

UC San Diego

INDIVIDUAL SUBCONTRACTING PLAN

Date: [Click here to enter a date.](#)

Contractor:

The Regents of the University of California
C/O Office of Contract and Grant Administration
9500 Gilman Drive 0934
La Jolla, CA 92093-0934

Solicitation (Contract) No.: _____

Program Title: _____

The following, together with any attachments, is submitted as a Subcontracting Plan to satisfy the applicable requirements of Public Law 95-507, 103-355, 105-135, Historically Underutilized Business Zone Act of 1997, and the Veterans Entrepreneurship and Small Business Development Act of 1999, P.L. 106-50 as implemented by the Federal Acquisition Regulation, the Defense Supplement thereto, Public Law 100-180 and 103-337. The following goals are required for the basic quantity (base period) and each option quantity (period) of the contract.

1. The total estimated dollar value of all planned subcontracting (to all types of business concerns) under this contract is \$_____.

If the contract is expected to include options, goals shall be established for the base period and each option year.

2. a. The following percentage goals (expressed in terms of a percentage of total subcontracting dollars) are applicable to the solicitation (contract) cited above.

i. Large business concerns: _____% of total planned subcontracting dollars under this contract will go to subcontractors who are large business concerns.

ii. Small business concerns: _____% of total planned subcontracting dollars under this contract will go to subcontractors who are small business concerns.

iii. Service-disabled small business (SDVO) concerns: _____% of total planned subcontracting dollars under this contract will go to subcontractors who are service-disabled veteran-owned small business concerns.

iv. Veteran-owned small business (VOSB) concerns : _____% of total planned subcontracting dollars under this contract will go to subcontractors who are veteran-owned small business concerns.

v. Historically Underutilized Business (HUB) Zone small business concerns _____% of total planned subcontracting dollars under this contract will go to subcontractors who are HUBZone small business concerns.

vi. Small disadvantaged business (SDB) concerns: _____% of total planned subcontracting dollars under this contract will go to subcontractors who are small business concerns owned and controlled by socially and economically disadvantaged individuals.

(1) Historically Black Colleges and Universities/Minority Institutions (HBCU/MI): _____% of total planned subcontracting dollars under this contract will go to HBCU/MIs as identified in FAR Part 26. This percentage is included in the percentage shown under 2. (a) v., above, as a subset.

vii. Woman-owned small business (WOSB) concerns: _____% of total planned subcontracting dollars under this contract will go to subcontractors who are woman-owned small business concerns.

The total percentage of planned subcontracting with small business concerns includes total dollars planned to be subcontracted with veteran-owned small, service-disabled-veteran-owned small, HUBZone small, small disadvantaged and women-owned small business concerns.

b. The following dollar values correspond to the percentage goals shown in 2. (a) above.

i. Total dollars planned for subcontracting to large business concerns:
\$_____.

ii. Total dollars planned to be subcontracted to small business concerns
\$_____.

iii. Total dollars planned to be subcontracted to SDVO concerns \$_____.

iv. Total dollars planned to be subcontracted to VOSB concerns \$_____.

v. Total dollars planned to be subcontracted to HUBZone small business concerns:
\$_____.

vi. Total dollars planned to be subcontracted to SDB concerns:
\$_____.

(1) Total dollars planned to be subcontracted to HBCU/MIs: \$_____.
This dollar amount is included in the amount shown at 2.b.vi.

vii. Total dollars planned to be subcontracted to WOSB concerns:
\$_____.

The total dollars planned for subcontracting with small business concerns includes total dollars planned to be subcontracted with HUBZone small business, small disadvantaged, women-owned small business concerns, service-disabled veteran-owned small business and veteran-owned small business.

3. The following principal products and/or services will be subcontracted under this contract:

a. Products/services planned for subcontracting to large business concerns:

b. Products/services for subcontracting to small business concerns:

c. Products/services planned for subcontracting to SDVO concerns:

d. Products/services planned for subcontracting to VOSB concerns:

e. Products/services planned for subcontracting to HUBZone small business concerns:

f. Products/services planned for subcontracting to SDB concerns:

g. Products/services planned for subcontracting to HBCU/MI concerns:

h. Products/services planned for subcontracting to WOSB concerns:

4. The following method was used to develop the above subcontracting goals (*i.e., statement explaining how the product and service areas to be subcontracted were established, how the areas to be subcontracted were established, how the areas to be subcontracted to SB, SDVO, VOSB, HUBZone SB, SDB, and WOSB concerns were determined, and how SB, SDVO, VOSB, HUBZone SB, SDB, and WOSB capabilities were determined*).

