

INDIVIDUAL 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 individual subcontracting situation. If the contract contains option years, the individual subcontracting plan shall contain separate statements and goals for the base year and each option year of performance. See FAR 19.704 for more information on individual 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.

Element 1 Type of Plan

Individual Plan: All elements are developed specifically for this contract and applicable for the term of this contract.

Element 2 Percentage Goals

State separate dollars and percentage goals for Small Business (SB) concerns, Small Disadvantaged Business (SDB) concerns, Woman-owned Small Business (WOSB) concerns, Historically Underutilized Zone (HUBZone) Small Business concerns, Service Disabled Veteran Owned Small Business (SDVOSB) concerns, and Veteran Owned Small Business (VOSB) concerns. An example of a worksheet for individual plan subcontract dollars and goals is available at the link <https://www.commissaries.com/business/subcontractplan.cfm>. A separate worksheet must be provided for the base year and each option year of performance.

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, attachments may be used to provide a more complete explanation.

An example of a worksheet for individual plan subcontracted supplies/services is available at the link <https://www.commissaries.com/business/subcontractplan.cfm>. A separate worksheet must be provided for base year and each option year of performance.

INDIVIDUAL SMALL BUSINESS SUBCONTRACTING PLAN INSTRUCTIONS (cont)

Element 4 **Method of Developing Goals**

Describe the process used to develop the subcontracting goals (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**

*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.)

INDIVIDUAL 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,*
- (3) submit Individual Subcontract Reports (ISR) as required using the Electronic Subcontracting Reporting System (eSRS) located at <https://www.esrs.gov>,*
- (4) ensure that subcontractors with subcontracting plans agree to submit ISR using the eSRS,*
- (5) provide to all first-tier subcontractors with subcontracting plans its prime contract number, its DUNS number and the email address of the Government official responsible for processing the reports in eSRS so first-tier subcontractors with subcontracting plans can submit reports in eSRS, and*
- (6) require first-tier subcontractors with subcontracting plans to provide the prime contract number, its own DUNS number and e-mail address of the Government official responsible for processing the reports in eSRS to its subcontractors with subcontracting plans*

† 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, subcontract solicitations over \$150,000, socioeconomic lists, etc.

INDIVIDUAL SMALL BUSINESS SUBCONTRACTING PLAN INSTRUCTIONS (cont)

Element 12 Reports and Due Dates

*Contractors are required to submit **reports semi-annually** per contract for individual subcontracting plans and at contract completion. The reports are due in the months of April and October. Submit the reports using the eSRS system located at <http://www.esrs.gov>.*

Element 13 Contractor Submission Information

Provide the name, title, telephone number, and e-mail address of the individual submitting the plan.



INDIVIDUAL SMALL BUSINESS SUBCONTRACTING PLAN

Date: _____

Contractor Name: _____

Address: _____

Solicitation or Contract Number: _____

Item/Service provided: _____

Performance (MO&YR): _____ Number of Option Years: _____

Total Contract Amount: \$ _____

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The following Individual 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

Individual Plan: All elements developed specifically for this contract and applicable for the term of this contract.

Element 2

Percentage Goals

Worksheets are attached expressing percentage dollars and goals for each socioeconomic category for the contract base year and each option year.

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: _____

Comment: _____

Element 8

Effort To Ensure Equitable Opportunities

Element 9

Subcontracting Clauses

† Element 10

Reporting Assurances

† Element 11

Record Maintenance

† Element 12

Reports and Due Dates

† Element 13

Contractor Submission Information

This subcontracting plan was submitted by:

Signature: _____ Printed Name: _____

Title: _____ Date Prepared: _____

Telephone: _____ E-mail: _____