DoD Northeast Regional Council Presents Training for Small Business Professionals in Government and Industry

- Module 1: Public Laws, Regulations & Small Business Incentive Programs
- Module 2: Identifying a Small Business
- Module 3: How Small Business Programs Work
- Module 4A: Preparing a Small Business Subcontracting Plan
 - 4B: Preparing a Small Business Participation Plan
- Module 5: Small Business Assessment
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Appendices

- A: Summary of the Basics of Subcontracting
- B: Subcontracting Plan Template
- C: Sample Small Business Participation Plan
- D: Identifying a Small Business/NAICS Codes
- E: Small Business Reporting in eSRS
- F: How to Use Search Engines
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Acronyms

ACO ANC	Administrative Contracting Officer Alaskan Native Corporation	EDWOSB	Economically Disadvantaged Women Owned Small Business
BINCS	Business Identification Number Cross	eSRS	Electronic Subcontracting Reporting System
0405	Reference System	FAQ	Frequently Asked Questions
CAGE CCR	Contractor and Government Entity Central Contractor Registry	FAR	Federal Acquisition Regulations
CEO	Chief Executive Officer	FBO	Federal Business Opportunties
CFR	Code of Federal Regulations	FPDS/NG	Federal Procurement Data System/Next
CMR	Commercial Marketing Representative		Generation
CO	Contracting Officer	GAO	Government Accountability Office
CSP	Comprehensive Subcontracting Plan	GSA	General Services Administration
CVE	Center for Verification Enterprise	GWAC	Government Wide Acquisition Contract
DBE	Disadvantaged Business Enterprise	HBCUs	Historically Black Colleges and Universities
DCMA	Defense Contract Management Agency	HUBZone	Historically Underutilized Business Zone
DFAR	Defense Federal Acquisition Regulation	IDIQ	Indefinite Delivery Indefinite Quantity
S	Supplement Defense Legistics Assessed	ISR	Individual Subcontracting Report
DLA	Defense Logistics Agency	KO	Contracting Officer
DoD	Department of Defense		
DSBS	Dynamic Small Business Search	MAC	Multiple Award Contract
DUNS	Data Universal Numbering System		4

MBE	Minority Business Enterprise	SBA	Small Business Administration
MI	Minority Institutions	SBLO	Small Business Liaison Officer
NAICS	North American Industrial Classification System	SBP	Small Business Professional
NDAA	National Defense Authorization Act	SDB	Small Disadvantaged Business
NERC	Northeast Regional Council	SDVOSB	Service Disabled Veteran Owned Small Business
NIB	National Industries for the Blind	SF	Standard Form
	National Industries for the Severely	SSR	Summary Subcontracting Report
NISH	Handicapped	SUB-Net	Subcontractor Network
OSBU	Office of Small Business Utilization	UNICOR	Federal Prison Industries
OTSB	Other Than Small Business	USC	United States Code
PCR	Procurement Center Representative	VA	Department of Veterans Affairs
PL	Public Laws	VOSB	Veteran Owned Small Business
PTAC	Procurement Technical Assistance Center	WBE WBENC	Women's Business Enterprise Women's Business Enterprise National
SAM	System for Award Management	VVDLING	Council
SB	Small Business	WOSB	Woman Owned Small Business

- This module contains information on the Public Laws (PL), Code of Federal Regulations (CFR), Federal Acquisition Regulation (FAR) and Defense Federal Acquisition Regulation Supplement (DFARS) which govern the requirements for Small Business Programs. These small business laws and regulations form the framework for what we do and why we do it.
- The module also contains information on the Small Business Incentive Programs as well as liquidated damages.

FAR 19.201(a) and 15 U.S.C. [United States Code] 637(d)(1)

- It is the policy of the Federal Government to provide <u>maximum practicable</u> <u>opportunities</u> in its acquisitions to Small Business, Veteran-Owned Small Business, Service-Disabled Veteran-Owned Small Business, Historically <u>Underutilized Business Zone small business</u>, Small Disadvantaged Business and Women-Owned Small Business/Economically <u>Disadvantaged Women-Owned Small Business</u>.
- Such concerns must also have the <u>maximum practicable opportunity</u> to participate as subcontractors in the contracts awarded by any executive agency, consistent with efficient contract performance.

 FAR Parts 19 and 52.219 as well as DFARS Parts 219 and 252.219 contain the requirements for the Small Business Program and for preparing Small Business Subcontracting Plans.

What is a Subcontract?

FAR 19.701:

 Any agreement (other than one involving an employer-employee relationship) entered into by a Government prime contractor or subcontractor calling for supplies and/or services required for performance of a contract, contract modification, or subcontract.

Federal Agency Goals set by Public Law [15 U.S.C. 644(g)(a)(A)]:

Small Business (SB) 23% *

Small Disadvantaged Business (SDB) 5% **

Alaska Native Corp. (ANC) &

Indian Tribes Included in SDB goal

Women-Owned SB (WOSB) 5% **

HUBZone SB (HUBZone) 3% **

Veteran-Owned SB (VOSB)

Best Effort but includes SDVOSB

Service-Disabled VOSB (SDVOSB) 3% **

Individual Agencies may require higher goals.

^{*} of the total value of all prime contract awards.

^{**} of the total value of all <u>prime and subcontract</u> awards.

No order of Precedence for Government Contracting Officers [FAR 19.203(a)]

- 8(a) program
- EDWOSB & WOSB program
- HUBZone program
- SDVOSB program

Note: Above the simplified acquisition threshold (\$150K), the Contracting Officer shall first consider using the socioeconomic programs listed above before considering a small business set-aside.

Good Faith Effort
13 CFR 125.3(b)(3)

 Efforts to provide the maximum practicable subcontracting opportunities for small business concerns may include, as appropriate for the procurement, one or more of the following actions:

- Breaking out contract work items into economically feasible units, as appropriate, to facilitate small business participation;
- Conducting market research to identify small business subcontractors and suppliers through all reasonable means, such as performing online searches via the System for Award Management (SAM) (or any successor system), posting Notices of Sources Sought and/or Requests for Proposal on the Small Business Administration's (SBA's) SUB-Net, participating in Business Matchmaking events, and attending pre-bid conferences;
- Providing interested small businesses with adequate and timely information about the plans, specifications, and requirements for performance of the prime contract to assist them in submitting a timely offer for the subcontract;
- Soliciting small business concerns as early in the acquisition process as practicable to allow them sufficient time to submit a timely offer for the subcontract;

- Negotiating in good faith with interested small businesses;
- Directing small businesses that need additional assistance to SBA;
- Assisting interested small businesses in obtaining bonding, lines of credit, required insurance, necessary equipment, supplies, materials, or services;
- Utilizing the available services of small business associations; local, state, and Federal small business assistance offices; and other organizations; and
- Participating in a formal mentor-protégé program with one or more smallbusiness protégés that results in developmental assistance to the protégés.

Indian (Native American) Incentive Program (FAR 26.1, 52.226-1, DFARS 226.103, 252.226-7001)

- The Indian Incentive Program is a Congressionally sponsored program that provides a rebate of 5% of the total amount subcontracted to an Indian-Owned Economic Enterprise, Indian Organization, Alaskan Native Corporation, or Native Hawaiian small business concern back to the prime contractor in accordance with DFARS Clause 252.226-7001.
- DFARS Clause 252.226-7001 must be included in the contract to apply.
- The prime contract must be for \$500,000 or more.

SBA All Small Mentor-Protégé Program

The Small Business Jobs Act of 2010 and the NDAA for 2013 authorized SBA to establish mentor-protégé programs for all small businesses. The Final Rule implementing the program was effective 8/24/2016. Rather than establish a single freestanding rule, SBA elected to amend 13 CFR in a number of its parts. The final rule can be found in the Federal Register at 81 FR 48557. Parts of 13 CFR amended include:

13 CFR 121 (Small business size regulations)

13 CFR 124 (8(a) program)

13 CFR 125 (Government contracting programs)

13 CFR 126 (HUBZone program)

13 CFR 127 (Woman-Owned Small business program)

13 CFR 134 (OHA rules of procedure)

The All Small Mentor-Protégé Program is expected to:

- Replace all non-DoD mentor-protégé programs
- Not replace the existing DoD mentor protégé program
- Provide access to mentor-protégé opportunities to all categories of small business (Small, HUBZone, Woman-Owned, Service-Disabled Veteran-Owned) comparable to those already available to 8(a) firms.
- Expand the benefits provided to mentor firms
- Clarify and expand opportunities for mentor-protégé joint ventures

An application process has been established.

DoD Mentor-Protégé Program (DFARS 219.7100 and Appendix I)

Public Law 101-510, the National Defense Authorization Act of 1991, as amended, established the DoD Pilot Mentor-Protégé Program.

- Provides incentives to prime contractors (mentors) to assist SDB,
 WOSB, HUBZone and SDVOSB firms (protégés) as well as qualified organizations employing the severely handicapped in enhancing their technical and business capabilities.
- Intended to increase SDB participation as subcontractors in Federal and commercial contracts.
- Fosters the establishment of long-term business relationships.
- Firms are eligible to be mentors if they are currently performing a contract with an approved subcontracting plan and are currently eligible for the award of Federal contracts.

- Mentors and Protégés must execute a formal agreement that sets forth the type of developmental assistance that will be provided to the Protégé.
- Mentor-Protégé Programs may be for credit or reimbursement. The Defense Contract Management Agency (DCMA) is the approving agency for all Department of Defense (DoD) credit-only programs.
- DCMA conducts annual performance reviews of all DoD mentor-protégé agreements

SBA Mentor-Protégé Program for 8(a)'s

SBA Mentors can be:

Large Businesses, Small Businesses, 8(a) firms in the transition stage of the program or graduated 8(a) firms.

Protégé firms must be:

8(a) firms in good standing in the developmental stage (first four years) that have never received an 8(a) contract and are of a size that is less than half the standard for their primary NAICS Code.

Module 1: Liquidated Damages

"Liquidated Damages - Subcontracting Plan"

- Failure to comply in good faith with a subcontracting plan is considered a material breach of the contract and could result in the imposition of liquidated damages to be paid by the contractor [FAR 19.702(c)].
- FAR 52.219-16 Determines size of damages. The damages may equal the actual dollar amount by which the contractor missed each goal.
- Contractor must be given written notice of failure and permitted to demonstrate Good Faith efforts.
- Failure to respond to notice may be taken as admission that no valid explanation exists.

- The requirements for a Small Business to qualify as a specific recognized type for identification and reporting credit under Federal contracts.
- Definitions of the various sub-categories of Small Business and the certification requirements for HUBZone firms.
- The penalties for misrepresentation.

What is a Small Business?

13 CFR 121.105(a) and FAR 52.219-28

- As defined by the Small Business Act, it is a business concern that:
 - Is organized for profit;
 - Has a place of business in the U.S.;
 - Operates primarily within the U.S. or makes a significant contribution to the U.S. economy through payment of taxes or use of American products, materials or labor; and
 - Qualifies under the criteria & size standards in 13 CFR Part 121.

FAR 52.219-28 adds the following:

- Independently owned and operated; and
- Not dominant in the field of operations in which it is bidding on Government contracts.
- "Not dominant" means not exercising a controlling or major influence nationally in a kind of business activity in which a number of business concerns are primarily engaged.

How is a Business Determined to be Small?

- The Small Business Administration (SBA) establishes numerical definitions or "size standards" for all for-profit industries.
- Each size standard is associated with a specific NAICS code.
- A size standard represents the largest size that a business (including subsidiaries and affiliates) may be to remain classified as small.
- See Appendix D for NAICS code usage details.

What is NAICS?

NAICS-- North American Industrial Classification System

- Common classification system for Canada, Mexico and U.S.
- Divides economy into 20 Sectors. Industries are grouped within Sectors by similar production processes.
- Table of Small Business Size Standards Matched to NAICS can be found on the SBA website (updated 26 February 2016)
 - https://www.sba.gov/contracting/getting-started-contractor/make-sureyou-meet-sba-size-standards/table-small-business-size-standards

- NAICS size standards are usually in terms of the number of employees or the average annual receipts and vary by industry.
- NAICS codes are reviewed every few years and may change; if so, the associated size standards may also change. Even if a NAICS code does not change, the size standard may.
- The Government Contracting Officer assigns the NAICS code to each prime contract.
- The Prime Contractor assigns the NAICS code to each subcontract.

How do you verify a subcontractor's small business size?

- Prime Contractors acting in good faith may rely on written representations by subcontractors regarding their small business status [FAR 19.703(b)] with the exception of HUBZones which must be verified with SBA.
- As part of good faith, prime contractors should require their vendors and suppliers to annually submit written certifications regarding their small business size status and to update those certifications if and when their size status changes.

- Government Contracting Officers should review the Online Representations and Certifications contained in the System for Award Management (SAM). SAM replaced the Central Contractor Registration (CCR) in 2012.
- Go to https://www.sam.gov/portal/SAM/##11 Under "Search Records", enter the contractor's name, Data Universal Numbering System (DUNS) number, or Contractor and Government Entity (CAGE) code.

When does a Small Business certify its size?

 A firm should go into SAM and Dynamic Small Business Search (DSBS) annually to be identified as a small business or as one of the subcategories of small business.

Recommendation: For Government personnel, create your own SAM account so that you can view all of the contractor information because some firms opt out of public search.

Misrepresentation of Small Business Status

- If a business willfully misrepresents itself as a small business for purposes of soliciting or obtaining a Government contract, subcontract, cooperative agreement, cooperative research and development agreement, or grant, there is a presumption of loss to the United States equal to the total amount expended on the contract, subcontract, cooperative agreement, cooperative research and development agreement, or grant [13 CFR 121.108(a)].
- Example: UFC Aerospace and it's former president, October 8, 2015, agreed to pay \$20M after admitting to falsely certifying as WOSB from 2001 until 2011.

What constitutes affirmative, willful and intentional certification of small business size and status [13 CFR 121.108(b)]?

- Submission of a bid, proposal, application, or offer for a Federal procurement set aside or otherwise classified as intended for award to small business.
- Submission of a bid, proposal, application, or offer for a Federal procurement which in any way encourages a Federal agency to classify the bid or proposal, if awarded, as an award to a small business.

 Registration on any Federal electronic database for the purpose of being considered for award of a Federal procurement as a small business.

Note: If the misrepresentation was due to unintentional errors, technical malfunctions or other similar situations, liability may not apply.

Penalties for misrepresentation as a Small Business (including all subcategories) in order to obtain a prime contract or subcontract [15 U.S.C. 645(d)]

- Fine of not more than \$500,000 or imprisonment for not more than 10 years or both;
- Administrative remedies prescribed by the False Claims Act and Program Fraud Civil Remedies Act of 1986;
- Suspension or debarment; and
- Ineligibility to participate in any program or activity conducted under Title 15 U.S.C. or the Small Business Investment Act of 1958 for up to 3 years.

How is an SB Identified and Certified?

- An SB self-certifies.
- Does not exceed NAICS code size standard and is not owned by a large business. Size standard exception for ANCs and Indian tribes.

How is an SDB Identified and Certified?

- An SDB self-certifies.
- Does not exceed size standard (except ANCs and Indian tribes), 51% owned and operated by a Socially and Economically Disadvantaged
 U.S. citizen as designated by the SBA.

How is an 8(a) firm Identified and Certified?

