

University of Maryland

COLLEGE PARK

MASTER SUBCONTRACTING PLAN

When awarded federal contract funds, the University of Maryland has the opportunity to provide new and innovative answers to scientific questions or to develop unique solutions to problems of government agencies. We also have the opportunity to develop and encourage relationships with businesses that have not always had access to government contracts. Small, disadvantaged, women-owned, as well as veteran owned or service disabled veteran owned firms, have demonstrated time and again the ability to foster new and innovative ideas and products. It is to everyone's benefit when we encourage small business of all types to fully participate in the process of spending University and Federal dollars. To accomplish this, the University strongly encourages Principal Investigators to consider small businesses first when buying the goods and services needed for their federally funded projects. The following Master Subcontracting Plan is a major way the University of Maryland focuses attention on this goal, a goal which is fully supported by the University's administration.

The following, together with any attachments, is submitted as a Subcontracting Plan to satisfy the applicable requirements of Public Law 95-507, 103-355 and 105-135 as implemented by the Federal Acquisition Regulations, the Defense Supplement thereto, Public Law 100-180 and 103-337. The goals are required for the basic quantity (base period) and each option quantity (period) of the contract, if applicable.

1. GOALS

Individual goals will be developed for each subcontracting plan as described by Exhibit I and this Master Plan. The Assistant Vice President of Procurement and Strategic Sourcing is responsible for the administration of the Small Business Program. Working with the Principal Investigator, as designated on Exhibit I, the Assistant Vice President will determine appropriate small business subcontracting goals, considering the subcontracting opportunities for that project.

2. METHOD USED TO DEVELOP GOALS

The following method is used to develop subcontracting goals. The Assistant Vice President of Procurement and Strategic Sourcing will consult with the Principal Investigator, Office of Research Administration (ORA), to determine the goods and services that will be subcontracted and will search source lists of small, disadvantaged, women-owned, HUB-Zone, and veteran owned or service disabled veteran owned firms that can provide these goods and services. We investigate the firms' capabilities and consider our own experience and the experience of references with these firms to determine if they are qualified to provide what is needed. If there are qualified small, disadvantaged, women-owned, HUB zone, and veteran owned or service disabled veteran owned firms that offer the needed goods or services, they will be used whenever possible. Reasonable goals are set after considering the value of the needed subcontracts and the pool of qualified firms.

3. SOURCES

Source lists utilized in making the determinations in paragraph 2 above are as follows:

- o http://web.sba.gov/pro-net/search/dsp_dsbs.cfm, the SBA on-line database of small business
- o Local Office of the Small Business Administration

- o State of Maryland Minority Business Enterprise Directory.
- o UMCP bidder lists comprised of several thousand vendors, which code all vendors as either small business or large business and further breaks these two groups into six minority groups as required by State of Maryland law. Efforts are now underway to also classify our vendors using the Federal definitions of small, small disadvantaged, small women-owned, HUB-Zone, and veteran owned or service disabled veteran owned small business concerns.

4. OVERHEAD

Indirect and overhead costs are not included in the University's goals.

5. SUBCONTRACT PROGRAM ADMINISTRATION

The following employee will administer the Small Business Subcontracting Program:

Name: James Haley
 Title: Assistant Vice President Procurement and Strategic Sourcing
 Address: University of Maryland
 Dept. of Procurement and Strategic Sourcing
 Room 2113R Chesapeake Building
 College Park, MD 20742
 Telephone No: 301-405-5837
 Fax No: 301-314-9565

This individual's specific duties, as they relate to the UMCP (University of Maryland College Park) subcontracting program for non-delegated expenditures, are as follows:

- o Overall responsibility for the UMCP Small Business Program, to work with the Principal Investigator to develop, prepare, and execute individual subcontracting plans, and for monitoring performance relative to contractual subcontracting requirements contained in each plan, and including, but not limited to:
 - o Develop and maintain bidder's lists of SB, HUBZone SB, SDB, MOSB and veteran owned or service disabled veteran owned concerns from all possible sources.
 - o Ensure that procurement packages are structured to permit SB, HUBZone SB, SDB, WOSB and veteran owned or service disabled veteran owned concerns participation to the maximum extent possible.
 - o Assure inclusion of SB, HUBZone SB, SDB, WOSB and veteran owned or service disabled veteran owned concerns in all solicitations for products or services which they are capable of providing.
 - o If a formal bid or request for proposal is done, all such qualified firms will receive a copy of the solicitation.
 - o Review solicitations to remove statements, clauses, etc., which may tend to restrict or prohibit SB, HUBZone SB, SDB, WOSB and veteran owned or service disabled veteran owned concerns participation.
 - o Ensure that the buyer documents the reason for not selecting lowest priced bids or proposals submitted by SB, HUBZone SB, SDB, WOSB and veteran owned or service disabled veteran owned concerns.
 - o Ensure the establishment and maintenance of records of solicitations and subcontract award activity.

- o Cooperate with the Minority Business Outreach Manager in arranging for attendance of buyers at Business Opportunity Workshops, Minority Business Enterprise Seminars, Trade Fairs, etc.
- o Conduct or arrange for conduct of motivational training for purchasing personnel pursuant to the intent of P.L. 95-507.
- o Monitor attainment of proposed goals.
- o Prepare and submit required periodic subcontracting reports.
- o Coordinate with ORA activities during the conduct of compliance reviews by Federal agencies.
- o Coordinate the conduct of UMCP's activities involving its small and small disadvantaged business subcontracting program.

