

FEDERAL BUREAU OF PRISONS SUBCONTRACTING PLAN TEMPLATE

The Federal Bureau of Prisons (Bureau) provides this template as a guide to be used by contractors required to submit individual subcontracting plans that are consistent with Federal Acquisition Regulation (FAR) Deviation 19.109 *Small business subcontracting plans*.

This template is not intended to waive any requirements contained within the FAR or the solicitation, nor is it intended to replace any existing Corporate/Commercial Plan that is more extensive. Contractors should refer to the FAR and the solicitation if submitting an original form or adapting this template for use.

For assistance locating small business sources, please contact the Bureau's Small Business Program at BOP-ADM-SmallBusinessProgram-S@bop.gov.

Fill out the highlighted areas only. All other fields, including calculations, will auto-populate.

BUREAU SUBCONTRACTING GOALS	
Small Business (SB)	36.36%
Small Disadvantaged Business (SDB)	5%
Women-Owned Small Business (WOSB)	5%
Service-Disabled Veteran-Owned Small Business (SDVOSB)	5%
Historically Underutilized Business Zone (HUBZone)	3%
Veteran-Owned Small Business (VOSB)	N/A *
*Clause 52.219-9(d) <i>Small Business Subcontract Plan</i> requires submission of VOSB information.	
Other than Small Business (OTSB)	N/A

OFFEROR/CONTRACTOR IDENTIFICATION INFORMATION					
Date Prepared:		NAICS Code:			
Offeror/Contractor Name:					
SAM.GOV Unique Entity ID (UEI)					
Item / Service (Brief Description)					
Solicitation Number					
Is the Option to Extend Services, FAR Clause 52.217-8 included?	YES		NO		
Place of Performance (Address)					
Total Dollar Value of Contract (Base + Option Years + Option to Extend)					

TYPE OF PLAN FAR Deviation 19.206-1	
	Individual: Items developed for this contract and applicable for the full term of the contract, including option periods.
	Master: Only developed for this contract. All other elements are standard.
	Commercial: Goals developed with initial agency on a company-wide basis. If checked, stop here and attach plan.

SUBCONTRACTING PLAN REQUIREMENTS FAR Deviation 19.206-2	
Use best faith efforts and realistic stretch goals to estimate total subcontracting dollars planned for SB and "other than small business" (OTSB). - If planned subcontracting goals are below the Bureau's target goals, explain below. - Incumbents with planned subcontracting goals lower than the goals of the incumbent contract, explain below. Include additional attachments/sheets if necessary.	

TOTAL VALUE OF CONTRACT & TOTAL PLANNED SUBCONTRACTING DOLLARS FAR Clause 52.219-9(d)(2)				
TOTAL DOLLAR VALUE OF CONTRACT INCLUDING OPTIONS	Base Period			
	Option 1			
	Option 2			
	Option 3			
	Option 4			
	FAR 52.217-8 Option to Extend Services			
	Total Dollar Value of the Contract, Including Options (Auto-Calculated Field)			
<i>*Only Complete If Contract Expects More Than 5 Options*</i>	Option 5			
	Option 6			
	Option 7			
	Option 8			
	Option 9			
TOTAL DOLLARS PLANNED TO BE SUBCONTRACTED		COLUMN A – SB	COLUMN B – OTSB	COLUMN C – SB + OTSB
	Base Period			
	Option 1			
	Option 2			
	Option 3			
	Option 4			
	FAR 52.217-8 Option to Extend Services			
Auto-Calculated Field	Total Dollars Planned to be subcontracted			
<i>*Only Complete If Contract Expects More Than 5 Options*</i>	Option 5			
	Option 6			
	Option 7			
	Option 8			
	Option 9			

CONTRACTOR'S DIRECT SUBCONTRACT AWARDS FAR Clause 52.219-9(d)(2)				
- Enter the dollars planned to be subcontracted to each socioeconomic subcategory of Small Business for every period of performance under this contract. Include the Base Year, Option Year(s) (if applicable), and the amount for FAR 52.217-8. - The same dollars may be applied to more than one Small Business subcategory. <u>Example:</u> A \$100 subcontract to a WOSB, SDVOSB will auto-populate in ALL SB. The same \$100 subcontract should also be applied to each of the following socioeconomic subcategories: WOSB; VOSB; and SDVOSB.				
ALL SB <i>(including SDB, WOSB, HUBZone, VOSB, SDVOSB)</i>		Total Planned Sub-Contract Dollars	% Subcontract Dollars	% Contract Dollars
	Base			
	Option 1			
	Option 2			
	Option 3			
	Option 4			
FAR 52.217-8 Option to Extend Services				
Totals				
SDB	Base			
	Option 1			
	Option 2			
	Option 3			
	Option 4			
	FAR 52.217-8 Option to Extend Services			
Totals				
WOSB	Base			
	Option 1			
	Option 2			
	Option 3			
	Option 4			
	FAR 52.217-8 Option to Extend Services			
Totals				
HUBZONE	Base			
	Option 1			
	Option 2			
	Option 3			
	Option 4			
	FAR 52.217-8 Option to Extend Services			
Totals				
SDVOSB	Base			
	Option 1			
	Option 2			
	Option 3			
	Option 4			
	FAR 52.217-8 Option to Extend Services			
Totals				
NOTE: VOSB includes SDVOSB numbers. VOSB amounts must be greater than or equal to SDVOSB amounts.				
VOSB	Base			
	Option 1			
	Option 2			
	Option 3			
	Option 4			
	FAR 52.217-8 Option to Extend Services			
Totals				

METHOD USED TO IDENTIFY POTENTIAL SOURCES FOR SOLICITATION PURPOSES (Check Which Apply) FAR Clause 52.219-9(d)(5)	
☐ Company Source Lists ☐ System for Award Management (SAM) Database ☐ Veterans Service Organizations ☐ National Minority Purchasing Council Vendor Information Service ☐ Research and Information Division of the Minority Business Development Agency in the Department of Commerce ☐ SB, HUBZone, SDB, and WOSB Trade Associations ☐ Other - Explain:	

INDIRECT COSTS (Check One) FAR Clause 52.219-9(d)(6)	
☐	Indirect costs <u>have not</u> been included in establishing subcontracting goals.
☐	Indirect costs have been included in establishing subcontracting goals.
If indirect costs have been included, explain the method used to determine the proportionate share of such costs to be incurred with SB, SDB, WOSB, HUBZone, SDVOSB and VOSB. Include additional sheets if necessary.	
PROGRAM ADMINISTRATOR FAR Clause 52.219-9(d)(7)	
Officer Name:	
Position Title:	
Telephone Number:	
E-Mail Address:	
PROGRAM ADMINISTRATOR'S DUTIES (Check one of the boxes to the left of the description of duties) FAR Clause 52.219-9(e)	
☐	The Program Administrator <u>does not have</u> overall responsibility for the subcontracting plan. <i>(If checked, provide an attachment explaining who in the company has this responsibility. Include their information in the Program Administrator box above).</i>
☐	The Program Administrator <u>does have</u> overall responsibility for the subcontracting plan and perform the following functions: - Assist SB, VOSB, SDVOSB, HUBZone small business, SDB, and WOSB concerns by arranging solicitations, time for the preparation of bids, quantities, specifications, and delivery schedules so as to facilitate the participation by such concerns. Where the Contractor's lists of potential SB, VOSB, SDVOSB, HUBZone small business, SDB, and WOSB subcontractors are excessively long, reasonable effort shall be made to give all such small business concerns an opportunity to compete over a period of time. - Provide adequate and timely consideration of the potentialities of SB, VOSB, SDVOSB, HUBZone small business, SDB, and WOSB concerns in all "make-or-buy" decisions. - Counsel and discuss subcontracting opportunities with representatives of SB, VOSB, SDVOSB, HUBZone small business, SDB and WOSB firms. - Confirm that a subcontractor representing itself as a HUBZone small business concern is certified by SBA as a HUBZone small business concern by accessing SAM or by accessing the Small Business Search (SBS) at https://search.certifications.sba.gov/ - Provide notice to subcontractors concerning penalties and remedies for misrepresentations of business status as small, VOSB, HUBZone small, SDB, or WOSB 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. - For all competitive subcontracts over the simplified acquisition threshold, as defined in FAR 2.101 on the date of subcontract award, in which a SB concern received a SB preference, upon determination of the successful subcontract offeror, prior to award of the subcontract the Contractor must inform each unsuccessful SB subcontract offeror in writing of the name and location of the apparent successful offeror and if the successful subcontract offeror is a SB, VOSB, SDVOSB, HUBZone small business, SDB, or WOSB concern. - Assign each subcontract the NAICS code and corresponding size standard that best describes the principal purpose of the subcontract. - Attach additional pages to describe additional subcontracting duties performed but not shown or included here.

EQUITABLE OPPORTUNITY (Check all that apply) FAR Clause 52.219-9(d)(8) • Describe efforts to ensure all SB concerns have an equitable opportunity to compete for subcontracts.	
OUTREACH / EXTERNAL EFFORTS	INTERNAL EFFORTS
☐ Contact minority trade associations ☐ Contact business development organizations and local chambers of commerce ☐ Attend SB and Minority Business trade fairs or Conferences ☐ Review sources from SAM ☐ Utilize ads to encourage new sources ☐ Other: Explain Below	☐ Conduct workshops, seminars and training programs ☐ Establish, maintain, and utilize SB source lists, guides and other data for soliciting subcontractors ☐ Monitor activities to evaluate compliance with the subcontracting plan ☐ Other: Explain Below

CLAUSE INCLUSION AND FLOW DOWN FAR Clause 52.219-9(d)(9)
The offeror provides assurances that it will include the clause of this contract entitled " <i>Utilization of Small Business Concerns</i> " in all subcontracts that offer further subcontracting opportunities, and that the Offeror will require all subcontractors, (except SB concerns, including entities that are treated as SB concerns by statute for certain purposes (e.g. ANCs, see 13 CFR 125.3(b)(2))) that receive subcontracts in excess of the applicable threshold specified in FAR 19.109(a) on the date of subcontract award, with further subcontracting possibilities to adopt a subcontracting plan that complies with the requirements of this clause.

REPORTING & COOPERATION FAR Clause 52.219-9(d)(10)
The offeror provides assurances that it will: • Cooperate in any studies or surveys as may be required; • Submit periodic reports so the Government can determine the extent of compliance by the Contractor with the subcontracting plan; • Include subcontracting data for each order when reporting subcontracting achievements for indefinite-delivery, indefinite-quantity contracts with individual subcontracting plans where the contract is intended for use by multiple agencies; • Submit the Individual Subcontract Report (ISR) and/or the Summary Subcontract Report (SSR), in accordance with this clause using the Subcontracting Plan Reporting (SPR) System in SAM.GOV. The reports shall provide information on subcontract awards to SB concerns (including ANCs and Indian tribes that are not SBs), VOSBs, SDVOSBs, HUBZone SB concerns, SDB concerns (including ANCs and Indian tribes that have not been certified by SBA as SDBs), and WOSB concerns; • Ensure that its subcontractors with subcontracting plans agree to submit the ISR and/or SSR using the SPR; • Provide its prime contract number, its unique entity identifier, 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 SPR when submitting their ISRs; and • Require that each subcontractor with a subcontracting plan provide the prime contract number, its own unique entity identifier, 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.

