Check all that apply) SDB

(Attach additional sheets if necessary)

- F. A description of the method used to develop the subcontracting goals for small and small disadvantaged business concerns (i.e., explain the method and state the quantitative basis (in dollars) used to establish the percentage goals, in addition, explain how the areas to be subcontracted to small and small disadvantaged business concerns were determined, and how the capabilities of small and small disadvantaged businesses were determined--include any source lists used in the determination process).

The prior three (3) years of purchasing history were used to develop this plan. All purchases over \$1,000 are done by a central University Purchasing Services office which employs various methods of promoting small and small disadvantaged businesses, including an internally developed Minority Directory, "Try-Us", and a Certification of Compliance file. Information is shared with end users so that they can do the same on small dollar transactions.
- G. Indirect costs have been _____ have not been _____ included in the dollar and percentage subcontracting goals stated above. (Check one)

- H. If indirect costs have been included, explain the method used to determine the proportionate share of such costs to be allocated as subcontracts to small business and small disadvantaged business concerns.

3. Program Administrator

Name, title, position within the corporate structure, and duties and responsibilities of the employee who will administer the contractor's Subcontracting Program.

NAME: _____

TITLE: _____

ADDRESS: Contracts & Purchasing Services

70 Goler House, Rochester, NY 14627

TELEPHONE: (716) 275-2002

Duties: Has general overall responsibility for the contractor's subcontracting program, i.e., developing, preparing, and executing individual subcontracting plans and monitoring performance relative to the requirements of this particular plan.

These duties include, but are not limited to, the following activities:

- A. Developing and promoting company-wide policy initiatives that demonstrate the company's support for awarding contracts and subcontracts to small and small disadvantaged business concerns; and assure that small and small disadvantaged businesses are included on the source lists for solicitations for products and services they are capable of providing;
- B. Developing and maintaining bidders lists of small and small disadvantaged business concerns from all possible sources;
- C. Ensuring periodic rotation of potential subcontractors on bidder's lists;
- D. Ensuring that procurement "packages" are designed to permit the maximum possible participation of small and small disadvantaged businesses;
- E. Make arrangements for the utilization of various sources for the identification of small and small disadvantaged businesses such as the SBA's Procurement Automated Source System (PASS), the National Minority Purchasing Council Vendor Information Service, the Office of Minority Business Data Center in the Department of Commerce, and the facilities of local small business and minority associations, and contact with Federal agency's Small and Disadvantaged Business Utilization Specialist (SADBUS);
- F. Overseeing the establishment and maintenance of contract and subcontract award records;

- G. Attending or arranging for the attendance of company counselors at Business Opportunity Workshops, Minority Business Enterprise Seminars, Trade Fairs, Procurement Conferences, etc.
- H. Ensure small and small disadvantaged business concerns are made aware of subcontracting opportunities and how to prepare responsive bids to the company;
- I. Conducting or arranging for the conduct of training for purchasing personnel regarding the intent and impact of Public Law 95-507 on purchasing procedures;
- J. Monitoring the company's performance and making any adjustments necessary to achieve the subcontract plan goals;
- K. Preparing, and submitting timely, required subcontract reports;
- L. Coordinating the company's activities during the conduct of compliance reviews by Federal agencies, and;
- M. Other duties
Participate in a local Business Development Forum that works with the Black Business Association to introduce buyers and sellers and help them acquaint the parties with opportunities and solutions

4. Equitable Opportunity

Describe efforts the offeror will make to ensure that small and small disadvantaged business concerns will have an equitable opportunity to compete for subcontracts. These efforts include, but are not limited to, the following activities:

- A. Outreach efforts to obtain sources:
 - 1) Contacting minority and small business trade associations;
 - 2) Contacting business development organizations;
 - 3) Attending small and minority business procurement conferences and trade fairs;
 - 4) Requesting sources from the Small Business Administration's Procurement Automated Source System (PASS), and;
 - 5) Newspaper, magazine ads which encourage new sources.
- B. Internal efforts to guide and encourage purchasing personnel:
 - 1) Presenting workshops, seminars, and training programs;
 - 2) Establishing, maintaining, and using small and small disadvantaged business source lists, guides, and other data for soliciting subcontracts, and;
 - 3) Monitoring activities to evaluate compliance with the subcontracting plan.

C. Additional efforts: _____

5. Flow Down Clause

The contractor agrees to include the provisions under FAR 52.219-8, "Utilization of Small Business Concerns and Small Disadvantaged Business Concerns", in all subcontracts that offer further subcontracting opportunities. All subcontractors, except small business concerns, that receive subcontracts in excess of \$500,000 (\$1,000,000 for construction) must adopt and comply with a plan similar to the plan required by FAR 52.219-9, "Small Business and Small Disadvantaged Business Subcontracting Plan." (FAR 19.704(a) (4)).

6. Reporting and Cooperation

The contractor gives assurance of (1) cooperation in any studies or surveys that may be required; (2) submission of periodic reports which show compliance with the subcontracting plan; (3) Submission of Standard Form (SF) 294, "Subcontracting Report for individual Contracts," and SF-295, "Summary Subcontract Report," in accordance with the instructions on the forms; and (4) ensuring that subcontractors agree to submit Standard Forms 294 and 295.

<u>Reporting Period</u>	<u>Report Due</u>	<u>Due Date</u>
_____	SF-294	_____
_____	SF-294	_____

ADDRESSES

(a) SF-294 to be submitted to: _____ (Contracting Officer)

(b) SF-295 to be submitted to:

7. Recordkeeping

The following is a recitation of the types of records the contractor will maintain to demonstrate the procedures adopted to comply with the requirements and goals in the subcontracting plan. These records will include, but not be limited to, the following:

- A. Small and small disadvantaged business concerns source lists, guides and other data identifying such vendors;
- B. Organizations contacted in an attempt to locate small and disadvantaged business sources;

- C. On a contract-by-contract basis, records on all subcontract solicitations over \$100,000, which indicate for each solicitation (1) whether small business concerns were solicited, and if not, why not; (2) whether small disadvantaged business small or concerns were solicited, if not, why not; and (3) reason for the failure of solicited small disadvantaged business concerns to receive the subcontract award.
- D. Records to support other outreach efforts, e.g. contacts with minority and small business trade associations, attendance at small and minority business procurement conferences and trade fairs;
- E. Records to support internal guidance and encouragement provided to buyers through (1) workshops, seminars, training programs, incentive awards; and (2) monitoring activities to evaluate compliance, and;
- F. On a contract-by-contract basis, records to support subcontract award data including the name, address, and business size of each subcontractor. (This item is not required for company or division-wide commercial products plans.)
- G. Additional records: _____

This subcontracting plan was submitted by:

SIGNATURE: _____

TYPED NAME: _____

TITLE: _____

DATE PREPARED: _____

PLAN ACCEPTED BY: _____

(Contracting Officer)

TYPED NAME: _____

DATE: _____