

## COMMERCIAL SMALL BUSINESS SUBCONTRACTING PLAN INSTRUCTIONS

Notice to offerors: The Defense Commissary Agency provides this template as a tool. We advise you to adapt this template to fit your commercial subcontracting situation. See FAR 19.704 for more information on commercial subcontracting plans. Information in italics provides instructions and examples and should not be included in the actual plan. The Contractor is responsible for completion of elements 1 through 13.

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### **Element 1** **Type of Plan**

**“Commercial Plan”** means a subcontracting plan (including goals) that covers the offeror’s fiscal year and that applies to the entire production of commercial items or services sold by either the entire company or a portion thereof (e.g., division, plant, or production line). This includes planned subcontracting for both commercial and government businesses.

### **Element 2** **Percentage Goals**

*For each of the following socio-economic categories, provide separate percentage goals for the fiscal period (expressed as a percentage of the total dollar value projected to be subcontracted on this solicitation or contract.*

*An example of a worksheet to use for commercial subcontract dollars and goals is available at the link <https://www.commissaries.com/business/subcontractplan.cfm>*

### **Element 3** **Principal Types of Subcontracted Supplies/Services**

*List the supplies and/or services to be subcontracted, and the corresponding socio-economic status of the businesses projected to receive these subcontracts. If necessary, an attachment may be used to provide a more complete explanation. An example of a worksheet to use is available at the link <https://www.commissaries.com/business/subcontractplan.cfm>*

*(NOTE: If specific small, small disadvantaged, women-owned, service-disabled veteran-owned small businesses or veteran-owned small businesses are identified in the plan, but large businesses are subsequently substituted, the contracting officer shall be provided timely written notification.*

## COMMERCIAL SMALL BUSINESS SUBCONTRACTING PLAN INSTRUCTIONS (cont)

### **Element 4**

#### **Method of Developing Goals**

*Describe the method used to identify potential subcontracting sources for purposes of this fiscal period (explain the method and state the quantitative basis). Explain how the areas to be subcontracted were determined, and how the capabilities of small businesses were determined.*

*(Examples: Analysis of current socio-economic subcontracting accomplishments, analysis of make or buy decisions, and analysis of indirect cost elements with subcontracting potential.)*

### **Element 5**

#### **Method of Identifying Sources**

*Describe the method used to identify potential subcontracting sources for purposes of this solicitation or contract.*

*(Examples: Possible methods include existing company source lists, customer referrals, purchasing handbooks, CCR Dynamic Small Business Search, trade publications, advertising, veterans service organizations, the National Minority Purchasing Council Vendor Information Service, the Research and Information Division of the Minority Business Development Agency, or civic/business organizations.)*

### **Element 6**

#### **Indirect Costs (CHECK ONE)**

*If indirect costs were not included when subcontracting goals were established, no further action is required, except to stipulate this in the plan. If indirect costs were included when establishing subcontracting goals, provide sufficient details to show how indirect costs were proportioned among the socioeconomic categories.*

*(NOTE: FAR 52.219-9(d)(1) permits the use of indirect costs in projecting socio-economic goals, so long as the indirect costs are apportioned.)*

### **Element 7**

#### **Name and Duties of Small Business Liaison Officer/ Responsible Administrator**

*Provide the name, address, telephone number, e-mail address and title of individual responsible for administration of this subcontracting plan. Describe their duties (e.g., developing, preparing and executing individual subcontracting plans and monitoring performance relative to the requirements of this particular plan; monitoring purchasing activities; liaison with representatives of appropriate federal, state and local agencies; submitting required reports/records; attending workshops and seminars; etc.)*

## COMMERCIAL SMALL BUSINESS SUBCONTRACTING PLAN INSTRUCTIONS (cont)

### **Element 8** **Effort To Ensure Equitable Opportunities**

*Describe efforts to ensure small businesses, HUBZone small businesses, small disadvantaged businesses, women-owned small businesses, veteran-owned small businesses, and service-disabled veteran-owned small businesses have an equitable opportunity. (Examples include: assisting small business concerns, providing counseling, participating in outreach programs, advertising, presenting workshops/seminars, establishing source list, attending small business conferences and trade fairs.)*