- Must be certified by the SBA. The certification will show the entrance and projected exit date from the program.
- Does not exceed size standard (except ANCs and Indian tribes), 51% owned and operated by a Socially and Economically Disadvantaged U.S. citizen as designated by the SBA. The 8(a) program is a 9-year Business Development Program.
- Use SBA's Dynamic Small Business Search (DSBS) to verify (http://dsbs.sba.gov/dsbs/search/dsp_dsbs.cfm). SAM does not show whether a firm is in the 8(a) program.

How is a WOSB Identified and Certified?

- A WOSB Self-Certifies.
- Does not exceed size standard, 51% owned and operated by one or more Women, owner(s) U.S. citizen(s).
- To be eligible, a firm must be at least 51% owned and controlled by one or more women, and primarily managed by one or more women.
- The women must be U.S. citizens.
- The firm must be "small" in its primary industry in accordance with SBA's size standards for that industry.
- In order for a WOSB to be deemed "economically disadvantaged" its owner must demonstrate economic disadvantage in accordance with the requirements set forth in the final rule.

How is a HUBZone Firm identified and Certified?

- Must be certified by the SBA.
- Does not exceed size standard, be located in a HUBZone, 35% of employees live in any HUBZone, 51% owned and controlled by U.S. citizens, certified by SBA and listed in SAM.
- Use SBA's Dynamic Small Business Search (DSBS) to verify (http://dsbs.sba.gov/dsbs/search/dsp_dsbs.cfm). DSBS will show the date of HUBZone certification.

Definition of HUBZone Empowerment (Public Law 105-135)

What is a Historically Underutilized Business Zone?

- An area located within one or more qualified census tracts.
- Qualified non-metropolitan counties (Rural Districts).
- Lands within the external boundaries of an Indian Reservation.
- Qualified Base Closure Areas.

HUBZones

 Have at least 140% higher unemployment than either the National or state-wide average (whichever is lower) or 80% lower median household income than the state-wide average or both (13 CFR 126.103).

How is a VOSB Identified & Certified?

- Self-Certified for agencies other than the Department of Veterans Affairs (VA).
- For VA, verification required from Center for Verification and Evaluation (https://www.va.gov/osdbu/verification/index.asp).
- Does not exceed size standard, 51% owned and operated by one or more veterans with active duty (other than for training).

How is an SDVOSB Identified and Certified?

- Self-Certified for agencies other than the Department of Veterans Affairs (VA).
- For VA, verification required from Center for Verification and Evaluation (https://www.va.gov/osdbu/verification/index.asp).
- Does not exceed size standard, 51% owned and operated by one or more veterans with active duty (other than for training) and a servicerelated disability (0-100%) as determined by VA or DoD.

Regulation regarding ANCs and Indian Tribes [43 U.S.C. 1626 and FAR 19.703(c)(1)(i)]

Subcontracts with ANCs and Indian Tribes count towards goals for SB and SDB, regardless of their size or SBA certification status*.

* This provision does not apply to Hawaiian Native owned firms.

Women-Owned Small Business Federal Contract Program [FAR 19.15]

- Applies only to Government Contracting Officers (KOs) and enables them
 to set aside certain contracts for competition among Women-Owned
 Small Business (WOSB) or Economically Disadvantaged Women-Owned
 Small Business (EDWOSB) for the provision of goods and services to the
 Federal Government.
- Aimed at increasing access to Federal contracts to WOSB and EDWOSB.
- Limited to certain NAICS Codes where women are under-represented or substantially under-represented as designated by SBA (over 360 currently eligible).

- Eligibility for WOSB: Must be small business at least 51% unconditionally and directly owned and controlled by one or more women who are U.S. citizens.
- Eligibility for EDWOSB: Must be a WOSB that is at least 51% owned by one or more women who are "economically disadvantaged."
 - A woman is presumed economically disadvantaged if she has a personal net worth of less than \$750,000 (with some exclusions), her adjusted gross yearly income averaged over the 3 years preceding the certification is less than \$350,000, and the fair market value of all her assets is less than \$6 million (with some exclusions) [13 CFR 127].

WOSB /EDWOSBs must either:

- Self-certify by uploading supporting documents to the SBA repository or
- Be certified by an SBA-approved Third-Party Certifier.

SBA has approved the following Third-Party Certifiers:

- El Paso Hispanic Chamber of Commerce
- National Women Business Owners Corporation
- U.S. Women's Chamber of Commerce
- Women's Business Enterprise National Council (WBENC)

- The Government Contracting Officer is responsible to verify selfcertification based on documents uploaded to SBA repository. Offeror must release document access to the Contracting Officer.
- Note: Although EDWOSB is a subset of WOSB, the categories are not interchangeable. A WOSB set-aside eligible NAICS can not be set aside for EDWOSB. An EDWOSB, however, can bid on a WOSB set-aside.

- Effective October 14, 2015, Contracting Officers will be able to award sole-source awards to WOSBs and EDWOSBs when:
 - The WOSB/EDWOSB is a responsible contractor with respect to performance of the requirement and the Contracting Officer does not have a reasonable expectation that 2 or more WOSBs or EDWOSBs will submit offers;
 - The anticipated contract price (including options) will not exceed \$6,500,000 for a contract assigned a NAICS for Manufacturing or \$4,000,000 for any other opportunity; and
 - In the estimation of the Contracting Officer, the award can be made at a fair and reasonable price [13 CFR 127.503].
 - (Pending FAR change)

Historically Black Colleges & Universities and Minority Institutions (HBCUs/MIs) [DFARS 219-7004]

 HBCUs are defined by the Higher Education Act of 1965, as amended, as:

"any historically black college or university that was established prior to 1964, whose principal mission was, and is, the education of black Americans, and that is accredited by a nationally recognized accrediting agency or association determined by the Secretary [of Education] to be a reliable authority as to the quality of training offered or is, according to such an agency or association, making reasonable progress toward accreditation."

 The latest list of HBCUs can be obtained at: http://www2.ed.gov/about/offices/list/ocr/edlite-minorityinst-list-pg2.html

- MIs are organizations having significant minority enrollment.
- Designated minority groups include African Americans, Native Americans,
 Hispanic Americans, Asian Americans, and Pacific Islanders.
- The latest list of MIs can be obtained at:
 - http://www2.ed.gov/about/offices/list/ocr/edlite-minorityinst-list-tab.html

The Javits-Wagner-O 'Day Act (PL 92-28 and 41 CFR Part 51)

- Directs the Committee for Purchase from People who are Blind or Severely Disabled to designate one or more "central nonprofit agencies" to assist community-based nonprofit agencies serving people who are blind or have other significant disabilities participating in the AbilityOne Program.
- The Committee has designated National Industries for the Blind (NIB) and SourceAmerica (formerly NISH) to fulfill responsibilities as listed in 41 CFR Part 51-3.
- The AbilityOne Program provides people who are blind or who have other significant disabilities the opportunity to:
 - acquire job skills and training
 - receive good wages and benefits
 - gain greater independence and quality of life

 Subcontracts to Ability One organizations may be counted by Prime contractors, but may not be counted by Federal agencies.

LIMITATIONS ON SUBCONTRACTING FOR SMALL BUSINESSES

- This rule <u>only applies to federal government contracts that are set-aside</u> for small <u>business</u> (or set-aside for one of the small business subcategories).
- For services: Not more than 50% of the amount paid under the contract may be subcontracted*
- For supplies (other than from a regular dealer in such supplies): Not more than 50% of the amount (less the cost of materials) *
- For construction, not more than 15%*; for construction trades not more that 25%*
 - * Unless subcontracted a "similarly situated entity." Such subcontracts may be counted toward the self performance requirement [15 U.S.C. 631 et seq.]

In set-aside situations, subcontracts to "similarly situated entities" may be used to satisfy the self-performance requirements established by Limitations on Subcontracting.

What is a "similarly situated entity"?

- A similarly situated entity is a subcontractor that is of the same size and status as the prime small business.
- For example, if the prime small business is an SDVOSB, the similarly situated entity must also be an SDVOSB.

The Non-Manufacturer Rule

- Applies only to supply contracts
- Applies only to set-asides for the small business categories
- Business that does not manufacture the products that are being sold is not subject to the manufacturing size standard for the contract.
- Business must not exceed 500 employees
- Must supply only products manufactured by small business in the United States, or must obtain a waiver*

*Individual waivers may be sought on a case by case basis. Class waivers exist for certain products and classes of products.

15 USC §§ 637(a)(14), 644(o); 13 CFR § 125.6; FAR §§ 52.219-14, 52.219-27

- The key elements of a successful Small Business Subcontracting Program.
- The key elements of a successful Small Business Subcontracting Plan.
- A rating system used by DCMA is provided to assist in the assessment of your current program and the suggested levels for reaching an "Exceptional" rating.
- A Self-test for your Program

What should an effective small business subcontracting program include?

Ten Key Elements:

- 1. Management support.
- 2. An active supplier diversity program
- 3. Active & trained small business professional(s (SBP, SBLO).
- 4. Acceptable subcontracting plan(s).
- 5. Meeting SB goals & objectives.
- 6. An effective SB outreach program.
- 7. Connections to SBA, a DoD Regional Council, and one or more PTACs.
- 8. Procurement staff engagement.
- 9. Connection to System for Award Management (SAM) & Dynamic Small Business Search.
- 10. Accurate and on-time reporting.

11 Mandatory Elements Included in a Subcontracting Plan

- 1. Goals (% based on total planned subcontracting \$ for each SB category)
- 2. Total \$ to be subcontracted (overall & by category)
- 3. Description of principal types of supplies/services to be subcontracted (total & by category)
- 4. Description of methods used to develop subcontract goals
- 5. Description of methods used to identify potential SB sources
- 6. Explanation of the treatment of indirect costs (included/excluded)
- 7. Named individual administrator of the subcontracting program (SBLO)
- 8. Description of efforts that will be made to ensure equitable opportunity for SB
- 9. "Flow down" clauses requiring lower-tier subcontracting plans
- 10. Reporting requirements within eSRS
- 11. Record-keeping: description / procedures / process

- The Defense Contract Management Agency (DCMA) and the Small Business Administration (SBA) use the following ratings to grade contractor Small Business Program Success:
 - Exceptional
 - Very Good
 - Satisfactory
 - Marginal
 - Unsatisfactory
- The rating definitions are taken from the DCMA 640 "Review of Contractor's Subcontracting Program".

EXCEPTIONAL

- Exceeded the negotiated SB goal and 2 additional category goals on 90% or more of the subcontracting plans reported for the fiscal year under review.
 [Negotiated goals for rating purposes compares the percentage goals with the percentage achievements.]
- Has exceptional success with numerous specific initiatives to assist, promote and utilize SB, SDB, WOSB, HUBZone, VOSB, SDVOSB, ANCs and Tribal Native American concerns. [Examples include, but are not limited to, participating in a Mentor-Protégé program, performing compliance reviews at subcontractors' sites, administering a buyer incentive program, participating in trade fairs, promoting registration in the DSBS portion of SAM, and contacting suppliers to encourage SDB and HUBZone certification.]
- An exceptional rating signifies that the company has an exemplary program that could be used as a model by other contractors in similar industries.

VERY GOOD

- Met or exceeded all of its negotiated goals in 3 small business categories on 80% of the subcontracting plans reported for the fiscal year under review.
- Has moderate success with some initiatives to assist, promote and utilize SB, SDB, WOSB, HUBZone, VOSB and SDVOSB.
- Demonstrates focused efforts to go above and beyond the required elements of the program and provides documentation and success stories to support such efforts.
- Demonstrates existing policies and process that ensure 85% on-time and accurate submission of the required reports in eSRS as a prime contractor and 80% on-time submission of the reports from their subcontractors.

SATISFACTORY

- Always demonstrates a good-faith effort to meet all of its goals on subcontracting plans for the fiscal year being reviewed, but falls short of the threshold for a Very Good rating.
- Provides reasonable and supportable explanations why certain goals could not be achieved.
- Demonstrates compliance with the mandatory elements of their subcontracting plans and implementing regulations.
- ISR and SSR reports submitted accurately within 30 days after the end of applicable reporting periods 70% of the time.

MARGINAL

- Deficient in meeting key subcontracting plan elements or the contractor has failed to satisfy one or more requirements of a corrective action plan from the prior review.
- Fails to comply with the submission requirements in eSRS on the majority of their contracts with subcontracting plans and there is no evidence of flow-down to applicable subcontractors.
- There is evidence of corporate and/or senior management commitment to bring its program to an satisfactory level and has demonstrated a commitment to apply the necessary resources to do so.
- A corrective action plan is required, and the Administrative Contracting Officer(s)
 (ACO) and SBA Commercial Marketing Representatives [CMR(s) must be notified.

UNSATISFACTORY

- Non-compliant with the contractual requirements of DFARS and FAR 52.219-8 and 52.219-9.
- Contractor's management shows little interest in bringing its program to an satisfactory level or is generally uncooperative [for example, recommendations made by SBA or DCMA on previous reviews have never been implemented].
- A corrective action plan is required, and the Administrative Contracting Officer(s) and SBA CMR(s) must be notified.

Who is the Small Business Liaison Officer (SBLO)?

Appointment

- The SBLO should have a signed Letter of Appointment defining the SBLO's roles and responsibilities.
- Reports directly to the Chief Executive Officer (CEO) or senior level management, has influence over all subcontracting activities, and can effectively implement the overall SB Program.
- Assures maximum opportunities are afforded to those entities outlined in the company policy statement.
- The cognizant DCMA & SBA Government Contracting Area Offices should be notified when a new SBLO is appointed.

What is the SBLO responsible for in most organizations?

- The SBLO is responsible for the entire SB program for the organization.
 - Developing local procedures.
 - Developing source lists and guides to identify suppliers. Use of SAM, DSBS, PTACs, SBA, DCMA and other sources.
 - Ensuring updates to supplier base and that on-going efforts are being made to locate, utilize, and develop SB, SDB,WOSB, HUBZone, VOSB and SDVOSB vendors.
 - Attending and/or sponsoring procurement conferences.

What is the SBLO responsible for in most organizations?

- Briefing management and other personnel involved in the supply chain management on SB program.
- Conducting training for all personnel involved in the subcontracting effort.
- Completion of ISR semi-annually and the SSR annually.
- Networking with other industry SBLOs, PTACs, DCMA and SBA.

Important: Small Business Programs are subject to monitoring and review by DCMA (and/or other government contracting agency such as the VA CO) and the SBA.

- DCMA offices provide performance data to Contracting Officers when evaluating the subcontracting plans prior to contract award.
- 5 year trend data is maintained on the contractor's overall performance.
- At contract completion, the Contracting Officer is provided a copy of the results of contractor's individual contract performance.
- Upon completion of the review, DCMA/SBA request an exit briefing with the CEO/President or senior management.
- A program rating will be assigned as a result of the review. The five categories were previously identified.

Things to consider prior to review:

- Request continuous input/feedback/reporting from these individuals so that you have the information readily available.
- Monitor your program from every aspect.
- Ensure that small business concerns have an opportunity to compete over a period of time; therefore, the search should be continuous.
- Encourage teams, with small business participation, to strengthen the Department of Defense (DoD) supplier base by increasing the competitiveness of small businesses.

Small Business Program Self-test

1. Management Support

Mark Score Here:

- 1 = No management support.
- 3 = Management has minimal program knowledge.
- 5 = Management knows about the program.
- 7 = Management actively endorses the program.
- 9 = Management endorses, monitors and participates in the program.

