

## **APPENDIX H**

### **SMALL BUSINESS SUBCONTRACTING PLAN**

(This template is provided for informational purposes only. The FY 2026 Small Business Subcontracting Plan is a required Contractor submission with the proposal; the DOE approved Plan will be appended to the contract after award.)

**Applicable to the Operations of  
Thomas Jefferson National Accelerator Facility**

**INSTRUCTIONS FOR SMALL BUSINESS SUBCONTRACTING PLAN**

*This plan follows the format for addressing the fifteen elements as shown at Federal Acquisition Regulation (FAR) 52.219-9(d) (January 2025). FAR 19.708(b) prescribes the use of the Contract’s Section I Clause entitled “FAR 52.219-9, Small Business Subcontracting Plan.” The following is a suggested model for use when formulating a subcontracting plan. While this model plan has been designed to be consistent with FAR 52.219-9, other formats of a subcontracting plan may be acceptable. However, failure to include the essential information as exemplified in this model may cause a delay in plan review and approval. The use of this model is not intended to waive other requirements that may be applicable under the Contract’s Section I Clause entitled “FAR 52.219-9, Small Business Subcontracting Plan.” “Subcontract,” as defined in the FAR 52.219-9 clause, “means any agreement (other than one involving an employer-employee relationship) entered into by a Federal Government prime Contractor or subcontractor calling for supplies or services required for performance of the contract or subcontract.”*

Identification Data

Contractor: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_  
Solicitation or Contract Number: 89243125RSC000148

Item/Service: Basic Research, Management & Operation of Thomas Jefferson National Accelerator Facility (TJNAF)

Total Estimated Amount of Contract for the Performance Period: \$ 79.3M

Period of Contract Performance (MO, DAY, & YR): 06/01/2026 - 09/30/2026

Type of Plan (check one)

- ( ) Individual Subcontracting Plan
- ( ) Master Subcontracting Plan
- ( ) Commercial Plan

## (1) GOALS

State goals as a percentage of **total planned subcontracting dollars** that will go to all Small Business (SB) concerns, Historically Underutilized Business Zone (HUBZone), SB concerns, Small Disadvantaged Business (SDB) concerns, Woman-Owned SB (WOSB) concerns, Veteran-Owned SB (VOSB) concerns, and Service-Disabled Veteran-Owned SB (SDVOSB) concerns.

Performance period of: **June 1, 2026 through September 30, 2026**

Estimated Contract Amount for the performance period: **\$79.3M**

Total Value of all planned subcontracting with all types of concerns (including large businesses) under this contract: **\$<insert value>**

Small Business Concerns	Goals (%) Total Subcontract Dollars	Goals (%) of Total Estimated Contract Dollars	Notes	Department of Energy Subcontracting Goals FY 2025 (Informational Purpose Only)
SB:	<insert value>%	<insert value>%	(Includes HUBZone SB, SDB, WOSB, VOSB, SDVOSB, ANCs, and Indian tribes when applicable.)	49%
VOSB:	<insert value>%	<insert value>%		n/a
SDVOSB:	<insert value>%	<insert value>%		5%
HUBZone:	<insert value>%	<insert value>%		3%
SDB:	<insert value>%	<insert value>%	(Includes ANCs and Indian tribes)	5%
WOSB:	<insert value>%	<insert value>%		5%

(2) STATEMENT OF DOLLARS

The following dollar values correspond to the percentage goals in (1).

Small Business Concerns	(\$) Total Subcontract Dollars	Notes
SB:	<insert value>\$	(Includes HUBZone SB, SDB, WOSB, VOSB, SDVOSB, ANCs, and Indian tribes when applicable.)
VOSB:	<insert value>\$	
SDVOSB:	<insert value>\$	
HUBZone:	<insert value>\$	
SDB:	<insert value>\$	(Includes ANCs and Indian tribes)
WOSB:	<insert value>\$	

(3) DESCRIPTION OF PRINCIPAL TYPES OF SUPPLIES AND SERVICES TO BE SUBCONTRACTED AND TYPES OF BUSINESSES SUPPLYING THEM  
(Attach additional sheets if necessary.)

PRINCIPAL SUPPLY/SERVICE	SB	VOSB	SDVOSB	HUBZone SB	SDB	WOSB

**(4) METHOD USED TO DEVELOP GOALS**

Provide the method used to develop the subcontracting goals in Section (1) for subcontracting to SB, VOSB, SDVOSB, HUBZone SB, SDB, and WOSB:

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**(5) METHOD USED TO IDENTIFY POTENTIAL SUBCONTRACTING SOURCES**

Provide the method used to identify potential subcontracting sources in Section (3):

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**(6) INDIRECT COSTS** (Check which applies.)

\_\_\_\_\_ Indirect costs **have not** been included in establishing subcontracting goals.

\_\_\_\_\_ Indirect costs **have** been included in establishing subcontracting goals.

