

**MODEL
SMALL BUSINESS SUBCONTRACTING PLAN**

Date: _____

Contracting Agency: Lawrence Livermore National Security, LLC (LLNS)
7000 East Avenue / P.O. Box 5012
Livermore, CA 94550/94551

LLNS Subcontract Number: _____

Subcontract Short Description: _____

Offeror / Subcontractor: _____

Street Address / P.O. Box: _____

City, State, Zip: _____

The following, together with any attachments, is hereby submitted to satisfy applicable requirements of the above referenced Subcontract for a Small Business Subcontracting Plan (“Plan”). The meaning of terms used in this Plan shall be as defined in the Subcontract.

1. *Subcontracting Goals:* The following section represents the Offeror’s/Subcontractor’s goals for planned total dollars to be subcontracted and the associated percentages for the following business concerns: Large Business (**LB**); Small Business (**SB**); Small Disadvantaged Business (**SDB**); Women-owned Small Business (**WOSB**); Historically Black Colleges and Universities (HBCU) and Minority Institutions (MI) (**HBCU/MI**); HUBZone Small Business (**HZSB**); Veteran-Owned Small Business (**VOSB**); and Service-Disabled Veteran-Owned Small Business (**SDVOSB**). *(The Plan may include all lower-tier subcontracts that contribute to Subcontract performance, and a proportionate share of goods and services that are normally allocated as indirect costs. See 6., Indirect Costs.)*

Total Value of the LLNS Subcontract: \$ _____

Enter the total planned dollars to be subcontracted for *all* business concerns and the associated percentage of the total Subcontract value. To calculate the percentage, divide the *Total Subcontracted Dollars for *all* business concerns by the Total Value of the LLNS Subcontract.

*Total Subcontracted Dollars for *all* business concerns (LB and SB)
and the associated percentage: \$ _____ %

Enter the total planned dollars to be subcontracted for each of the business concerns listed below and the associated percentage of the total subcontracted dollars. To calculate the percentage for the following section, divide the Total Subcontracted Dollars for each of the following business concerns by the *Total Subcontracted Dollars for *all* business concerns, noted above.

Total Subcontracted Dollars and percentage for **LB** concerns: \$ _____ %

Total Subcontracted Dollars and percentage for **all SB** concerns (SB, SDB, WOSB, HBCU/MI, HZSB, VOSB, SDVOSB): \$ _____ %

Total Subcontracted Dollars and percentage for **SDB**: \$ _____ %

Total Subcontracted Dollars and percentage for **WOSB**: \$ _____ %

Total Subcontracted Dollars and percentage for **HBCU/MI**: \$ _____ %

Total Subcontracted Dollars and percentage for **HZSB**: \$ _____ %

Total Subcontracted Dollars and percentage for **VOSB**: \$ _____ %

Total Subcontracted Dollars and percentage for **SDVOSB**: \$ _____ %

NOTE: The Offeror / Subcontractor, acting in good faith, may rely upon written representations by its subcontractors regarding their business status. However, Small Business Administration (SBA) certification is required in order to qualify as an **HZSB**.

- The following is a brief description of the principal types of goods and services to be subcontracted, and those that are planned to be subcontracted to SB, SDB, WOSB, HBCU/MI, HZSB, VOSB and SDVOSB concerns.

Item Description (Supplies/Services)	Business Type

(Attachment may be used if additional space is required.)

- The following is a description of the method(s) to be used to develop the *Subcontracting Goals* in paragraph 1, above.

Method(s) Used to Develop Goals

(Attachment may be used if additional space is required.)

- The following is a description of the method(s) used to identify potential sources for solicitation purposes (e.g., existing company source lists, the Central Contractor Registration (CCR) at www.ccr.gov, the veterans service organizations, the National Minority Purchasing Council Vendor Information Service, the Research and Information Division of the Minority Business Development Agency in the Department of Commerce, or SB, SDB, WOSB and HZSB trade associations. A firm may rely upon the information contained in the CCR as an accurate representation of a business concern's size and ownership characteristics for the purposes of maintaining a SB, SDB, WOSB, HBCU/MI, HZSB, VOSB and SDVOSB source list, but will not relieve a firm of its responsibilities; i.e., outreach, assistance, counseling, publicizing subcontracting opportunities, etc.)

Method(s) Used to Identify Potential Sources for Solicitation

(Attachment may be used if additional space is required.)

5. To the best of its knowledge, the Offeror / Subcontractor submits the following specific information pertaining to the small businesses included in the *Subcontracting Goals* in paragraph 1, above.

Small Business Name	Street Address	City, State, Zip	Phone	Business Type

(Attachment may be used if additional space is required.)

6. *Indirect Costs*: Are indirect costs included in the *Subcontracting Goals*?

Yes No

Please describe the method(s) used to determine the proportionate share of indirect costs to be incurred with *all SB* concerns.

(Attachment may be used if additional space is required.)