2. An Active SBLO

Mark Score Here: _____

- 1 = Our company does not have an SBLO.
- 3 = Our SBLO has not taken Small Business Professional Training.
- 5 = Our SBLO is has taken Small Business Professional Training and is involved with at least 5 of the success elements.
- 7 = Same as 5 but does 7 of the success elements.
- 9 = Same as 5 but does all 10 elements.

3. An Acceptable Subcontracting Plan

Mark Score Here:

- 1 = My company does not have a subcontracting plan.
- 3 = Our subcontracting plan is not approved by the agency buying office.
- 5 = Our subcontracting plan is current and approved by the agency buying office.
- 7 = Same as 5 and we are actively working our plan.
- 9 = Same as 5 and we are meeting our plan goals.
- 10 = Same as 5 and we are exceeding our plan goals.

4. Smal	I Business	Professional	Training
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Mark Score Here:

- 1 = My company does not have a training module for Small Business.
- 5 = We are scheduled to provide Small Business Professional Training in the next year.
- 10 = We regularly provide Small Business Professional Training.

5. Meeting SB Goals & Objectives

Mark Score Here:

- 1 = My company has no goals or objectives for small business.
- 3 = People are aware of subcontracting goals.
- 5 = Management has established company small business goals.
- 7 = Company goals are established and metrics reported.
- 9 = Same as 7; most goals are being met.
- 10 = Same as 7; all goals are being met or exceeded.

Page Total:

6. A Good Outreach Program

Mark Score Here: _____

- 1 = Our company does not do Outreach.
- 3 = Our company does limited Outreach.
- 5 = Our company has an active Outreach Program.
- 7 = Our company is active and has participated in one or more matchmaking events.
- 9 = Same as 7; we have connected to sources through this process.

7. Connection to SBA, DoD Regional Council and PTAC Mark Score Here: _____

- 1 = What's a PTAC?
- 3 = How do I connect to the SBA and a Regional Council?
- 5 = Our company is active in our Regional Council.
- 7 = Same as 5, and we work with our state or regional PTAC.
- 9 = Same as 7 and we are on a Regional Council Sub-Committee.

8. Active Procurement Participation

Mark Score Here: _____

- 1 = Procurement staff is untrained.
- 3 = Procurement staff is aware.
- 5 = Procurement staff is active.
- 7 = Procurement staff is trained.
- 9 = Same as 7 and Procurement is meeting the goals.

	9. Connection to System for Award Manageme	nt (SAM)		
	& Dynamic Small Business Search (DSBS)	Mark Score Here:		
	1 = What are SAM & DSBS?			
	3 = How do I use SAM & DSBS?			
	5 = SAM & DSBS are used to verify certifications.			
	7 = Our database is checked against SAM & DSBS database regularly.			
	9 = Same as 7, and we are compliant.			
	10. Accurate and On Time reporting	Mark Score Here:		
	1 = ReportingWhat reporting?			
	3 = What's an ISR?			
	5 = ISRs and SSRs are issued.			
	7 = Same as 5 and all data is accurate.			
	9 = Same as 7 and reports are issued on time.			
		Page Total:		
		Page Total:		
		Total from Page 1:		
C		Grand Total:		
Scoring:				
	10 - 40: Program has serious weaknesses and needs urgent attention.			
	41 – 55: Program may pass review, but is unlikely to be sustainable.			
	56 – 75: Program may be acceptable, but opportunities for improvement remain.			

76 – 90: Program is likely to consistently rate highly successful or outstanding.

Module 4: Small Business Subcontracting Plans and Participation Plans

- This is a two-part Module.
- Module 4A provides the information needed to prepare a Small Business Subcontracting Plan as part of a proposal or contract. The required elements are covered as well as the calculation methods used in establishing the goals.
- In Module 4B, the requirements of Small Business Participation Plans and the differences between Participation Plans and Subcontracting Plans are discussed.
- Remember: The subcontracting plan is a <u>Material Part</u> of the contract, per requirements in FAR 19; however, it is the responsibility of the Contracting Officer to make the Small Business Participation Plan a material part of the contract, as well.

When are Subcontracting Plans Required? [FAR 19.702]

- For Government contracts or modifications expected to exceed \$700,000 (\$1,500,000 for construction).
- Subcontracting Plans are <u>not</u> required:
 - From Small Businesses.
 - For Personal Services Contracts.
 - When performance is entirely outside the U.S. and outlying areas.
 - For Modifications within scope that do not contain FAR 52.219-8

- U.S. Government Policy: SB, SDB, WOSB, HUBZone, VOSB, and SDVOSB firms to have Maximum Practicable Opportunity to participate in performance of Federal contracts [FAR 19.702].
- Other Than Small Business (OTSB) contractors are <u>legally required</u> to carry out this policy in subcontracting to the fullest extent consistent with efficient contract performance [FAR 19.702].

An OTSB is any entity not classified as Small including:

- Large Business
- State and Local Governments
- Federal Prison Industries (UNICOR)
- Public Utilities
- Foreign firms located and working entirely outside the United States (Note: Omit foreign spending from eSRS reports)

Non-profit Organizations

Per DFARS 219-703(a), NIB/NISH/AbilityOne/ SourceAmerica are counted as SB for DoD Subcontracts.

Educational Institutions

TYPES OF SUBCONTRACTING PLANS

- Commercial
- Comprehensive
- Master
- Individual

Commercial Subcontracting Plan [FAR 19.704(d) and 19.701]

- A plan (including goals) covering the offeror's fiscal year and applying to the entire production of commercial items sold by either the entire company or a portion thereof (e.g., division, plant, or product line).
- Preferred type of plan for contractors furnishing commercial items [13 CFR 125.3(c)(2) and FAR 19.704(d)].
- Submitted to: (1) the first Contracting Officer awarding a contract subject to the plan during the contractor's fiscal year or (2) if the contractor has ongoing contracts with commercial plans, to the Contracting Officer responsible for the contract with the latest completion date.
- Approved plan shall remain in effect during the contractor's fiscal year for all Government contracts during that period.

Comprehensive Subcontracting Plan (DFARS 219.702(1) and PGI 219.702)

- DoD continues to conduct a test program to determine whether a corporate, division, or plant-wide comprehensive plan will increase subcontracting opportunities for small business concerns. The test began on October 1, 1990, and has been extended through December 31, 2017.
- No Incentive Clauses are applicable to participants during the period of the test program nor are liquidated damages.
- Eligible contractors are large business concerns at the major (total) corporate level during the preceding fiscal year that were performing under at least 3 DoD Contracts, were paid \$5 million or more for the contracts, and achieved a small disadvantaged business goal of 5% or more during the preceding year.

- Negotiated on an annual basis by DCMA.
- Incorporated into all participating contractors' active DoD contracts requiring a plan.
- Used by all DoD Contracting Officers in contracts which require a plan awarded to the contractor during the test period.

Participants in the Comprehensive Subcontracting Plan (CSP) Test Program as of October 1, 2016

BAE Systems (Selected Divisions)

GE Aviation

General Dynamics (C4 Systems)

Harris Corp. (Govt. Communication Sys.)

L-3 Communications (CSB Sector)

Lockheed Martin Corporation

Northrop Grumman (Electronic Systems)

Pratt & Whitney

Raytheon Company

Sikorsky Aircraft

Master Subcontracting Plan (FAR 19.704(b))

- A subcontracting plan that contains all the required elements of an individual subcontract plan, except goals and a description of the principal types of supplies and/or services, and that may be incorporated into individual subcontract plans, provided the master plan has been approved by the Administrative Contracting Officer.
- Boiler Plate Plan.

- Established on a plant or division-wide basis.
- Effective for a 3-year period AFTER review and approval by the Administrative Contracting Officer [applies only to DoD].
- When incorporated into an Individual Subcontract Plan, applies throughout the life of the contract.
- Separate goals for SB, SDB, WOSB, HUBZone, VOSB, and SDVOSB and a description of the principal types of supplies and/or services are submitted for each contract – "Goal Sheet" to be added, changing the plan to an Individual Subcontracting Plan.

Individual Subcontracting Plan

- A subcontracting plan that covers the entire contract period (including option periods) and applies to a specific contract.
- An Individual plan contains 11 elements including:
 - Goals based on the offeror's planned subcontracting in support of the specific contract,
 - A description of the principal types of supplies and/or services.
- Indirect costs incurred for common or joint purposes may be allocated on a prorated basis to the contract.
- 1 Contract = 1 Plan [FAR 19.705.2(e)]. Amend an existing plan to reflect contract modifications or exercised options.

1. Identify needs to satisfy the contract:

- Purchased Parts
- Subcontracts
- Service Contracts
- Indirect (Maintenance, Repair, Overhaul) Items

2. <u>Identify Supplier Ownership Category</u>

3. Estimate Current Cost:

Cost estimating may be based on:

Historical Data

Supplier Quotes

Purchase Agreement

4. Goals:

- Based on perceived subcontracting opportunities.
- Categorize dollars and percentages by business type: OTSB, SB, SDB, WOSB, HUBZone, VOSB & SDVOSB.
 [Remember: SDB, WOSB, HUBZone, VOSB & SDVOSB are also subcategories of small business].
- Goal percentages are calculated based on total subcontracting dollars (small + large = total subcontracted dollars).
- Prepare a "Goal Sheet" to add to your Small Business plan.

Remember: If you buy anything, it is a subcontract.

 Per FAR 19.701, "subcontract" means any agreement (other than one involving an employer-employee relationship) entered into by a prime or a subcontractor calling for supplies and/or services required for performance of the contract, contract modification, or subcontract.

EXCEPTION: [13 CFR 125.3(a)(1) (i)(B)]

- If a prime contractor gives a first-tier subcontract to an affiliate, those dollars are omitted from the subcontracting base; the affiliate is considered to be part of the prime.
- If a first-tier affiliate issues a subcontract, those dollars are included in the subcontracting base just as though the prime had issued the subcontract.

Contractors acting in good faith may rely on written representations by their subcontractors regarding their small business status [FAR 19.703(b)] with the exception of HUBZones.

Government Contracting Officers rely on the Reps and Certs in SAM and/or the Dynamic Small Business Search (DSBS).

REMEMBER: Credit for goals may require a Certified supplier.

Certifications should be current.

Self Certification is acceptable for:

- Small Businesses.
- Small Disadvantaged Businesses.
- Women-Owned Small Businesses.
- Veteran-Owned Small Businesses*
- Service-Disabled Veteran-Owned
 Small Businesses.*

* Must be verified for VA contracts.

SBA Certification is required for:

HUBZONE & 8(a) Businesses

Plan must include:

- 1. Percentage goals for each category of small business [FAR 52.219-9(d)(1)].
 - * Goals for each option year must be broken out separately.
- 2. Total dollars to be subcontracted and the total dollars planned for each category of small business [FAR 52.219-9(d)(2)].
 - * Goals for each option year must be broken out separately.

- Subcontracting Plans <u>do not</u> have to specifically identify Small Business subcontractors. If they are specifically identified, make <u>sure to take credit</u> in every category to which the subcontractor belongs.
- If the plan does specifically identify Small Business subcontractors and the prime contractor substitutes an OTSB for one of those identified firms, it must notify the Administrative Contracting Officer in writing [13 CFR 125.3(c)(4)].

How to calculate percentage goals

Total planned subcontracting dollars =

Total of all Other Than Small Business and Small Subcontracting

dollars

(this is the denominator for **ALL GOAL** calculations)

Anticipated spend with companies <u>located in the United States</u> to perform customer contract

SB Dollars / Total Planned Subcontracting Dollars (x100) = % SB SDB Dollars / Total Planned Subcontracting Dollars (x100) = % SDB WOSB Dollars / Total Planned Subcontracting Dollars (x100) = % WOSB HUBZone Dollars / Total Planned Subcontracting Dollars (x100) = % HUB VOSB Dollars / Total Planned Subcontracting Dollars (x100) = % VOSB SDVOSB Dollars / Total Planned Subcontracting Dollars (x100) = % SDVOSB*

*SDVOSB dollars cannot exceed VOSB dollars

For any percentage goal less than the applicable Public Law goal, you must provide a reasonable, written explanation in the plan as to why that goal is lower.

- Small Business = 23%
- Small Disadvantaged Business= 5%
- Women-Owned Small Business = 5%
- **HUBZone** = 3%
- Service Disabled Veteran Owned Small Business = 3%

3) A <u>description of the principal types</u> of supplies and/or services to be subcontracted and an identification of the types planned for subcontracting with each category of small business checked [FAR 52.219-9(d)(3)].

Sample Matrix Identifying Types of Supplies/Services by Category

Commodity	OT SB	<u>SB</u>	<u>SDB</u>	WOSB	<u>HUBZone</u>	<u>VOSB</u>	<u>SDVOSB</u>
Misc. Tooling	X	X	X				
Computer Hardware/Software		X	X	X		X	X
Metal Parts		X			X	X	

4) A description of method used to develop goals [FAR 52.219-9(d)(4)].

Example: How SB content was realistically established based on history or Bill of Material sourcing analysis.

5) A <u>description of method</u> used to identify potential sources [FAR 52.219-9(d)(5)].

Example: History or SAM.

6) A <u>Statement</u> as to whether or not the offeror included indirect costs in establishing goals [FAR 52.219-9(d)(6)].

Note: Although indirect costs do not have to be included, indirect subcontracting may be useful to achieve goals when NO direct subcontracting is planned (an allocation method may be used).

- If indirect (overhead) costs are included in the goal, then the allocation method <u>must</u> be explained. The allocation method should be consistent with Generally Accepted Accounting Principles.
- Each firm has its own method to allocate indirect costs to a contract.
 - Example: Determine the total indirect spending for the last year.
 Analyze the spending by source to determine into which categories the spending falls. Once the spending is categorized, determine what percentage of the total indirect applies to each category of small business. Apply that percentage to planned indirect costs and add the resulting dollars to the planned direct dollar spending.

7) Individual Responsible for Administering the Plan:

Employee (name, title, contact information) who will administer the offeror's subcontracting program and a description of the employee's duties [FAR 52.219-9 (d)(7)].

8) A <u>description of the efforts</u> the offeror will make to assure small business concerns have an equitable opportunity to compete for subcontracts. Should include six functions listed in FAR 52.219-9(e) [FAR ref: 52.219-9(d)(8)].

FAR 52.219-9(e) lists 6 functions that a contractor is expected to perform in implementing its plan. These should be included under equitable opportunity.

- Assist small firms by arranging solicitations, time for bid preparation, quantities, specifications, and delivery schedules to facilitate participation.
- Provide adequate and timely consideration of small firms' potentialities in all "make-or-buy" decisions.
- Counsel and discuss subcontracting opportunities with small firms.

- Confirm that a subcontractor representing itself as a HUBZone firm is identified as certified in the System for Award Management (SAM) or by contacting SBA. [Recommend use of DSBS.]
- Provide notice to subcontractors concerning the penalties and remedies for misrepresentation of business status for the purpose of obtaining a subcontract that is to be included as part of a goal.
- For all competitive subcontracts over the simplified acquisition threshold in which a small business concern received a small business preference, upon determination of the successful subcontract offeror, the Contractor must inform each unsuccessful small business subcontract offeror in writing of the name and location of the apparent successful offeror prior to award of the contract.

9) Assurances that the offeror will include the following clause:

"Utilization of Small Business Concerns"

(FAR 52.219-8) in all subcontracts that offer further subcontracting opportunities and that the offeror will require all subcontractors (except small business concerns) that receive subcontracts in excess of \$700,000 (\$1,500,000 for construction of any public facility) to adopt a subcontracting plan that complies with the requirements of this clause. [FAR 52.219-9(d)(9)]

Note: The Prime Contractor assigns the NAICS for each subcontract.

