

Michigan Technological University

SMALL BUSINESS MASTER SUBCONTRACTING PLAN

May 1, 2025, through April 30, 2028



SUBMITTED BY

Michigan Technological University


Signature

Danielle Cyrus
Director of Purchasing & Insurance Programs

Date: 05/01/2025

APPROVED BY

Office of Naval Research

see attached approval letter
Signature

Administrative Contracting Officer

Date: _____



DEPARTMENT OF THE NAVY
OFFICE OF NAVAL RESEARCH
usn.pentagon.cnr-arlington-va.mbx.onr-chicago@us.navy.mil

IN REPLY REFER TO:
ONR-CHI/KMM
SSIC 4330
SER. 245/FY25-440
16 May 2025

Danielle Cyrus
Director of Purchasing
Michigan Technological University
1400 Townsend Dr
Houghton, MI 49931

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 May 1, 2025 through April 30, 2028.

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 (564) 226-8791.

Regards,

Kevin McCormick
Sr. Administrative Contracting Officer

MICHIGAN TECHNOLOGICAL UNIVERSITY
SMALL BUSINESS MASTER SUBCONTRACTING PLAN

It is also the University's intent to give such small business concerns a fair and equitable opportunity to compete for business, consistent with the efficient performance of the University's contractual obligations. The University pledges to make a concerted effort to locate small business, and each of the categories of small business mentioned above provides an equitable opportunity in competing for subcontract requirements.

2. Description of the Methods Used to Develop the Subcontracting Goals – FAR 52.219-9 (d)(4)

Small business subcontracting goals are developed based on the award's budget, Statement of Work, and stated supply and service needs by the University's Small Business Administrator (SBA) in consultation with the Principal Investigator (PI), department staff researchers, and Sponsored Programs Office (SPO). As needed to facilitate establishment of the goals, the SBA and PI utilize the expertise of SPO and consider past experience regarding the availability of small businesses to fulfill specific requirements in the area of research or supporting requirements.

Capabilities and past performance are considered when determining whether or not to include the small business concerns in the goals. Qualified small business concerns, VOSBs, SDVOSBs, HUBZone, SDBs, and WOSBs are sourced to meet program goals whenever possible. Reasonable goals are established based on the determination of the type and value of the subcontract and the availability of qualified firms.

3. Description of Method Used to Identify Potential Sources for Solicitation Purposes – FAR 52.219-9 (d)(5)

The University understands that it may rely on the information contained in SAM as an accurate representation of a concern's size and ownership characteristics for the purposes of maintaining a SB, SDB (HBCU/MI), WOSB, VOSB, SDVOSD, and HUBZone source list. The University also understands that use of SAM as its source list does not relieve itself from other responsibilities contained in FAR 52.219-9 (d)(5) (e.g., outreach, assistance, counseling, or publicizing subcontracting opportunities).

Other methods used by the University to identify potential sources for solicitation purposes may include:

- System for Award management (SAM) <https://www.sam.gov/SAM/>
- SBA Dynamic Small Business Search (DSBS) https://dsbs.sba.gov/search/dsp_dsbs.cfm
- State of Michigan Certified Small Business Directory <https://www.sbam.org/business-directory/>
- The University currently has a vendor database which allows flagging of small and diverse businesses, so that project teams can easily identify small and diverse businesses.

4. Statement about Whether Indirect Costs are Included – FAR 52.219-9 (d)(6)

Indirect and overhead costs **are not included** in the goals specified in item 1 above.

5. Name of the Individuals to Administer the Subcontracting Program – FAR 52.219-9 (d)(7)

The designated individual assigned overall responsibility for administering the master subcontracting plan for the University (the "University Small Business Administrator") is:

Name:	Danielle Cyrus
Title:	Director of Purchasing & Insurance Programs
Address:	1400 Townsend Drive, Houghton, MI 49931
Phone:	(906) 487-2512
Email:	dcyrus@mtu.edu

Name:	Drew Randell
Title:	Senior Buyer
Address:	1400 Townsend Drive, Houghton, MI 49931
Phone:	(906) 487-1040
Email:	derandel@mtu.edu , purchasing@mtu.edu

MICHIGAN TECHNOLOGICAL UNIVERSITY
SMALL BUSINESS MASTER SUBCONTRACTING PLAN

The University has established shared responsibility for administration of the master subcontracting plan and individual subcontract plans among various individuals and offices at the University. It is the intent of the University to have the duties performed as outlined below; however, duties may be delegated to other parties on an as needed basis.

Small Business Administrator:

- Assures that the University's intent to give small business concerns maximum practicable opportunity to compete for subcontracts is conducted consistently with the efficient performance of prime contracts and the University's published policies and procedures.
- Assists with the development of individual subcontracting plan goals for small business concerns, as requested.
- Develops and maintains bidders' lists of SB, SDB (HBCU/MI), WOSB, VOSB, SDVOSD, and HUBZone concerns.
- Submits required reports (utilizing eSRS or other means, as required).
- Assures the Master Subcontracting plan is updated as necessary in accordance with FAR 52.219-9(f)(2).

Principal Investigators:

- Identify potential sources, item 3 above, for goods and/or services and seek quotes for the individual subcontracting plans.
- Ensure compliance with the individual subcontracting plan (includes responsibility to provide comments to address gap in actual small business concerns spend as compared to project targets).

Sponsored Programs Office:

- Submits individual subcontracting plans as part of a bid or proposal.
- Negotiates and executes federal contracts.
- Ensures inclusion of proper flow-down clauses in subcontracts.
- Addresses any non-compliance of which it becomes aware.
- Identifies/Track reporting requirements.
- Collects data for reporting purposes under federal contracts.
- Coordinating the University's activities in regard to compliance reviews by federal agencies.

Purchasing Services:

- Accessing various sources for the identification of SB, SDB (HBCU/MI), WOSB, VOSB, SDVOSD, and HUBZone concerns.
- Participates in Business opportunity Workshops, Minority Business Enterprise Seminars, Trade Fairs, Procurement Conferences, etc.

6. Efforts to Assure Equitable Opportunities for Small Businesses – FAR 52.219-9 (d)(8)

Michigan Technological University recognizes its responsibility to assure that SB, SDB (HBCU/MI), WOSB, VOSB, SDVOSD, and HUBZone concerns have maximum practicable opportunity to compete for its subcontracts consistent with the efficient performance of such subcontracts, in accordance with FAR 52.219(d)(8). The following internal efforts, including section 2 and 3 above, are made to guide and encourage utilization of small businesses.

- Purchasing staff have bookmarked Acquisition.gov as a checklist to ensure that they abide by all of the Federal Acquisition Regulation requirements.
- Advise affected University personnel of the purpose and goals of individual subcontract plan and follows up periodically in an effort to ensure that the plan is being properly supported, promoted, and administered.
- Specific performance responsibilities will be assigned to appropriate University offices charged with insuring that the University meets the established goals of each individual subcontract plan.
- Seek, facilitate, communicate, and encourage the submission of bids of qualified small business of all types with the University, and administer each individual subcontract plan accordingly.

MICHIGAN TECHNOLOGICAL UNIVERSITY
SMALL BUSINESS MASTER SUBCONTRACTING PLAN

- Establish, maintain, and make available to University buyers source lists of potential small businesses which are capable or potentially capable of providing the goods and services required by the University and its customers. Sources will be identified primarily from the System for Award Management (SAM.gov) database.
- Confirm that a subcontractor representing itself as a HUBZone small business concern is identified as a certified HUBZone small business concern by accessing the System for Award Management (SAM.gov) database or by contacting SBA.
- Counsel representatives of SB concerns on how they can do business with the University and qualify to participate in the competitive bidding process.
- Reasonable effort will be made, consistent with the University's contract obligations, customer requirements, and internal policies and procedures to assist small business concerns of all types by tailoring solicitation requirements, such as allowing reasonable time for such small business concerns to prepare quotations; reasonable quantities (where feasible) for small businesses to handle; specifications and delivery schedules that small businesses can meet (unless such will impact the contract requirements); etc., in order to facilitate the participation of such small business concerns.
- Where an adequate number of SB, SDB (HBCU/MI), WOSB, VOSB, SDVOSD, and HUBZone are not available, the University will make a special effort, through liaison with the local Small Business Administration, minority business organizations, and other governmental trade and professional associations and industry groups, to increase the number of such prospective small business contractors.
- Provide adequate and timely consideration of the potentialities of SB, SDB (HBCU/MI), WOSB, VOSB, SDVOSD, and HUBZone in all "make-or-buy" decisions.
- Maintain records demonstrating the University's performance with regard to the goals established for its federally required individual subcontract plans.
- Develop and provide reports to appropriate University management, and where required by federal law, government agencies concerning subcontract awards made to small business concerns.

7. Inclusion of the Clause “Utilization of Small Business Concerns” – FAR 52.219-9 (d)(9)

The University agrees that Federal Acquisition Regulation clause 52.219-8 entitled “Utilization of Small Business Concerns” will be included in all subcontracts that offer further subcontracting opportunities, and that the University will require all subcontractors (except small business concerns) that receive subcontracts in excess of \$750,000 (\$1.5 million for construction) with further subcontracting possibilities to adopt a subcontracting plan that complies with the requirements of this clause.

8. Assurances – FAR 52.219-9 (d)(10)

The University will:

- i. Cooperate in any studies or surveys as may be required;
- ii. Submit periodic reports so that the Government can determine the extent of compliance by the University with the subcontracting plan;
- iii. Include subcontracting data for each order when reporting achievements for indefinite-delivery, indefinite-quantity contracts with individual subcontracting plans where the contract is intended for use by multiple agencies;
- iv. Submit the Individual Subcontract Report (ISR) and/or the Summary Subcontract Report (SSR), in accordance with paragraph (I) of this clause using the Electronic Subcontracting Reporting System (eSRS) at <http://www.esrs.gov>. The reports shall provide information on subcontract awards to SB Concerns (including ANCs and Indian tribes that are not small businesses), SDB (including ANCs and Indian tribes that have not been certified by the Small Business Administration as SDB), WOSB, HBCU/MI, HUBZone, VOSB, and SDVOSB. Reporting shall be in accordance with this clause or as provided in agency regulations;
- v. Ensures that its subcontractors with subcontracting plans agree to submit the ISR and/or the SSR using eSRS;

MICHIGAN TECHNOLOGICAL UNIVERSITY
SMALL BUSINESS MASTER SUBCONTRACTING PLAN

- vi. Provide its prime contract number, its unique entity identifier or DUNS number, and the email address of the University 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; and
- vii. Require that each subcontractor with a subcontracting plan provides the prime contract number, its unique entity identifier or DUNS number, and the email address of the subcontractor's official responsible for acknowledging receipt of or rejecting the ISRs, to its subcontractors with subcontracting plans.

9. Description of the Types of Records to be Maintained in Regard to Procedures Adopted – FAR 52.219-9 (d)(11)

The procedures (to be adopted to comply with the plan requirements and goals to locate small business, veteran-owned small business, service-disabled veteran-owned small business, HUBZone small business, small disadvantaged business, and women- owned small business concerns and award subcontracts to them) will include:

- i Source lists (e.g., SAM), guides, and other data that identify small business, veteran-owned small business, service-disabled veteran-owned small business, HUBZone small business, small disadvantaged business, and women-owned small business concerns. Small, SDVOSB, VOSB, HUBZone, SDB, and WOSB concern source lists, guides and other data identifying SB, SDVOSB, VOSB, HUBZone, SDB, and WOSB concerns will also be maintained and utilized by buyers in soliciting subcontracts.
- ii Records on each subcontract solicitation resulting in an award of more than \$250,000, indicating—
 - (A) Whether small business concerns were solicited and, if not, why not;
 - (B) Whether veteran-owned small business concerns were solicited and, if not, why not;
 - (C) Whether service-disabled veteran-owned small business concerns were solicited and, if not, why not;
 - (D) Whether HUBZone small business concerns were solicited and, if not, why not;
 - (E) Whether small disadvantaged business concerns were solicited and, if not, why not;
 - (F) Whether women-owned small business concerns were solicited and, if not, why not; and
 - (G) If applicable, the reason award was not made to a small business concern.
- iii Records of any outreach efforts to contact:
 - (A) Trade associations;
 - (B) Business development organizations;
 - (C) Conferences and trade fairs to locate small, HUBZone small, small disadvantaged, and women-owned small business sources; and
 - (D) Veterans service organizations.
- iv Records of internal guidance provided to buyers, faculty, and staff through:
 - (A) Workshops, seminars, training, etc.; and
 - (B) Monitoring performance and engaging with project teams to ensure they make progress toward goals.
- v On a contract-by-contract basis, records to support award data submitted by the University to the Government, including the name, address, and business size of each subcontractor. Contractors having commercial plans need not comply with this requirement.

10. Good Faith Effort to Acquire Articles, Equipment, Supplies, Services in Same or Greater Scope – FAR 52.219-9 (d)(12)

The University will make a good faith effort to acquire articles, equipment, supplies, services, or materials from the small business 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.

MICHIGAN TECHNOLOGICAL UNIVERSITY
SMALL BUSINESS MASTER SUBCONTRACTING PLAN

11. Assurance to Provide Written Explanation if Contractor Fails to Achieve above – FAR 52.219-9 (d)(13)

The University will provide the Contracting Officer with 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 (d)(12) of this clause. This written explanation will be submitted to the Contracting Officer within 30 days of contract completion.

12. Payments to Small Business Subcontractors – FAR 52.219-9 (d)(14) and FAR 52.219-9 (d)(15)

The University will not prohibit a subcontractor from discussing with the contracting officer any material matter pertaining to payment to or utilization of a subcontractor. Furthermore, the 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 in writing when the prime contractor makes either a reduced or an untimely payment to a small business subcontractor (FAR 52.242-5).

13. Effective Implementation of this Plan – FAR 52.219-9(e)

In order to effectively implement this plan to the extent consistent with efficient contract performance, the University shall perform the following functions:

- (1) Assist small business, veteran-owned small business, service-disabled veteran-owned small business, HUBZone small business, small disadvantaged business, and women-owned small business concerns by arranging solicitations, time for the preparation of bids, quantities, specifications, and delivery schedules so as to facilitate the participation by such concerns.
- (2) Provide adequate and timely consideration of the potentialities of small business, veteran-owned small business, service-disabled veteran-owned small business, HUBZone small business, small disadvantaged business, and women-owned small business concerns in all “make-or-buy” decisions.
- (3) Counsel and discuss subcontracting opportunities with representatives of small business, veteran-owned small business, service disabled veteran-owned small business, HUBZone small business, small disadvantaged business, and women-owned small business firms.
- (4) Confirm that a subcontractor representing itself as a HUBZone small business concern is identified as a certified HUBZone small business concern by accessing the SAM database or by contacting SBA.
- (5) Provide notice to subcontractors concerning penalties and remedies for misrepresentations of business status as small, veteran owned small business, HUBZone small, small disadvantaged, or women-own small businesses 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.
- (6) For all competitive subcontracts over the simplified acquisition threshold in which a small business concern received a small business preference, upon determination of the successful subcontract offeror, the Contractor must inform each unsuccessful small business subcontract offeror prior to award of the contract.
- (7) Assign each subcontract the NAICS code and corresponding size standard that best describes the principal purpose of the subcontract.

MICHIGAN TECHNOLOGICAL UNIVERSITY
INDIVIDUAL SUBCONTRACT PLAN GOALS

ATTACHMENT A

As described by Michigan Technological University’s Master Subcontracting Plan, individual goals for this solicitation/contract are indicated below. The total percentage of planned subcontracting with small business concerns includes total dollars planned to be subcontracted with small, veteran owned small business, service disabled veteran-owned, HUBZone small business, small disadvantaged and women- owned small business concerns. The small disadvantaged business goal includes participation of historically black colleges and universities and minority institutions.

Contracting Agency:	
Solicitation or Contract Number:	
Date of Plan:	
Proposal Title:	
Proposal Number:	

1. ACQUISITION:

Total dollar value of contract proposal including all options: \$ XXXX
Total Small Business Subcontracted dollars: \$ XXXX

2. GOALS:

Total dollars planned to be subcontracted to the following:

Entities	Dollars	Percent of Subcontracted Dollars	Percent of Total Contract Dollars
Large Business (LB)	\$	%	%
Small Business (SB)	\$	%	%
Veteran-Owned Small Business (VOSB)	\$	%	%
Service-Disables Veteran-Owned SB	\$	%	%
HUBZone Small Business	\$	%	%
Small Disadvantaged Business (SDB) (to include ANCs and Indian Tribes)	\$	%	%
Women Owned Small Business (WOSB)	\$	%	%

3. DESCRIPTION OF PRODUCTS/SERVICES:

A description of ALL Supplies/Services to be subcontracted under this contract are as follows:

Supplies/Services Description	Business Size SB or LB	Dollars
		\$
		\$
		\$
		\$