If indirect costs have been included, describe the method used to determine the proportionate share of indirect costs incurred with:

SB (Including ANCs and Indian tribes):  
VOSB:  
SDVOSB:  
HUBZone SB:  
SDB (Including ANCs and Indian tribes):  
WOSB:

**(7) ADMINISTRATION OF SUBCONTRACTING PROGRAM**

Name, title, position within the corporate structure, and duties and responsibilities of the employee who will administer the contractor's subcontracting program:

Name: \_\_\_\_\_  
Title/Position: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Email Address: \_\_\_\_\_  
Duties: \_\_\_\_\_

## **(8) EQUITABLE OPPORTUNITY TO COMPETE**

Describe your efforts to ensure that SB, VOSB, SDVOSB, HUBZone SB, SDB, and WOSB will have an equitable opportunity to compete for subcontracts:

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## **(9) INCLUSION OF FAR CLAUSE 52.219-8, "UTILIZATION OF SMALL BUSINESS CONCERNS," IN SUBCONTRACTS**

Place a check by each statement as assurance that the following will be done:

- ☐ I agree to include clause at FAR 52.219-8, "Utilization of Small Business Concerns," in all subcontracts that offer further subcontracting opportunities.
- ☐ I will require all subcontractors (except SB concerns or entities that are treated as small business concerns by statute) that receive subcontracts in excess of the applicable threshold specified in FAR 19.702 (a) on the date of subcontract award to adopt a subcontracting plan that complies with the clause at FAR 52.219-9, Small Business Subcontracting Plan.

## **(10) CONTRACTOR REPORTING ASSURANCES AS REQUIRED BY FAR 52.219-9**

Place a check by each statement as assurance that the following will be done:

- ☐ (i) I agree to cooperate in any studies or surveys as may be required.
- ☐ (ii) I agree to submit periodic reports so the government can determine the extent of compliance with the subcontracting plan.
- ☐ (iii) I agree, after November 30, 2017, to include subcontracting data for each order when reporting subcontracting achievements for indefinite-delivery, indefinite-quantity contracts intended for use by multiple agencies.
- ☐ (iv) I agree to submit timely Individual Subcontract Report (ISR) and/or the Summary Subcontract Report (SSR), in accordance with paragraph (l) of the clause at FAR 52.219-9 and in accordance with the instructions identified in the Electronic Subcontracting Reporting System (eSRS) at <http://www.esrs.gov>.
- ☐ (v) I agree to ensure that my subcontractors with subcontracting plans agree to submit the ISR and/or the SSR using eSRS.
- ☐ (vi) I agree to provide this prime contract number, its unique entity identifier number, and the email address of our company 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.
- ☐ (vii) I agree to require that each subcontractor with a subcontracting plan provide the prime contract number, its own unique entity identifier 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.

**(11) DESCRIPTION OF TYPES OF RECORDS TO BE MAINTAINED AS REQUIRED BY FAR 52.219-9**

\_\_\_\_\_ I agree to maintain the following records to show compliance with this subcontracting plan:

- a. Source lists, guides, and other data that identify SB, VOSB, SDVOSB, HUBZone SB, SDB, and WOSB concerns.
- b. Records on organizations contacted to locate SB, VOSB, SDVOSB, HUBZone SB, SDB, and WOSB sources.
- c. Records on each subcontract solicitation resulting in an award of more than the simplified acquisition threshold, indicating:
  - (1) Whether SB concerns were solicited and, if not, why not
  - (2) Whether VOSB concerns were solicited and, if not, why not
  - (3) Whether SDVOSB concerns were solicited and, if not, why not
  - (4) Whether HUBZone SB concerns were solicited and, if not, why not
  - (5) Whether SDB concerns were solicited and, if not, why not
  - (6) Whether WOSB concerns were solicited and, if not, why not
  - (7) If applicable, the reason award was not made to a SB, SDVOSB, VOSB, HUBZone SB, SDB, or WOSB concern
- d. Records of outreach efforts to contact:
  - (1) Trade associations
  - (2) Business development organizations
  - (3) Conferences and trade fairs to locate SB, HUBZone SB, SDB, SDVOSB, and WOSB sources
  - (4) Veterans service organizations
- e. Records of internal guidance and encouragement provided to buyers through:
  - (1) Workshops, seminars, training, etc.
  - (2) Monitoring performance to evaluate compliance with the program's requirements.
- f. On a contract-by-contract basis, records to support award data submitted to the government, including the name, address, and business size of each subcontractor (does not apply to commercial plans).

Describe other types of records that will be maintained as part of the subcontracting program/plan requirements and goals, if applicable:

**(12-15) OTHER ASSURANCES AS REQUIRED BY 52.219-9**

\_\_\_\_\_ (12) I agree to make a good faith effort to acquire articles, equipment, supplies, services, or materials, or obtain the performance of construction work from the small business concerns that I 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. The small business concerns used in preparing the bid or proposal include —

- a. Any small business concern identified as a subcontractor in the bid or proposal or associated small business subcontracting plan, to furnish certain supplies or perform a portion of the contract; or
- b. Any small business concern whose pricing or cost information or technical expertise was used in preparing the bid or proposal, where there is written evidence of an intent or understanding that the small business concern will be awarded a subcontract for the related work if I am awarded the contract.

\_\_\_\_\_ (13) I agree to provide the contracting officer with a written explanation if I fail to acquire articles, equipment, supplies, services, or materials or obtain the performance of construction work as described in the preceding statement of this section. I will submit this explanation to the contracting officer within 30 days of contract completion.

\_\_\_\_\_ (14) I agree to not prohibit a subcontractor from discussing with the contracting officer any material matter pertaining to payment to or utilization of a subcontractor.

\_\_\_\_\_ (15) I agree to pay my small business subcontractors on time and in accordance with the terms and conditions of the subcontract, and to notify the contracting officer if I pay a reduced or an untimely payment to a small business subcontractor.

**This subcontracting plan was prepared by:**

Signature: \_\_\_\_\_

Printed name: \_\_\_\_\_

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

Date prepared: \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_