Small Business Subcontracting Plan

(Unless otherwise stated, the following are applicable to and must be included in purchase orders at or greater than the applicable threshold specified in FAR 19.702(a) per the contract unless notified by your buyer that a lower threshold pertains.

This plan is not required for small business or a foreign concern.)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_

Supplier Code Buyer Name Buyer Code

**Company**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Bid #** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**PO#** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**US Government Prime Contract Number**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**P/N \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Description: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

***FIRM OPTION***

# ***Total Value PO/Proposal $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

***Total Value of Current Supplement $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

# ***Total Value of Planned Subcontracting $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

1. **GOALS (Firm Quantities) 2) GOALS (Option Quantities)**

Total Value of Subcontracting $\_\_\_\_\_\_\_\_\_ $\_\_\_\_\_\_\_

%/Goal Dollars Value

To Large Business \_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_\_\_\_\_

To Small Business \_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_\_\_\_\_

# SMALL BUSINESS SUBSETS (% and $ of total subcontracting value shown above)

# SDB \_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_\_\_\_\_

WOSB \_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_\_\_\_\_

HUBZone \_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_\_\_\_\_

VOSB \_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_\_\_\_\_

SDVOSB \_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_\_\_\_\_

HBCU/MI \_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_\_\_\_\_

Offeror MUST provide an explanation if goals do not meet FAR minimum percentages of 5% for SDB, 5% for WOSB, 3% HUBZone, 3% VOSB and 3% SDVOSB \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**3)** Offeror MUST provide a description of the principal types of supplies and services to be subcontracted and an identification of the types planned for subcontracting to Large Business concerns, Small Business concerns, Small Disadvantaged Business concerns, Women-Owned Small Business concerns, HUBZone Small Business concerns, Veteran-Owned Small Business concerns, and Service-Disabled Veteran-Owned Small Business concerns. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**4)** Offeror MUST provide a description of the method used to develop the subcontracting goals. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**5)** Offeror MUST provide a description of the method used to identify potential sources for solicitation purposes. **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**6)** The offeror has included indirect costs in establishing subcontracting goals.\_\_\_Yes\_\_\_No

Offeror MUST provide a description of the method used to determine the proportionate share of indirect costs to be incurred with each small business category. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**7)** Offeror MUST provide a description of the efforts the offeror will make to assure that Small Business, Veteran-Owned Small Business, Service-Disabled Veteran-Owned Small Business, HUBZone Small Business, Small Disadvantaged Business and Women-Owned Small Business concerns have an equitable opportunity to compete for subcontracts. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**8) ASSURE CLAUSE FLOWDOWN** Assurances that the offeror will include the FAR clause 52.219-8, Utilization of Small Business Concerns and Small Disadvantaged Business Concerns (see FAR 19.708(b)), in all subcontracts that offer further subcontracting opportunities \_\_\_Yes \_\_\_No

That the offeror will require all subcontractors (except sm. business) that receive subcontracts at or greater than the applicable threshold specified in FAR 19.702(a) per the contract, unless notified by your buyer that a lower threshold pertains, to adopt a plan similar to the plan required by FAR clause 52.219-9, Small Business and Small Disadvantaged Business Subcontracting Plan (see FAR 19.708(c)) \_\_\_Yes \_\_\_No

**9) REPORTS:** Assurances that the offeror will cooperate in any studies or surveys as may be required and submit periodic reports so that the Government can determine the extent of compliance by the offeror with the subcontracting plan. After November 30, 2017, include subcontracting data for each order when reporting subcontracting achievements for indefinite-delivery, indefinite-quantity contracts intended for use by multiple agencies. Submit the Individual Subcontracting Reports (ISR) and/or Summary Subcontracting Reports (SSR) using in the Electronic Subcontracting Reporting System (eSRS) and completed in accordance with the instructions contained in the eSRS. In accordance with the requirements of the small business subcontracting plan, the offeror must report its Individual Subcontracting Report by utilizing the Electronic Subcontracting Reporting System (eSRS) system by April 30 and October 30 of each year. The eSRS website is: [http://www.esrs.gov](http://www.esrs.gov/). The Sikorsky Unique Entity Identifier (UEI) is UTJWTSLMFNG4. A Sikorsky contact is responsible for acknowledging or rejecting the report and the email address to use is [supplier\_diversity.gr-sik@lmco.com](mailto:supplier_diversity.gr-sik@lmco.com). The offeror will provide the prime contract number, its own UEI and the email address of the offeror’s official responsible for acknowledging the receipt or rejecting the ISRs to its subcontractors with subcontracting plans. \_\_\_Yes \_\_\_No

**10) RECORDS:** The offeror must retain records, and provide them on request, demonstrating the methods by which it is intended that the goals and requirements of the plan will be met. \_\_\_Yes \_\_\_No

**11) GOOD FAITH EFFORT:** The offeror will make a good faith effort to acquire goods and services from the small business concerns that it used in preparing and submitting the bid or proposal. \_\_\_ Yes \_\_\_ No

**12) WRITTEN EXPLANATION:** The offeror will provide the Contracting Officer (CO) with a written explanation if the offeror fails to acquire goods and or services as described (must be submitted to the CO within 30 days of contract completion). \_\_ Yes \_\_ No

**13) DISCUSSION:** The offeror will not prohibit a subcontractor from discussing with the CO any material matter pertaining to payment to or utilization of a subcontractor. \_\_\_ Yes \_\_\_No

**14) TIMELY PAYMENTS:** The offeror will pay its small business subcontractors on time and in accordance with the terms and conditions of the subcontract, and notify the Contracting Officer when the offeror pays a reduced or untimely payment to a small business subcontractor (see FAR 52.242.5) \_\_\_Yes \_\_\_No

**15) ADMINISTRATOR**: Name of individual to administer the subcontract plan and duties:

Print/Type Name Signature Date: Title

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Supplier SBLO Email Supplier SBLO Phone

**GENERAL INSTRUCTIONS - SMALL BUSINESS SUBCONTRACT PLAN**

This report is in accordance with FAR 52.219; Public Law 95-507; Public Law 99-661 (Section 1207); and the Federal Acquisition Streamlining Act (FASA) of 1994. The purpose is to obtain subcontracting goals from large business concerns as required by FAR flow down. This report does not apply to small business or foreign concerns.

The offeror will provide their company name and address, the Sikorsky bid or purchase order number, the Government Prime Contract number, and the Sikorsky or contractor P/N (s) with a brief description as applicable. A separate attachment may be used.

In addition, the offeror will provide the following information for each section as follows:

1. The total proposed dollar value of the FIRM quantities and the total proposed dollar value of

planned subcontracting to be made on the award or proposal. The total planned

subcontracting dollars will then be stated in dollars and percent to be subcontracted with Small

Business, Small Disadvantaged Business, Women-Owned Small Business, HUBZone, Veteran Owned Small Business, Service Disabled Veteran Owned Small Business and Large Business.

2. The total proposed dollar value of the OPTION quantities and the total proposed dollar value

of planned subcontracting to be made on the award or proposal. The total planned

subcontracting dollars will then be stated in dollars and percent to be subcontracted with Small

Business, Small Disadvantaged Business, Women-Owned Small Business, HUBZone, Veteran Owned Small Business, Service Disabled Veteran Owned Small Business and Large Business.

3. A description of the principal types of supplies and services to be subcontracted and an identification of the types planned for subcontracting to each small business category.

4. A description of the method used to develop the subcontracting goals.

5. A description of the method used to identify potential sources for solicitation purposes.

6. A statement as to whether the offeror included indirect costs in establishing subcontracting goals, and a description of the method used to determine the proportionate share of indirect costs to be incurred with each small business category.

7. A description of the efforts the offeror will make to ensure that each small business category have equitable opportunity to compete for subcontracts.

8. Certify to assure clause flow down of FAR 52.219-8 will be included in all subcontracts that

offer further subcontracting opportunities and that the subcontractor will require all its

subcontractors (except small businesses) to adopt a plan similar to the plan required by FAR

52.219-9.

9. Certify to assure the offeror will submit Individual Subcontracting Reports (ISR) and Summary Subcontracting Reports (SSR) in the Electronic Subcontracting Reporting System (eSRS ) which will be completed in accordance with FAR 52.219-9 and the instructions contained in the eSRS. Furthermore, the subcontractor will cooperate in any studies or surveys as may be required by the Government to determine the extent of compliance with the subcontracting plan.

10. Certify the offeror will retain records, and provide them on request, to demonstrate the

methods by which the goals and requirements of the subcontracting plan will be met.

11. Certify that the offeror will make a good faith effort to acquire goods and services from the small business concerns that it used in preparing and submitting the bid or proposal.

12. Certify that the offeror will provide the Contracting Officer (CO) with a written explanation if the subcontractor fails to acquire goods and or services as described (must be submitted to the CO within 30 days of contract completion).

13. Certify that the offeror will not prohibit a subcontractor from discussing with the CO any material matter pertaining to payment to or utilization of a subcontractor.

14. Certify that the offeror will pay its small business subcontractors on time and in accordance with the terms and conditions of the subcontract, and notify the CO if the offeror pays a reduced or untimely payment to a small business subcontractor (see FAR 52.242.5).

15. Provide the name of the individual who will be responsible to administer the subcontract plan. This individual must sign and date the subcontract plan, as well as provide an email address and phone number.