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| **SUBCONTRACTING PLAN REVIEW CHECKLIST** |
| Contract/Solicitation Number:N0003922R1011 | Mod:*Mod No. (if applicable)* | Total Amount of Contract:$ | Date:*Date* |
| Description of Product/Service:NILE Training |
| Type of Plan:[ ]  Individual [ ]  Master Plan [ ]  Commercial Product Plan | Buyer / AdministratorName: Kate McCoy Code: 2.1 Phone: 858-537-8845 |
| Contractor: *Name of Offeror*Address: *Address*Telephone: *Telephone No.* | [x]  ***See Page 5 (if multiple)*** Subcontractor: Address: *Address*Telephone:  |
| SUBCONTRACTING PLAN GOALS/ACCEPTED IN ACCORDANCE WITH FAR 52.219-9(d): | **ACCEPTABLE** |
|  | **Note: See Page 4 for Percentages and Dollars per year.** |  | CONTRACTNEGOTIATOR | OSBP | SBA PCR |
|  | YES | NO | YES | NO | YES | NO |
| 1. Acceptable goals expressed in percentages and dollars: (see page 3) |  |  |  |  |  |  |
|  (a) Small Business (SB) Concerns  | [x]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
|  *FAR Ref: 19.704(a)(1) & (2)* |  |  |  |  |  |  |
|  *Proposal Ref:* Subcontracting Plan, Page  |  |  |  |  |  |  |
|  (b) Women Owned Small Business (WOSB) | [x]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
|  *FAR Ref: 19.704(a)(1) & (2)* |  |  |  |  |  |  |
|  *Proposal Ref:* Subcontracting Plan, Page  |  |  |  |  |  |  |
|  (c) Small Disadvantaged Business Concerns (SDB) | [x]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
|  *FAR Ref: 19.704(a)(1) & (2)* |  |  |  |  |  |  |
|  *Proposal Ref: Subcontracting Plan, Page*  |  |  |  |  |  |  |
|  (d) HUBZone  | [x]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
|  *FAR Ref: 19.704(a)(1) & (2)* |  |  |  |  |  |  |
|  *Proposal Ref: Subcontracting Plan, Page*  |  |  |  |  |  |  |
|  (e) Veteran Owned Small Business (VOSB) | [x]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
|  *FAR Ref: 19.704(a)(1) & (2)* |  |  |  |  |  |  |
|  *Proposal Ref: Subcontracting Plan, Page*  |  |  |  |  |  |  |
|  (f) Service Disabled Veteran Owned Small Business (SDVOSB) | [x]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
|  *FAR Ref: 19.704(a)(1) & (2))* |  |  |  |  |  |  |
|  *Proposal Ref: Subcontracting Plan, Page*  |  |  |  |  |  |  |
| 2. Description of principal types of supplies and services to be subcontracted, and types planned for subcontracting to SB, HUBZone, SDB, WOSB, VOSB and SDVOSB concerns. | [x]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
|  *FAR Ref: 19.704(a)(3)* |  |  |  |  |  |  |
|  *Proposal Ref: Subcontracting Plan, Page*  |  |  |  |  |  |  |
| 3. A description of the method used to develop the subcontracting goals in (1) above. | [x]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
|  *FAR Ref: 19.704(a)(4)* |  |  |  |  |  |  |
|  *Proposal Ref: Subcontracting Plan, Page*  |  |  |  |  |  |  |
| 4. A description of the method used to identify potential sources for solicitation purposes. | [x]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
|  *FAR Ref: 19.704(a)(5)* |  |  |  |  |  |  |
|  *Proposal Ref:* *Subcontracting Plan, Page*  |  |  |  |  |  |  |
| 5. Statement as to whether or not indirect costs were included in establishing subcontracting goals and method used to determine indirect costs to be incurred with SB, HUBZone, SDB, WOSB, VOSB and SDVOSB. | [x]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
|  *FAR Ref: 19.704(a)(6)* |  |  |  |  |  |  |
|  *Proposal Ref: Subcontracting Plan, Page*  |  |  |  |  |  |  |
| 6. Name of individual employed by the offeror who will administer the offeror’s subcontracting program and description of duties of the individual. | [x]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
|  *FAR Ref: 19.704(a)(7)* |  |  |  |  |  |  |
|  *Proposal Ref:* *Subcontracting Plan, Page*  |  |  |  |  |  |  |
| 7. Description of efforts contractor will make to assure that SB, HUBZone, SDB, WOSB, VOSB and SDVOSB concerns have equitable opportunity to compete for subcontracts. | [x]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
