

SMALL BUSINESS SUBCONTRACTING PLAN

**Type:
Master Plan**

**Prepared for
Department of Energy**

**Contract Number
DE-AC05-060R23177
Management and Operation of TJNAF**

**JEFFERSON SCIENCE ASSOCIATES
12000 Jefferson Ave
Newport News, Virginia 23606**

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Jefferson Science Associates (JSA) embraces the opportunity to provide the maximum level of opportunities for small business (SB), veteran-owned small business (VOSB), service-disabled veteran-owned small business (SDVOSB), HUBZone small business (HUB), small disadvantaged business (SDB), and women-owned small business (WOSB) concerns. All of JSA's senior leaders and program managers diligently strive to achieve or exceed all of the small business goals. Specific small business subcontracting goals are established each fiscal year and are provided in an addendum entitled "Addendum – Small Business Subcontracting Plan".

1. TYPE OF PLAN

This is a Master Plan where all elements are developed specifically for this contract and are applicable for the full term of this contract.

2. METHOD OF DEVELOPING GOALS

Goals are based upon an analysis of contractual requirements, commitments, historical data, and coordination with technical personnel regarding their anticipated requirements during this period. Subcontracting opportunities, where necessary, were further reviewed by the Small Business Program Liaison (SBPL) to determine the firms known to JSA to be technically competent in those areas.

3. SELECTED SUBCONTRACTS FOR THIS EFFORT INCLUDE:

Significant portions of JSA's planned subcontracting for supplies and services are identified below:

Subcontracted Supplies and Services (Type & NAICS code)	SB	SDB	WOSB	HUBZone	VOSB	SDVOSB
Computer Hardware and Software NAICS: 334111, 334112, 511210		X	X	X	X	X
E-Commerce Supplies and Services (Office Supplies, Laboratory Supplies, Electrical and Electronic Supplies) NAICS: 332722, 332911, 334418, 334519	X					
Machine Shop Fabrications NAICS: 332710, 332999	X	X	X		X	X
Construction Repair and Maintenance NAICS: 236220, 238990	X	X			X	X
Temporary Employee Services NAICS: 561320	X	X	X			
Equipment Repairs and Calibration NAICS: 811219	X	X	X		X	X
Plumbing Services NAICS: 238220	X	X	X			
Transportation Services NAICS: 484121	X	X	X		X	X

JSA policy is to provide opportunities to small business, service-disabled/veteran-owned small business, HUBZone small business, small disadvantaged business, and women-owned small business concerns to the maximum extent practicable consistent with the efficient performance of contract operations. The SBPL will screen all incoming requirements exceeding \$50,000 for consideration of a small business set-aside including a service-disabled/veteran-owned small business, HUBZone small business, and/or 8A small disadvantaged business set-aside.

The following is a list of recurring service contracts which are currently being performed by large businesses. JSA is continuously performing market research as well as outreach programs to identify any acceptable small businesses that can meet our requirements in any of these areas.

Company	Business Size, Classification	Service Provided
Atkins North America	Large	Engineering Services
L3 Electron Devices	Large	Klystron Fabrication
Clark Nexsen	Large	Engineering

In addition to the data contained in JSA vendor’s portal database, JSA procurement personnel use many outside directories, such as the System for Award Management (SAM), the DOE’s Small Business Energy Contact data base, and the VetBiz data base to identify small business, service-disabled/veteran-owned small business, HUBZone small business, small disadvantaged business, and women-owned small business concerns.

4. METHOD OF IDENTIFYING PRODUCT & SERVICE AREAS TO BE SUBCONTRACTED

JSA uses historical data and planned procurements to identify subcontracting opportunities. JSA anticipates being able to subcontract the majority of supply and service needs to small business, service disabled veteran-owned small business, HUBZone small business, small disadvantaged business, and/or women-owned small business concerns.

5. INDIRECT AND OVERHEAD COSTS

This plan does not include a proportionate share of products, services, etc., whose costs are normally allocated as indirect or overhead costs.

6. PROGRAM ADMINISTRATOR

Responsibility for the administration and implementation of the small business, service-disabled/veteran-owned small business, HUBZone small business, small disadvantaged business, and women-owned small business concerns programs for JSA is vested in our SBPL listed below with the responsibilities as described in Sections 7.1 below.

