SRMC-PPS-2022-00016   
Rev. 2 4/25/23

Small Business Subcontracting Plan  
S18-2.6

## **Note: SRMC’s Unique Entity Identifier (UEI) in SAM.gov is C32KCWJ94LY8**

## **Section I - Information on Procurement**

## **Criteria for the Buyer to determine the need for completion of this form**

## -If this purchase is commercial, completion of this form is NOT required. (Ref. 52.219-9 (j))*(Ensure commercial determination is otherwise documented on PIF/JFA).*-If it is known that award will be to a small business, this form is NOT required. -If it is not known, check the Reps & Certs of the potential vendor/supplier.*(Ensure socioeconomic size considerations have been verified and are documented on PIF/JFA).* -If it is anticipated that award is less than $700K or $1.5M for Construction, this form is NOT required. (Ref. *FAR 52.219-9 and SRMC Prime Contract)* *(Ensure total value of subcontract has been otherwise documented on PIF/JFA).*

Small Business Subcontracting Plans are sometimes required as part of Federal Acquisition Regulations and SRMC’s Prime Contract. This plan flows down small business utilization goals and reporting requirements to ensure small business participation in contracted scopes of work. If a plan is required, it must be completed, reviewed, signed by all parties, and kept in the procurement/contract file.

**Date:** Click here to enter a date.

**Supplier Name:** Click here to enter text.

**Supplier Address:** Click here to enter text.

**Solicitation or Requisition Number:** Click here to enter text.

**Purchase Order or Subcontract Number:** Click here to enter text.

**Brief Description of Item/Service:** Click here to enter text.   
  
**Is it anticipated subcontract/purchase order offers subcontracting opportunities?** If Yes, Vendor/Supplier is to complete Sections II and III of this form and return it to the Buyer.

If No, Vendor/Supplier is to complete the below waiver only and return to Buyer, the remainder of this form is not required.

*Waiver: As an authorized agent of my company, I certify that I have answered the questions above truthfully and to the best of my knowledge. Based on my responses, a Subcontracting Plan is not required for this contract.*

*Supplier Name Date Supplier Signature*

Click or tap here to enter text.Click or tap here to enter text.

*Buyer Name Date Buyer Signature*

Click or tap here to enter text.Click or tap here to enter text.

*Small Business Program Mgr Verification Date Small Business Program Mgr Signature*

Click or tap here to enter text.Click or tap here to enter text.

## **Section II – Small Business Subcontracting Plan**

***For this form, use of the term “small business categories” will be used in lieu of the following – “small business, small disadvantaged business, women-owned small business, HUBZone small business, veteran-owned small business and service-disabled veteran-owned small business concerns”***

Please acknowledge this verbiage substitution by providing your name and date below.  
Please acknowledge reading and understanding your reporting responsibilities described in #9 below.

**Supplier Acknowledgement*:***Click or tap here to enter text.**Date*:***Click or tap to enter a date.

The type of Subcontracting Plan approved for use with this Subcontract/Purchase Order is an Individual Plan.  
An Individual Plan is a subcontracting plan that covers the entire contract period (including option periods), applies to a specific contract, and has goals that are based on the offeror’s planned subcontracting in support of the specific contract, except that indirect costs incurred for common or joint purposes may be allocated on a prorated basis to the contract. FAR 52.219-9(b)

Subcontract means any agreement (other than one involving an employer-employee relationship) entered into by a Federal Government Prime Contractor or subcontractor calling for supplies or services required for performance of the contract or subcontract. 52.219-9(b)

Proposals submitted in response to this solicitation shall include a subcontracting plan that separately addresses subcontracting with small business, veteran-owned small business, service-disabled veteran-owned small business, HUBZone small business, small disadvantaged business, and women-owned small business concerns. If the offeror is submitting an individual contract plan, the plan must separately address subcontracting with small business, veteran-owned small business, service-disabled veteran-owned small business, HUBZone small business, small disadvantaged business, and women-owned small business concerns, with ***a separate part for the basic contract and separate parts for each option (if any)***. The plan shall be included in and made a part of the resultant contract. The subcontracting plan shall be negotiated within the time specified by SRMC’sProcurement Representative. Failure to submit and negotiate a subcontracting plan shall make the offeror ineligible for award of a contract. *52.219-9 Alternate II (Nov 2016)*

