SUBCONTRACTING PLAN EVALUATION WORKSHEET

INSTRUCTIONS: A narrative explanation is suggested, where specified, and for all "No" answers to "Yes" or "No" questions.

Questions 1 through 3 apply to Master Subcontracting Plans only.

1. Does the contractor have an approved Master Subcontracting Plan? [ ] [ ]
2. If yes, do you have a copy of the Master Plan? [ ] [ ]
3. If yes, do you have a copy of the lead agency contracting officer's approval? [ ] [ ]

The remaining questions should be answered for all plans.

4. Were comments of the bureau SBS requested and used in this evaluation? [ ] [ ]
5. Was the SBA Procurement Center Representative (if any) given the opportunity to review the plan? [ ] [ ]
6. Were comments of the cognizant contract administration office (CAO) requested and used in this evaluation? [ ] [ ]
7. How did the cognizant CAO rate this contractor's overall Small (SB), HUBZone Small, Small Disadvantaged Business (SDB), Women-Owned Small Business (WOSB), Veteran-Owned Small Business (VOSB), and Service Disabled Veteran-Owned Small Business (SDVOSB) Subcontracting Program? (Circle one)

8. If the contractor's program was rated "unacceptable," detail the reason(s) for the rating:
   _______________________________________________________________________________________
   _______________________________________________________________________________________
   _______________________________________________________________________________________
   _______________________________________________________________________________________

9. If the contractor's plan was rated "unacceptable," detail the reason(s) for the rating:
   _______________________________________________________________________________________
   _______________________________________________________________________________________
   _______________________________________________________________________________________
   _______________________________________________________________________________________

10. If the contractor's plan was rated "unacceptable," detail your rationale for finding the contractor in compliance with PL 95-507 and the FAR:
    _______________________________________________________________________________________
    _______________________________________________________________________________________
    _______________________________________________________________________________________
    _______________________________________________________________________________________

11. Does the contractor propose separate SB, HUBZONE, SDB, WOSB, VOSB, & SDVOSB percentage goals? [ ] [ ]

12. Does the contractor express the goals as a percentage of total planned subcontracting dollars? [ ] [ ]

13. Does the contractor state the total dollars planned to be subcontracted? [ ] [ ]
14. Does the contractor state the **total dollars** planned to be subcontracted to **SB concerns**?  

15. Does the contractor state the **total dollars** planned to be subcontracted to **HUBZone small concerns**?  

16. Does the contractor state the **total dollars** planned to be subcontracted to **SDB concerns**?  

17. Does the contractor state the **total dollars** planned to be subcontracted to **WOSB concerns**?  

18. Does the contractor state the **total dollars** planned to be subcontracted to **VOSB concerns**?  

19. Does the contractor state the **total dollars** planned to be subcontracted to **SDVOSB concerns**?  

20. Does the contractor describe the principal product and service areas to be subcontracted to all businesses?  

21. Does the contractor describe the product and service areas where SB, HUBZone, SDB, WOB, VOSB, and SDVOSB concerns will be considered for subcontract awards?  

22. Does the contractor describe the method used to develop the goals?  

23. Does the contractor include **indirect or overhead** costs as an element in developing goals?  

24. If yes, does the contractor describe the method used to determine the proportionate share of the indirect and overhead costs for this contract?  

25. Does the contractor describe the method used to locate and identify SB, HUBZone, SDB WOSB, VOSB, and SDVOSB sources to solicit for subcontracts under this procurement?  

26. Does the contractor provide the name and describe the duties of the individual that will administer the subcontracting plan?  

27. Does the contractor describe the efforts it will make to assure that SB, HUBZone, SDB, WOB, VOSB, and SDVOSB concerns will have an **equitable opportunity to compete** for subcontracts?  

28. Does the contractor describe in detail the steps it will take to achieve the objectives of the subcontracting plan?  

29. Does the contractor include the clause at FAR 52.219-8, "Utilization of Small Business Concerns," in all subcontracts that offer further subcontracting opportunities?  

30. Does the contractor require all subcontractors except SB concerns to adopt a subcontracting plan in consonance with FAR 52.219-9 for all appropriate subcontracts?
31. Does the contractor provide assurance that it will submit required subcontracting report forms in accordance with the instructions on the forms? [ ] [ ]

32. Does the contractor provide assurance that it will require its lower tier subcontractors to submit reports? [ ] [ ]

33. Does the contractor provide assurance that it will cooperate in any studies or surveys as may be required to determine compliance with the plan? [ ] [ ]

34. Does the contractor provide assurance that records will be maintained? [ ] [ ]

35. Does the contractor’s recitation of the types of records include:
   a. SB, HUBZone, SDB, WOSB, VOSB, and SDVOSB source lists? [ ] [ ]
   b. Efforts to identify and award subcontracts to SB, HUBZone, SDB, WOSB, VOSB, and SDVOSB firms? [ ] [ ]
   c. Organizations contacted for SB, HUBZone, SDB and WOSB sources including:
      - Contacts with SB, HUBZone, SDB, WOSB, VOSB, and SDVOSB trade associations? [ ] [ ]
      - Contacts with business development organizations? [ ] [ ]
      - Attendance at SB, HUBZone, SDB, WOSB, VOSB, and SDVOSB Procurement conferences and trade fairs? [ ] [ ]
   d. Records to support internal activities to guide buyers, including:
      - Workshops, seminars and training programs? [ ] [ ]
      - Monitoring activities to evaluate compliance? [ ] [ ]
   e. On a contract-by-contract basis, records on all subcontract solicitations over $100,000 indicating on each solicitation:
      - Whether SB was solicited and if not, why not? [ ] [ ]
      - Whether HUBZONE was solicited and if not, why not? [ ] [ ]
      - Whether SDB was solicited and if not, why not? [ ] [ ]
      - Whether WOB was solicited and if not, why not? [ ] [ ]
      - Whether VOSB was solicited and if not, why not? [ ] [ ]
      - Whether VOSB was solicited and if not, why not? [ ] [ ]
      - The reason for failure of a responding SB, HUBZone, SDB, WOSB, VOSB, and SDVOSB to receive the subcontract award? [ ] [ ]
   f. Records on a contract-by-contract basis to support award data including name, address, size and ownership status of each subcontractor? [ ] [ ]

36. In support of SB, HUBZone, SDB, WOSB, VOSB, and SDVOSB programs, does the contractor's subcontracting plan identify:
   a. Company-wide policy statements? [ ] [ ]
   b. Written procedures and instructions? [ ] [ ]
   c. Assignment of specific responsibilities regarding this program? [ ] [ ]
   d. Continuing management interest and involvement through the use of progress reviews and corporate and division goals? [ ] [ ]
   e. A program to train and motivate personnel to support subcontracting with SB, HUBZone, SDB, WOSB, VOSB, and firms? [ ] [ ]
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<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>No</th>
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<tr>
<td>f. Assistance to SB, HUBZone, SDB, WOB, VOSB, and SDVOSB concerns</td>
<td>[   ]</td>
<td>[  ]</td>
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<td>to facilitate their participation?</td>
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<td>g. That the contractor provides adequate and timely consideration of the</td>
<td>[   ]</td>
<td>[  ]</td>
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<td>potential of SB, HUBZone, SDB, WOSB, VOSB, and SDVOSB concerns</td>
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<td>in make-or-buy decisions?</td>
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<td>37. Does the subcontracting plan provide for the contractor to counsel</td>
<td>[   ]</td>
<td>[  ]</td>
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<td>and discuss subcontracting opportunities with SB, HUBZone, SDB, WOSB,</td>
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<td>VOSB, and SDVOSB concerns?</td>
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<td>38. Does the contractor have a system to ensure timely payment of</td>
<td>[   ]</td>
<td>[  ]</td>
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<td>amounts due pursuant to the terms of its subcontracts with SB, HUBZone,</td>
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<td>SDB, WOSB, VOSB, and SDVOSB concerns?</td>
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<td>39. Does the plan provide the <strong>maximum practicable opportunity for SB,</strong></td>
<td>[   ]</td>
<td>[  ]</td>
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<td><strong>HUBZone, SDB, WOSB, VOSB, and SDVOSB participation?</strong></td>
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<td>40. Is the subcontracting plan as submitted acceptable?</td>
<td>[   ]</td>
<td>[  ]</td>
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<td>41. If the plan is unacceptable, has the contractor been notified of</td>
<td>[   ]</td>
<td>[  ]</td>
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<td>the deficiencies in writing?</td>
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<td>42. Should an <strong>incentive clause (FAR 52.219-10)</strong> be included in this</td>
<td>[   ]</td>
<td>[  ]</td>
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<td>contract? If not, why not?</td>
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