Small business subcontracting goals were developed through consultation between the university's Small Business Development Office (SBDO), the Principal Investigator (PI) and his staff researchers. As needed to facilitate establishment of the goals, the SBDO and PI utilized the expertise of the research administrator and procurement professionals, market research tools, and considered past experience regarding the availability of small businesses to fulfill specific requirements in the area of research or supporting requirements.

The capabilities and past performance of SB/SDB's shall be considered in determining whether or not to include the SB/SDB in the goals. Qualified small, disadvantaged, women-owned, veteran-owned, service-disabled veteran-owned and HUBzone firms shall be sourced to meet

program goals whenever possible. Reasonable goals are established based on the determination of the type and value of the subcontract and the availability of qualified firms.

5. Source lists utilized in making the determinations in paragraph 4 above are as follows:

- Efforts to obtain all concerns were established from outreach programs from the community
- Certified HUBZone Concerns http://dsbs.sba.gov/dsbs/search/dsp_searchhubzone.cfm
- System for Award Management (SAM) <http://www.sam.gov/>
- SBA - Dynamic Small Business Search (DSBS) http://dsbs.sba.gov/dsbs/search/dsp_dsbs.cfm
- State of California Certified Small Business and DVBE Services <http://www.bidsync.com/DPXBisCASB>
- State Minority Business Enterprise/State Women Business Enterprise Firm <http://www.dot.ca.gov/ucp/GetLicenseForm.do>
- Attending small, minority, and women-owned business procurement conferences and trade fairs
- Establishing, maintaining and using small, HUBZone small, small disadvantaged, women-owned small, veteran-owned small, and service-disabled veteran-owned small business source lists, guides and other data for soliciting subcontracts
- Monitoring activities to evaluate compliance with the subcontracting plan

6. Indirect and overhead costs ____ have XX have not been included in the goals specified in paragraphs 1 and 2 above.

If indirect and overhead costs are included, explain the method used in determining the proportionate share of indirect and overhead costs to be allocated as subcontracts to SB, SDVO, VOSB, HUBZone SB, SDB, and WOSB concerns and the products and services planned.

- None-

7. The following employee will administer the subcontracting program:

Anthony Singleton
Chief Small Business Officer
UCSD Small Business Development Office - 0914
La Jolla, CA 92093-0914
P: 858.534.7236 / F: 858.534.5803

This individual's specific duties, as they relate to the firm's subcontracting program, are as follows: *Delete those duties that do not apply.*

General overall responsibility for this company's Small Business Program, to include the development, preparation, and execution of individual subcontracting plans, and for monitoring

performance relative to contractual subcontracting requirements contained in this plan, and including, but not limited to:

- * Ensuring that procurement packages are structured to permit SB, SDVO, VOSB, HUBZone SB, SDB, and WOSB concerns to participate to the maximum extent possible.
- * Assuring inclusion of SB, SDVO, VOSB, HUBZone SB, SDB and WOSB concerns in all solicitations for products or services which they are capable of providing.
- * Ensuring periodic rotation of potential subcontractors on bidders lists.
- * Ensuring the establishment and maintenance of records of solicitations and subcontract award activity.
- * Attending or arranging for attendance of company counselors at Business Opportunity Workshops, Minority Business Enterprise Seminars, Trade Fairs, etc.
- * Conducting or arranging for conduct of motivational training for purchasing personnel pursuant to the intent of P.L. 95-507.
- * Monitoring attainment of proposed goals.
- * Preparing and submitting required periodic subcontracting reports.
- * Coordinating contractor's activities during the conduct of compliance reviews by Federal agencies.
- * Coordinating the conduct of contractor's activities involving its small and small disadvantaged business subcontracting program.

8. The following efforts will be taken to assure that SB, SDVO, VOSB, HUBZone SB, SDB, to include HBCU/Miss, and WOSB concerns will have an equitable opportunity to compete for subcontracts.

a. Outreach efforts will include: *(Efforts to obtain all concerns were establish from outreach programs from the community)*

Where an adequate number of such business concerns is not available, the University will, contact business organizations, and other trade and professional associations and industry groups, and encourage participation of prospective

small business contractors. Actively seeking out such business concerns. Participate in trade fairs, meetings, and seminars and maintain records of such participation.

b. Sources will be identified from the System for Award Management (SAM), Dynamic Small Business Search (<http://www.ccr.gov>) . *List other automated systems to be used*