- 10) Assurances that the offeror will:
 - Cooperate in any studies or surveys as may be required. [FAR 52.219-9(d)(10)(i)]
 - Submit periodic reports as required. [FAR 52.219-9(d)(10)(ii)]
 - Submit the Individual Subcontracting Report (ISR) and/or the Summary Subcontract Report (SSR) in accordance with the paragraph (I) of this clause using the Electronic Subcontracting Reporting System (eSRS) at http://www.esrs.gov. [FAR 52.219- 9(d)(10)(iii)]
 - Ensure that its subcontractors with subcontracting plans agree to submit the ISR and/or the SSR using eSRS. [FAR 52.219- 9(d)(10)(iv)]

Note: SF 294/295 reporting may be required from second tier & below.

- Provide its prime contract number, its DUNS number, and the e-mail address of its 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. [FAR 52.219-9(d)(10)(v)]
- Require that each subcontractor with a subcontracting plan provide the prime contract number, its own DUNS number, 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. [FAR 52.219-9(d)(10)(vi)]

- 11) FAR 52.219-9(d)(11) lists 6 specific types of records that the contractor must agree to maintain:
 - Source lists, guides, and other data identifying small business concerns.
 - Organizations contacted to locate small business concerns.
 - For awards over \$150,000, were firms in <u>each</u> small business category solicited?

If not, Why not? AND, if applicable, why was the award not made?

- Outreach efforts to contact trade associations, business development organizations, conferences and trade fairs, and veterans service organizations.
- Records of internal guidance and encouragement to buyers through workshops, seminars, training, etc. and monitoring performance to evaluate program compliance.
- On a contract-by-contract basis, records to support award data including the name, address, and business size of each subcontractor.
 [NOTE: does not apply to commercial plans].

Revised Subcontracting Plans

- If a modification to a contract increases the contract above \$700,000 (\$1.5 million for construction), prepare a subcontracting plan or a revised plan as appropriate (except for commercial plans).
- Revised plan covers whole contract, not just modification section, and replaces existing plan [13 CFR 125.3(d)(8)].
- There is only one subcontracting plan per contract [FAR 19.705(2)(e)].
- In the case of an Indefinite Delivery/Indefinite Quantity (ID/IQ) Contract, revise the subcontracting plan for each Delivery Order issued. Do not issue a separate subcontracting plan for each Delivery Order.

In addition to a subcontracting plan, you may be asked to a submit a <u>Small Business Participation Plan</u>

- Part of Source Selection Evaluation [DFARS 215.304]
- Section L of the solicitation contains the Participation Plan requirements.
 The desired goals for each category of small business will also be listed here.
- Section M of the solicitation contains the Evaluation Ratings that the Government will use to score the Participation Plan.

- If participation plans are required by the solicitation, the requirement applies to <u>both</u> Other Than Small <u>Business</u> and Small Businesses.
- Goals will be based on Total Contract Value, <u>not</u> on Dollars to be subcontracted, unless otherwise specified in the solicitation.
- Desired Percentage goals will be listed in the solicitation.
- As specified in DFARS PGI 215_3, Evaluation factors may include:
- Extent to which SB firms are <u>specifically</u> identified in the proposal.
 - Should be CLEARLY identified by name, address, and CAGE Code.
 - Should identify specific work or components to be supplied by SBs.
 - Extent of commitment to SB firms (enforceable commitments [for example, Teaming Agreements] weigh more heavily than non-enforceable ones).

- Realism of proposal.
- Past performance of offeror in complying with requirements of FAR 52.219-9 and 52.219-8 (i.e. ISR/SF 294 and SSR/SF 295 data over last 3 years).
- Extent of participation of SB firms in terms of value of the total contract.
- Extent proposal meets or exceeds solicitation goals.

SB Subcontracting Versus SB Participation Example

Assume a large business offeror proposes:

Contract value = \$100M

Total subcontracts = \$10M

Subcontracts to SBs = \$5M

What is the offeror's SB Participation Plan goal?

\$5M/\$100M = 5% SB Participation Plan goal

What is the SB Subcontracting Plan goal?

\$5M/\$10M = 50% SB Subcontracting Plan goal

Proposal Evaluations will summarize the plans and list:

- Significant Strengths: Aspects of a proposal that appreciably enhance its merit or appreciably increase probability of successful performance.
- Strengths: Aspects of a proposal that enhance its merit or increase probability of successful performance.
- Significant Weaknesses: Flaws in the proposal that appreciably increase the risk of unsuccessful performance.

- Weaknesses: Flaws in the proposal that increase the risk of unsuccessful performance.
- Deficiencies: Material failures to meet a Government requirement or a combination of weaknesses that increase the risk of unsuccessful performance to an unacceptable level.
- Uncertainties: Aspects of a proposal for which the intent of the offeror is unclear because there may be more than one way to interpret the offer or because inconsistencies indicate there may be an error, omission or mistake.

Things to Watch:

- Read the solicitation carefully.
- Make sure that the <u>SB dollars</u> in the participation plan are the same as in the subcontracting plan.
- Do <u>not</u> include your overhead, profit, etc. The dollars must be only what will go to SB.
- Identify the subcontractors accurately (CAGE Code, accurate name and address).

- Provide a written explanation for each goal that is less than that called for in the Solicitation.
- Check SAM/DSBS, etc. and take credit for SB firms in every category in which they qualify.
- Do not make statements that the reviewer cannot verify.
- Be conscious of page limitations.

- This module covers the assessment of small business firms in preparation for solicitations and source selection. A series of recommendations on the evaluation process is made to assist the user in determining the probability of subcontractor success. The information will ensure that buyers do not overlook the capability of small business entities in performing subcontracts.
- Small business firms should be assessed and evaluated for prime or subcontracting opportunities by an organized assessment process.

1. Evaluation Tools

The use of evaluation tools may vary from company to company but here are the basic tool types to consider.

2. The Evaluation Process

Key elements that can assist in the true picture of a company's capability.

Evaluation Tools:

- 1. Standard business reports
- 2. Commercial evaluations
- 3. Lean Manufacturing
- 4. SAM Certifications & Excluded Parties List

Evaluation Elements:

- 1. Past performance
- 2. Relationships
- 3. Inspection and Pre-award Surveys
- 4. References/History
- 5. Inventory position
- 6. Financial status

3. Fundamental and Critical Success Factors

Elements that affect a firm's ability to be successful.

4. Technical Expertise

The minimum required expertise to conduct business and projects.

Critical Success factors:

- 1.Adequate capitalization
- 2. Drive and determination
- 3. Competitive advantage
- 4. Demand for product or service
- 5. Pricing and profit margins

Technical Expertise Required:

- 1. Marketing/Pricing
- 2. Production
- 3. Organization and Management
- 4. Financial and Accounting
- 5. Quality Management
- 6. Safety and Loss Control

5. Integrity/Ethics/Vision

The foundation of any organization is the ethical basis of the operation.

6. Expertise

The basis for the firm's ability to perform any given task.

Integrity/Ethics/Vision:

- 1. Honesty
- 2. Vision & long term goals
- 3. People skills
- 4. Workers that share the vision

Expertise:

- 1. Are the required skill sets present to do the work?
- 2. Is training a way of life?
- 3. Are there single points of failure?

7. Owner in the Store

Local management may be key to the effectiveness of the business.

Owner in the Store:

- 1. Is the owner involved on a dayto-day basis?
- 2. Does management have good relations with financing and professional services?
- 3. Can they afford to do business with us?
- 4. Is this a serious business for the owners or just a hobby?

8. Subjective Assessment

Use your experience and the information from the above items to help formulate the evaluation report.

Subjective Assessment:

- 1. Housekeeping and general appearance.
- 2. How's the attitude of the people?
- 3. Is this the company you would do business with if it were <u>your</u> money?

- This Module covers the reporting required against the Small Business Subcontracting Plans created in Module #4. The electronic Subcontracting Reporting System (eSRS), ISR and SSR are reviewed in detail.
- Note: The information contained herein is for guidance and education only and does not replace or supersede any Federal Acquisition Regulations or instructions.
- The material presented in the following slides was taken from the eSRS website (http://www.esrs.gov), from FAR 52.219-9(I) and from a DoD Class Deviation Memorandum of September 9, 2013.

What is eSRS?

- eSRS is the electronic reporting system that replaced paper reporting on SF294s and SF295s.
- The ISR Individual Subcontracting Report has replaced the SF294 (In some cases, a paper SF 294 may still be required. Verify with the appropriate contracting officer).
- The SSR Summary Subcontracting Report has replaced the SF295.

Individual Subcontracting Report/Summary Subcontracting Report (ISR/SSR)

- •ISRs are due semi-annually for those contractors reporting under Individual Subcontracting Plans when reporting on DoD or NASA contracts.
- •ALL DoD Contractors with Individual Subcontracting Plans report annually via the SSR [FAR 52.219-9(I)(2)(i)(D)]. This is a change resulting from a DoD Class Deviation issued September 9, 2013.
- •Contractors under the Comprehensive Test Program report via the SSR semiannually via the SSR. They do not submit ISRs.
- •Contractors under Commercial Plans report via the SSR annually at the end of the Government's fiscal year.
- ■The performance data is based on the Government's fiscal year (October 1 through September 30).

Semi-Annual Reporting Means:

Sending the reports to DoD and/or the contracting agency on time

- Midyear reports are due 30 days after the end of the first reporting period (March 31), which is April 30 and
- Year-end reports are due 30 days after the end of the fiscal year (September 30), which is October 30.

Individual Subcontracting Report (ISR)

- Separate report for each individual contract with a plan.
- The report is completed semi-annually.
- Data is cumulative during the life of the contract as purchased from U.S. firms.
- At the end of contract performance, the final report is sent to the Contracting Officer as a performance record within 30 days of contract completion [FAR 52.219-9(I)(i)].
- Timeliness and accuracy of the report are critical.
- Reports are deliverables under the contract.
- (see Appendix E for details)

FPDS/NG: Federal Procurement Data System / Next Generation

- FPDS/NG identifies contracts having subcontracting requirements https://www.fpds.gov.
- Use FPDS/NG if you are unable to find or report against a contract in eSRS.
- In FPDS/NG you will find the Contract Number as it will appear in eSRS, DUNS number, Vendor Name and Location.
- If your contract is in FPDS/NG but not in eSRS, then the likely problem is that the Government contracting official has not checked off that a subcontracting plan is required.

Summary Subcontracting Report (SSR) Individual Subcontracting Plans [FAR 52.219-9(I)(i)]

- Data collected should include all direct spending on U.S. Government contracts, large and small, as well as indirect dollars with U.S. firms allocated to U.S. Government contracts.
- If a prime contractor and/or subcontractor is performing work for more than one executive agency, submit a separate report to each executive agency covering only that agency's contracts provided that at least one of the agency's contracts is over \$700,000 (\$1.5 million for construction) and contains a subcontracting plan. For DoD, a consolidated report is submitted for all contracts awarded by military departments/agencies and/or subcontracts awarded by DoD prime contractors.

- For DoD, the report is completed annually and covers overall performance on Federal contracts. Report is due annually within 30 days after the end of the fiscal year (i.e. October 30).
- To submit the consolidated SSR, identify the Government Agency in Block 7 "Agency to which the report is being submitted" by selecting the "Department of Defense (DoD) (9700)" from the top of the second dropdown menu. Do Not select anything lower. The authority to acknowledge receipt or reject the SSR resides with the SSR Coordinator at DoD.
- Retain signed hard copies for 4 years.
- See Appendix E for details.

Summary Subcontracting Report (SSR) Commercial Subcontracting Plans [FAR 52.219-9(I)(ii)]

- Report includes all subcontract awards under the commercial plan during the Government's fiscal year.
- Report is due annually within 30 days after the end of the Federal fiscal year (i.e. October 30).
- If working for more than one executive agency, specify the percentage of dollars attributable to each agency from which contracts for commercial items were received.
- Authority to acknowledge or reject the SSR is the Contracting Officer who approved the Commercial plan.

- Once a report has been submitted, there are 4 terms that may appear to indicate the report's status: Pending, Accept, Reopen and Reject.
- Pending: The report has been submitted and is awaiting review by the Federal agency that awarded the contract.
- Accept: The report has been reviewed and no known errors, issues or concerns have been found and no clarification, information and/or corrections are needed. The agency Accepts receipt of the report.

Note: if upon further review errors, issues or concerns are found, the agency that awarded the contract will **Reopen** or **Reject** the report to obtain clarification, additional information and/or correction.

 Reopen: The report has been further reviewed <u>after being Accepted</u> and errors, issues or concerns have been found. Clarification, additional information and/or corrections are needed. Once the concerns have been addressed and/or corrected, the agency will "Accept" its receipt.

Reject:

The report has been reviewed prior to being Accepted and errors, issues or concerns have been found. Clarification, additional information and/or corrections are needed and must be made within 30 days. Once the concerns have been addressed and/or corrected, the agency will "Accept" its receipt.

Subcontract award data is limited to awards to immediate next-tier subcontractors with following exceptions:

- 1) Contractor or subcontractor has been designated to receive SB or SDB credit from ANC or Indian Tribe.
- Purchases from affiliate of contractor or subcontractor are excluded from base.

Note: Subcontracts by first-tier affiliates of the prime contractor shall be treated as subcontracts of the prime.

Pending Change: As of October 15, 2015, SBA proposed revised regulations to allow an OTSB to receive credit for SB awards made at any tier [Federal Register, October 6, 2015, Vol. 80, No. 193, Pages 60300-60303]. The revision implements Section 1614 of the National Defense Authorization Act for Fiscal Year 2014.

 Due to the expiration of 10 U.S.C. 2323, DoD Class Deviation 2013-00014 of September 9. 2013, eliminated the following reports:

- Year-end Supplementary SDB Report

- SDB Participation Report (Optional Form 312)

Module 7 Market Research - Finding Small Businesses

This Module discusses the ways to locate small business contractors and subcontractors.

- Market Research is a common and necessary business practice for both Government and Industry.
- Government rules and policies regarding market research are primarily defined in:

FAR 10.000 –10.003 "Market Research "

FAR 2.101 "Definitions" "Market research" means collecting and analyzing information about capabilities within the market to satisfy agency needs.

FAR 7.102 – Market Research Policy

- (a) Agencies shall perform acquisition planning and conduct market research for all acquisitions in order to promote and provide for
 - (1) Acquisition of commercial items or, to the extent that commercial items suitable to meet the agency's needs are not available, non-developmental items, to the maximum extent practicable [10 U.S.C. 2377 and 41 U.S.C. 3307];
 - (2) Full and open competition or, when full and open competition is not required in accordance with FAR Part 6, to obtain competition to the maximum extent practicable, with due regard to the nature of the supplies or services to be acquired [10 U.S.C. 2305(a)(1)(A) and 41 U.S.C. 3306(a)(1)];

- (3) Selection of appropriate contract type in accordance with FAR part 16; and
- (4) Appropriate consideration of the use of pre-existing contracts, including interagency and intra-agency contracts, to fulfill the requirement, before awarding new contracts.
- (b) This planning shall integrate the efforts of all personnel responsible for significant aspects of the acquisition. The purpose of this planning is to ensure that the Government meets its needs in the most effective, economical, and timely manner.

What is Market Research?

- A continuous process of collecting and analyzing data on products, services, business practices, and vendor capabilities to satisfy agency needs.
- A critical tool to find qualified small businesses.
- A helpful tool to evaluate possible consolidation of requirements and to determine if contract bundling is necessary or justified.

