

Joint Warfighting Cloud Capability (JWCC)
SUBCONTRACTING PLAN FORMAT
Updated September 30, 2021

Solicitation or Contract Number:	
Contractor:	Address:
Approximate Contract Value: \$	

() Individual Plan () Master Plan () Commercial Plan

This plan follows the format for addressing the eleven elements as shown at Federal Acquisition Regulation (FAR) 52.219-9(d). Please be sure to address all eleven elements.

(1) – GOALS

State the percentage of total planned subcontracting dollars that will go to all Small Business (SB) concerns, Historically Underutilized Business Zone (HUBZone) SB concerns, Small Disadvantaged Business (SDB) concerns, Woman-Owned SB (WOSB) concerns, Veteran-Owned SB (VOSB) concerns, and Service-Disabled Veteran-Owned SB (SDVOSB) concerns.

NOTE: For contracts containing options, the percentage goals and dollars must be shown separately for EACH year.

All subcontracts that contribute to contract performance must be included, and a proportionate share of products and services that are normally allocated as indirect costs may be included.

Subcontracts awarded to an Alaska Native Corporation (ANC) or Indian tribe must be counted towards the subcontracting goals for SB and SDB concerns, regardless of the size or Small Business Administration (SBA) certification status of the ANC or Indian tribe.

Category	Contract Year 1	Contract Year 2	Contract Year 3	Contract Year 4	Contract Year 5
SB*	%	%	%	%	%
HUBZone SB	%	%	%	%	%
SDB**	%	%	%	%	%
WOSB	%	%	%	%	%
VOSB	%	%	%	%	%
SDVOSB	%	%	%	%	%

(2) – STATEMENT OF DOLLARS

The following dollar values correspond to the percentage goals in (1).

Category	Contract Year 1	Contract Year 2	Contract Year 3	Contract Year 4	Contract Year 5
Total contract value	\$	\$	\$	\$	\$
Total planned subcontracting dollars	\$	\$	\$	\$	\$
Dollars planned to be subcontracted to SB*	\$	\$	\$	\$	\$
Dollars planned to be subcontracted to HUBZone SB	\$	\$	\$	\$	\$
Dollars planned to be subcontracted to SDB**	\$	\$	\$	\$	\$
Dollars planned to be subcontracted to WOSB	\$	\$	\$	\$	\$
Dollars planned to be subcontracted to VOSB	\$	\$	\$	\$	\$
Dollars planned to be subcontracted to SDVOSB	\$	\$	\$	\$	\$

_____ Subcontracting opportunities exist for Historically Black Colleges and Universities (HBCUs) and Minority Institutions (MIs)

_____ Subcontracting opportunities do not exist for HBCUs and MIs

____ SB, HUBZone SB, SDB, WOSB, VOSB, and SDVOSB Service/Trade Associations.

____ SBA's Lists of Certified SDB and HSB Concerns.

____ SB and Minority Business trade fairs or conferences

____ Other: Explain –

(6) – INDIRECT COSTS (Check which applies.)

____ Indirect costs ***have not*** been included in establishing subcontracting goals.

____ Indirect costs ***have*** been included in establishing subcontracting goals.

If included, describe how you determine the proportionate share of indirect costs incurred with:

SB*: _____

HUBZone SB: _____

SDB***: _____

WOSB: _____

VOSB: _____

SDVOSB: _____

(7) – ADMINISTRATION OF SUBCONTRACTING PROGRAM

The following individual employed by the offeror will administer this subcontracting plan:

Name: _____ Title: _____

Telephone: _____ Address: _____

Email: _____

Description of Duties _____

(8) – EQUITABLE OPPORTUNITY TO COMPETE (Check which apply.)

Describe your efforts to ensure that SB, HUBZone SB, SDB, WOSB, VOSB, and SDVOSB will have an equitable opportunity to compete for subcontracts. These efforts include, but are not limited to, the following activities:

Outreach Efforts to Obtain Sources:

- Contacting minority and small business service and trade associations
- Contacting business development organizations
- Attending small and minority business procurement conferences and trade fairs
- Using SAM database to research sources
- Other: Explain -

Internal Efforts to Guide and Encourage Purchasing Personnel:

- Presenting workshops, seminars, and training programs
- Establishing, maintaining, and using SB, HUBZone SB, SDB, WOSB, VOSB, and SDVOSB source lists, guides, and other data for soliciting subcontracts
- Other: Explain -

(9) – INCLUSION OF FAR CLAUSE 52.219-8, “UTILIZATION OF SMALL BUSINESS CONCERNS,” IN SUBCONTRACTS

Place a check by each statement as assurance that the following will be done:

- I agree to include FAR Clause 52.219-8, “Utilization of Small Business Concerns,” in all subcontracts that offer further subcontracting opportunities.
- I will require all subcontractors (except SB concerns) that receive subcontracts in excess of \$550,000 to adopt a subcontracting plan similar to this one that complies with the eleven elements in FAR 52.219-9.

(10) – REQUIREMENT TO COOPERATE IN STUDIES AND SUBMISSION OF REPORTS

Place a check by each statement as assurance that the following will be done:

- I agree to cooperate in any studies or surveys as may be required.
- I agree to submit periodic reports so the government can determine the extent of compliance with the subcontracting plan.
- I agree to submit the Individual Subcontract Report (ISR) and/or the Summary Subcontract Report (SSR), in accordance with paragraph 1 of the clause at FAR 52.219-9 using the Electronic Subcontracting Reporting System (eSRS) at <http://www.esrs.gov>. The reports will provide information on subcontract awards to SB concerns (including ANCs and Indian tribes that are not SBs), VOSB concerns, SDVOSB concerns, HUBZone SB concerns, SDB concerns (including ANCs and Indian tribes that have not been certified by SBA as SDBs), WOSB concerns, and HICUs and MIs. Reporting will be in accordance with the clause at FAR 52.219-9, or as provided in agency regulations.
- I agree to ensure that my subcontractors with subcontracting plans agree to submit the ISR and/or the SSR using eSRS.
- I will provide this prime contract number, its DUNS number, and the e-mail address of our company 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.
- I will 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.

(11) – DESCRIPTION OF TYPES OF RECORDS TO BE MAINTAINED (Check if in agreement)

- I agree to maintain the records such as the following to show with this subcontracting plan (see 19.704(a)(11):
 - a. Source lists, guides, and other data that identify SB, HUBZone SB, SDB, WOSB, VOSB and SDVOSB concerns.
 - b. Records on organizations contacted to locate SB, HUBZone SB, SDB, WOSB, VOSB and SDVOSB sources.
 - c. Records on each subcontract solicitation resulting in an award of more than \$100,000, indicating
 - (1) Whether SB concerns were solicited and, if not, why not.
 - (2) Whether HUBZone SB concerns were solicited and, if not, why not.

- (3) Whether SDB concerns were solicited and, if not, why not.
 - (4) Whether WOSB 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.
 - (7) If applicable, the reason award was not made to a SB, HUBZone SB, SDB, WOSB, VOSB, or SDVOSB concern.
- d. Records of outreach efforts to contact:
- (1) Trade/service associations.
 - (2) Business development organizations.
 - (3) Conferences and trade fairs to locate SB, HUBZone SB, SDB, WOSB, VOSB, and SDVOSB sources.
- e. Records of internal guidance and encouragement provided to buyers through:
- (1) Workshops, seminars, training, etc.
 - (2) 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.

(12) – ASSURANCES OFFEROR WILL MAKE GOOD FAITH EFFORT TO USE THE SMALL BUSINESS OFFERORS USED IN PREPARING BID OR PROPOSAL

Assurances that the offeror will make a good faith effort to acquire articles, equipment, supplies, services, or materials, or obtain the performance of construction work from the small business concerns that the offeror used in preparing the bid or proposal, in the same or greater scope, amount, and quality used in preparing and submitting the bid or proposal. Responding to a request for a quote does not constitute use in preparing a bid or proposal. An offeror used a small business concern in preparing the bid or proposal if--

- (i) The offeror identifies the small business concern as a subcontractor in the bid or proposal or associated small business subcontracting plan, to furnish certain supplies or perform a portion of the contract; or
- (ii) The offeror used the small business concern's pricing or cost information or technical expertise in preparing the bid or proposal, where there is written evidence of an intent or understanding that the small business concern will be awarded a subcontract for the related work if the offeror is awarded the contract;

(13) – Assurances that the contractor will provide the contracting officer with a written explanation if the contractor fails to acquire articles, equipment, supplies, services or materials or obtain the performance of construction work

as described in (12) of this section. This written explanation will be submitted to the contracting officer within 30 days of contract completion.

(14) – Assurances that the contractor will not prohibit a subcontractor from discussing with the contracting officer any material matter pertaining to payment to or utilization of a subcontractor;

(15) Assurances 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 contracting officer if the offeror pays a reduced or an untimely payment to a small business subcontractor (see [52.242-5](#)).

This subcontracting plan was prepared by:

Signature: _____

Printed name: _____

Title: _____

Phone number: _____

Date prepared: _____

* Includes ANCs, Indian tribes, HUBZone SB, SDB, WOSB, VOSB, and SDVOSB when applicable.

** Includes ANCs and Indian tribes.

(End Plan)