Name	Jami Anthony
Title	Small Business Program Liaison
Address	628 Hofstadter Rd (Suite 5) Newport News, VA 23606
Telephone No.	757-269-7060
e-mail Address	janthony@jlab.org

6.1 PROGRAM ADMINISTRATOR:

This individual's duties include, but are not limited to, the following:

- A. Developing and promoting company/division policy statements/initiatives that demonstrate the company's/division's support for awarding contracts and subcontracts to small business, service-disabled/veteran-owned small business, HUBZone small business, small disadvantaged business, and women-owned small business concerns.
- B. Developing and maintaining bidders' lists of small business, service-disabled/veteran-owned small business, HUBZone small business, small disadvantaged business, and women-owned small business concerns from all possible sources.
- C. Encouraging periodic rotation of potential subcontractors on bidders' lists.
- D. Encouraging the procurement staff to solicit small business, service-disabled/veteran-owned small business, HUBZone small business, small disadvantaged business, and women-owned small business concerns in conformance with JSA procurement policies so that identified participants have an equitable opportunity to compete and adequate time for preparing quotes. Establishing quantities, specifications, and delivery schedules to facilitate the maximum practicable participation by such concerns.
- E. Assuring the integrity of supplier information in the SAM through a series of controls that may include a review of Certifications and Representations of new suppliers. Ensure that supplier NAICS codes and socioeconomic classifications are included in supplier descriptions.
- F. Ensuring that applicable small business, service-disabled/veteran-owned small business, HUBZone small business, small disadvantaged business, and women-owned small business concerns provisions are included in subcontracts, as required by federal regulations.
- G. Periodically monitoring the procurement staff and routinely provides new small business and socioeconomic business sources.
- H. Randomly reviewing solicitations to remove, clauses, etc. that might tend to restrict or prohibit small business, service-disabled/veteran-owned small business, HUBZone small business, small disadvantaged business, and women-owned small business concerns participation.
- I. Ensuring that "make-or-buy" decisions include adequate and timely consideration of the potentialities of small business, service-disabled/veteran-owned small business, HUBZone small business, small disadvantaged business, and women-owned small business concerns in accordance with solicitation evaluation criteria.
- J. Ensuring that the source selection board documents its reasons for not selecting low bids submitted by small business, service-disabled/veteran-owned small business, HUBZone small business, small disadvantaged business, and women-owned small business concerns.
- K. Preparing, inputting, and submitting timely subcontracting reporting through the eSRS.

- L. Attending or arranging for the attendance of company counselors at business opportunity workshops, minority business enterprise seminars, trade fairs, etc.
- M. Directly or indirectly counseling small business, service-disabled/veteran-owned small business, HUBZone small business, small disadvantaged business, and women-owned small business concerns in the techniques of bid preparation as appropriate.
- N. Providing notice to subcontractors concerning penalties for misrepresentations of business status as small business, service-disabled/veteran-owned small business, HUBZone small business, small disadvantaged business, and women-owned small business concerns 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.
- O. Conducting or arranging training for purchasing personnel regarding the intent and impact of Public Law 95-507 on purchasing procedures.
- P. Developing and maintaining an incentive program for buyers that support the subcontracting program.
- Q. Insure that training for credit card holders include covering subcontracting opportunities to small businesses through credit card purchases.
- R. Conducting periodic reviews of the progress of the plan with JSA program/division management and suggests adjustments as necessary to achieve the subcontract plan goals.
- S. Preparing and submitting timely reports.
- T. Coordinating the company's activities during compliance reviews by Federal agencies.
- U. Ensuring that historically black colleges and universities and minority institutions shall be afforded maximum practicable opportunity (if applicable).

6.2 MENTOR-PROTÉGÉ PROGRAM

JSA is committed to supporting mentor-protégé agreements and will submit them for DOE approval as identified and appropriate. The SBPL is the individual designated to administer the overall program and any resultant agreements.