|  *FAR Ref: 19.704(a)(8)* |  |  |  |  |  |  |
|  *Proposal Ref: Subcontracting Plan, Page*  |  |  |  |  |  |  |
| 8. Assurance that offeror will include FAR clause 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 the noted threshold(s) to adopt a plan that complies with the requirements of the clause at 52.219-9. | [x]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
|  *FAR Ref: 19.704(a)(9)* |  |  |  |  |  |  |
|  *Proposal Ref:* *Subcontracting Plan, Page*  |  |  |  |  |  |  |
| 9. Assurance that the offeror will: |  |  |  |  |  |  |
| 1. Cooperate in any studies or surveys as may be required
 | [x]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
|  *FAR Ref: 19.704(a)(10)(i)* |  |  |  |  |  |  |
|  *Proposal Ref: Subcontracting Plan, Page*  |  |  |  |  |  |  |
|  (b) Submit periodic reports so that the Government can determine the extent of compliance by the offeror with the subcontracting plan | [x]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
|  *FAR Ref: 19.704(a)(10)(ii)* |  |  |  |  |  |  |
|  *Proposal Ref:* *Subcontracting Plan, Page*  |  |  |  |  |  |  |
|  (c) 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 | [x]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
|  *FAR Ref: 19.704(a)(10)(iii)* |  |  |  |  |  |  |
|  *Proposal Ref: Subcontracting Plan, Page*  |  |  |  |  |  |  |
|  (d) Submit the Individual Subcontract Report (ISR), and the Summary Subcontract Report (SSR) using the Electronic Subcontracting Reporting System (eSRS) (http://www.esrs.gov), following the instructions in the eSRS. | [x]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
|  *FAR Ref: 19.704(a)(10)(iv)* |  |  |  |  |  |  |
|  *Proposal Ref:* *Subcontracting Plan, Page*  |  |  |  |  |  |  |
|  (e) Ensure that its subcontractors with subcontracting plans agree to submit the ISR and/or the SSR using the eSRS | [x]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
|  *FAR Ref: 19.704(a)(10)(v)* |  |  |  |  |  |  |
|  *Proposal Ref:* *Subcontracting Plan, Page*  |  |  |  |  |  |  |
|  (f) 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 eSRS when submitting their ISRs | [x]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
|  *FAR Ref: 19.704(a)(10)(vi)* |  |  |  |  |  |  |
|  *Proposal Ref:* *Subcontracting Plan, Page*  |  |  |  |  |  |  |
|  (g) 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 | [x]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
|  *FAR Ref: 19.704(a)(10)(vii)* |  |  |  |  |  |  |
|  *Proposal Ref: Subcontracting Plan, Page*  |  |  |  |  |  |  |
| 10. Recitation of the types of records contractor will maintain to demonstrate procedures have been adopted to comply with the requirements and goals in the plan. | [x]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
|  *FAR Ref: 19.704(a)(11)* |  |  |  |  |  |  |
|  *Proposal Ref: Subcontracting Plan, Page*  |  |  |  |  |  |  |
| 11. Assurance that the offeror will make a good faith effort to acquire articles, equipment, supplies, services, or materials from the small business concerns that the offeror used in in preparing the bid or proposal.  | [x]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
|  *FAR Ref: 19.704(a)(12)* |  |  |  |  |  |  |
|  *Proposal Ref: Subcontracting Plan, Page*  |  |  |  |  |  |  |
| 12. Assurances that the contractor will provide the contracting officer with a written explanation within 30 days if the contractor fails to acquire articles, equipment, supplies, services, or materials from the use the small business concern proposed.  | [x]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
|  *FAR Ref: 19.704(a)(13)* |  |  |  |  |  |  |
|  *Proposal Ref:* *Subcontracting Plan, Page*  |  |  |  |  |  |  |
| 13. 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. | [x]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
|  *FAR Ref: 19.704(a)(14)* |  |  |  |  |  |  |
|  *Proposal Ref: Subcontracting Plan, Page*  |  |  |  |  |  |  |