### **Element 9** **Subcontracting Clauses**

*The contractor agrees to include the clause FAR 52.219-8, “Utilization of Small Business Concerns” in all subcontracts that offer subcontracting opportunities, and that the offeror will require all subcontractors (except for small business concerns) that receive subcontracts in excess of \$650,000 (\$1,500,000 for construction) to adopt a plan that complies with the requirements of the clause at FAR 52.219-9, “Small Business Subcontracting Plan”.*

### **Element 10** **Reporting Assurances**

*Provide assurances that the offeror will:*

- (1) cooperate in any required studies or surveys,*
- (2) submit periodic reports to determine compliance with subcontracting plan, and*
- (3) submit Summary Subcontracting Reports (SSR) as required using the Electronic Subcontracting Reporting System (eSRS) located at <http://www.esrs.gov>.*

### **Element 11** **Record Maintenance**

*List/describe the types of records that will be maintained to demonstrate compliance with the requirements and goals in the plan. For example: Organizations contacted to locate sources, outreach efforts (i.e., conferences, trade fairs, etc.), internal guidance to encourage efforts by buyers, workshops, records on subcontract solicitations resulting in award over \$150,000, socioeconomic lists, etc.*

### **Element 12** **Reports and Due Dates**

*Only one report (SSR) is due each year for the period of 1 October thru 30 September for commercial subcontracting plans. The annual report is due 30 days (30 October) after the end of the reporting period. The report will be submitted using the eSRS system located at <http://www.esrs.gov>.*

COMMERCIAL SMALL BUSINESS SUBCONTRACTING PLAN  
INSTRUCTIONS (cont)

**Element 13** **Contractor Submission Information**

*Provide the name, title, telephone number, and email address of the individual submitting the plan.*



# COMMERCIAL SMALL BUSINESS SUBCONTRACTING PLAN

*(Note: Information in italics provides instructions and examples and should not be included in the actual plan.)*

Date \_\_\_\_\_

Fiscal Year Period: \_\_\_\_\_ through \_\_\_\_\_

Contractor Name and Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The following Commercial Small Business Subcontracting Plan, together with any attachments, is submitted in accordance with the requirements of Federal Acquisition Regulations 19.704, 52.219-9 and Defense Federal Acquisition Regulation Supplement 219.704.

## **Element 1** Type of Plan

**Commercial Products Service Plan:** Includes goals, covers the offeror's fiscal year and applies to the entire production of commercial items or delivery of services sold by either the entire company or a portion thereof (e.g., division, plant, or production line); this includes planned subcontracting for both commercial and government businesses

**Corporate:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Company:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Subdivision:**  
Specify subdivision:  **Division**  **Plant**  **Production Line**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**† Element 2**

**Percentage Goals**

A worksheet is attached expressing dollars and percentage goals for each socioeconomic category.

Comment: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**† Element 3**

**Principal Types of Subcontracted Supplies/Services**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**† Element 4**

**Method of Developing Goals**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**† Element 5**

**Method of Identifying Sources**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**† Element 6**

**Indirect Costs (*CHECK ONE*)**

Indirect and overhead costs \_\_\_\_\_ HAVE BEEN \_\_\_\_\_ HAVE NOT BEEN included in the dollar and percentage subcontracting goals stated above.

Comment: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Element 7**

**Name and Duties of Small Business Liaison Officer/  
Responsible Administrator**

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Title: \_\_\_\_\_ E-mail address: \_\_\_\_\_

Address: \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Element 8**

**Effort To Ensure Equitable Opportunities**

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\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Element 9**

**Subcontracting Clauses**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Element 10**

**Reporting Assurances**

\_\_\_\_\_  
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\_\_\_\_\_  
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**Element 11**

**Record Maintenance**

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**Element 12**

**Reports and Due Dates**

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**Element 13**

**Contractor Submission Information**

This subcontracting plan was submitted by:

Signature: \_\_\_\_\_ Printed Name: \_\_\_\_\_

Title \_\_\_\_\_ Date Prepared: \_\_\_\_\_

Telephone: \_\_\_\_\_ E-mail: \_\_\_\_\_