**The offeror’s subcontracting plan shall include the following (**Per FAR*52.219-9 (d) )*:

1. **GOALS**

*(State separate dollar and percentage goals, expressed in terms of percentages of total subcontracting dollars, for the use of small business categories as subcontractors. The offeror shall include all subcontracts/purchase orders that contribute to contract performance and may include a proportionate share of products and services that are normally allocated as indirect costs in the following format).* 52.219-9 (d)(1) & (2)

*Base Contract*

1. Total estimated dollar value of all planned subcontracting for an individual contract plan.

$Click here to enter text.

1. Total Estimated dollar value and percent of planned subcontracting with small business concerns:

$Click here to enter text. and Click here to enter text.% (% of A)

1. Total estimated dollar value and percent of planned subcontracting with Other Than Small Businesses (OTSB). OTSBs are any business that does not qualify as Small for a given NAICS code, to include government, academia, non-profits, large businesses, etc.

$Click here to enter text. and Click here to enter text.% (% of A)

1. Total estimated dollar value and percent of planned subcontracting with small disadvantaged businesses:

$ Click here to enter text. and Click here to enter text. % (% of A)

1. Total estimated dollar value and percent of planned subcontracting with women-owned small businesses:

$ Click here to enter text. and Click here to enter text. % (% of A)

1. Total estimated dollar value and percent of planned subcontracting with HUBZone small businesses:

$ Click here to enter text. and Click here to enter text. % (% of A)

1. Total estimated dollar value and percent of planned subcontracting with veteran-owned small businesses:

$ Click here to enter text. and Click here to enter text. % (% of A)

1. Total estimated dollar value and percent of planned subcontracting with service-disabled veteran-owned small businesses:

$ Click here to enter text. and Click here to enter text. % (% of A)

*Option(s) – Repeat this section as necessary for all options.*

1. Total estimated dollar value of all planned subcontracting for an individual contract plan.

$Click here to enter text.

1. Total Estimated dollar value and percent of planned subcontracting with small business concerns:

$Click here to enter text. and Click here to enter text.% (% of A)

1. Total estimated dollar value and percent of planned subcontracting with Other Than Small Businesses (OTSB). OTSBs are any business that does not qualify as Small for a given NAICS code, to include government, academia, non-profits, large businesses, etc.

$Click here to enter text. and Click here to enter text.% (% of A)

1. Total estimated dollar value and percent of planned subcontracting with small disadvantaged businesses:

$ Click here to enter text. and Click here to enter text. % (% of A)

1. Total estimated dollar value and percent of planned subcontracting with women-owned small businesses:

$ Click here to enter text. and Click here to enter text. % (% of A)

1. Total estimated dollar value and percent of planned subcontracting with HUBZone small businesses:

$ Click here to enter text. and Click here to enter text. % (% of A)

1. Total estimated dollar value and percent of planned subcontracting with veteran-owned small businesses:

$ Click here to enter text. and Click here to enter text. % (% of A)

1. Total estimated dollar value and percent of planned subcontracting with service-disabled veteran-owned small businesses:

$ Click here to enter text. and Click here to enter text. % (% of A)

1. **DESCRIPTION OF PRODUCTS AND/OR SERVICES TO BE SUBCONTRACTED**

*(Provide a description of all the principal types of supplies and services to be subcontracted, and an identification of the types planned for subcontracting to – Small business concerns, Veteran-owned small business concerns, Service-Disabled veteran-owned small business concerns, HUBZone small business concerns, Small disadvantaged business concerns, and women-owned small business concerns*). *(Check all socioeconomic categories that apply)*

52.219-9 (d)(3)

1. Product/Service: Click or tap here to enter text. SB SDB  WOSB  VOSB  SDVOSB  HUBZone
2. Product/Service: Click or tap here to enter text. SB SDB  WOSB  VOSB  SDVOSB  HUBZone
3. Product/Service: Click or tap here to enter text. SB SDB  WOSB  VOSB  SDVOSB  HUBZone
4. Product/Service: Click or tap here to enter text. SB SDB  WOSB  VOSB  SDVOSB  HUBZone
5. Product/Service: Click or tap here to enter text. SB SDB  WOSB  VOSB  SDVOSB  HUBZone
6. **DESCRIPTION OF METHOD USED TO DEVELOP GOALS***(Description of the method used to develop the subcontracting goals in the GOALS section of this document)*.

