



DEPARTMENT OF THE NAVY  
Office of Naval Research  
Chicago Regional Office  
Federal Building, Room 380  
230 S. Dearborn Avenue  
Chicago, Illinois 60604

ONRCHI/DFI  
SSIC 4330  
Ser. 245/06  
October 25, 2019

Ms. Danielle Cyrus  
Small Business Administrator  
Michigan Technological University  
1400 Townsend Drive  
Houghton, MI 49931-1295

Dear Ms Cyrus;

This office has completed its review of Michigan Technological University's proposed Master Subcontracting Plan for DoD contracts and subcontracts that will be awarded during the period of May 1, 2019 – April 30, 2022.

In accordance with FAR 19.704 and 52.219-9, the attached Master Subcontracting Plan is approved for incorporation into individual plans contingent on the following conditions:

First, this approval does not relieve the University of its obligation to provide the Government with acceptable individual subcontracting goals under a basic contract award in accordance with FAR 52.219-9.

Second, the University agrees to ensure that the master plan is updated as required and provides copies of the approved master plan, including evidence of its approval, as required by the Government. Third, the goals and any deviations from the master plan deemed necessary by the Government to satisfy the requirements of the contract are set forth in the individual subcontracting plan.

Any deviations or changes required to update the master plan requires the approval of the assigned Administrative Contracting Officer. When required, the University may submit the first page of the Master Subcontracting Plan as documentation of the Government's approval of the master plan, a separate statement outlining the goals, and a brief description of the principal types or supplies or services to satisfy the statutory requirements under FAR 19.7 and FAR 52.219-9.

If you have any questions pertaining to the above, please contact me at (312) 886-2649.

Regards,

A handwritten signature in cursive script that reads "Dildree F. Ivery".

DILDREE F. IVERY  
Administrative Contracting Officer

CC: Brenda Pickett ONR



**Michigan  
Technological  
University**

**Memorandum of Agreement Regarding the  
MASTER SUBCONTRACTING PLAN  
FOR**

**DEPARTMENT OF DEFENSE CONTRACTS AND SUBCONTRACTS**

**Small Business (SB), Small Disadvantaged Business (SDB), Women-Owned Small Business (WOSB), Historically Black Colleges and Universities and Minority Institutions (HBCU/MI), certain Small Businesses located in "Historically Underutilized Business Zones (HUBZone), Veteran-Owned Small Business (VOSB), and Service-Disabled Veteran-Owned Small Business (SDVOSB)**

**May 1, 2019 through April 30, 2022**

**Prepared by:**

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**Danielle Cyrus, Director of Purchasing  
Small Business Administrator**

**Approved by:**

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**Date**

**SECTION 1.0**

**1.1 Program Administration and Responsibility**

MICHIGAN TECHNOLOGICAL UNIVERSITY subcontracting program will be administered by the Director of Sponsored Programs. The responsibility for the development and maintenance of the Small Businesses (SB), Small Disadvantaged Businesses (SDB), Women-Owned Small Businesses (WOSB), Historically Black Colleges and Universities and Minority Institutions (HBCU/MI), certain small business concerns located in "historically underutilized business zones" (HUBZone), Veteran-Owned Small Business (VOSB), and Service-Disabled Veteran-Owned Small Business (SDVOSB), in accordance with Public Laws 95-507, 99-661, 103-355, 105-135, 106-50,

106-554, and FAR 52.219-8, 52.219-9(j)(2), 19.704, and DFAR 252.219-7003, and for assuring the successful performance and achievement of program objectives has been assigned to Danielle Cyrus, Purchasing.

## **1.2 Program Coordination**

MICHIGAN TECHNOLOGICAL UNIVERSITY Small Business Liaison Officer, DANIELLE CYRUS, has been assigned program implementation and coordination responsibility. These responsibilities include:

Establishing and maintaining internal source/bidder's lists

- Ensure that procurement packages are structured to permit SB, SDVOSB, VOSB, HUBZone SB, SDB, and WOSB concerns to participate to the maximum extent possible.
- Assure inclusion of SB, SDVOSB, VOSB, HUBZone SB, SDB and WOSB concerns in all solicitations for products or services, which they are capable of providing.
- Ensure periodic rotation of potential subcontractors on bidders lists.
- Acquisition of externally published source lists.
- Distribution of information company-wide.
- Assisting with identification of potential Small Businesses (SB), Small Disadvantaged Businesses (SDB), Women-Owned Small Businesses (WOSB), Historically Black Colleges and Universities and Minority Institutions (HBCU/MI), certain small business concerns located in "historically underutilized business zones" (HUBZone), Veteran-Owned Small Business (VOSB), and Service-Disabled Veteran-Owned Small Business (SDVOSB) Sources.
- Preparing and submitting reports using eSRS (replacement of paper Standard Forms 294 and 295).
- Representing the purchasing organization at Small Business Administration (SBA) and Defense Contract Management Agency (DCMA) reviews.
- Providing staff training on Small Business Programs.
- Seeking out Small Businesses (SB), Small Disadvantaged Businesses (SDB), Women-Owned Small Businesses (WOSB), Historically Black Colleges and Universities and Minority Institutions (HBCU/MI), certain small business concerns located in "historically underutilized business zones" (HUBZone), Veteran-Owned Small Business (VOSB), and Service-Disabled Veteran-Owned Small Business (SDVOSB) sources and arranging Purchasing/QA/Technical surveys.
- Developing and reviewing subcontracting plans.

## **SECTION 2.0**

### **2.1 MICHIGAN TECHNOLOGICAL UNIVERSITY Policy and Procedures**

MICHIGAN TECHNOLOGICAL UNIVERSITY views the Small Business (SB), Small Disadvantaged Business (SDB), Women-Owned Small Business (WOSB), Historically Black College and Universities and Minority Institution (HBCU/MI), certain small business concerns located in "historically underutilized business zones" (HUBZone), Veteran-Owned Small Business (VOSB), and Service-Disabled Veteran-Owned Small Business (SDVOSB) program, as a continuation of past and present commitment to assist those

concerns and provide them with the maximum practical opportunity to participate in subcontracts. It is the policy and intention to fully honor and implement the requirements of laws governing subcontracts and purchase orders into which MICHIGAN TECHNOLOGICAL UNIVERSITY enters.

The Purchasing Department Standard Operating Procedures set forth the internal procedure for complying with this program.

## **2.2 Implementation Methods/Equitable Opportunity for Small Business**

MICHIGAN TECHNOLOGICAL UNIVERSITY will assure that Small Businesses (SB), Small Disadvantaged Businesses (SDB), Women-Owned Small Businesses (WOSB), Historically Black Colleges and Universities and Minority Institutions (HBCU/MI), certain small business concerns located in "historically underutilized business zones" (HUBZone), Veteran-Owned Small Business (VOSB), and Service-Disabled Veteran-Owned Small Business (SDVOSB) will have an equitable opportunity to compete for subcontracts. In order to assure identification of potential sources for solicitation purposes, MICHIGAN TECHNOLOGICAL UNIVERSITY will:

- Comply with all government regulations including those concerning Small Businesses (SB), Small Disadvantaged Businesses (SDB), Women-Owned Small Businesses (WOSB), Historically Black Colleges and Universities and Minority Institutions (HBCU/MI), certain small business concerns located in "historically underutilized business zones" (HUBZone), Veteran-Owned Small Business (VOSB), and Service-Disabled Veteran-Owned Small Business (SDVOSB).
- Maintain programs to effectively implement its Small Business (SB), Small Disadvantaged Business (SDB), Women-Owned Small Business (WOSB), Historically Black Colleges and Universities and Minority Institutions (HBCU/MI), certain small business concerns located in "historically underutilized business zones" (HUBZone), Veteran-Owned Small Business (VOSB), and Service-Disabled Veteran-Owned Small Business (SDVOSB) program. Purchasing personnel will be kept informed and current through department reviews and training programs, which are ongoing.
- Maintain existing company source lists of Small Businesses (SB), Small Disadvantaged Businesses (SDB), Women-Owned Small Businesses (WOSB), Historically Black Colleges and Universities and Minority Institutions (HBCU/MI), certain small business concerns located in "historically underutilized business zones" (HUBZone), Veteran-Owned Small Businesses (VOSB), and Service-Disabled Veteran-Owned Small Businesses (SDVOSB).
- Utilize the Procurement Marketing and Access Network (Pro-Net) (Now CCR Dynamic Small Business Search) of the Small Business Administration (SBA) /Central Contractor Registration (CCR), the list of certified small disadvantaged business, and HUBZone certified concerns of the SBA and, to the extent appropriate, the National Minority Purchasing Council Vendor Information Service, the Research and Information Division of the Minority Business Development Agency in the Department of Commerce, or HUBZone small business, small disadvantaged business, veteran-

owned and service-disabled veteran-owned small business, and women-owned small business trade association publications.