Provides solid information on:

- Existing products
- Capable small business sources
- Items available in the commercial marketplace
- Practices such as discounts, warranties, contract types, etc.
- Product performance and quality
- Successful acquisition practices of other organizations
- Applicable laws and regulations unique to the item being acquired

FAR 10.001(a)(2) Market Research must be conducted:

- Before developing new requirements documents for an acquisition by an agency;
- Before soliciting offers for acquisitions with an estimated value in excess of the simplified acquisition threshold;
- Before soliciting offers for acquisitions with an estimated value less than the simplified acquisition threshold when adequate information is not available and the circumstances justify its cost;

- Before soliciting offers for acquisitions that could lead to a bundled contract (15 U.S.C. 644(e)(2)(A));
- Before awarding a task or delivery order under an Indefinite
 Delivery/Indefinite Quantity (ID/IQ) contract (e.g., GWACs, MACs) for a
 noncommercial item in excess of simplified acquisition threshold (10
 U.S.C. 2377(c)).

- On an ongoing basis, taking advantage (to the maximum extent practicable) of commercially available market research methods in order to effectively identify the capabilities of small businesses and new entrants into Federal contracting that are available in the marketplace for meeting the requirements of the agency in furtherance of:
 - A contingency operation or defense against or recovery from nuclear, biological, chemical or radiological attack; and
 - Disaster relief to include debris removal, distribution of supplies, reconstruction and other disaster or emergency relief activities.

Market Research Documentation

- Agencies should document the results of Market Research in a manner appropriate to the size and complexity of the acquisition.
 Documentation may include:
 - Description of agency's needs in terms of function and performance
 - Explanation of acquisition's background and purpose
 - Desired delivery schedule
 - List of small businesses and other sources that were contacted
 - Discussion of customary commercial practices
 - Identification of price ranges discovered
 - Description of available commercial or non-developmental items

Resources available to find small business contractors and subcontractors

- Historical records (recent research, current awardees, etc.)
- Knowledgeable contract professionals such as SBA Procurement Center Representatives (PCRs)
- Industry conferences, publications and databases
- Conducting interchange meetings or holding pre-solicitation conferences

- Data Bases:
 - Dynamic Small Business Search (DSBS)
 http://dsbs.sba.gov/dsbs/search/dsp_dsbs.cfm
 - System for Award Management (SAM)
 https://www.sam.gov/portal/SAM/##11
 - Federal Procurement Data System Next Generation (FPDS-NG)
 https://www.fpds.gov/fpdsng_cms/index.php/en/

- Business Identification Number Cross Reference System (BINCS)
 https://cage.dla.mil/search
- Vendor Information Pages (Department of Veterans Affairs)
 https://www.vip.vetbiz.gov
- Thomas Register http://thomasnet.com

Federal Business Opportunities

https://www.fbo.gov

GSA Federal Supply Schedule (to find similar item vendors)
 http://www.gsaelibrary.gsa.gov/ElibMain/home.do

Interagency Contract Directory

https://www.contractdirectory.gov/contractdirectory

For details on using these databases, see Appendix F

Other Resources

- Procurement Technical Assistance Centers (PTACs) http://www.aptac-us.org/
- SUB-Net https://www.sba.gov/subnet/search/index.cfm
- Sources Sought Notices & Requests for Information
- Industry Days & Matchmakers
- Small Business Liaison Officers from other prime contractors

- Procurement Technical Assistance Centers (PTACs) serve as a resource for businesses pursuing and performing under Government contracts, including contracts with DoD, other Federal agencies, state and local governments and with government prime contractors.
- PTACs are hosted by organizations such as state or local government, universities and chambers of commerce. The training and assistance provided by the PTACs is usually free of charge.
- The PTACs have a local presence in all 50 states, Washington, D.C., Puerto Rico and Guam. Some PTACs specialize in assistance to businesses located on Native American reservations throughout the country.

- Most PTACS have extensive contacts with hundreds of small businesses and maintain searchable databases of their clients. They are familiar with companies' capabilities and will provide free sourcing assistance to Government agencies and prime contractors.
- PTACs are experts in training small businesses how to operate effectively within the Federal procurement framework and how to comply with Government regulations and protocols.
- Most PTACs will work collaboratively with each other to find suitable sources, searching nationwide if necessary.

 For a PTAC listing for New England and New York see Appendix G; for those outside the region go to:

http://www.dla.mil/HQ/SmallBusiness/PTAC.aspx or http://www.aptac-us.org

- On the DLA site, when the map comes up, click on the individual state for contact information.
- For Native American PTACs, use the second map on the website or go to http://www.aptac-us.org/contracting-assistance-for-business/find-an-american-indian-ptac/

- Prime contractors use the SUB-Net database
 https://www.sba.gov/subnet/search/index.cfm to post subcontracting opportunities which may or may not be reserved for small business and may include either solicitations or other notices -- for example, notices of sources sought for teaming partners and subcontractors on future contracts.
- Small businesses can review this web site to identify opportunities in their areas of expertise. While the web site is designed primarily as a place for large businesses to post solicitations and notices, it is also used by state and local Governments, non-profit organizations, colleges and universities, and even foreign Governments for the same purpose.

- Sources Sought and Requests for Information (RFIs) are market surveys which the Government uses to seek information regarding products, suppliers and manufacturers.
- Notices are posted in FedBizOpps (https://www.fbo.gov).
- Postings will list the date of posting, the date a response is due, any set-aside information, the applicable Classification (Service or Supply)
 Code, the applicable NAICS, a synopsis of what the Government wants and points of contact information.

FAQ #1:

Q: A supplier states they are certified as a minority business by a state certification program, National Minority Supplier Development Council or the U.S. Department of Transportation. Is that certification valid for a DoD prime contractor?

A: NO. A supplier is considered a Small Disadvantaged Business if they are self-certified by a signed statement from responsible company management.

FAQ #2:

Q: A Woman-Owned Small Business is certified by a National Woman-Owned Supplier Organization. Is this certification valid for U.S. DoD contractors?

A: NO. A supplier is considered a Woman-Owned business for subcontracting purposes if they are self-certified by a signed statement from responsible company management.

Certification applies only to the WOSB prime contracting program.

FAQ #3:

Q: A Woman-Owned Small Business claims to also be a DBE. Is this valid proof they also are eligible as an SDB?

A: NO. DBE is a state designation. A supplier is considered a Woman-Owned business if they are self-certified by a signed statement from responsible company management. To be considered an SDB, a firm must also self-certify in SAM.

FAQ #4:

Q: A small business located in a HUBZone certifies in writing that they are a HUBZone firm. Is this certification valid for U.S. DoD contractors?

A: No. Per FAR 52.219-9(e)(4), confirm that the contractor representing itself as a HUBZone small business concern is identified as a certified HUBZone small business concern by accessing the Dynamic Small Business Search database or by contacting SBA.

FAQ #5:

Q: Where can I get information about small businesses in my state?

A: The SBA Office for the state, the Dynamic Small Business Search, or the Procurement Technical Assistance Centers (PTACs). PTACs are very helpful in connecting you with local small businesses.

Module 9: Staying Current

Stay on top of what is happening in the world of Small Business!

- Stay current on the changes to the FAR and FAR Supplements concerning small business programs.
- Stay abreast of pending legislation in the Federal Register https://www.federalregister.gov/
- An easy way to keep up with FAR and legislative changes is to monitor the Federal Register Table of Contents via daily automatic email.
- Inform management about legislative changes and small business trends.

Module 9: Staying Current

- Point out the strengths and weaknesses in your program.
- Maintain measurements of your program. Note your successes. Provide continuous improvement methods on weaknesses.
- Continue to develop new suppliers to enhance your program.
- Maintain regular contact with your SBA, PTAC.
- Get involved in your Regional Council.
- Attend conferences and matchmaker events.
- DO OUTREACH!!!!

Module 9: Staying Current

Always remember:

- It is the policy of the Federal Government to provide <u>maximum practicable</u> <u>opportunities</u> in its acquisitions to Small Business, Veteran-Owned Small Business, Service-Disabled Veteran-Owned Small Business, Historically Underutilized Business Zone small business, Small Disadvantaged Business and Women-Owned Small Business concerns.
- Such concerns must also have the <u>maximum practicable opportunity to</u> <u>participate as subcontractors</u> in the contracts awarded by any executive agency consistent with efficient contract performance.

DEFENSE DEPARTMENT AGENCIES

- Department of Defense Office of Small Business http://www.acq.osd.mil/osbp/
- Air Force Small Business
 http://www.airforcesmallbiz.org/
- Army Small Business
 http://sellingtoarmy.com
- Navy Small Business (Including Marine Corps)
 http://www.secnav.navy.mil/smallbusiness/pages/index.aspx
- Defense Logistics Agency
 http://www.dla.mil/HQ/SmallBusiness.aspx
- Defense Advanced Research Projects Agency (DARPA)
 http://www.darpa.mil/work-with-us/for-small-businesses

Defense Contract Management Agency

http://www.dcma.mil/smallbusiness/

- Defense Logistics Information Service, Battle Creek, MI http://www.dla.mil/HQ/InformationOperations/LogisticsInformationServices .aspx
- Defense Procurement Acquisition Policy http://www.acq.osd.mil/dpap/
- Defense Disposition Services. Battle Creek, MI http://www.dispositionservices.dla.mil/
- Defense Technical Information Service http://www.dtic.mil/dtic/
- Defense Automated Printing Service
 http://www.dla.mil/HQ/InformationOperations/DocumentServices.aspx

Defense Acquisition University

http://www.dau.mil/default.aspx

DEFENSE DEPARTMENT Office of SMALL BUSINESS PROGRAMS

This website http://www.acq.osd.mil/osbp will allow you to find out more information on the following programs: Indian Incentive, Mentor Protégé & SBIR/STTR. To access it, drop down on Small Business and select Programs. To access information on the following programs: Women-Owned, Service-Disabled Veteran-Owned & HUBZone Small Business, drop down arrow on Small Business and select Initiatives.

- Department of Commerce https://www.commerce.gov/
- Department of Transportation http://www.transportation.gov
- Department of Veterans Affairs https://www.va.gov/OSDBU/
- General Services Administration (GSA)
 http://www.gsa.gov/portal/category/100000
- US Government Printing Office http://www.gpo.gov/fdsys/
- National Aeronautics and Space Administration Small Business http://www.osbp.nasa.gov/
- National Security Agency
 https://www.nsa.gov/business/small-business-office/

- Office of Personnel Management https://www.opm.gov
- Small Business Administration https://www.sba.gov/
- Minority Business Development Agency http://www.mbda.gov
- The White House https://www.whitehouse.gov/
- U.S. Senate http://www.senate.gov/index.htm
- U.S. House of Representatives http://www.house.gov/
- Government Accountability Office (GAO) http://www.gao.gov

- Federal Acquisition Regulation
 https://www.acquisition.gov/?q=browsefar
- Federal Register
 http://www.gpo.gov/fdsys Click on Federal Register
- Code of Federal Regulations
 http://www.gpo.gov/fdsys
 Click on Code of Federal Regulations
- System for Award Management https://www.sam.gov/portal/SAM/##11
- Dynamic Small Business Search
 http://dsbs.sba.gov/dsbs/search/dsp_dsbs.cfm
- Listing of Federal Opportunities (FedBizOpps)
 https://www.fbo.gov/

- DLA FormFlow Index http://www2.dla.mil/officialforms/pages/default.aspx
- Office of Government Ethics https://www.oge.gov/
- United States Code

http://www.gpo.gov/fdsys/browse/collectionUScode.action?collectionCode =USCODE

- Historically Black Colleges & Universities
 http://www2.ed.gov/about/offices/list/ocr/edlite-minorityinst-list-pg2.html
- Minority Institutions
 http://www2.ed.gov/about/offices/list/ocr/edlite-minorityinst-list.html

- The Federal Marketplace
 http://www.fedmarket.com/
- National Industries for the Blind (NIB) http://www.nib.org
- SourceAmerica [formerly National Industries for the Severely Handicapped (NISH)] http://www.sourceamerica.org
- National Association of Women Business Owners (NAWBO): http://www.nawbo.org
- Greater New England Minority Supplier Development Council http://gnemsdc.org

USA Spending

https://www.usaspending.gov/Pages/default.aspx

AbilityOne

http://www.abilityone.gov/

- Missile Defense Agency
 http://www.mda.mil/business/smallbus_programs.html
- Defense Intelligence Agency
 http://www.dia.mil/Business/OfficeofSmallBusinessPrograms.aspx
- United States Special Operations Command

http://www.socom.mil/SOF-ATL/Pages/small-business.aspx

Washington Headquarters Services

http://www.whs.mil/office-small-business-programs

Disclaimer

- The materials presented in this course are <u>not</u> intended as a substitute for the actual laws, regulations, procedures, policies and directions.
- Always read the most current laws, regulations, procedures, policies, directions and contract language.

This training was brought to you by:



The Department of Defense Northeast Regional Council for Small Business Education and Advocacy

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	Regulatory Requiremen	nts
Authority:	Section 8(d) Small Business Act – 15 USC 637(d)	Specifies that small businesses will have maximum practicable opportunity to participate in contract performance consistent with efficient performance
*	Section 15(g) Small Business Act – 15 USC 644(g)	Specifies government-wide goals for contracts and subcontract awarded to small business concerns
Regulations:	 FAR 19.7 / DFARS 219.7, Small Business Subcontracting Program and agency specific regulations FAR 52.219-8, Utilization of Small Business Concerns FAR 52.219-9, Small Business Subcontracting Plan FAR 52.219-16, Liquidated Damages DFARS 252.219-7004, Small Business Subcontracting Plan (Test Program) 	 Small businesses will have maximum practicable opportunity to participate in contract performance consistent with efficient performance Subcontracting Plan requirement Comply in good faith with subcontract plan requirements Imposition of liquidated damages
	Utilization of SBs (FAR 19.708(a) / 52.219-8)	Subcontracting Plan (FAR 19.708(b) / 52.219-9)
When?	Contracts > Simplified Acquisition Threshold (SAT) (\$150K) AND Subcontract opportunities exist	Contracts > \$700K (\$1.5M construction) AND subcontract opportunities exist Modifications > \$700K (\$1.5M construction) with new work AND subcontract opportunities exist Multi-year contracts / contracts with options o Cumulative value of base contract & all options o SEPARATE goals for base & each option
Who?	ALL business concerns (including small businesses)	ALL other than small business Including: Large business Public utilities UNICOR/Ability One State & local government entities (Labs) Non-profit organizations • Foreign-owned firms
When not required?	 For personal services contracts For contracts / modifications performed entirely outside US & outlying areas 	 From small businesses For personal services contracts For contracts / modifications performed entirely outside US & outlying areas For modifications to contracts within general scope of the contract that do not contain FAR 52.219-8 (or equivalent prior clauses, e.g., contracts awarded before enactment of PL 95-507) If no subcontract opportunities, approval required level above

Appendix A (go to website -http://www.acq.osd.mil/osbp/sb/dod.shtml)

		Commercial	Comprehensive
1 contract – 1 plan Goals support planned subcontracting for 1 contract Covers entire contract period cluding options) Contains mandatory elements Submit Subcontracting Reports o Individual Subcontracting Report (ISR or SF 294 if applicable, (semiannually o Summary Subcontracting Report (SSR) annually	 CO negotiates goals for each applicable contract Effective for 3 years after approval of Contracting Officer May be developed on 	 Preferred for contractors furnishing commercial items Applies to entire production of commercial items sold by either entire company or a portion thereof (Division, plant or product line) Based on contractor's FY Annual plan (applies to all Federal contracts in effect during that period) Contains mandatory elements Submit Subcontracting Reports o SSR (annually) o No ISR required 	 DoD Test Program for Negotiation of Comprehensive SB Subcontracting Plans Similar to a commercial plan ∘ May be on a Plant, Division or Corporate basis ∘ Annual plan (applies to DoD contracts in effect during period) ONLY DCMA is delegated authority to negotiate plan & perform surveillance review functions (with input from MILDEPS / Defense Agencies) Submit Subcontracting Reports ∘ SSR (semiannually) ∘ No ISR required
		in Subcontracting Plan (I Description of efforts to ensure S	FAR 19.7/52.219-9) B has an equitable opportunity to compete for

- Description of principle types of supplies/services to be subcontracted
- Description of method used to develop subcontract goals (total & by category)
- / process 294) / SSR as required
- Description of method used to identify potential SB sources
- Indirect Costs (included/not included) & methodology used to determine category
- Name of individual administering subcontracting program & description located organizationally?)