*52.219-9 (d)(4)*

Click here to enter text.

1. **description of the method used to identify potential sources for solicitation purposes***(Example- whether you used existing company source lists, the System for Award Management (SAM), the SBA’s Dynamic Small Business Search (DSBS), veterans service organizations, the National Minority Purchasing Council Vendor Information Service, the Research and Information Division of the Minority Business Development Agency in the Department of Commerce, or small business trade associations). A firm may rely on the information contained in SAM at* [*www.sam.gov*](http://www.sam.gov) *and DSBS as an accurate representation of a concern’s size and ownership characteristics for the purposes of maintaining a small business source list. Use of the DSBS and SAM as its source list does not relieve a firm of its responsibilities (e.g. outreach, assistance, counseling, publicizing subcontracting opportunities) in this clause). 52.219-9 (d)(5)*

Click here to enter text.

1. **STATEMENT as to whether or not the Offeror included indirect costs in establishing subcontracting goals  
     
   INDIRECT COSTS *have***  ***have not***  been included in the dollar and percentage subcontracting goals stated above (check one) *52.219-9 (d)(6)*

**If indirect costs have been included,** *Provide a description of the method used to determine the proportionate share of indirect costs to be incurred with: Small business concerns, veteran-owned small business concerns, service-disabled veteran-owned small business concerns, HUBZone small business concerns, small disadvantaged business concerns, and women-owned small business concerns****.***Click here to enter text.

1. **PROGRAM ADMINISTRATOR**

*(The name and contact information of the individual employed by the offeror who will administer the offeror’s subcontracting program, and a description of the duties of the individual). 52.219-9 (d)(7)*

**Name:** Click here to enter text.

**Title:** Click here to enter text.

**Address:** Click here to enter text.

**Email Address:**Click here to enter text.

**Telephone:** Click here to enter text.

Duties: General overall responsibility for this company’s Small Business Program for the development, preparation and execution of individual subcontracting plans and for monitoring performance relative to contractual subcontracting requirements contained in this plan, including but not limited to:

1. Developing and maintaining source lists of small, small disadvantaged, woman-owned small business, HUBZone small business, Veteran-owned, and service-disabled veteran-owned small business concerns and Historically Black Colleges and Universities or Minority Institutions from all possible sources.
2. Ensuring that procurement packages are structured to permit small, small disadvantaged, woman-owned small business, HUBZone, Veteran-owned, and service-disabled veteran-owned small business concerns and Historically Black Colleges and Universities or Minority Institutions to participate to the maximum extent possible.
3. Ensuring inclusion of small, small disadvantaged, woman-owned small business, HUBZone, Veteran-owned, and service-disabled veteran-owned small business concerns and Historically Black Colleges and Universities or Minority Institutions in all solicitations for products or services which they are capable of providing.
4. Reviewing solicitations to remove statements, clauses, etc., which may tend to restrict or prohibit small, small disadvantaged, woman-owned small business, HUBZone, Veteran-owned, and service-disabled veteran-owned small business and Historically Black Colleges and Universities or Minority Institutions participation.
5. Ensuring periodic rotation of potential subcontractors on bidder’s lists.
6. Ensuring the establishment and maintenance of records of solicitations and subcontract award activity.
7. Attending or arranging for attendance of company counselors at Business Opportunity Workshops, Minority Business Enterprise Seminars, Trade Fairs, etc.
8. Monitoring attainment of proposed goals.
9. Preparing and submitting periodic subcontracting reports required.
10. Coordinating subcontractor’s activities during the conduct of compliance reviews by Federal agencies.
11. Coordinating the conduct of subcontractor’s activities involving its small business subcontracting program.
12. **Additions to (or deletions from) the duties specified above are as follows**:  
     Click or tap here to enter text.
13. **EQUITABLE OPPORTUNITY**

*(Describe efforts the offeror will make to ensure that small business categories will have an equitable opportunity to compete for subcontracts. These efforts include but are not limited to) (i.e. outage reach efforts and internal efforts) FAR 52.219-9(d)(8)*Describe Efforts Taken: Click here to enter text.