7. The following is a description of the duties of the individual employed by the Offeror/ Subcontractor to administer its Subcontracting Program:

The individual will be responsible for reviewing, monitoring, and providing general, overall execution of the Offeror's / Subcontractor's Subcontracting Program, including, but not limited to the following:

- a. Obtaining SB, SDB, WOSB, HBCU/MI, HZSB, VOSB and SDVOSB (**SB** concerns) sources from all applicable agencies such as SBA;
- b. Ensuring inclusion of **SB** concerns sources in all solicitations where appropriate;
- c. Attending or arranging for attendance at business opportunity workshops, minority business enterprise seminars, trade fairs, etc.;
- d. Conducting or arranging for conduct of motivational training for purchasing personnel pursuant to the intent of the Small Business Act and the Historically Underutilized Business Zone Act;
- e. Monitoring attainment of proposed goals;
- f. Reviewing solicitations to remove statements, clauses, etc., which may tend to prohibit **SB** concerns participation; and

g. _____
 (Attachment may be used if additional space is required.)

8. The following is a description of the efforts the Subcontractor will make to ensure that *all SB* concerns will have an equitable opportunity to compete for subcontracts:
 - a. Outreach efforts will be made as follows:
 - 1) Contacts with SBA.
 - 2) Contacts with minority and small business trade associations.
 - 3) Contacts with business development organizations.
 - 4) Attendance at small/minority/veteran/woman business procurement conferences and trade fairs.
 - 5) Contacts with veterans service organizations.
 - 6) Contacts with women's business organizations.
 - b. The following internal efforts will be made to guide and encourage buyers:
 - 1) Workshops, seminars, and training programs will be conducted.
 - 2) Activities will be monitored to evaluate compliance with this Subcontracting Plan.
 - c. Source lists, guides, and other data identifying *all SB* concerns will be maintained and utilized by buyers in soliciting subcontracts.
 - d. _____
(Attachment may be used if additional space is required.)
9. The Offeror / Subcontractor will include the "*Utilization of Small Business Concerns*" clause of the Federal Acquisition Regulation (FAR) (clause 52.219-8) in all subcontracts which offer further subcontracting opportunities, and to require all subcontractors (except **SB** concerns) that receive subcontracts in excess of **\$650,000** (**\$1,500,000** for construction) to adopt a Subcontracting Plan similar to this one.
10. The Offeror / Subcontractor will (i) cooperate in any studies or surveys as may be required; (ii) submit data electronically into the Electronic Subcontracting Reporting System at www.esrs.gov in order to allow the government to determine the extent of compliance by the Subcontractor with this Subcontracting Plan; (iii) submit the *Individual Subcontract Reports (ISRs)* (formerly SF 294), and/or the *Summary Subcontract Reports (SSRs)* (formerly SF 295), in accordance with the instructions or as provided in agency regulations and in the Subcontract; and (iv) ensure its subcontractors agree to submit the *ISRs* and *SSRs*.
11. The Offeror / Subcontractor will maintain records demonstrating procedures have been adopted to comply with the requirements and goals in this Plan. The records shall include at least the following on a plant-wide or company-wide basis, unless otherwise indicated:
 - a. Source lists (e.g., CCR), guides, and other data identifying **SB** concerns.
 - b. Organizations contacted in an attempt to locate sources that are identifying **SB** concerns.
 - c. Records on each subcontract solicitation resulting in an award of more than **\$150,000** indicating: (1) whether **SB** concerns were solicited and, if not, why not; (2) whether **SDB** concerns were solicited and, if not, why not; (3) whether **WOSB** concerns were solicited and, if not, why not;

(4) whether **HBCU/MI** concerns were solicited and, if not, why not; (5) whether **HZSB** concerns were solicited and, if not, why not; (6) whether **VOSB** concerns were solicited and, if not, why not; (7) whether **SDVOSB** concerns were solicited and if not, why not; and (8) if applicable, the reason why an award was not made to a **SB** concern.

- d. Records of any outreach efforts to contact: (1) trade associations; (2) business development organizations; and (3) conferences and trade fairs to locate **SB** concerns sources.
- e. Records of internal guidance and encouragement provided to buyers through: (1) workshops, seminars, training programs, etc.; and (2) monitoring performance to evaluate compliance with the program's requirements.
- f. On a subcontract-by-subcontract basis, records to support award data submitted by the Offeror / Subcontractor to the government, including the name, address, and business size of each subcontractor. (*Note: Not applicable to Offerors / Subcontractors with commercial Small Business Subcontracting Plans.*)
- g. Records to be maintained in addition to the above are as follows:

(Attachment may be used if additional space is required.)

Preparer's Name & Title: _____

Street Address / P.O. Box: _____

City, State, Zip: _____

Phone / FAX / E Mail: _____

SIGNATURE: _____

Is the administrator of this Plan, as identified above, the same individual as the preparer of this form?

Yes No

If "No", please provide the information below.

Administrator's Name & Title: _____

Street Address / P.O. Box: _____

City, State, Zip: _____

Phone / FAX / E Mail: _____

SIGNATURE: _____

(END OF PLAN)