



INDIVIDUAL SUBCONTRACTING PLAN

TITLE of CONTRACT HERE

(Prime Contract #####)

The following, together with the attachment, is submitted as a Subcontracting Plan to satisfy the applicable requirements of Public Law 95-507, 103-355, 105-135 and [106-50] as implemented by the Federal Acquisition Regulation, the Defense Supplement thereto, Public Law 100-180 and 103-337.

1. Goals:

Individual Small Business Program goals will be established for each solicitation/contract. The goals will include percentages, dollars and a description of products and/or services to be obtained from Small Business Concerns (SB), Women-Owned Small Business Concerns (WOSB), Small Disadvantaged Business Concerns (SDB), Historically Black Colleges/Universities and Minority Institutions (HBCU/MI), HUBZone Business Concerns (HUBZone), Veteran-Owned Small Business Concerns (VOSB), and Service-Disabled Veteran-Owned Small Business Concerns (SDVOSB) as indicated by Attachment (A).

2. Method Used To Develop Goals:

The following method was used to develop the above subcontracting goals:

Small Business Concerns (SB), Women-Owned Small Business Concerns (WOSB), Small Disadvantaged Business Concerns (SDB), Historically Black Colleges/Universities and Minority Institutions (HBCU/MI), HUBZone Business Concerns (HUBZone), Veteran-Owned Small Business Concerns (VOSB), and Service-Disabled Veteran-Owned Small Business Concerns (SDVOSB) goals are determined by reviewing the contract budget. Each category is tabulated and working with the Small Business Liaison Officer (SBLO), the department determines possible sources to calculate proposed goals. *Sample Text: Qualified SBCs and WOSBs have been identified for several commodity areas (as indicated on Attachment A), however, we were unable to locate HUBZone or SDVOSBs who can provide the necessary quality required under this contract. Airfare will be booked with a University of Colorado approved travel agent which is a WOSB. There are no approved travel agents which are HUBZone, VOSB, or SDVOSBs.*

Provide your specific explanation of how you arrived at the goals:

The following commodity areas (goods and services) have been identified as having possible subcontracting opportunities: **ENTER GOODS AND SERVICES HERE:**

In procuring goods and services with the funds derived from this federal contract, the University of Colorado shall adhere to the policies and procedures as set forth by the University of Colorado Procurement Rules, the University of Colorado Fiscal Procedures, the State of Colorado Personnel Rules, and other applicable University rules and policies, while adhering to the requirements of FAR 52.219-8 in order to maximize the opportunities of small business concerns to participate in the procurement process. The University's Procurement Service Center (PSC) has appointed a Small Business Liaison Officer (SBLO) who works directly with various organizations and small businesses to maximize the opportunities for small business concerns to do business with the University. The PSC uses an open competitive bidding process in order to procure its wide array of goods and services. It is the policy of the University to maximize small business participation in its competitive process. Through the University's SBLO, outreach programs involving resources, such as SBA Dynamic Small Business Search, SAM, and various small business organizations, are conducted to ensure that all potential vendors have equal access to the University's electronic solicitation notification system (currently the University of Colorado's Sourcing Website). Once registered, all potential vendors may access solicitations applicable to their enterprise(s). In this manner, the University ensures that maximum practicable subcontracting opportunities have been made available for SB, SDB, WOSB, HUBZone, VOSB, and SDVOSB concerns, as well as HBCU/MIs and Alaska Native Corporations (ANC) and Indian Tribes concerns.

With respect to this contract, the University will continue to abide by university procurement policies, University fiscal policies and State personnel policies, while continuing to maximize the opportunities for small business concerns to participate, per FAR 52.219-8.

For procurements below the University of Colorado bidding requirements, the department, in conjunction with the SBLO, will determine potential small business concerns to utilize where practicable. For procurements within the University of Colorado bidding requirements, the PSC Purchasing Agent, in conjunction with the SBLO, will make efforts to solicit small businesses to the maximum amount practicable.

3. Source Lists:

Source lists utilized in developing the goals for individual contracts include:

1. The University's electronic solicitation notification system, when undergoing a solicitation process (currently the University of Colorado's Sourcing Website)
2. SBA's Dynamic Small Business Database
3. SBLO Source List (including CU Small Business Database)
4. Business Tools of Minority Business Development Agency (Department of Commerce)
5. Various trade associations and veterans service organizations

4. Indirect Costs:

Indirect and overhead costs have not been included in the goals described in the attachment.