- Provide outreach assistance and counseling, including publicizing of subcontracting opportunities, from its Purchasing, quality assurance, technical, and financial staff to assist Small Businesses (SB), Small Disadvantaged Businesses (SDB), Women-Owned Small Businesses (WOSB), Historically Black Colleges and Universities and Minority Institutions (HBCU/MI), certain small business concerns located in "historically underutilized business zones" (HUBZone), Veteran-Owned Small Business (VOSB), and Service-Disabled Veteran-Owned Small Business (SDVOSB). Special payment terms will be arranged for Small Businesses (SB), Small Disadvantaged Businesses (SDB), Women-Owned Small Businesses (WOSB), Historically Black Colleges and Universities and Minority Institutions (HBCU/MI), certain small business concerns located in "historically underutilized business zones" (HUBZone), Veteran-Owned Small Business (VOSB), and Service-Disabled Veteran-Owned Small Business (SDVOSB), when required.
- Attend small, minority, women-owned small, and HUBZone small business concern procurement conferences and trade fairs.

**Specific Methodology:** The Principal Investigator (PI) for the research program shall first determine the goods or services that will need to be obtained through subcontracting a portion of the research program budget. Small business subcontracting goals are then developed through consultation between the university's Purchasing Office and the PI. As needed to facilitate establishment of the goals, the Purchasing Office and the PI shall utilize the expertise of the research administrator and other purchasing officials, utilize market research tools, and shall consider past experience regarding the availability of small businesses to fulfill specific requirements in the area of research or supporting requirements. The capabilities and past performance of the SBs shall be considered in determining whether or not to include the SB in the goals. Qualified small, disadvantaged, women-owned, veteran-owned, service-disabled veteran-owned and HUBZone firms shall be used to meet program goals whenever possible. Reasonable and obtainable goals are established based on the determination of the type and value of the needed subcontracts and the availability. Intense outreach efforts will be conducted to include small businesses; and in conjunction with the PIs, the Subcontract Program Administrator will develop and monitor goals monthly to ensure compliance.

MICHIGAN TECHNOLOGICAL UNIVERSITY is a member of the Michigan Minority Development Council and will utilize their resources in support of this contract.

## **SECTION 3.0**

### **SUBCONTRACT FLOW-DOWN REQUIREMENTS**

#### **3.1 FAR 52.219-8 "Utilization of Small Business Concerns"**

The clause "Utilization of Small Business Concerns" shall be included in all subcontracts over the simplified acquisition threshold except those for personal services and those which will be performed entirely outside any state, territory, or possession of the United States, the District of Columbia, or the Commonwealth of Puerto Rico.

### **3.2 FAR 52.219-9 "Small Business Subcontracting Plan"**

MICHIGAN TECHNOLOGICAL UNIVERSITY will include the clause entitled, "Small Business Subcontracting Plan," in all subcontracts to other than small business concerns which offer further subcontracting opportunities and will require all sub-tier subcontractors (except small business concerns) who receive subcontracts in excess of seven hundred thousand dollars (\$700,000), or in the case of a contract for the construction of any public facility, one million five hundred thousand dollars (\$1,500,000), to negotiate a detailed subcontracting plan in accordance with FAR 52.219-9. MICHIGAN TECHNOLOGICAL UNIVERSITY will review, approve, and monitor the subcontracting plan for compliance.

MICHIGAN TECHNOLOGICAL UNIVERSITY will provide to the contracting officer, within 30 days of contract completion, 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 the bid or proposal.

MICHIGAN TECHNOLOGICAL UNIVERSITY will not prohibit a subcontractor from discussing with the contracting officer any material matter pertaining to payment to or utilization of a subcontractor.

MICHIGAN TECHNOLOGICAL UNIVERSITY will pay its small business subcontractors on time and in accordance with the terms and conditions of the underlying subcontract, and notify the contracting officer when the prime contractor makes either a reduced or an untimely payment to a small business subcontractor.

### **3.3 FAR 52.219-16 "Liquidated Damages-Subcontracting Plan"**

MICHIGAN TECHNOLOGICAL UNIVERSITY will include the clause entitled "Liquidated Damages-Subcontracting Plan", in all subcontracts containing FAR 52.219-9 "Small Business Subcontracting Plan."

## **SECTION 4.0 REPORTS**

**4.1 MICHIGAN TECHNOLOGICAL UNIVERSITY shall submit the following reports:**  
(1) **Standard Form 294, Subcontracting Report for Individual Contracts.** This report shall be submitted semi-annually and at contract completion using the Electronic Subcontracting Reporting System (eSRS). For contracts, which contain the clause FAR 52.219-25 MICHIGAN TECHNOLOGICAL UNIVERSITY shall report on the participation of SDB concerns at contract completion, or as otherwise required. Reporting may be on Optional Form 312, Small Disadvantaged Business (SDB) Participation Report, or in MICHIGAN TECHNOLOGICAL UNIVERSITY'S own format providing the same information. This report is required for each contract containing SDB participation targets. If the contract contains an Individual Subcontracting Plan, reports may be submitted with the final Subcontracting Report for Individual Contracts (Standard Form 294) at the completion of the contract. Copies shall be submitted to the Defense Contract Management Agency (DCMA) at the Defense Contract Management Agency in MICHIGAN OFFICE.

(2) **Standard Form 295, Summary Subcontract Report.** This report encompasses all the contracts with the awarding agency. It must be submitted semiannually for contracts with the Department of Defense using eSRS. All reports submitted at the close of each fiscal year for applicable contracts shall include a breakout of subcontract awards, in whole dollars, to small disadvantaged business concerns by North American Industry Classification System (NAICS) Sub-sectors.

**4.2 MICHIGAN TECHNOLOGICAL UNIVERSITY** will ensure its subcontractors agree to submit SF294 and SF295 reports to the Government as required.

**4.3 MICHIGAN TECHNOLOGICAL UNIVERSITY** will provide periodic reports and cooperate in any studies or surveys as may be required by the contracting agency or the Small Business Administration in order to determine the extent of compliance with subcontracting plans for Small Businesses (SB), Small Disadvantaged Businesses (SDB), Women-Owned Small Businesses (WOSB), Historically Black Colleges and Universities and Minority Institutions (HBCU/MI), certain small business concerns located in "historically underutilized business zones" (HUBZone), Veteran-Owned Small Business (VOSB), and Service-Disabled Veteran-Owned Small Business (SDVOSB) requirements in general.

## **SECTION 5.0 RECORDS**

**5.1 MICHIGAN TECHNOLOGICAL UNIVERSITY** agrees to maintain records that comply with the requirements and goals in this plan, including establishing source lists and efforts to locate Small Businesses (SB), Small Disadvantaged Businesses (SDB), Women-Owned Small Businesses (WOSB), Historically Black Colleges and Universities and Minority Institutions (HBCU/MI), certain small business concerns located in "historically underutilized business zones" (HUBZone), Veteran-Owned Small Business (VOSB), and Service-Disabled Veteran-Owned Small Business (SDVOSB) and award subcontracts to them. The records shall include the following:

**Source lists** (e.g., PRO-Net/CCR), guides, sam.gov and other data that identify small business, HUBZone small business, small disadvantaged business, and women-owned small business concerns.

**Organizations** contacted in an attempt to locate sources that are Small Businesses (SB), Small Disadvantaged Businesses (SDB), Women-Owned Small Businesses (WOSB), Historically Black Colleges and Universities and Minority Institutions (HBCU/MI), certain small business concerns located in "historically Under-utilized business zones" (HUBZone), Veteran-Owned Small Business (VOSB), and Service-Disabled Veteran-Owned Small Business (SDVOSB).

**Subcontract solicitation** resulting in an award of more than \$250,000, indicating-

- (1) Whether small business concerns were solicited and, if not, why not;
- (2) Whether Veteran-owned small business concerns were solicited and, if not, why not;
- (3) Whether Service-Disabled Veteran-owned small business concerns were solicited and, if not, why not;
- (4) Whether HUBZone small business concerns were solicited and, if not, why not;
- (5) Whether small disadvantaged business concerns were solicited and, if not, why not;

- (6) Whether women-owned small business concerns were solicited and, if not, why not; and
- (7) If applicable, the reason award was not made to a small business concern.

**Outreach efforts to contact:**

- (1) Trade associations;
- (2) Business development organizations; and
- (3) Conferences and trade fairs to locate Small Businesses (SB), Small Disadvantaged Businesses (SDB), Women-Owned Small Businesses (WOSB), Historically Black Colleges and Universities and Minority Institutions (HBCU/MI), certain small business concerns located in "historically underutilized business zones" (HUBZone), Veteran-Owned Small Business (VOSB), and Service-Disabled Veteran-Owned Small Business (SDVOSB) sources.

**Internal guidance** and encouragement provided to buyers through--

- (1) Workshops, seminars, training, etc.; and
- (2) Monitoring performance to evaluate compliance with the program's requirements.

**5.2 MICHIGAN TECHNOLOGICAL UNIVERSITY** also agrees to maintain, on a contract-by-contract basis, records to support award data submitted by MICHIGAN TECHNOLOGICAL UNIVERSITY to the Government, including the name, address, and business size of each subcontractor.

## **TRAINING AND MOTIVATION**

### **6.1 Training**

MICHIGAN TECHNOLOGICAL UNIVERSITY provides on-going training and awareness programs relative to FAR Part 19. Training is accomplished through staff meetings as well as seminars conducted by appropriate government and trade representatives and consultants.

### **6.2 Incentives**

MICHIGAN TECHNOLOGICAL UNIVERSITY will periodically provide incentive awards to Buyers for outstanding contributions to this program.

## **SECTION 7.0**

**ASSISTANCE TO SMALL BUSINESSES (SB), SMALL DISADVANTAGED BUSINESSES (SDB), WOMEN-OWNED SMALL BUSINESSES (WOSB), HISTORICALLY BLACK COLLEGES AND UNIVERSITIES AND MINORITY INSTITUTIONS (HBCU/MI), CERTAIN SMALL BUSINESS CONCERNS LOCATED IN "HISTORICALLY UNDERUTILIZED BUSINESS ZONES" (HUBZONE), VETERAN-OWNED SMALL BUSINESS (VOSB), AND SERVICE-DISABLED VETERAN-OWNED SMALL BUSINESSES (SDVOSB)**

MICHIGAN TECHNOLOGICAL UNIVERSITY agrees to implement this plan to the extent consistent with efficient contract performance and shall perform the following functions:

- (1) Assist Small Businesses (SB), Small Disadvantaged Businesses (SDB),



Women-Owned Small Businesses (WOSB), Historically Black Colleges and Universities and Minority Institutions (HBCU/MI), certain small business concerns located in "historically underutilized business zones" (HUBZone), Veteran-Owned Small Business (VOSB), and Service-Disabled Veteran-Owned Small Business (SDVOSB) 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 lists of potential Small Businesses (SB), Small Disadvantaged Businesses (SDB), Women-Owned Small Businesses (WOSB), Historically Black Colleges and Universities and Minority Institutions (HBCU/MI), certain small business concerns located in "historically underutilized business zones" (HUBZone), Veteran-Owned Small Business (VOSB), and Service-Disabled Veteran-Owned Small Business (SDVOSB) 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.

(2) Provide adequate and timely consideration of the capabilities of Small Businesses (SB), Small Disadvantaged Businesses (SDB), Women-Owned Small Businesses (WOSB), Historically Black Colleges and Universities and Minority Institutions (HBCU/MI), certain small business concerns located in "historically underutilized business zones" (HUBZone), Veteran-Owned Small Business (VOSB), and Service-Disabled Veteran-Owned Small Business (SDVOSB) in all "make-or-buy" decisions.

(3) Counsel and discuss subcontracting opportunities with representatives of Small Businesses (SB), Small Disadvantaged Businesses (SDB), Women-Owned Small Businesses (WOSB), Historically Black Colleges and Universities and Minority Institutions (HBCU/MI), certain small business concerns located in "historically underutilized business zones" (HUBZone), Veteran-Owned Small Business (VOSB), and Service-Disabled Veteran-Owned Small Business (SDVOSB) firms.

(4) Provide notice to subcontractors concerning penalties and remedies for misrepresentations of business status as Small Businesses (SB), Small Disadvantaged Businesses (SDB), Women-Owned Small Businesses (WOSB), Historically Black Colleges and Universities and Minority Institutions (HBCU/MI), certain small business concerns located in "historically underutilized business zones" (HUBZone), Veteran-Owned Small Business (VOSB), and Service-Disabled Veteran-Owned Small Business (SDVOSB) for the purpose of obtaining a subcontract that is to be included as part or all of a goal contained in the subcontracting plan.

## **SECTION 8.0 UNDERSTANDING**

MICHIGAN TECHNOLOGICAL UNIVERSITY understands that:

(1) An acceptable plan must, in the determination of the Contracting Officer, provide the maximum practicable opportunity for Small Businesses (SB), Small Disadvantaged Businesses (SDB), Women-Owned Small Businesses (WOSB), Historically Black Colleges and Universities and Minority Institutions

(HBCU/MI), certain small business concerns located in "historically underutilized business zones" (HUBZone), Veteran-Owned Small Business (VOSB), and Service-Disabled Veteran-Owned Small Business (SDVOSB) to participate in the performance of the contract.

(2) The Contracting Officer shall notify MICHIGAN TECHNOLOGICAL UNIVERSITY in writing of any reasons for determining a subcontracting plan to be unacceptable. Such notice shall be given early enough in the negotiation process to allow MICHIGAN TECHNOLOGICAL UNIVERSITY sufficient time to modify the plan within the time limits prescribed.

(3) Prior compliance of MICHIGAN TECHNOLOGICAL UNIVERSITY with other such subcontracting plans under previous contracts may be considered by the Contracting Officer in determining the responsibility of MICHIGAN TECHNOLOGICAL UNIVERSITY for award of the contract.

(4) The failure of MICHIGAN TECHNOLOGICAL UNIVERSITY to comply in good faith with FAR 52.219-8 entitled, "Utilization of Small Business Concerns," may be a material breach of such contract or subcontract.

(5) This Master Subcontracting Plan, which contains all the elements required by FAR 52.219-9 *except goals*, shall be incorporated by reference as a part of the contract specific subcontracting plan required of MICHIGAN TECHNOLOGICAL UNIVERSITY, provided:

(i) the master plan has been approved by the Contractor's cognizant Contract Administration Office;

(ii) MICHIGAN TECHNOLOGICAL UNIVERSITY provides copies of the approved master plan and evidence of its approval to the Contracting Officer; and

(iii) separate goals for the basic contract and, if necessary, each option and

(iv) any deviation from the master plan deemed necessary by the Contracting Officer to satisfy the requirements of its contract are set forth in the contract specific subcontracting plan. Each contract specific subcontracting plan shall contain a description of the principal types of supplies and services to be subcontracted, and an identification of the types planned for subcontracting to (i) Small Businesses (SB), (ii) Small Disadvantaged Businesses (SDB), (iii) Women-Owned Small Businesses (WOSB), (iv) Historically Black Colleges and Universities and Minority Institutions (HBCU/MI), (v) certain small business concerns located in "historically underutilized business zones" (HUBZone), (vi) Veteran-Owned Small Business (VOSB), and (vii) Service-Disabled Veteran-Owned Small Business (SDVOSB). Any goals less than the desired minimum will contain a description of the efforts to find sources and an explanation as to why those efforts have been unsuccessful. As provided in DFAR 219.705-4, MICHIGAN TECHNOLOGICAL UNIVERSITY will review and consider plans to utilize competition restricted to HBCU or MI's when a goal of less than 5% to SDB concerns is proposed.



**Michigan  
Technological  
University**

Individual Subcontracting Plan

**SAMPLE**

**MICHIGAN TECHNOLOGICAL UNIVERSITY (Michigan Tech)**

**Contract Specific Small Business Subcontracting Plan:**

**For DEPARTMENT OF DEFENSE SMALL BUSINESSES (SB), SMALL DISADVANTAGED BUSINESSES (SDB), WOMENOWNED SMALL BUSINESSES (WOSB), HISTORICALLY BLACK COLLEGES AND UNIVERSITIES AND MINORITY INSTITUTIONS (HBCU/MI), CERTAIN SMALL BUSINESS CONCERNS LOCATED IN "HISTORICALLY UNDERUTILIZED BUSINESS ZONES" (HUBZONE), VETERAN-OWNED SMALL BUSINESS (VOSB), AND SERVICE-DISABLED VETERAN-OWNED SMALL BUSINESSES (SDVOSB)**

**MASTER SUBCONTRACTING PLAN effective May 1, 2019 – April 30, 2022**

In accordance with Public Law 99-661, Section 1207, Public Law 100-180, Section 806. (FAR 19.704(a), 52.219-9(d), DFARS Subpart 219.5, 219.704(a)(1), 219.705 and 252.219-7003)

Contracting Agency: \_\_\_\_\_

Subcontracting goals for prime Contract / solicitation no.: \_\_\_\_\_

Proposal No.: \_\_\_\_\_

Proposal Title: \_\_\_\_\_

Prepared by: Danielle Cyrus  
Small Business Administrator  
Director of Purchasing  
1400 Townsend Drive  
Houghton, MI 49931-1295  
Ph. (906) 487-2510 / Fax: (906) 487-2521

Date: MMDDYYYY

## I. SUBCONTRACTING GOALS

Total Contract Value

\$ xxx,xxx

<b>Subcontracting Goal Summary</b> (for Base & Option)	<b>Whole Dollars</b>	<b>Percent of Subcontracted Dollars</b>	<b>Percent of Contract Dollars</b>
Total Subcontracted Dollars	\$ -	%	%
Large Business (LB)	\$ -	%	%
All Small Business (SB) (includes Veteran-Owned Small, Service-Disabled Veteran-Owned Small, HUBZone small, Small Disadvantaged Business, Women-Owned Small, and other small business concerns, i.e. ANCs, etc.)	\$ -	%	%
<b>Small Business Subcategories</b>			
All Small Businesses (including ANC and Indian tribes)	\$ -	%	%
Veteran-Owned Small Business (VOSB)	\$ -	%	%
Service-Disabled Veteran-Owned Small Business (SDVOSB)	\$ -	%	%
HUBZone Small Business	\$ -	%	%
Small Disadvantaged Business (SDB) (to include ANCs and Indian tribes)	\$ -	%	%
Women-Owned Small Business (WOSB)	\$ -	%	%

## II. METHOD USED TO DEVELOP GOALS

Proposed subcontracting goals as identified were developed by a joint review of the solicitation statement of work and performance requirements. The joint review involved program, technical and purchasing personnel, including the Small Business Administrator. Criteria considered in the review process included:

- . Review of the solicitation statement of work
- . Identification of the requirement for goods and services
- . Identification of the potential to subcontract for goods and services
- . Identification of potential suppliers

Michigan Tech views the utilization of Small Business concerns as a continuation of past and present commitment to assist those concerns and provide them with practical opportunity to participate in subcontracts. When possible, Michigan Tech will restrict participation to SB, SDB, WOSB, ANCs, HBC and MI's, HubZone, VOSB and SDVOSB.

Michigan Tech will make effort to identify and overcome obstacles which may prohibit participation by HBCU and MI's.

### III. INDIRECT AND OVERHEAD CHARGES

Indirect and overhead charges are not included in this subcontracting plan.

#### Subcontracting Goal Summary:

**Total Value Base** **\$ xxx,xxx**

Total Value Base Year Option(s), if required

	Whole Dollars	% Total Value Base
Large Business (LB)	\$ -	%
Small Businesses (including ANC and Indian tribes)	\$ -	%
Veteran-Owned Small Business (VOSB)	\$ -	%
Service-Disabled Veteran-Owned Small Business (SDVOSB)	\$ -	%
HUBZone Small Business	\$ -	%
Small Disadvantaged Business (SDB) (to include ANCs and Indian tribes)	\$ -	%
Women-Owned Small Business (WOSB)	\$ -	%

### IV. PRINCIPAL TYPES OF SUPPLIES AND SERVICES TO BE SUBCONTRACTED:

The following principal products and/or services will be subcontracted under this subcontract and the distribution among small business, veteran-owned small business, service-disabled veteran-owned small business, small disadvantaged business, women-owned small business, HUBZone small business and large business concern is as follows: (listed here)

Michigan Tech agrees to cooperate in any studies or surveys, to submit reports utilizing the Electronic Subcontracting Reporting System (eSRS) at <http://www.esrs.gov> and to maintain records to determine compliance of subcontracting goals established for this contract.