**DESCRIPTION OF RECORDS
FAR Clause 52.219-9(d)(11)**

The following list is a description of the types of records the offeror will maintain concerning procedures adopted to comply with the requirements of the clause and the goals of the subcontracting plan:

- Source lists (e.g. SAM.GOV Sources, Vendor Lists), guides and other data used to identify SB, VOSB, SDVOSB, HUBZone, SDB, and WOSB concerns.
- Organizations contacted to locate sources that are SB, VOSB, SDVOSB, HUBZone, SDB, or WOSB concerns.
- Records on each subcontract solicitation resulting in an award of more than that simplified acquisition threshold, as defined in FAR 2.101 on the date of the subcontract, indicating whether SB, VOSB, SDVOSB, HUBZone, SDB, and WOSB were solicited, and, if not, why not; and, if applicable, the reason award was not to a SB concern.
- Records of any outreach efforts to contact trade associations; business development organizations; conferences and trade fairs; and veterans service organizations.
- Records of internal guidance and encourage provided to buyers through workshops, seminars, training, etc; and monitoring performance to evaluate compliance with the program's requirements.
- 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.

**GOOD FAITH EFFORT
FAR Clause 52.219-9(d)(12)**

The offeror provides assurances that it will make a good faith effort to acquire articles, equipment, supplies, services, or materials, or obtain the performance of construction work from SB concerns that it 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. The SB concerns used in preparing the bid or proposal include the following concerns:

- Any SB concern identified as a subcontractor in the bid or proposal or associated SB subcontracting plan, to furnish certain supplies or perform a portion of the subcontract; or
- Any SB concern whose pricing or cost information, or technical expertise was used in preparing the bid or proposal, where there is written evidence of an intent or understanding that the SB concern will be awarded a subcontract for the related work.

**EXPLANATION WHEN FAILING TO ACQUIRE
AS STATED IN ASSURANCE OF GOOD FAITH EFFORT
FAR Clause 52.219-9(d)(13)**

The offeror provides assurances that it will provide the Contracting Officer with a written explanation, within 30 days of contract completion, if the offeror fails to acquire articles, equipment, supplies, services, or materials or obtain the performance of construction work as described in the offeror's assurances of good faith effort.

**SUBCONTRACTOR ALLOWED TO TALK TO CONTRACTING OFFICER
FAR Clause 52.219-9(d)(14)**

The offeror provides assurances that it will not prohibit a subcontractor from discussing with the Contracting Officer any material matter pertaining to payment to or utilization of a subcontractor.

**TIMELY AND PROMPT PAYMENTS TO SUBCONTRACTORS
FAR Clause 52.219-9(d)(15)**

The offeror provides assurances that it will pay its SB subcontractors on time and in accordance with the terms and conditions of the underlying subcontract, and to notify the contracting officer when the prime contractor makes either a reduced or an untimely payment to a SB subcontractor (see FAR Clause 52.242-5).

SIGNATURE AND DISTRIBUTION REQUIREMENTS

This subcontracting plan is SUBMITTED on behalf of the offeror by:

Contractor/Offeror's Typed Name			
Position/Title			
Signature		Date	

The above subcontracting plan has been REVIEWED AND APPROVED by:

Small Business Representative Name			
Signature		Date	

The above subcontracting plan has been ACCEPTED by:

Contracting Officer's Name			
Signature		Date	

The above subcontracting plan has been REVIEWED by the Small Business Administration:

Small Business Administration Procurement Center Representative Name			
Signature		Date	

CONTRACTOR'S DIRECT SUBCONTRACT AWARDS FAR Clause 52.219-9(d)(2) (Continuation Page)				
Complete the information below only if the award has more than four option years.				
ALL SB <i>(including SDB, WOSB, HUBZone, VOSB, SDVOSB)</i>		Total Planned Sub-Contract Dollars	% Subcontract Dollars	% Contract Dollars
	Option 5			
	Option 6			
	Option 7			
	Option 8			
	Option 9			
SDB	Option 5			
	Option 6			
	Option 7			
	Option 8			
	Option 9			
WOSB	Option 5			
	Option 6			
	Option 7			
	Option 8			
	Option 9			
HUBZONE	Option 5			
	Option 6			
	Option 7			
	Option 8			
	Option 9			
SDVOSB	Option 5			
	Option 6			
	Option 7			
	Option 8			
	Option 9			
NOTE: VOSB includes SDVOSB numbers. VOSB amounts must be greater than or equal to SDVOSB amounts.				
VOSB	Option 5			
	Option 6			
	Option 7			
	Option 8			
	Option 9			

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