Master Subcontracting Plan

(Template)

|  |  |  |  |
| --- | --- | --- | --- |
| **Company Name:** |  | | |
| **ALL Unique Entity Identifiers (UEIs) that the master plan covers#:** |  | | |
| **ALL CAGE Codes that the master plan covers:** |  | | |
| **Address Line 1:** (Street) |  | | |
| **Address Line 2:** |  | | |
| **Address Line 3:** (City, State, Postal Code) |  | | |
| **Date Prepared:** |  | | |
| **Date Approved:**  **Approver Name and Agency:** |  | | |
| **Dates Valid:** |  | **To:** |  |

1. **DESCRIPTION OF PRODUCTS/SERVICES:**

A description of ALL Supplies/Services to be subcontracted are as follows:

|  |  |
| --- | --- |
| **Supplies/Service Description** | **Business Size**  **(OTSB, SB, VOSB, SDVOSB, HUBZoneSB, SDB\*, WOSB)** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

\*Reference 13 CFR 124.103(b)(1) for SDB definition

1. **DESCRIPTION OF THE METHOD USED TO DEVELOP SUBCONTRACTING GOALS FOR SMALL BUSINESS (SB) AND SB CONCERNS:**

The method used to develop subcontracting goals for this contract is as follows:

|  |
| --- |
| Type here: |

1. **METHOD TO IDENTIFY POTENTIAL SOURCES FOR SOLICITATION PURPOSES:**

The method used to identify potential sources for solicitation purposes is as follows:

|  |  |
| --- | --- |
| |  | | --- | | Type here: | |

1. **INDIRECT COSTS:**

Indirect costs\_\_ \_\_\_HAVE / HAVE NOT been included in the subcontracting goals.

*If, “****HAVE”*** *is selected provide a description below of the method used to determine the proportionate share of indirect costs to be incurred with the Small Business Concerns (including ANC and Indian Tribes) IAW FAR 52.219-9(d)(6)*

|  |
| --- |
| Type here: |

1. **PROGRAM ADMINISTRATOR:**

This individual is employed by our company and will be the administrator of our Small Business Subcontracting Program:

|  |  |
| --- | --- |
| Name: |  |
| Title: |  |
| Address: |  |
| Telephone Number: |  |
| E-Mail Address: |  |
| Alternate POC: |  |
| Alternate POC Contact Information: |  |

The Small Business Subcontracting Program Administrator’s duties are as follows:

|  |
| --- |
| Type here: |

1. **EQUITABLE OPPORTUNITIES FOR SMALL BUSINESS SUBCONTRACTING:**

The efforts that will be made to ensure that Small Businesses and Small Business Concerns have an equitable opportunity to compete for subcontracts.

|  |
| --- |
| Type here: |

1. **STATEMENT OF FLOW DOWN:**

Mark acknowledgment of compliance assertions:

|  |  |
| --- | --- |
| Initial | Assertion: |
|  | (a) Clause 52.219-8 Utilization of Small Business Concerns will be included in all subcontracts that offer further subcontracting opportunities. |
|  | (b) All subcontractors (except small business concerns, including entities that are treated as small business concerns by statute for certain purposes ( e.g., ANCs, see 13CFR125.3(b)(2)) that receive subcontracts in excess of the applicable threshold specified in FAR 19.702(a) on the date of subcontract award, with further subcontracting possibilities to adopt a subcontracting plan that complies with the requirements of this clause |

1. **ADDITIONAL COMPLIANCES:**

Mark acknowledgement of compliance assertions:

|  |  |
| --- | --- |
| Initial | Assertion: |
|  | (i) Cooperate in any studies or surveys as may be required |
|  | (ii) Submit periodic reports so that the Government can determine the extent of compliance by the offeror with the subcontracting plan |
|  | (iii) After November 30, 2017, include subcontracting data for each order when reporting subcontracting achievements for indefinite-delivery, indefinite-quantity contracts intended for use by multiple agencies |
|  | (iv) Submit the Individual Subcontract Report (ISR), and the Summary Subcontract Report (SSR) using the Electronic Subcontracting Reporting System (eSRS) (http://www.esrs.gov ), following the instructions in the eSRS |
|  |  |
|  |  |
|  | (v) Ensure that its subcontractors with subcontracting plans agree to submit the ISR and/or the SSR using the eSRS |
|  | (vi) Provide its prime contract number and its unique entity identifier, and the e-mail address of the offeror’s official responsible for acknowledging receipt of or rejecting the ISRs to all first-tier subcontractors with subcontracting plans so they can enter this information into the eSRS when submitting their ISRs |
|  | (vii) Require that each subcontractor with a subcontracting plan provide the prime contract number, its own unique entity identifier, and the e-mail address of the subcontractor’s official responsible for acknowledging receipt of or rejecting the ISRs, to its subcontractors with subcontracting plans |

1. **TYPES OF RECORDS THAT WILL BE MAINTAINED:**

A description of the types of records that will be maintained concerning the procedures adopted to comply with the requirements and goals in this plan, including establishing source lists; and a description of the efforts to locate small businesses, and small business concerns and to award subcontracts to them.

|  |  |  |
| --- | --- | --- |
| Yes/No\* | Section | Description |
|  | A | Source lists (e.g., SAM), 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 |
|  | B | 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. |
|  | C | Records on each subcontract solicitation resulting in an award of more than the simplified acquisition threshold, as defined in FAR [2.101](https://www.acquisition.gov/far/part-2#FAR_2_101) on the date of subcontract award, indicating-  (A) Whether small business concerns were solicited and, if not, why not;  (B) Whether veteran-owned small business concerns were solicited and, if not, why not;  (C) Whether service-disabled veteran-owned small business concerns were solicited and, if not, why not;  (D) Whether HUBZone small business concerns were solicited and, if not, why not;  (E) Whether small disadvantaged business concerns were solicited and, if not, why not;  (F) Whether women-owned small business concerns were solicited and, if not, why not; and  (G) If applicable, the reason award was not made to a small business concern. |
|  | D | Records of any outreach efforts to contact-  (A) Trade associations;  (B) Business development organizations;  (C) Conferences and trade fairs to locate small, HUBZone small, small disadvantaged, service-disabled veteran-owned, and women-owned small business sources; and  (D) Veterans service organizations. |
|  | E | Records of internal guidance and encouragement provided to buyers through-  (A) Workshops, seminars, training, etc.; and  (B) Monitoring performance to evaluate compliance with the program’s requirements. |
|  | F | 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. Contractors having commercial plans need not comply with this requirement. |

*\*If NO is selected, please provide section designation and explanation below:*

|  |  |
| --- | --- |
| |  | | --- | | Type here: | |

1. (INSERT COMPANY NAME) certifies that we 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 the offeror 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. An offeror used a small business concern in preparing the bid or proposal if:
2. The offeror identifies the small business concern as a subcontractor in the bid or proposal or associated small business subcontracting plan, to furnish certain supplies or perform a portion of the contract; or
3. The offeror used the small business concern's pricing or cost information or technical expertise in preparing the bid or proposal, where there is written evidence of an intent or understanding that the small business concern will be awarded a subcontract for the related work if the offeror is awarded the contract
4. (INSERT COMPANY NAME) certifies that we will provide the contracting officer with a written explanation if the contractor fails to acquire articles, equipment, supplies, services or materials or obtain the performance of construction work as described in (a)(12) of this section. This written explanation will be submitted to the contracting officer within 30 days of contract completion.
5. (INSERT COMPANY NAME) certifies that we will not prohibit a subcontractor from discussing with the contracting officer any material matter pertaining to payment to or utilization of a subcontractor; and
6. (INSERT COMPANY NAME) certifies that we pay its small business subcontractors on time and in accordance with the terms and conditions of the subcontract and a notice to the contracting officer if a reduced or an untimely payment is made to a small business subcontractor (see 52.242-5).

|  |  |
| --- | --- |
| **Preparer of the Subcontracting Plan** | |
| **Signature:** | **Date:** |
| **Name:** |  |
| **Title:** |  |
| **Telephone#** |  |
| **Email Address:** |  |