5. Subcontract Plan Administrator:

The following employee will administer the subcontracting program:

Name: Dave Korman
Title: Small Business Liaison Officer (SBLO)
Address: Procurement Service Center
1800 Grant Street, Suite 400
Denver CO 80203
Telephone: 303-764-3461

This individual's specific duties, as they relate to the firm's subcontracting program, are as follows:

General overall responsibility for the University of Colorado's Small Business Program, to include assisting in developing, preparing, and executing the individual subcontracting plans, and for monitoring performance relative to contractual subcontracting requirements contained in this plan, and including, but not limited to:

- Assist all small business concerns (including SB, SDB, WOSB, HUBZone, VOSB, and SDVOSB concerns, as well as HBCU/MIs and Alaska Native Corporations (ANC) and Indian Tribes) to compete for the University's business by allowing sufficient bid preparation time and providing quantities, specifications, and delivery schedules so as to facilitate participation of such concerns. All notifications of competitive procurements are posted to the University's electronic solicitation notification system (currently the University of Colorado's Sourcing Website) for open competition among all businesses, including small business concerns.
- Provide adequate and timely consideration of the potentialities of small business concerns (including SB, SDB, WOSB, HUBZone, VOSB, and SDVOSB concerns, as well as HBCU/MIs and Alaska Native Corporations (ANC) and Indian Tribes) in all procurement decisions.
- Counsel and discuss subcontracting opportunities with representatives from small business concerns (including SB, SDB, WOSB, HUBZone, VOSB, and SDVOSB concerns, as well as HBCU/MIs and Alaska Native Corporations (ANC) and Indian Tribes).
- Provide notice to subcontractors concerning penalties and remedies for misrepresentations of business status as SB, SDB, WOSB, HUBZone, VOSB, and SDVOSB concerns, as well as HBCU/MIs and Alaska Native Corporations (ANC) and Indian Tribes. This notification is provided in the University's online supplier registration system, the University of Colorado's Supplier Portal. Registration is required from all subcontractors.
- Assisting the Department Administrator identify potential SB, SDB, WOSB, HUBZone, VOSB, and SDVOSB concerns, as well as HBCU/MIs and Alaska Native Corporations (ANC) and Indian Tribes sources for purchases within their discretionary procurement amount.
- Encouraging small business concerns to register for the University's electronic solicitation notification system (currently the University of Colorado's Sourcing Website) in order to ensure the inclusion of SB, SDB, WOSB, HUBZone, VOSB, and SDVOSB concerns, as well as HBCU/MIs and Alaska Native Corporations (ANC) and Indian Tribe concerns in all solicitations for products or services which they are capable of providing.
- Providing education, and recording such activity, for Purchasing Agents to ensure that procurement packages are structured to permit SB, SDB, WOSB, HUBZone, VOSB, and SDVOSB concerns, as well as HBCU/MIs and Alaska Native Corporations (ANC) and Indian Tribe concerns to participate to the maximum extent possible.
- Education, and recording such activity, for Purchasing Agents to review solicitations to remove statements, clauses, etc., which may tend to restrict or prohibit SB, SDB, WOSB, HUBZone, VOSB, and SDVOSB concerns, as well as HBCU/MIs and Alaska Native Corporations (ANC) and Indian Tribe concerns participation.
- Ensuring that the proposal review board documents its reason for not selecting lowest priced proposals submitted by SB, SDB, WOSB, HUBZone, VOSB, and SDVOSB concerns, as well as HBCU/MIs and Alaska Native Corporations (ANC) and Indian Tribes concerns.
- Ensuring that the Purchasing Agent documents the reason for not selecting bids submitted by SB, SDB, WOSB, HUBZone, VOSB, and SDVOSB concerns, as well as HBCU/MIs and Alaska Native Corporations (ANC) and Indian Tribes concerns.
- Ensuring the establishment and maintenance of appropriate records of solicitations and subcontract award activity.
- Attending or arranging for attendance of company counselors, and recording such activity, at Business Opportunity Workshops, Disadvantaged 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 the University's activities during the conduct of small business compliance reviews by Federal agencies.
- Coordinating the conduct of contractor's activities involving its small and small disadvantaged business subcontracting program.
- Maintaining the SBLO Source List for those small businesses contacted regarding educating them to the University's procedures and encouraging them to register for University's electronic solicitation notification system (currently the University of Colorado's Sourcing Website)

These activities will be done in coordination with the department administrator:

Name:

Title:

Address:

Telephone No:
E-Mail Address:

6. Equitable Opportunity:

The following efforts will be taken to assure that SB, SDB, WOSB, HUBZone, VOSB, and SDVOSB concerns, as well as HBCU/MIs and Alaska Native Corporations (ANC) and Indian Tribe concerns will have an equitable opportunity to compete for subcontracts.

a. Outreach efforts performed by the SBLO will include:

- Contacts with disadvantaged and small business trade associations.
- Contacts with business development organizations.
- Attendance at small and disadvantaged business procurement conferences and trade fairs.
- Hosting vendor fairs.

b. Sources will be identified from SBA's Dynamic Small Business Database, the SBLO's Source List, SAM, and the University of Colorado's Sourcing Website.

c. The following internal efforts will be made to guide and encourage buyers:

- Training programs will be conducted.
- Activities will be monitored to evaluate compliance with this subcontracting plan.
- Arrange interviews with SB, SDB, WOSB, HUBZone, VOSB, and SDVOSB concerns, as well as HBCU/MIs and Alaska Native Corporations (ANC) and Indian Tribes concerns.

d. SB, SDB, WOSB, HUBZone, VOSB, and SDVOSB concerns, as well as HBCU/MIs and Alaska Native Corporations (ANC) and Indian Tribe concerns will be encouraged to register with the University of Colorado's Sourcing Website as it is the primary source utilized by buyers in soliciting subcontracts.

e. As a public institution of higher education of the State of Colorado, the University of Colorado is prohibited from restricting competition in any way. However, maximum opportunities will be given to HBCU/MIs where applicable.