1. **FLOW-DOWN CLAUSE**

*(The offeror/bidder (subcontractor) agrees that the clause entitled “Utilization of Small Business Concerns” (FAR 52.219-8) will be included in all subcontracts which offer further subcontracting opportunities, and all subcontractors, except small business concerns, who receive subcontracts in excess of $700,000($1,500,000 for construction of any public facility) will be required to adopt and comply with a subcontracting plan similar to this one). 52.219-9 (d)(9)*

1. **REPORTING AND COOPERATION**

*(The offeror/bidder (subcontractor) gives assurance of: cooperation in any studies or surveys that may be required; submission of periodic reports so that the Government and SRMC can determine the extent of compliance by the offeror with the subcontracting plan; submission of the Individual Subcontracting Report (formerly Standard Form 294) and Summary Subcontract Report (formerly Standard Form 295) via the Electronic Subcontracting Reporting System at* [*www.esrs.gov*](http://www.esrs.gov)*, reporting shall be in accordance with the instructions found at* [*www.esrs.gov*](http://www.esrs.gov)*; ensuring subcontractors agree to submit ISR and SSR). 52.219-9 (d)(10)*

**Reporting Period Due Dates:**

**October 1 – March 31 ISR Due 4/30**

**April 1 – September 30 ISR Due 10/30**

**Final ISR Due 30 days after contract completion**

**October 1 – September 30 SSR Due 10/30**

\*All plans submitted to Savannah River Mission Completion should be submitted to the email address [SRMCeSRS@srs.gov](mailto:SRReSRS@srs.gov).

1. **RECORDKEEPING**

*(The following is a recitation of the type of records the offeror/bidder (subcontractor) will maintain concerning procedures that have been adopted to comply with the requirements and goals in the plan, including establishing source lists; and a description of the offeror’s efforts to locate small business, veteran-owned small business, service-disabled veteran-owned small business, HUBZone small business, small disadvantaged business, and women-owned small business concerns and award subcontracts to them. The records shall include at least the following (on a plant-wide or company-wide basis, unless otherwise indicated) 52.219-9 (d)(11)*

1. Source lists (e.g. SAM, DSBS), guides, and other data that identify small business, veteran-owned small business, service-disabled veteran-owned small business, HUBZone small business, small disadvantaged business, and women-owned small business concerns.
2. Organizations contacted in an attempt to locate sources that are small business, veteran-owned small business, service-disabled veteran-owned small business, HUBZone small business, small disadvantaged business, or women-owned small business concerns.
3. Records on each subcontract solicitation resulting in an award of more than $150,000, indicating—
   1. Whether small business concerns were solicited and, if not, why not;
   2. Whether veteran-owned small business concerns were solicited and, if not, why not;
   3. Whether service-disabled veteran-owned small business concerns were solicited and, if not, why not;
   4. Whether HUBZone small business concerns were solicited and, if not, why not;
   5. Whether small disadvantaged business concerns were solicited and, if not, why not;
   6. Whether women-owned small business concerns were solicited and, if not, why not; and
   7. If applicable, the reason award was not made to a small business concern.
4. Records of any outreach efforts to contact—
   1. Trade associations;
   2. Business development organizations;
   3. Conferences and trade fairs to locate small, HUBZone small, small disadvantaged, and women-owned small business sources; and
   4. Veterans service organizations.
5. Records of internal guidance and encouragement provided to buyers through—
   1. Workshops, seminars, training, etc.; and
   2. Monitoring performance to evaluate compliance with the program’s requirements.
6. On a contract-by-contract basis, records to support award data submitted by the offeror to the Government, including the name, address, and business size of each subcontractor.

