



BUSINESS & FINANCIAL SERVICES  
PROCUREMENT AND CONTRACTS  
SMALL BUSINESS DEVELOPMENT OFFICE

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Principal Investigator:  
Department:  
UCSD Proposal No.:  
Research Title:

Fund:

Subject: **Master Plan PI Agreement**

As required under Federal Acquisition Regulations (FARS 19.702) a Small Business Subcontracting Plan, which prescribes small business utilization target goals for this project, has been developed. Once approved by the contracting agency, the Plan becomes part of the project's contractual obligations.

We have carefully reviewed the project's scope of work and cost proposal. We have identified areas of opportunity for small business concerns and have made our projections based on those areas where goods and services can be purchased from small businesses. The Plan outlines targeted expenditure goals with all small business concerns for the entire contract period; and the goals were based upon meeting the contracting agency's small business utilization to the best of our ability. As the Principal Investigator, it is your responsibility to make sure that reasonable good faith efforts are made to achieve the Plan's goals. Failure to make good faith effort to comply with the subcontracting plan goals may result in liquidated damages (FAR 52.219-16).

Please review the attached Master Subcontracting Plan Draft, Supplement-A Budget Summary and Source Guide. If the Plan and target goals meet your approval, please sign this agreement and send the original copy to the Small Business Development Office for our records. Once we have received this form, we will distribute an executed copy of the final Plan to the PI, requesting department and Office of Contracts and Grants, who will submit the Plan to the contracting agency for approval.

By signing this document, you will be agreeing to the Plan's small business target goals. If you feel the goals cannot be met, please contact our office so we can discuss alternatives. Our team would like to meet and speak with you and the project's purchasing agents before the project begins, so we can talk about post award responsibilities and the small business suppliers who should be used to make purchases from in order to achieve the Plan's stated goals. Please let us know at your earliest convenience when you and your team members are available to meet.

Respectfully,

Anthony Singleton  
Manger, Small Business Development

Attachment: Master Subcontracting Plan; Supplement A – Budget Summary; Source Guide – Procurement Suppliers

cc:  
file

, Office of Contracts & Grants Office - UC San Diego

**SIGNATURE:**

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Principal Investigator Signature

\_\_\_\_\_  
Date