7. EQUITABLE OPPORTUNITY

In accordance with FAR 19.704(a)(8) and to ensure that small business, service-disabled/veteran-owned small business, HUBZone small business, small disadvantaged business, and women-owned small business concerns have an equitable opportunity to compete for subcontracts; the following activities will be conducted:

- A. Outreach efforts to obtain sources:
 - Contacting minority and small business trade associations
 - Contacting business development organizations
 - Reviewing sources from the SAM, SBA's Dynamic Small Business Search Data Base, the Veterans Administration's VetBiz's and the National Minority Supplier Development Council's data base

- Attending small business, service-disabled/veteran-owned small business, HUBZone small business, small disadvantaged business, and women-owned small business concerns procurement conferences and trade fairs
- B. Internal efforts to guide and encourage purchasing personnel:
- Presenting workshops, seminars and training programs
 - Establishing, maintaining and using small business, service-disabled/veteran-owned small business, HUBZone small business, small disadvantaged business, and women-owned small business concerns source lists, guides and other data for soliciting subcontracts
 - Monitoring activities to evaluate compliance with the subcontracting plan
- C. Additional efforts:
- Supporting community organizations that work to increase opportunities for small, minority and women-owned businesses
 - Advise small business, service-disabled/veteran-owned small business, HUBZone small business, small disadvantaged business, and women-owned small business concerns about how to conduct business with JSA and refer them to appropriate staff
 - Provide JSA and community resource information to small business, service-disabled/veteran-owned small business, HUBZone small business, small disadvantaged business, and women-owned small business concerns.
 - Develop formal and informal mentoring relationships with small business, service-disabled/veteran-owned small business, HUBZone small business, small disadvantaged business, and women-owned small business concerns

8. CLAUSE INCLUSION AND FLOW DOWN

JSA agrees to include the clause of our prime contract entitled “Utilization of Small Business Concerns” in all subcontracts that offer further subcontracting opportunities. JSA will require all subcontractors (except small business concerns) that receive subcontracts in excess of \$700,000 (\$1.5 million for construction of any public facility) with further subcontracting possibilities to adopt a subcontracting plan that complies with the requirements of the clause in our prime contract entitled “Small Business Subcontracting Plan”.

9. REPORTING AND COOPERATION

JSA will: (1) cooperate in any studies or surveys as may be required; (2) submit periodic reports so that the Government can determine the extent of JSA compliance with the subcontracting plan; (3) include subcontracting data for each order when reporting subcontracting achievements for indefinite-delivery, indefinite-quantity contracts with individual subcontracting plans where the contract is intended for use by multiple agencies; (4) submit the Individual Subcontract Report (ISR) and/or the Summary Subcontract Report (SSR), in accordance with prime contract requirements, using the Electronic Subcontracting Reporting System (eSRS) at <http://www.esrs.gov>; (5) ensure that its subcontractors with subcontracting plans agree to submit the ISR and/or the SSR using eSRS; (6) provide its prime contract number, its unique entity identifier, and the email address of the 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; (7) require that each subcontractor with a subcontracting plan provide the prime contract number, its own unique entity identifier, and the email address of the subcontractor’s official responsible for acknowledging receipt of or rejecting the ISRs, to its subcontractors with subcontracting plans.

10. RECORD KEEPING

JSA will maintain records to demonstrate the procedures adopted to comply with the requirements and goals in the subcontracting plan. A description of the types of records that will be maintained concerning procedures that have been adopted to comply with the requirements and goals in the plan, including establishing source lists; and a description of the offeror's efforts to locate 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. The records shall include at least the following (on a plant-wide or company-wide basis, unless otherwise indicated):

- A. Source lists (*e.g.*, PRO-Net), guides, and other data that identify small business, service-disabled/veteran-owned small business, HUBZone small business, small disadvantaged business, and women-owned small business concerns.
- B. Organizations contacted for small business, service-disabled/veteran-owned small business, HUBZone small business, small disadvantaged business, and women-owned small business concerns sources.
- C. Records on each 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 service-disabled veteran-owned small business concerns were solicited and, if not, why not;
 - (3) Whether HUBZone small business concerns were solicited and, if not, why not;
 - (4) Whether small disadvantaged business concerns were solicited and, if not, why not;
 - (5) Whether women-owned small business concerns were solicited and, if not, why not; and
 - (6) If applicable, the reason award was not made to a small business concern.
- D. Records of any outreach efforts to contact—
 - (1) Trade associations;
 - (2) Business development organizations;
 - (3) Conferences and trade fairs to locate small, HUBZone small, small disadvantaged, and women-owned small business sources; and
 - (4) Veterans service organizations.
- E. Records to support internal activities to (1) guide and encourage purchasing personnel, *e.g.*, workshops, seminars, and training programs; and (2) monitor activities to evaluate compliance.
- F. On a contract-by-contract basis, records to support subcontract award data including the name, address and business size of each subcontractor.