7. Flowdown of Clauses:

The 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 \$750,000 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, small disadvantaged, women-owned, HUBZone, veteran-owned, service disabled veteran-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.

8. Reports and Surveys:

The 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 contractor with the subcontracting plan and with the clause entitled "Utilization of Small Business Concerns" contained in the applicable contract.

The contractor agrees to submit the required Individual Subcontracting Report. Regardless of the effective date of this contract, the report will be submitted for the entire life of the contract within thirty (30) days after the close of each reporting period. The report will be entered into the Electronic Subcontract Reporting System (eSRS).

The contractor agrees to submit the required Summary Subcontract Report. The Summary Subcontract Report will be entered into the eSRS within thirty (30) days after the close of each reporting period.

Preparation and submission of these reports is performed by:

Name: Dave Korman
Title: Small Business Liaison Officer (SBLO)
Address: Procurement Service Center
1800 Grant Street, Suite 400
Denver CO 80203
Telephone: 303-764-3461
E-Mail: dave.korman@cu.edu

9. Maintenance of Records:

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

- a) SBLO Source List, SBA's Dynamic Small Business Database, SAM search documentation, and other data identifying SB, SDB, WOSB, HUBZone, VOSB, and SDVOSB concerns, as well as HBCU/MIs and Alaska Native Corporations (ANC) and Indian Tribes concerns.
- b) Organizations contacted to locate SB, SDB, WOSB, HUBZone, VOSB, and SDVOSB concerns, as well as HBCU/MIs and Alaska Native Corporations (ANC) and Indian Tribe concerns.
- c) Records of all applicable outreach efforts, both external and internal, per F.A.R. 52.219-9(11), (iv) and (v). This shall include records of small business contacts, trade association contacts, business development organization contacts, conference and trade fair attendance, veteran service organization contacts, internal guidance and encouragement provided to Purchasing Agents, and performance monitoring activities to evaluation compliance with program requirements.
- d) On a contract-by-contract basis, records to support award data, including name, address, and business size of each offeror. This shall be achieved with the documentation in official University bid and Purchase Order files.
- e) On a contract-by-contract basis, records on all subcontract solicitations over \$750,000, indicating for each solicitation whether (1) SB concerns were solicited, and if not, why not; (2) Veteran-Owned concerns were solicited, and if not, why not; (3) Service-Disabled Veteran-Owned concerns were solicited, and if not, why not; (4) HUBZone SB concerns were solicited, and if not, why not; (5) SDB concerns were solicited, and if not, why not; (6) WOSB concerns were solicited, and if not, why not, and (7) reasons for the failure of solicited SB, SDB, WOSB, HUBZone, VOSB, and SDVOSB concerns to receive the subcontract award.

Signed: _____
Dave Korman
Small Business Liaison Officer (SBLO)

Date: _____

Approved by: _____
Administering Contracting Officer

Name: _____

Organization: _____

Address: _____

Copy to: SBA PCR (if applicable)

ATTACHMENT A SUBCONTRACT PLAN GOALS

Contract #: _____
Awarding Agency: _____
Total Contract Value: _____
Subcontracting Potential: _____
Date of Plan: _____
Period of plan (date range or # of yrs): _____

The total percentage of planned subcontracting with small business concerns includes total dollars planned to be subcontracted with small, small disadvantaged, women-owned, HUBZone, veteran-owned, and service disabled veteran-owned small business concerns. The small disadvantaged business goal includes participation of Historically Black Colleges and Universities and Minority Institutions.

Entities	Percentage	Dollars
Small Businesses		
Small Disadvantaged Businesses		
Women-Owned Small Businesses		
Historically Black Colleges and Universities/ Minority Institutions		
HUBZone Small Businesses		
Veteran-Owned Small Businesses		
Service-Disabled Veteran-Owned Small Businesses		
Large Businesses		

List the commodity areas identified in Section 2 and indicate (by marking with an "X") to which business type small business subcontracting opportunities are expected:

Commodity Areas	SB	SDB	WOSB	HUBZone	VOSB	SDVO	LgB

Name: _____

Signed: _____
 Department Administrator

Date: _____

Signed: _____
 Dave Korman
 Small Business Liaison Officer (SBLO)

Date: _____