Certified HUBZone Concerns http://dsbs.sba.gov/dsbs/search/dsp_searchhubzone.cfm
System for Award Management (SAM) <http://www.ccr.gov/>
SBA - Dynamic Small Business Search http://dsbs.sba.gov/dsbs/search/dsp_dsbs.cfm
State of California Small Business and DVBE <http://www.bidsync.com/DPXBisCASB>
State Minority Business Enterprise/State Women Business Enterprise Firm
<http://www.dot.ca.gov/ucp/GetLicenseForm.do>

c. The following internal efforts will be made to guide and encourage buyers:
(List all that apply)

- (1) Workshops, seminars, and training programs may be conducted.
- (2) Activities will be monitored to evaluate compliance with this subcontracting plan by working with the responsible professional commodity manger.
- (3) Arrange interviews with SB/SDVO/VOSB/HUBZone SB/SDB/WOSB concerns and HBCU/MIs.

d. Small, SDVO, VOSB, HUBZone SB, SDB, and WOSB concern source lists, guides and other data identifying SB, SDVO, VOSB, HUBZone SB, SDB, and WOSB concerns will be maintained and utilized by buyers in soliciting subcontracts.

e. The extent to which offeror (contractor) plans to restrict competition to HBCU/MIs is determined by the availability sources and sensitivity and scope of the research.

f. Additions to the above listed efforts are as follows:

Consistent with the University's contract obligations and customer (Principal Investigator) requirements, the University will assist such business concerns by arranging solicitation requirements such as allowing reasonable time for the small business concerns to prepare quotations, reasonable procurement quantities (where feasible), specifications and delivery schedules (unless such will impact the contract requirements), etc., in order to facilitate the participation of such concerns.

9. The offeror (contractor) agrees that Federal Acquisition Regulation clause 52.219-8 entitled "Utilization of Small Business Concerns" will be included in all subcontracts which offer further

subcontracting opportunities, and all subcontractors, except SB concerns, who receive subcontracts in excess of \$650,000 will be required to adopt and comply with a subcontracting plan similar to the plan required by Federal Acquisition Regulation 52.219-9, entitled "Small, Business Subcontracting Plan." Such plans will be reviewed by comparing them with the provisions of P.L. 95-507 and assuring that all minimum requirements of an acceptable subcontracting plan have been satisfied. The acceptability of percentage goals shall be determined on a case-by-case basis depending on the supplies/services involved, the availability of potential small, SDVO, VOSB, HUBZone small, small disadvantaged and women-owned small business subcontractors, and prior experience. Once approved and implemented, plans will be monitored through the submission of periodic reports, and/or, as time and availability of funds permit, periodic visits to subcontracting program participants.

10. The offeror (contractor) agrees to submit such periodic reports and cooperate in any studies or surveys as may be required by the contracting agency or the Small Business Administration in order to determine the extent of compliance by the bidder (contractor) with the subcontracting plan and with the clause entitled "Utilization of Small Business Concerns" contained in the contract.

The contractor agrees to submit an Individual Subcontracting Report (ISR) in the Electronic Subcontracting Reporting System (eSRS) in accordance with the instructions on the eSRS website at www.esrs.gov. Regardless of the effective date of this contract, the report shall be submitted for the entire life of the contract within thirty (30) days after the close of each reporting period.

The contractor shall submit a Summary Subcontracting Report (SSR) in the Electronic Subcontracting Reporting System (eSRS) in accordance with the instructions on the eSRS website at www.esrs.gov. The Summary Report of DOD awards shall be submitted within thirty (30) days after the close of each reporting period to the Administrating Contracting Officer. The first report that includes this contract, shall be submitted after the first full reporting period of this contract in addition to any fractional part of the previous period in which this contract became effective.

11. The offeror (contractor) agrees that it will maintain at least the following types of records to document compliance with this subcontracting plan,

- a. Source list, guides, and other data identifying SB, SDVO, VOSB, HUBZone SB, SDB, and WOSB concerns.
- b. Organizations contacted to locate SB, SDVO, VOSB, HUBZone SB, SDB, and WOSB concerns.

c. On a contract-by-contract basis, records on all subcontract solicitations over \$100,000, indicating for each solicitation (1) whether SB concerns were solicited, and if not, why not; (2) whether SDVO concerns were solicited, and if not, why not; (3) VOSB concerns were solicited, and if not, why not; (4) whether HUBZone SB concerns were solicited, and if not, why not; (5) SDB concerns were solicited, and if not, why not; (6) whether WOSB concerns were solicited, and if not, why not, and (6) reasons for the failure of solicited SB, SDVO, VOSB, HUBZone SB, SDB, and WOSB concerns to receive the subcontract award.

Signed: _____ Date _____

Typed Name: Anthony Singleton

Title: Chief Small Business Officer

Approved by: OPTIONAL Date: _____
Procuring Contracting Officer

Copy to: SBA PCR (if applicable)

DRAFT