6. EFFORTS TO ASSURE SMALL BUSINESS CONCERNS OPORTUNITY TO COMPETE

The following efforts will be taken to assure that SB, HUBZone SB, SDB, to include HBCU/MIs, WOSB and veteran owned or service disabled veteran owned concerns will have an equitable opportunity to compete for subcontracts.

- o Outreach efforts will include:

Contacts with minority and small business trade associations.

Contacts with business development organizations.

Attendance at small and minority business procurement conferences and trade fairs.

- o Sources will be identified from the SBA PRO-Net System (www.sba.gov) , the State of Maryland list of certified Minority Business Enterprises (MBE), and current bidder lists. Small, HUBZone SB, SDB, WOSB and veteran owned or service disabled veteran owned concern source lists, guides and other data identifying SB, HUBZone SB, SDB, WOSB and veteran owned or service disabled veteran owned concerns will be maintained and utilized by buyers in soliciting subcontracts.
- o The following internal efforts will be made to guide and encourage buyers:

Workshops, seminars, and training programs will be conducted. UM has an established practice of supporting and promoting professional development of its purchasing staff and affords multiple opportunities for the staff to attend and participate in the various programs offered by the professional associations, NACM, NIGP, NAEB, and NAPM.

Activities will be monitored to evaluate compliance with this subcontracting plan. UM has a Minority Business Outreach Manager on the staff of our Procurement and Strategic Sourcing Department. One of their primary duties is to review monthly reports of purchasing activity with emphasis on setting and achieving individual buyer goals for purchases from minority vendors, in concert with the State's Code of Maryland Regulations (COMAR) based upon existing State of Maryland laws. Monthly meetings are held with our purchasing staff in which socioeconomic and other objectives are discussed and promoted.

Interviews will be arranged with SB/HUBZone, SB/SDB/WOSB concerns, HBCU/MIs and veteran owned or service disabled veteran owned. At UM, we assist any vendor who requests information, guidance or direction in the whole spectrum of soliciting business, bidding, award administration, through the process of receiving payment for goods and services rendered, introducing them to buyers assigned commodity and service purchases in which these vendors may have a mutual or potential concern. We welcome

especially small and minority business as another means of achieving competitive procurement in the public trust, consistent with applicable laws and regulations.

- o To ensure participation of the HBCU/MI community, any subcontract to a HBCU/MI, desired by the Principal Investigator will be issued without competition.

7. ASSURANCES TO FLOW-DOWN CLAUSES

UMCP agrees that Federal Acquisition Regulation clause 52.219-8, entitled Utilization of Small Business Concerns, will be included in all subcontracts which offer further subcontracting opportunities, and all subcontractors, except SB concerns, who receive subcontracts in excess of \$700,000 will be required to adopt and comply with a subcontracting plan similar to the plan required by Federal Acquisition Regulation 52.219-9, entitled Small Business Subcontracting Plan. Such plans will be reviewed by comparing them with the provisions of PL 95-507 and assuring that all minimum requirements of an acceptable subcontracting plan have been satisfied. The acceptability of percentage goals shall be determined on a case-by-case basis depending on the supplies/services involved, the availability of potential small, HUBZone small, small disadvantaged, women-owned, and veteran owned or service disabled veteran owned small business subcontractors, and prior experience. Once approved and implemented, plans will be monitored through the submission of periodic reports, and/or, as time and availability of funds permit, periodic visits to subcontracting program participants.

8. REPORTS AND STUDIES

UMCP agrees to submit such 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 by UMCP with the subcontracting plan and with the clause entitled Utilization of Small Business Concerns contained in the contract.

UMCP agrees to submit the original and copy of Subcontracting Report for Individual Contracts, standard form (SF) 294 in accordance with the instructions on the report as referenced in P.L. 95-507, Section 211. For contracts that include options and goals for each option, reports shall address the base period goals and achievements.

UMCP shall submit the Summary Subcontract Report, SF 295, in accordance with the instructions on the report as referenced in P.L. 95-507, Section 211. The Summary Report of DOD awards shall be submitted within thirty (30) days after the close of each reporting period to the Adminstrating Contracting Officer, Office of Naval Research, Atlanta Regional Office.

9. RECORD KEEPING

UMCP agrees that it will maintain at least the following types of records to document compliance with each subcontracting plan:

- o Source list, guides, and other data identifying SB, HUBZone SB, SDB, WOSB and veteran owned or service disabled veteran owned concerns.
- o Organizations contacted to locate SB, HUBZone SB, SDB, WOSB and veteran owned or service disabled veteran owned concerns.
- o On a contract-by-contract basis, records on all subcontract solicitations over \$100,000, indicating for each solicitation (1) whether SB concerns were solicited, and if not, why not; (2) whether HUBZone SB concerns were solicited, and if not, why not; (3) whether

SDB concerns were solicited, and if not, why not; (4) whether WOSB concerns were solicited, and if not, why not; (5) whether veteran owned or service disabled veteran concerns were solicited and if not, why not; and (6) reasons for the failure of solicited SB, HUBZone SB, SDB, WOSB and veteran owned or service disabled veteran owned concerns to receive the subcontract award.

Signed: James Haley

James Haley
Assistant Vice President, Procurement and Strategic Sourcing

Date: 12-10-2015

Approved by: E. E. H.

Administrative Contracting Officer
Office of Naval Research
Atlanta Regional Office

Date: 12-10-15