11. DESCRIPTION OF GOOD FAITH EFFORT

JSA intends to make good faith efforts to award the stated percentages of the final actual subcontract base amount with small business, service-disabled/veteran-owned small business, HUBZone small business, small disadvantaged business, and women-owned small business concerns. The following steps shall be taken.

- A. Issue and promulgate company-wide policy statements in support of the small business, service-disabled/veteran-owned small business, HUBZone small business,

small disadvantaged business, and women-owned small business concerns effort. Develop written procedures and work instructions, and assign specific responsibilities regarding requirements of the applicable Public Law.

- B. Review specific procurement actions for possible acquisition from eligible small business, service-disabled/veteran-owned small business, HUBZone small business, small disadvantaged business, and women-owned small business concerns.
- C. Demonstrate continuing management interest and involvement in support of this effort through such actions as regular reviews of progress.
- D. Train JSA personnel regarding the need for the support of small business, service-disabled/veteran-owned small business, HUBZone small business, small disadvantaged business, and women-owned small business concerns.
- E. Assist small business, service-disabled/veteran-owned small business, HUBZone small business, small disadvantaged business, and women-owned small business concerns by arranging solicitations, allowing time for the preparation of bids, quantities, specifications, and delivery schedules so as to facilitate the participation by such concerns to enable these firms to compete fairly.
- F. Counsel and discuss subcontracting opportunities with representatives of small business, service-disabled/veteran-owned small business, HUBZone small business, small disadvantaged business, and women-owned small business concerns.
- G. Execute Service Agreements, Teaming Agreements, and Basic Ordering Agreements with qualified small business, service-disabled/veteran-owned small business, HUBZone small business, small disadvantaged business, and women-owned small business concerns, as required, in an attempt to ensure availability and usage of subcontractor personnel to support JSA work efforts when required.
- H. Make available specifications, drawings, and other relevant data so that qualified, known small business, service-disabled/veteran-owned small business, HUBZone small business, small disadvantaged business, and women-owned small business concerns have an equal opportunity in preparing bids.
- I. Establish and maintain a categorized list of potential subcontractors with separate identification of small business, service-disabled/veteran-owned small business, HUBZone small business, small disadvantaged business, and women-owned small business concerns.

12. WRITTEN EXPLANATIONS

JSA will provide the Contracting Officer with a written explanation if JSA fails to acquire articles, equipment, supplies, services or materials or obtain the performance of construction work as described in (12)(d) of the clause in our prime contract entitled “Small Business Subcontracting Plan”. This written explanation will be submitted to the Contracting Officer within 30 days of contract completion.

13. DISCUSSIONS

JSA will not prohibit a subcontractor from discussing with the Contracting Officer any material matter pertaining to payment to or utilization of a subcontractor.

14. PAYMENTS TO SMALL BUSINESS SUBCONTRACTORS

JSA will ensure the timely payment of amounts due pursuant to the terms of the subcontracts with small business, service-disabled/veteran-owned small business, HUBZone small business, small disadvantaged business, and women-owned small business concerns, and JSA will notify the Contracting Officer if JSA pays a reduced or an untimely payment to a small business subcontractor (see below from our prime contract clause entitled "Payments to Small Business Subcontractors").

(a) *Definitions.* As used in this clause--

"Reduced payment" means a payment that is for less than the amount agreed upon in a subcontract in accordance with its terms and conditions, for supplies and services for which the Government has paid the prime contractor.

"Untimely payment" means a payment that is more than 90 days past due under the terms and conditions of a subcontract, for supplies and services for which the Government has paid the prime contractor.

(b) *Notice.* The Contractor shall notify the Contracting Officer, in writing, not later than 14 days after--

- (1) A small business subcontractor was entitled to payment under the terms and conditions of the subcontract; and
- (2) The Contractor--
 - (i) Made a reduced or untimely payment to the small business subcontractor; or
 - (ii) Failed to make a payment, which is now untimely.

(c) *Content of notice.* The Contractor shall include the reason(s) for making the reduced or untimely payment in any notice required under paragraph (b) of this clause.

This subcontracting plan was submitted by:

Signature: _____

Printed Name: Linda Stinnett

Title: JSA Procurement Manager

Date Prepared: November 1, 2019

Phone No: (757) 269-7603

Approval:

Agency Signature: _____

Printed Name: _____

Title: _____

Date Prepared: _____

Phone No: _____