Definitions:

**Small Business Subcontracting Plan:**
Agreement to purchase a percentage of supplies and services from small businesses as part of a federal prime contract valued at $500,000 or more during its project period.

**Small Business Concern:**
A concern, including its affiliates that is independently owned and operated, and qualifies as a small business under the size standards (< 500 employees)
Definitions:

**Small Business Concern:**
Can also be a small disadvantage business concern, service-disabled veteran owned small business concern, a women-owned small business concern, minority owned small business concern, HUBZone small business concern, and veteran owned small business concern.

**HUBZone Small Business Concern:**
A small business located in a Historically Under utilized Business as it appears on a list of qualified HUBZone businesses maintained by the Small Business Administration.
What is the threshold for a small business plan?

- Required for a federal prime contract that totals $500,000 or more
- Required for a subcontract on a federal prime award that totals more than $500,000
- A small business plan can be a requirement at the time of a Request for a Proposal (RFP)
- Required in the bidding process at the time of a best and final offer
- An initial federal prime contract can be below the threshold but when the threshold is reached a small business plan can be required
What is a suggested target % for small business vendors?

- Be conservative
- Plan should include goals for all small business types if possible
- Offer a small percentage of available costs
- Allow for administrative errors
- Work with the principal investigator to be certain goals are achievable
- Contract officers will monitor progress on achieving goals & will ask for explanations when there is inadequate progress

(See Small Business Plan Budget-Sample on this website)
Walk through the targeted vendor database

Go to Purchasing Services web site to find Central Contractor Registration (CCR), which is a database of small businesses

http://purchasing.umn.edu/db/db.php

http://www.bpn.gov/ccccrd/scripts/search.asp
Walk Through Reporting

How are expenses counted?

What is the departmental role in reporting?

What travel expenses count?
  • Expenses that count must be paid to the small business (The small business cannot arrange the trip and then use the traveler’s credit card to pay the airline.)
  • Hotel accommodations arranged by a small business will not be paid by the traveler
  • Meal will not count because they are paid by the traveler
  • Taxi cab and incidentals will not count toward goals either
Finalizing the small business report

Reporting forms:

SF294 (For a sample report, refer to S5336476.pdf on this website)

SF295 (For a sample report, refer to DOD295.pdf on this website)
Questions