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| 14. Assurances that the offeror will pay its small business subcontractors on time IAW 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. | [x]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
|  *FAR Ref: 19.704(a)(15)* |  |  |  |  |  |  |
|  *Proposal Ref: Subcontracting Plan, Page*  |  |  |  |  |  |  |
| PRE-AWARD REVIEW OF PLAN GOALS IN ACCORDANCE WITH FAR 19.705-4: |
| REVIEWED BY:

|  |  |  |
| --- | --- | --- |
| Contract Specialist: | Julie A. Ward  |  |
|  | *NAME* | Date |
|  |  |  |
| OSBP: |  |  |
|  | *NAME* | Date |
|  |  |  |
| SBA PCR: |  |  |
|  | *NAME* | Date |

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| ***The Contracting Officer has considered the recommendations of the OSBP and SBA PCR.*** |
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| --- | --- | --- |
| APPROVED BY: |  |  |
|  | *NAME*, Contracting Officer | Date |

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| ***Approval one level above the Contracting Officer if the subcontracting plan contains a zero goal (NMCARS 5219.705-4) or the small disadvantaged business goal is less than five percent (DFARS 219.705-4).***

|  |  |  |
| --- | --- | --- |
| APPROVED BY: |  |  |
|  | *NAME*, *POSITION* | Date |

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**Base Period:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Period:  | Period:  | Period:  | Period:  | Period:  |
| Subcontracting Plan Goal | Proposed | Proposed | Proposed | Proposed | Proposed |
| **(*See Note*)** | % | Dollars | % | Dollars | % | Dollars | % | Dollars | % | Dollars |
| 1. SB (include SDB, WOSB, HUBZone, VOSB and SDVOSB)(dollars and percent of 3.)
 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 1. Large Business(dollars and percent of 3.)
 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 1. Total(sum 1. and 2.)
 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 1. SDB(dollars and percent of 3.)
 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 1. WOSB(dollars and percent of 3.)
 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 1. HUBZone(dollars and percent of 3.)
 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 1. VOSB(dollars and percent of 3.)
 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 1. SDVOSB(dollars and percent of 3.)
 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| ***NOTE:* Proposed percentage goals are rounded to the nearest** *insert* *decimal unit (e.g., whole number, tenth integer, hundredth integer)*. |

**Option Periods:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Period:  | Period:  | Period:  | Period:  | Period:  |
| Subcontracting Plan Goal | Proposed | Proposed | Proposed | Proposed | Proposed |
| **(*See Note*)** | % | Dollars | % | Dollars | % | Dollars | % | Dollars | % | Dollars |
| 1. SB (include SDB, WOSB, HUBZone, VOSB and SDVOSB)(dollars and percent of 3.)
 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 1. Large Business(dollars and percent of 3.)
 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 1. Total(sum 1. and 2.)
 | 0 | 0 | 0     | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 1. SDB(dollars and percent of 3.)
 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 1. WOSB(dollars and percent of 3.)
 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 1. HUBZone(dollars and percent of 3.)
 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 1. VOSB(dollars and percent of 3.)
 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 1. SDVOSB(dollars and percent of 3.)
 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| ***NOTE:* Proposed percentage goals are rounded to the nearest** *insert* *decimal unit (e.g., whole number, tenth integer, hundredth integer)*. |

**SB SUBCONTRACTORS:**

Name:

Address:

Telephone: