

<b>Small, Minority and Woman-owned Business Enterprise Subcontracting Plan</b>
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Define actions your firm will take to meet or exceed the small, minority, and woman owned business subcontracting goals contained in the Solicitation. You should also describe non-project specific corporate small, minority, and woman owned business plan. The project specific performance, plan versus actual will be reviewed at every monthly progress meeting. Submit a subcontracting plan in accordance with the following format.

<b>Firm Name:</b>	
<b>Street Address:</b>	
<b>City/State/Zip:</b>	

<b>Solicitation Number:</b>	
<b>Project Name:</b>	
<b>Project Number:</b>	
<b>Project Location:</b>	

**A. Contract/Subcontract Values:**

<b>Contract Value:</b>	\$
<b>Total dollars to be subcontracted:</b>	\$
<b>Total percentage of contract to be subcontracted:</b>	%

**B. Subcontracting Goals:**

The supplier must include all subcontracts that contribute to contract performance, and may include a proportionate share of supplies and services that are normally allocated as indirect costs.

Subcontracting goals for:	USPS Goals	Contractor's plan	\$ to be Contracted
Small Business Enterprises	%	%	\$
Minority Owned Business Enterprise	%	%	\$
Woman Owned Business Enterprise	%	%	\$

**C. Subcontracting Plan Management:**

Complete the following for all individuals with the responsibilities to manage the subcontracting plan:

<b>Name:</b>	
<b>Title:</b>	
<b>Street Address:</b>	
<b>City/State/Zip:</b>	
<b>Telephone Number:</b>	
<b>Project Responsibilities</b>	
<b>Authorities &amp; Limitation:</b>	

**C. Subcontracting Plan Management (continued):**

<b>Name:</b>	
<b>Title:</b>	
<b>Street Address:</b>	
<b>City/State/Zip:</b>	
<b>Telephone Number:</b>	
<b>Project Responsibilities</b>	
<b>Authorities &amp; Limitation:</b>	

**D. Detailed Narrative of Subcontracting Plan:**

Submit a project specific detailed narrative to include: sourcing plan, outreach, contracting strategies, management and control, quality assurance, monitoring and reporting. If you propose goals less than what was specified in the solicitation give rational and justification. The narrative should be limited to three (3) pages and must include as a minimum the following topics:

1. A description of the methods used to develop subcontracting goals for this contract.
2. A description of the methods used to identify potential sources for solicitation purposes and a description of efforts the supplier will make to ensure that small minority and woman owned businesses have an equitable opportunity to compete for subcontracts.
3. A statement as to whether the offer included indirect costs in establishing subcontracting goals for this contract and a description of the method used to determine the proportionate share of indirect costs to be incurred with small minority and woman-owned businesses.
4. Assurance that the supplier will require all subcontractors receiving subcontracts in excess of \$1,000,000.00 to adopt a plan similar to the plan agreed to by the supplier.
5. A description of the types of records the supplier will maintain to demonstrate compliance with the requirements and goals in the plan for this contract. The record must include at least the following:
  - (a) Source lists, guides, and other data identifying small minority, and women-owned businesses:
  - (b) Organizations contacted in an attempt to locate sources that are small, minority, and woman-owned businesses:
  - (c) Records on each subcontract solicitation resulting in an award of more than \$100,000, indicating whether small, minority, or woman-owned businesses were solicited and if not, why not: and
  - (d) Records to support subcontract award data, including the name, address, and business size of each subcontractor.

**E. Non-project Specific:**

Indicate all Corporate Small, Minority, and Woman-owned Business plans involved to include: description of corporate plan, percentages of subcontract (professional, accounting, supplies etc.) based on percentages of annual dollars. Limit to one page.



**G. Sourcing Contacts:**

List of Sources contacted to identify and advertise opportunities to subcontract:

**Sourcing Contacts**

Source	Phone # E-Mail	Contact Name	Address	Type of Organization (circle all that apply)
				1 2 3 4 5 6 7
				1 2 3 4 5 6 7
				1 2 3 4 5 6 7
				1 2 3 4 5 6 7
				1 2 3 4 5 6 7
				1 2 3 4 5 6 7
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Type of Organization (such as):

- 1. Trade Union
- 2. Publication
- 3. WOB Organization
- 4. MBE Organization
- 5. State or Local Agency
- 6. Industry Organization
- 7. Other



I certify that we will make every effort to comply with the goals established by this plan.

Contractor's Signature: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

Contracting Officer Acceptance: \_\_\_\_\_ Date: \_\_\_\_\_