- Submit reports, as required
- Record-keeping: description / procedures
- Submit ISR (or SF
- "Flow down" clauses & requirements for subcontract plans and related reports proportionate share of indirect costs for each
 - o 52.219-8 (Utilization of SB Concerns)
 - o 52.219-9 (Subcontracting Plan) of duties (Where are they ISR / SSR

Appendix A (go to website -http://www.acq.osd.mil/osbp/sb/dod.shtml)

Categories Included in Goals of a Subcontracting Plan (as defined in FAR 19/26 and DFARS 252.219-7003)

Small business (SB) – located in U.S., organized for profit, including affiliates is independently owned & operated, not dominant in field of operations in which it is bidding on Government contracts, AND meets Small Business Administration (SBA) size standards included in solicitation. The size standard is based upon the North American Industrial Classification System (NAICS) assigned to the specific procurement dependent upon product/service purchased. Self-certify FAR 52.219-9 also includes subcontracts awarded to Alaska Native Corporation (ANC) or Indian tribe, regardless of size or SBA certification status of ANC or Indian tribe. DFARS 252.219-7003 also includes subcontracts awarded to qualified non-profit agencies approved by Committee for Purchase from People Who Are Blind or Severely Disabled, the independent federal agency that administers AbilityOne Program, formerly JWOD (Javits-Wagner-O'Day Act) (41 USC 46-48(c).

Woman-owned Small Business (WOSB) – Small Business, at least 51% owned by ≥ 1 women, AND management & daily business operations controlled by ≥ 1 women. Self-certify

Historically Underutilized Business Zone (HUBZone) – Small Business, owned & controlled 51% or more by ≥ 1 U.S. citizens, AND SBA-certified as a HUBZone concern (principal office located in a designated HUBZone AND ≥ 35% of employees live in a HUBZone).

Veteran-Owned Small Business (VOSB) – Small Business, veteran-owned as defined in 38 USC 101(2), ≥ 51% owned by ≥ 1 veterans, AND management & daily business operations controlled by ≥ 1 veterans. Self-certify

Service-Disabled Veteran-Owned Small Business (SD-VOSB) – Small Business, veteran-owned, ≥ 51% owned by ≥ 1 service-disabled veterans, AND management & daily business operations controlled by ≥ 1 service-disabled veterans OR in the case of veteran with permanent & severe disability, the spouse or permanent caregiver of such veteran, AND with 0% - 100% service-connected disability as defined in 38 USC 101(16) & documented on DD 214 or equivalent. Self-certify

Small Disadvantaged Business (SDB) – Small Business unconditionally owned & controlled by ≥ 1 socially & economically disadvantaged individuals who are in good character & citizens of the U.S. Self-certify

FAR 52.219-9, SDB also includes: subcontracts awarded to Alaska Native Corporation (ANC) or Indian tribe regardless of size or SBA certification status of ANC or Indian tribe

DFARS 252.219-7003, SDB also includes:

- Work performed on Indian lands or joint venture with Indian tribe / tribally-owned corporation & meets requirements of 10 USC 2323a.
- Subcontracts awarded by a mentor firm, under the DoD Pilot Mentor-Protégé Program, to (1) protégé firms which are qualified organizations
 employing severely handicapped and (2) former protégé firms that meet the criteria in Section 831(g)(4) of P.L 101-510 (not more than 2 times SBAspecified maximum size & previous mentor-protégé agreement was not terminated for cause).

Appendix A (go to website -http://www.acq.osd.mil/osbp/sb/dod.shtml)

Subcontracting Resources

- Procurement Technical Assistance Centers (PTAC) http://www.dla.mil/SmallBusiness/Pages/ptac.as
- Subcontracting Opportunities with DoD Major Prime Contractors http://www.acq.osd.mil/osbp/sb/dod.shtml px
- DAU Small Business Community of Practice (SB COP)
- DefenseLink ≥ \$5M award notices http://acc.dau.mil/smallbusiness
 http://www.defenselink.mil/contracts
- FEDBIZOPPS http://www.fbo.gov
- Electronic Subcontracting Reporting System (eSRS) http://www.esrs.gov
- SBA Subcontracting Opportunities Directory
 https://www.sba.gov/category/navigationstructure/contracting/contractingopportunities/sub-contracting
- "Tips for DoD contractors Submitting Reports" http://www.acq.osd.mil/osbp/sbs/esrs.shtml

Appendix B Subcontracting Plan Template

SUBCONTRACTING PLAN

	D/ (1 2 :
Contractor:	
Address:	
Solicitation/Broad Agency Announcement Number:	
Proposal Title:	
Type of Subcontracting Plan: Select one of the three below [de	fined in Federal Acquisition Regulation (FAR) 52.219-9(bl):

• [] Individual: A subcontracting plan that covers the entire contract period (including option periods), applies to a specific contract, and has goals that are based on the offeror's planned subcontracting in support of the specific contract except that indirect costs incurred for common or joint purposes may be allocated on a prorated basis to the contract.

DATE:

- [] Master: a subcontracting plan that contains all the required elements of an individual contract plan, except goals, and may be incorporated into individual contract plans, provided the master plan has been approved. A Master Plan is normally approved for a 3-year period by the agency administering the preponderance of the firm's Government contracts
- [] Commercial: a subcontracting plan (including goals) that covers the offeror's fiscal year and that applies to the entire production of commercial items sold by either the entire company or a portion thereof (e.g., division, plant, or product line). In accordance with FAR 19.704(d), a commercial plan is the preferred type of subcontracting plan for contractors furnishing commercial items.

Appendix B Subcontracting Plan Template

The following together with any attachments, is submitted as a Subcontracting Plan to satisfy the applicable requirements of Public Laws (PL) 95-507, 99-661, 103-355, 105-135 and 106-50 as implemented by the Federal Acquisition Regulation (FAR) and the Defense Supplement thereto, as well as Public Laws 100-180 and 103-337. The following goals are required for the basic quantity (base period) and each option quantity (period) of the contract. *For a contract with options, provide a separate statement for the basic contract and individual statements for each option year.*

Subcontracts awarded to an Alaskan Native Corporation (ANC) or Indian Tribe shall be counted towards the subcontracting goals for Small Business and Small Disadvantaged Business concerns regardless of the size or Small Business Administration (SBA) certification status of the ANC or Indian Tribe. Where one or more subcontractors are in the subcontract tier between the prime contractor and the ANC or Indian Tribe, the ANC or Indian Tribe shall designate the appropriate contractor(s) to count the subcontract towards its small business and small disadvantaged business subcontracting goals (FAR 19.703(c)(1)).

Due to the expiration of 10 U.S.C. 2323, DoD prime contractors can no longer consider subcontract awards to Historically Black Colleges and Universities/Minority Institutions (HBCU/MI) as a component of the Small Disadvantaged Business Goal [Federal Register, Vol. 79, No. 198, Page 61580].

Qualified Nonprofit Agencies for the Blind and Severely Handicapped Count toward SB Goal [DFARS 219-703(a) and 252.219-7003(d)].

Per FAR 19.701, a "subcontract" means any agreement (other than one involving an employer-employee relationship) entered into by a prime or a subcontractor calling for supplies or services required for the performance of a contract, contract modification, or subcontract.

Appendix B Subcontracting Plan Template

2. ab

The total estimated dollar value of all planned subcontracting (to all types of business concerns) under this contract is \$
te that if the contract is expected to include options, the goals shall be established separately for the base period and each option year.
The following percentage goals (expressed in terms of total planned subcontracting dollars) are applicable to the solicitation (contract) cited
ove. The offeror shall include all subcontracts and purchases that contribute to contract performance and may include a proportionate share
products and services that are normally allocated as indirect costs. <i>Note that in calculating all goals, the denominator is always the total</i>
timated dollars to be subcontracted. In addition, all goals should be to the tenth of a percent.
a. Large Business concerns:%
b. Small Business (SB) concerns:% The total percentage of planned subcontracting with small business concerns
includes total dollars planned to be subcontracted with Small Business (including ANC and Indian Tribes and Qualified Nonprofit Agencie for the Blind and Severely Handicapped), Small Disadvantaged Business (including ANCs and Indian Tribes), Women -Owned Small
Business, Historically Underutilized Business Zone small business, Veteran–Owned Small Business and Service-Disabled Veteran-Owne
Small Business. Note that the sum of Large Business plus Small Business is always 100.0%. Also note that the sum of the subsets of
Small Business may not equal 100 percent; i.e. a firm may be claimed in more than one category.
c. Small Disadvantaged Business (SDB) concerns (including ANCs and Indian Tribes):%. Note that this is a subset of
Small Business.
d. Women-Owned Small Business (WOSB) concerns:% Note that this is a subset of Small Business.
e. Historically Underutilized Business Zone (HUBZone) small business concerns:%. Note that this is a subset of Small
Business.
f. Veteran-Owned Small Business (VOSB) concerns:%. Note that this is a subset of Small Business.
g. Service-Disabled Veteran-Owned Small Business (SDVOSB) concerns:
can never exceed VOSB. It is also a subset of Small Business.

Note that Public Laws (PL) 99-661and 103-355 mandate goals of no less than 5.0% for SDB and WOSB respectively while PL 105-135 and 106-50 mandate goals of no less than 3.0% for HUBZone and SDVOSB respectively. If the contractor can not meet these percentages, it must provide a reasonable explanation as to why it can not.

3. The following dollar values correspond to the percentage goals sho	wn in 2
above. Per FAR 19.703(b), Contractors acting in good faith may re	ely on <u>written</u>
representations by their subcontractors regarding their small busing	ess status or
SBA Certifications, when required by regulation with the exception	of HUBZones.
a. Large business concerns: \$	
b. Small Business (SB) concerns (including ANC and I	ndian Tribes,
and Qualified Agencies for the Blind and Severely Ha	ndicapped): \$
c.Small Disadvantaged Business (SDB) concerns (incl	uding ANC and Indian Tribes) \$
d. Women-Owned Small Business (WOSB) concerns:	3
e. Historically Underutilized Business Zone (HUBZone	small business concerns: \$
Note that the contractor must confirm that a subcontractor	ctor representing itself as a HUBZone small business concern is
certified by SBA as a HUBZone small business conce	ern by accessing the System for Award Management (SAM) database or
by contacting the SBA.	
f. Veteran-Owned Small Business (VOSB) concerns: \$	
g. Service-Disabled Veteran-Owned Small Business	(SDVOSB) concerns: \$
	ed under this contract. Place an X under each category of business that
SDVOSB firms are also SBs.	is SDVOSB is also a VOSB. Also, all SDB, WOSB, HUBZone, VOSB and
	LD OD ODD WOOD LIUDZ VOOD ODVOOD
Product/Service	LB SB SDB WOSB HUBZone VOSB SDVOSB

5.	The	e following method was used to develop the above subcontra <mark>cting goals. <i>Explain how the product/service areas to be</i> sub-</mark>	contracted
we	e est	stablished and how the SB, SDB (including ANCs and Indian <mark>Tribes), WOSB, HUBZone SB</mark> , VOSB and SDVOSB capabi	lities were
det	ermir	ined.	

6. The following method was used to identify potential sources for solicitation purposes: e.g., existing company source lists, the System for Award Management database (SAM), 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, Procurement Technical Assistance Centers, or Small, HUBZone, Small Disadvantaged, Women-Owned Small Business and Veteran-Owned/Service-Disabled Veteran-Owned Small Business trade associations. A firm may rely on the information contained in SAM as an accurate representation of a concern's size and ownership characteristics for the purposes of maintaining a small, veteran-owned small, service-disabled veteran-owned small, HUBZone small, small disadvantaged, and women-owned small business source list. Use of SAM as its source list does not relieve a firm of its responsibilities (e.g., outreach, assistance, counseling, or publicizing subcontracting opportunities) in this clause. Also note that per FAR 19.703(b), Contractors acting in good faith may rely on written representations from their subcontractors regarding their small business status or SBA Certifications, when required by regulation with the exception of HUBZones.

7. Indirect and overhead costs _____ have _____have not been included in the goals specified in paragraphs 2 and 3 above. If indirect and overhead costs are included, explain the method used in determining the proportionate share of such costs to by allocated as subcontracts to SB, SDB (including ANCs and Indian Tribes), WOSB, HUBZone SB, VOSB, and SDVOSB concerns and the products and services planned.

products or services that they are capable of providing.

. The following employee will administer the subcontracting program:
ame:
itle:
ddress:
elephone No Fax No:
-Mail Address:
his individual's specific duties, as they relate to the firm's subcontracting program are as follows: Delete those duties that do not apply.
General responsibility for this company's Small Business Program, to include the development, preparation, and execution of individual ubcontracting plans, and for monitoring performance relative to contractual subcontracting requirements contained in this plan, and including ut not limited to:
Developing and maintaining bidders' lists of SB, SDB (including ANCs and Indian Tribes), WOSB, HUBZone sb, VOSB, and SDVOSB oncerns from all possible sources.
Ensuring that procurement packages are structured to permit SB, SDB (including ANCs and Indian Tribes), WOSB, HUBZone sb, VOSB and DVOSB concerns to participate to the maximum extent possible.

*Assuring inclusion of SB, SDB (including ANCs and Indian Tribes), WOSB, HUBZone sb, VOSB and SDVOSB concerns in all solicitations for

Continued from #8:

*Reviewing solicitations to remove statements, clauses, etc. which may tend to restrict or prohibit SB, SDB (including ANCs and Indian Tribes), WOSB, HUBZone sb, VOSB and SDVOSB concerns' participation.

*Ensuring periodic rotation of potential subcontractors on bidders lists.

*Ensuring that the proposal review board documents its reason for not selecting lowest priced proposals submitted by SB, SDB (including ANCs and Indian Tribes), WOSB, HUBZone SB, VOSB and SDVOSB concerns.

*Ensuring the establishment and maintenance of records of solicitations and subcontract award activity.

*Attending or arranging the 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 periodic subcontracting reports.

*Coordinating the contractor's activities during the conduct of compliance reviews by Federal agencies.

*Coordinating the conduct of the contractor's activities involving its small business subcontracting program.

*Additions to the duties specified above are as follows:

- **9.** The following efforts shall be undertaken to assure that SB, SDB (including ANCs and Indian Tribes), WOSB, HUBZone sb, VOSB and SDVOSB shall have an equitable opportunity to compete for subcontracts. *Delete those efforts under A and B that do not apply.*
 - A. Outreach efforts to obtain sources:
 - 1. Contacting small business trade associations.
 - 2. Contacting business development organizations and local chambers of commerce.
 - 3. Attending SB, SDB, WOSB, HUBZone, VOSB and SDVOSB procurement conferences and trade fairs.
 - 4. Contacting the local Procurement Technical Assistance Center (PTAC).
 - Advertising subcontracting opportunities on SUB-Net (https://web.sba.gov/subnet/search/index.cfm)
 - B. Internal efforts to guide and encourage purchasing personnel:
 - 1. Conducting workshops, seminars, and training programs.
 - 2. Establishing, maintaining, and utilizing SB, SDB, WOSB, HUBZone, VOSB, and SDVOSB source lists, guides and other data for soliciting subcontractors.
 - 3. Monitoring activities to evaluate compliance with the subcontracting plan.

The offeror (contractor) shall perform the following in order to effectively implement this plan to the extent consistent with efficient contract performance [see FAR 52.219-9(e)]:

- a. Arrange solicitations, time for preparation of bids, quantities, specifications, and delivery schedules to facilitate participation by all categories of small business.
- b. Provide adequate and timely consideration of the potentialities of all categories of small firms in all "make-or-buy" decisions.
- c. Counsel and discuss subcontracting opportunities with representatives of all categories of small firms.
- d. Confirm that a subcontractor representing itself as a HUBZone sb is identified as a certified HUBZone sb by accessing SAM or by contacting the SBA.
- e. Provide notice to subcontractors concerning the penalties and remedies for misrepresentations of business status as Small, Small Disadvantaged, Women-Owned, HUBZone small, Veteran-Owned or Service-Disabled Veteran-Owned Small Business for the purpose of obtaining a subcontract that is to be included as part or all of a goal contained in the Contractor's subcontracting plan.
- f. For all competitive subcontracts over the simplified acquisition threshold in which a small business concern received a small business preference, upon determination of the successful subcontract offeror, the Contractor must inform each unsuccessful small business subcontract offeror in writing of the name and location of the apparent successful offeror prior to award of the contract.
- 10. The offeror (contractor) agrees that the FAR 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 that receive subcontracts in excess of \$700,000 will be required to adopt and comply with a subcontracting plan similar to the plan required by FAR 52.219-9 entitled "Small Business Subcontracting Plan". Such plans will be reviewed by comparing them to the provisions of applicable Public Laws 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 SB, SDB (including ANCs and Indian Tribes), WOSB, HUBZone sb, VOSB and SDVOSB 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.

11. The offeror (contractor) agrees to:

- a) Cooperate in any studies or surveys as may be required.
- b) Submit periodic reports so that the Government can determine the extent of compliance by the offeror with the subcontracting plan.
- c) Submit the Individual Subcontracting Report (ISR) and/or the Summary Subcontract Report (SSR), in accordance with the paragraph (I) of this clause using the Electronic Subcontracting Reporting System (eSRS) at http://www.esrs.gov. The reports shall provide information on subcontract awards to Small Business concerns (including ANCs and Indian tribes that are not small businesses), Veteran-Owned Small Business concerns, Service-Disabled Veteran-Owned Small Business concerns, HUBZone small business concerns, Small Disadvantaged Business concerns (including ANCs and Indian tribes that have not been certified by the Small Business Administration as Small Disadvantaged Businesses), and Women-Owned Small Business concerns. Reporting shall be in accordance with this clause, or as provided in agency regulations.

NOTE: In accordance with a Class Deviation dated September 9, 2013, Department of Defense (DoD) SSR reports for contracts under Individual Subcontracting Plans will now be submitted annually and are due within 30 days of the end of the reporting period, September 30. Those SSRs will be submitted to DoD rather than to the DoD department or agency. There is only 1 consolidated SSR for a contractor under an Individual Plan.

In addition, there is no longer a requirement to submit the Year-End Supplementary Report for Small Disadvantaged Business or the Small Disadvantaged Participation Report [Federal Register, Vol. 79, No. 198, Page 61580].

- d) Ensure that its subcontractors with subcontracting plans agree to submit the ISR and/or the SSR using eSRS.
- e) Provide its prime contract number, its DUNS number, 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.
- f) Require that each subcontractor with a subcontracting plan provide the prime contract number, its own DUNS number, 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.

- **12.** The offeror (contractor) agrees that it will maintain at least the following types of records to document compliance with this subcontracting plan:
 - a. Source lists, guides, and other data identifying SB, SDB, WOSB, HUBZone sb, VOSB and SDVOSB concerns.
 - b. Organizations contacted to locate SB, SDB, WOSB, HUBZone sb, VOSB and SDVOSB concerns.
 - c. Records on all subcontract solicitations of more than \$150,000, indicating for each solicitation (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 HUBZone sb concerns were solicited and, if not, why not; (5) whether VOSB concerns were solicited and, if not, why not; (6) whether SDVOSB concerns were solicited and, if not, why not; and (7) if applicable, the reason the award was not made to a small business concern.
 - d. Records of any outreach efforts to contact trade associations, business development organizations, conferences and trade fairs to locate small firms, and veterans service organizations.
 - e. Records of internal guidance and encouragement provided to buyers through workshops, seminars, training, etc. and monitoring performance to evaluate compliance with the program's requirements.
 - f. On a contract-by contract basis, records to support award data submitted to the Government including the name, address and business size of each subcontractor. *Contractors having commercial plans need not comply with this requirement.*

NOTE: The Director of Defense Procurement and Acquisition Policy issued a Class Deviation to the FAR which changed the reporting requirements effective as of September 13, 2013. If a prime contractor and/or subcontractor is performing work for more than one executive agency, a separate report shall be submitted to each executive agency covering only that agency's contracts, provided at least one of that agency's contracts is over \$700,000 (over \$1.5 million for construction of a public facility) and contains a subcontracting plan. For DoD, a consolidated report shall be submitted for all contracts awarded by military departments/agencies and/or subcontracts awarded by DoD prime Contractors. The consolidated SSR shall be submitted annually for the twelve month period ending September 30. The report is due 30 days after the close of the reporting period.

In addition, the Deviation changed Defense Federal Acquisition Regulation Supplement (DFARS) 252.219-7003(h)(1)(ii) and 2(ii) to read: (h)(1)(ii) To submit the consolidated SSR for an individual subcontracting plan in eSRS, the contractor identifies the Government Agency in Block 6 ('Agency to which the report is being submitted') by selecting the "Department of Defense (DoD) (9700)' from the top of the second dropdown menu. Do not select anything lower.

(h)(2)(ii) The authority to acknowledge receipt or reject SSRs in eSRS resides with the SSR Coordinator."

An interim rule in the Federal Register effective October 14, 2014, eliminated DFARS 219.704(1) which allowed DoD prime contractors to take SDB credit for subcontract awards to Historically Black Colleges and Universities/Minority Institutions (HBCU/MI) due to the expiration of 10 U.S.C. 2323 on which the provision was based.

Signed:	
Date:	
Гуреd Name:	
Fitle:	

All Offerors (**both large and small businesses**) are required to complete a Small Business Participation Plan. Offerors should propose the level of participation of small businesses (as a small business prime and/or small business subcontractors) in the performance of the acquisition relative to the objectives/goals set forth in the evaluation of this area.

- (a) Check the applicable size and categories for the **PRIME** offeror only -- Check all applicable boxes:
 - { } Large Prime (OTSB)
 - { } Historically Black Colleges or Universities / Minority Institutions (HBCU/MI)
 - { } Small Business Prime; also categorized as a
 - { } Small Disadvantaged Business (SDB)
 - { } Woman-Owned Small Business (WOSB)
 - { } Historically Underutilized Zone (HUB Zone) small business
 - { } Veteran Owned Small Business (VOSB)
 - Service-Disabled Veteran-Owned Small Business (SDVOSB)

- **(b)** Submit the total combined percentage of work to be performed by both OTSB and small businesses (include the percentage of work to be performed both by Prime and Subcontractors):
- Example: If Prime proposes a price of \$1,000,000,000 (including all options), and small business(es) will provide \$250,000,000 in services/supplies as a prime or subcontractor, the % planned for small businesses is 25%; and 75% for large business equaling 100%.

Total Percentage planned for Large Business(es) _____% = \$ ____ Total Percentage planned for Small Business(es) _____% = \$ ____ 100%

When combined, Large and Small Business total must equal 100%.

(c) Indicate the total percentage of participation to be performed by each type of subcategory small business. The percentage of work performed by Small Businesses that qualify in multiple small business categories may be counted in each category:

Small Disadvantaged Business _____% Woman Owned Small Business _____% HUBZone small business _____% Veteran-Owned Small Business _____% Service-Disabled Veteran-Owned Small Business ____% HBCU /MI _____%

Example: Victory Prop Mgmt (WOSB and SDVOSB) performing 2%; and Williams Group (SDB, HUBZone and WOSB) performing 3%.

Results equate to: SDB 3%; HUBZone 3%; WOSB 5%; SDVOSB 2%; VOSB 2%). SDVOSBs are also VOSBs automatically; however VOSBs are not automatically SDVOSBs.

(d) List principal supplies/services to be performed by Small Businesses:

Note: If a Small Business qualifies also as a WOSB and a SDVOSB, you can add them to each category below in which they qualify.

Name, Address & CAGE of Company and Type of Service/Supply		
Small Business (SB):	Small Disadvantaged Business (SDB):	
Women-Owned Small Business (WOSB):	Historically Underutilized Business Zone	
	(HUBZone):	
Veteran-Owned Small Business (VOSB):	Service-Disabled Veteran- Owned Small	
	Business (SDVOSB):	
Historically Black Colleges and Universities / Minority Institutions (HBCU/MI):		

How is a Business Determined to be Small?

SBA Table of Small Business Size Standards Matched to North American Industry Classification System (NAICS) Codes

- -- Go to https://www.sba.gov/
- -- Click on Contracting button
- -- From drop-down menu select Getting Started
- -- Click Small Business Size Standards
- -- Click Table of Small Business Size Standards

- -- On the **Table of Small Business Size Standards** page, the first sentence reads: "To help small business owners assess their small business status, SBA has established a **Table of Small Business Size** Standards (pdf file/excel file)."
 - -- Click on pdf file/excel file
 - -- Table will download

Note: Always check the date on the title page, lower right hand corner to make sure it is the latest version.

NAICS - North American Industrial Classification System

Each NAICS is a 6 digit number

Digits 1 & 2 identify the Sector

Digit 3 the Sub-Sector

Digit 4 identifies the Industry Group

Digit 5 identifies the NAICS Industry

Digit 6 the National Industry

To make a NAICS Code search, go to:

http://www.census.gov/www/naics/

11 Agriculture, Forestry, Fishing and Hunting	53 Real Estate and Rental and Leasing
21 Mining, Quarrying and Oil and Gas	54 Professional, Scientific, and Technical
Extraction	Services
22 Utilities	55 Management of Companies and Enterprises
23 Construction	56 Administration and Support and Waste Management and Remediation Services
31-33 Manufacturing	
	61 Educational Services
42 Wholesale Trade	
	62 Health Care and Social Assistance
44-45 Retail Trade	
	71 Arts, Entertainment and Recreation
48-49 Transportation and Warehousing	
	72 Accommodation and Food Services
51 Information	
	81 Other Services (Except Public
52 Finance and Insurance	Administration)

92 Public Administration

Restriction on the use of NAICS

- Neither Government Contracting Officers nor Prime Contractors can use NAICS Codes in the 42 and 44-45 sectors for the acquisition of supplies.
- Use applicable NAICS manufacturing codes instead.

Contractor Registration in eSRS:

- Registration in eSRS is a two-part process Submitting a registration request and Waiting for approval from eSRS.
- Part 1 Requesting Approval
 - Visit http://www.esrs.gov to register.
 - 2. Select "Contractors" under "Log-In or Register Now".
 - 3. Select "New Contractors: Register".
 - 4. Enter your company's DUNS number.
 - Review your company information. This information is pulled directly from SAM. If it needs to be updated, stop the registration process and go to https://www.sam.gov/portal/SAM/#1 to update your information.
 - 6. Fill in the contact information.

Tip: Be sure that the DUNS number you use is the same as the one on the contract for which you are reporting.

Part 2 – Registration Approval:

- Check your email for a message from <u>esrs@gsa.gov</u>. This email will confirm your registration request.
- To finish the registration process, click on the link provided in the email.

Entering an ISR:

- 1. Make sure you are registered in eSRS.
- 2. Click on "Contractor".
- 3. Click on "File ISR" from the left navigation and then on "Continue". Because eSRS contains a number of new fields that did not exist on the SF294, you will need the following for referral if you are the prime:
 - a) DUNS number as it appears on your contract
 - b) Product and Service Codes
 - c) NAICS as it appears on your contract
 - d) E-mail address of Agency responsible for reviewing the report
 - e) Current contract value

- 4. If you are a subcontractor, you will also need:
 - a) The Prime Contract Number
 - b) The Subcontract Number
 - c) The Prime Contractor's DUNS Number
 - d) Email address of the Prime Contractor's employee who has the responsibility to review the report.
- 5. Enter the contract number (no dashes). If there are existing contracts in the system under the DUNS number you entered, they will appear in the drop down menu.
- 6. Once eSRS has found your contract, indicate whether you are the prime or the sub for the contract.

- 7. Your contract information will be pulled directly from FPDS/NG. Ensure that the information provided is correct. If not, inform your Government contracting official of the error(s).
- 8. Fill in any open boxes showing on the screen. These represent information not found in FPDS/NG.
- Enter the dollar values in each box. All mandatory fields are marked with a red *. eSRS will automatically calculate percentages.
- 10. Certify your information and include contact information for the person at your organization who administers the contract. [This may be different than the person who is submitting the report.]

- 11. Include the email addresses of those individuals you would like notified that your report has been submitted. You <u>must</u> include the Government contracting official responsible for your contract.
- 12. Review the information you have inputted and select "Submit". Those that you have designated with email addresses will receive notification that the report has been filed.
- 13. The Approving Official is the Contracting Officer who issued the contract.
- 14. Keep a copy of what you filed.

*** TIP ***

If you get an error message that your contract number does not match any contracts in the system, contact your Government contracting official. The contract you are trying to reference is not coded in the Federal Procurement Data System/Next Generation (FPDS/NG) as having a subcontracting plan. Accordingly, this needs to be updated in FPDS/NG by the Government before you can proceed with entering your ISR.

Entering an SSR:

- 1. Make sure you are registered in eSRS.
- 2. Log into http://www.esrs.gov and select "Contractor".
- Click on "File SSR" from the left navigation and then "Continue".
 Because eSRS contains a number of new fields that did not exist on the SF295, have your DUNS number, Product and Service Codes and NAICS available for referral.
- 4. Select the type of Subcontracting Plan for which you are submitting the SSR: "Individual" or "Commercial".
- Input your company's DUNS number. Your company information will be pulled directly from SAM. If your company information is incorrect, you must go to https://www.sam.gov/portal/SAM/#1 and update the information
 - before proceeding with the SSR.
- 6. Input the date submitted and your contact information.

- 7. Reporting Period:
 - -- Individual Subcontracting Plan, select the year that corresponds with your report.
 - -- Commercial Subcontracting Plan, the reporting period and the year are the dates covered by your Commercial Subcontracting Plan.
- 8. For a report submitted under an <u>Individual Subcontracting Plan</u>, select "Department of Defense (DoD)(9700)" as the Agency.
- Check the box indicating whether you are a prime contractor or subcontractor for this report.
- 10. Provide the name and NAICS Code of the major product(s) or service line(s) of your company.
- 11. Fill in the subcontracting data for each business category. If submitting a report based on a Commercial Subcontracting Plan, specify the agencies to which you are submitting your report and the percentage of dollars attributable to each. Also, indicate which agency approved the Commercial Subcontracting Plan

- 12. Provide the contact information for the person at your company who administers the subcontracting program. This person may be different than the person who is submitting the report. (NOTE: This will <u>not</u> be the name of any Government contracting official responsible for your contracts.) Then, certify that the information contained in the report is accurate and that the totals do not include lower-tiers.
- 13. Provide the name and title of the CEO in your company. Certify that the CEO will review your report and will sign a hard copy that will be kept on file for four (4) years.
- 14. Include the email addresses of those individuals you would like notified that your report has been submitted. This <u>must</u> include the Government contracting official responsible for your contract.
- 15. Review the information you have inputted. Select "Continue" and then "Submit". Those that you have designated with email addresses will receive notification that the report has been filed.

Common mistakes on the forms:

Make sure the data is ACCURATE

- Block 2: Wrong or incomplete DUNS Number.
- Block 6: Administering Activity. If you are reporting to NASA or Civilian Agencies, you will have to issue an SSR to those agencies.
- Block 7: Report on both subcontract number, if applicable, and appropriate contract number.
- Block 8: Use most recent address and street number for the Buying Activity.
- Ensure data is cumulative on an annual basis for the SSR and for the life of the contract for the ISR.

Dynamic Small Business Search (DSBS)

- Website maintained by the Small Business Administration (SBA).
- Go to http://dsbs.sba.gov/dsbs/search/dsp_dsbs.cfm.
- Searches can be by:

Location of Profile: State (single or multiple)

Federal Government Certifications [8(a) or HUBZone]

Ownership and Self-certifications:

Any Minority Owned

Any Native American Owned:

Tribally Owned

ANC Owned

Native Hawaiian Org (NHO) Owned

Other Native American

Other Minority Owned

Community Development Corporation (CDC) Owned

Self-Certified Small Disadvantaged Business

Service-Disabled Veteran-Owned

Veteran-Owned (including Service-Disabled Veteran-Owned)

Ownership and Self-certifications (cont.)

Any WOSB

WOSB under the Women-Owned Small Business Program

EDWOSB under the Women-Owned Small Business Program

WOSB Joint Venture

EDWOSB Joint Venture

NAICS Codes (including "Buy green")

Keywords

General Nature of Business

Manufacturing

Construction

Research & Development

Services

Minimum Acceptable Bonding Levels
Construction Bonding Level (per contract)
Construction Bonding Level (aggregate)
Service Bonding Level (per contract)
Service Bonding Level (aggregate)

Quality Assurance Standards
ANSI/ASQC Z1.4
ISO-9000 Series ISO 10012-1
MIL-Q-9858
MIL-STD-45662A

Size must be: (Employees and/or Annual Gross Revenue)
At least _____
No more than

Capabilities

Accepts Government Credit Card? Required or Not Required GSA Advantage contract? Required or Not Required Exporter?

CAGE Codes or DUNS Numbers [if known]

Vendor Name – if you are not sure of the exact name, hit

"Sounds Like" Matching,

"First Letter" Matching, or

"Contains" Matching

System for Award Management (SAM)

- SAM combines Federal procurement systems and the Catalog of Federal Domestic Assistance into one new system. This consolidation is being done in phases.
- The first phase of SAM includes the functionality from the following systems:

Federal Agency Registration (Feeder)

Online Representations and Certifications Application (ORCA)

Excluded Parties List System (EPLS)

Additional systems will be added later.

- Go to: https://www.sam.gov/portal/SAM/#1
- <u>Do not</u> use a search engine to find <u>www.sam.gov</u> as this is likely to bring you to commercial sites that charge a fee for registration
- Enter a Business Name, DUNS number, or CAGE code to search for the entities that you are interested in reviewing. Although there are 3 search bars, you can only use one at a time. The top search bar allows you to enter any search term such as Business Name and/or location. [If you enter location, separate it by commas.] You can also enter exclusion search terms to search for exclusion records. If you want to search for only a DUNS number or a CAGE code you can use the bottom two search bars. Once a search has returned results, use the filters provided to narrow the search.

Tip: Business Name is the least effective search term.

SAM Filters There are 4 primary filters which are case sensitive.

By Record Status

Active (has current SAM registration)

Inactive (SAM registration has expired)

By Functional Area

Entity Management

Performance Information

The 2 Functional Area filters each have several sub-filters. These sub-filters have additional sub-filters.

- Government employees must create a SAM user account with their Government email address. Some entities have chosen to opt out of public display. Even if they are registered in SAM, you will not see their entity registration records in a public search. You can only see them if you are logged in as a Federal Government user.
- Log in before searching in order to see For Official Use Only (FOUO) information and those registrants who opted out of the public search

Moving around in SAM

- Search results represent the broadest set of records that match your criteria. You may get entity registration records that are still in progress or have been submitted, but not yet activated. Check the record status of each result and use the Search Filters to narrow your results.
- When you get a result, you will see a block of information including the firm name, DUNS number, CAGE code and Status (active or inactive).
- There will also be a colored rectangle in the upper left of the block. If the firm is not on the Excluded Parties list, the block will be green; if the firm is on that list, the block will be purple.

- There will also be a rectangle in the lower right of the block marked "View Details". Click on this block for additional information.
- If you want to perform a new search, be sure to use the Clear Search button to remove your results.
- <u>IMPORTANT:</u> To return to the search page, do NOT use the back arrow; this will close the program. Instead, use the button on the left marked "Return to Search".
- If you have a SAM user account and are logged in, you can use the Save Search button to run your current search again at a later time.

Hitting "View Details" takes you to a new screen showing:

Entity Record

Core Data (including address, start date, & structure)

Assertions (including NAICS Codes and size information)

Representations and Certifications (including SB categories)

Points of Contact

Federal Procurement Data System-Next Generation (FPDS-NG)

- FPDS-NG is a public, searchable database of all contract actions on contracts over the micro-purchase threshold (\$3,500). It contains comprehensive information on what Federal agencies purchased, when, and from whom. It can be searched by agency, NAICS code, FSC/PSC code, vendor DUNS number, contract number, and many other variables.
- The default utility in FPDS-NG is called ezSearch, and may be used without login. More sophisticated search and reporting tools are available if you choose to log in, which requires a simple registration to obtain a Log-in ID and Password.

- Go to: https://www.fpds.gov/fpdsng_cms/index.php/en/.
- Enter a Business Name, DUNS number or NAICS code to search for the entities that you are interested in reviewing. Searching works best on unique terms using standard syntax:

PRODUCT_OR_SERVICE_CODE: "6150" (for example)
PRINCIPAL_NAICS_CODE: "921190"
REF_IDV_PIID: "N0010405GA754" (contract number)

• Business Name is not reliable because FPDS sees every minor variation of a name as a different entity; i.e. Raytheon Company does not equal Raytheon Co does not equal Raytheon Company Inc. DUNS works well as the 9-digit number alone. Replacing name with DUNS can be used to consolidate variations on a company name.

Useful features include:

- "Top 10 Lists" for Department, Agency and Vendor Full Name left hand side of page.
- "Search Criteria" displays current search criteria and allows element-byelement deletion – upper right.
- "Sort By" allows a single sort criterion, either ascending or descending center right.
- "Recent Searches" allows toggling back to recent searches lower right.
- "Advanced Search" allows addition of search terms and "search within" option right side of top search bar.
- PDF and CSV utilities the PDF button formats the entire report in a printable (but not very useful) format. The CSV button creates a MicroSoft Excel spreadsheet –very useful that can be saved and manipulated.
- "View" Within each record, next to the "Award ID", is a button labeled "(View)". Click on this to drill down to a more detailed record.

 FPDS can be used to find experienced vendors or to find information about a prospective vendor's past experience with Federal government contracts.

Business Identification Numbers Cross-referencing System (BINCS)

- BINCS is a search engine for foreign and domestic manufacturers, suppliers and potential contractors supporting the Federal supply chain.
 Information in this system is cross-referenced to permit inquiry by CAGE, DUNS, Company Name, Phone Number, SIC Code, ZIP code and JCP Certification Number.
- Information about the supplier is returned from the CAGE File, and the Joint US/Canada Certification Program (JCP).
- BINCS provides basic data of the Cage File and linkages to the SAM public view source and Joint US/Canada Certification Program source system for an expanded view of the trading partner's profile.

- Go to https://cage.dla.mil/search
- You may perform a wildcard search on a company name by placing a "?" after the name. BINCS will search by each individual word (up to three words). Example: WOOD WORKING? The partial company name must contain at least 3 characters in addition to the "?". The company name field will ignore common words such as "the" ♠ and ♠" and ".♠ Example: ASP?
- The phone number must contain at least 6 digits. The phone number field must include the area code and the exchange code. Example: 616555

- When entering Company or SIC you may further narrow the search by selecting the corresponding state field. Searching by the state alone does not constitute valid search criteria.
- BINCS will provide a table showing: Business Name, CAGE Code, DUNS Number, JCP, ZIP Code, State and Phone Number. This information is preceded by >>.
- Click on the >> which appears to be the firm you are seeking. The next screen will provide you with a profile of the company including Street Address, Point of Contact, Web Page, and Status (Active/Inactive). A button in the profile allows you to do a SAM inquiry for the firm.

Department of Veterans Affairs (VA)

- VA's highest contracting priority is SDVOSB. These are followed in order by: VOSB, 8(a), HUBZone, WOSB, all other small business.
- VA maintains a listing of verified VOSB and SDVOSB firms. For a firm to work for the VA as either a VOSB or an SDVOSB, it must be verified as such by the Center for Verification and Evaluation (CVE), formerly the Center for Veterans Enterprises. For all other agencies, VOSB and SDVOSB are self-certified categories.

Note: many legitimate VOSBs & SDVOSBs elect not to verify with the CVE due to difficulty in doing so, long processing time and the fact that only VA requires it.

- To Search the VA database, go to https://www.vip.vetbiz.gov/.
- While the firms in the VA database are also in SAM, the VA certification serves as an extra level of assurance that the firms are really VOSB or SDVOSB.

Thomas Register

- Go to http://www.thomasnet.com.
- Can identify firms by category, company name, brand, and United Nations Standard Products and Services Code (UNSPSC) commodity code.
- The Standard Industrial Classification (SIC) and the North American Industry Classification System (NAICS) coding systems describe the operations of a business, while the UNSPSC provides a very specific product-centric viewpoint.
- Can also source components, parts, raw materials, and equipment by keyword, specification, part number and UNSPSC commodity code

SBA SUB-Net

 The SUB-Net database <u>http://web.sba.gov/subnet/search/dsp_search_option.cfm</u> is used to post subcontracting opportunities which may or may not be reserved for small business and may include either solicitations or other notices.

To post a SUB-NET solicitation or a notice

- From the main SUB-*Net* screen, click on "Post" from the navigation tool bar on top of the screen.
- If this is the first time you have used SUB-Net for this purpose, you will need to click "Sign me Up!" This will take you to the "Request GLS account" screen.

- Fill out the necessary information and submit. You will receive an instant confirmation that the request has been received. Your User ID and Password will be sent to you immediately through email.
- At the first login to SUB-Net, you will be prompted to enter your complete company profile, without which you can not post solicitations. Fill out the required information and click the "Submit" button at the bottom of the screen.
- You must post at least 1 solicitation or notice when you register. Your company profile will be deleted if not accompanied by a solicitation.
- If you are not ready to post a solicitation, don't fill out the company profile form now; rather, return to SUB-Net and fill out the profile at the same time you post your first solicitation.

- SBA needs two business days to process your request. Once your profile is activated, you will be able to post additional solicitations and notices and see them "go live" instantaneously.
- If your firm is already registered in the system, go to "Take Me to GLS Login". Enter your User ID and Password.
- The next screen is a "Welcome" screen. Scroll down to the bottom of this page and click "OK."
- The next screen is the "Choose Function" screen. Click on "Sub-Net", then click "Post" in the top navigation bar of the screen.
- Select "Enter Solicitation" from the left-hand side of the screen and fill in the required information.

To search for a solicitation or a notice

You can search for subcontracting opportunities in several ways.

- If looking for opportunities in a particular industry, search for all Requests for Proposals and Notices of Sources Sought by the North American Industry Classification System (NAICS) code for that industry.
- From the main menu (buttons on top), click "Search" then click "Search
 the database" on left panel and enter the six-digit NAICS code for your
 industry. (Add a zero to the end if the NAICS general industry code
 contains only 5 digits.)
- If you don't know the NAICS code for your industry, SUB-Net provides a hot-link to the NAICS code web site, so you can look it up first.

- If you would rather not worry about NAICS codes or if you want to look at every opportunity on the bulletin board regardless of industry, click "View all solicitations." This will display everything on the bulletin board for which the bid date has not yet expired. (All notices on this page are sorted in order of bid closing date, and drop off automatically on the date and hour that they expire.)
- When you find a solicitation or notice that appeals to you, simply print out a hard copy for your records and contact the company that posted the notice for a copy of the complete bid package. Everything posted on SUB-Net will have the name, telephone number, fax number, and e-mail address of a person to contact for questions or additional information.

Appendix G Northeast Regional PTACs

Contact List of Northeast PTACs

CT – Lisa Wood phone: 860-437-4659 x208 email: lwood@secter.org

website: http://www.ctptap.org

MA - Peter Cokotis phone: 413-737-6712 x105 email pcokotis@isenberg.umass.edu

website: http://www.msbdc.org/ptac

ME – Kenneth Bloch phone: 207-974-3245 email: kbloch@emdc.org

website: http://www.maineptac.org

■ NH – Dave Pease phone: 603-271-7581 x315 email: david.pease@dred.nh.gov

website: http://www.nheconomy.com/sell-to-the-government

RI - Melody Weeks phone: 401-278-9141 email: melody.weeks@commerceri.com

website: http://www.riptac.com

VT – Robin Miller phone: 802-522-2526 email: robin.miller@state.vt.us

website: http://accd.vermont.gov/business/start/vtptac

NY- Matthew Bull phone: 716-938-2331 email: msbull@cattco.org

(Cattaraugus County) website: http://www.ccptac.org

Appendix G Northeast Regional PTACs

NY-Edgard Hernandez
 (LaGuardia Community College

phone: 718-482-5306

email: ehernandez@lagcc.cuny.edu

(LaGuardia Community College) website: http://laguardiaptac.org

NY- Melissa Hester
 (NYC Dept. of Small Business)

phone: 212-513-6444

email: bizhelpr@sbs.nyc.gov

website: http://www.nyc.gov/nycbusiness

NY- Amber Stevens (North Country) phone: 315-788-4400

email: astevens@northcountryptac.com

website: www.northcountryptac.com

 NY- Anna Vulaj Fitzsimmons (Monroe County/Finger Lakes) phone: 585-753-2017

email: AVulaj@monroecounty.gov

website: http://www.MonroeCountyFingerLakesPTAC.org

NY- Lin Simeti

phone: 845-735-7040

email: lins@redc.org

(Rockland Economic Development Corporation) website: http://www.redc.org/new/index.php?/site/ptac

 NY

 – Evangeline Gelladola (South Bronx) phone: 718-732-7538

email: egelladolla@sobro.org

website: http://www.sobro.org