## **SMALL BUSINESS PROGRAM GOOD FAITH EFFORT**

*Assurances that the Offeror will make a good faith effort to acquire articles, equipment, supplies, services, or materials, or obtain the performance of construction work from the small business concerns that it used in preparing the bid or proposal, in the same or greater scope, amount, and quality used in preparing and submitting the bid or proposal. Responding to a request for a quote does not constitute use in preparing a bid or proposal.   52.219-9(d) (12)*

In order to effectively implement this plan to the extent consistent with efficient contract performance, the Contractor shall perform the following functions: *52.219-9(e)*

1. Assist small business, veteran-owned small business, service-disabled veteran-owned small business, HUBZone small business, small disadvantaged business, and women-owned small business concerns by arranging solicitations, time for the preparation of bids, quantities, specifications, and delivery schedules so as to facilitate the participation by such concerns. Where the Subcontractor’s lists of potential small business, veteran-owned small business, service-disabled veteran-owned small business, HUBZone small business, small disadvantaged business, and women-owned small business subcontractors are excessively long, reasonable effort shall be made to give all such small business concerns an opportunity to compete over a period of time.
2. Provide adequate and timely consideration of the potentialities of small business, veteran-owned small business, service-disabled veteran-owned small business, HUBZone small business, small disadvantaged business, and women-owned small business concerns in all “make-or-buy” decisions
3. Counsel and discuss subcontracting opportunities with representatives of small business, veteran-owned small business, service-disabled veteran-owned small business, HUBZone small business, small disadvantaged business, and women-owned small business firms.
4. Confirm that a subcontractor representing itself as a HUBZone small business concern is identified as a certified HUBZone small business concern by accessing the System for Award Management (SAM) or by using the SBA’s DSBS.
5. Provide notice to subcontractors concerning penalties and remedies for misrepresentations of business status as small, veteran-owned small business, HUBZone small, small disadvantaged, or women-owned small business for the purpose of obtaining a subcontract that is to be included as part or all of a goal contained in the Subcontractor’s subcontracting plan

**Note:** Prior compliance of the offeror with other such subcontracting plans under previous contracts will be considered by the Contracting Officer in determining the responsibility of the offeror for award of the contract.

The failure of the Contractor or subcontractor to comply in good faith with the clause of this contract entitled “Utilization Of Small Business Concerns;” or an approved plan required by this clause, shall be a material breach of the contract. 52.219-9 (h) & (i)

1. **NOTIFICATION OF FAILURE TO USE SMALL BUSINESS**

Subcontractor will provide the Contracting Officer with a written explanation if the subcontractor fails to acquire articles, equipment, supplies, services, and materials or obtain the performance of construction work as described in (d)(12) of FAR 52.219-9 (NOV 2018) within 30 days of contract completion. *52.219-9(d)(13)*

1. **SUBCONTRACTOR COMMUNICATION**

Subcontractor will not prohibit a subcontractor from discussing with the Procurement Officer any material matter pertaining to or utilization of a subcontractor. *52.219-9(d)(14)*

1. **PAYMENT TO SMALL BUSINESS SUBCONTRACTORS**

Subcontractor will pay its small business subcontractors on time and in accordance with the terms and conditions of the underlying subcontract and notify the contracting officer when it makes either a reduced or an untimely payment to a small business subcontractor (reference FAR 52.242-5). *52.219-9(d)(15)*

## **Section III – Plan Submittal**

This Small Business Subcontracting Plan was submitted by:

Signature/Date:

Typed Name: Click here to enter text. Title: Click here to enter text.

Phone Number: Click here to enter text. Email Address: Click here to enter text.

## **Section IV – SRMC Plan Review/Approval**

***(****For plans with acceptable subcontracting plans):*

Signature/Date of Procurement Representative:

Typed Name: Click here to enter text.

Signature/Date Verifying   
Small Business Program Review:

Typed Name: Click here to enter text.