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 businesses 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 Director of Procurement and Supply is responsible for the administration of the Small Business Program. Working with the Principal Investigator designated on Exhibit I, the Assistant Director 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 Director of Procurement and Supply will review the scope of work in the University’s proposal and consult with the Principal Investigator, Office of Research Advancement and Administration (ORA) and the Director of Procurement and Supply, to determine the goods and services that will be subcontracted. The Assistant Director will search source lists and web sites of small, disadvantaged, women-owned, HUB-Zone, and veteran owned or service disabled veteran owned firms that can provide these goods and services. We will 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:

- http://dsbs.sba.gov/dsbs/search/dsp_dsbs.cfm, the SBA on-line database of small businesses
- www.sba.gov/hubzone, the SBA on-line database of locations that qualify as HUBZone,
- www.smallbusinessreserve.maryland.gov/ for the State of Maryland database of Small Businesses
- www.ebidmarketplace.com, the eMaryland Business Directory
- www2.ed.gov/about/edu/list/wheebeu/edlite-list.html for Historically Black Colleges and Universities.

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: Associate Director
Address: University of Maryland
Dept. of Procurement and Supply
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:

- 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 Alert buyers to new SB, HUBZone SB, SDB, WOSB and veteran owned or service disabled veteran owned concerns, working in concert with the Administrator for Small and Minority Business Programs.

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 Administrator of Small and Minority Programs 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 ORAA 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 OPPORTUNITY TO COMPETE

The following efforts will be taken to assure that SB, HUBZone SB, SDB, to include HBCU/MLs, 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 Dynamic Small Business Search System (www.sba.gov), the State of Maryland lists of Small Business and of certified
Minority Business Enterprises (MBE), as well as 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.

The State of Maryland law requires UMCP to award a minimum of 10 percent of “total dollar value of goods, supplies, services, maintenance, construction, construction related, architectural service and engineering service contracts to small businesses”. UMCP attempts to achieve this mandate by reserving procurements for Maryland qualified Small businesses. (See www.smallbusinessreserve.maryland.gov for further information.)

- 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 NIGP, NAEP, and NAPM.

Activities will be monitored to evaluate compliance with this subcontracting plan. UMCP has an Administrator for Small & Minority Business Programs, Victoria Leatherwood, on the staff of our Procurement and Supply Department. One of her primary duties is to review Minority Business Subcontracting Goals for each major bid or RFP, with emphasis on setting and achieving individual buyer goals for purchases from minority and small vendors, in concert with the University System of Maryland Procurement Policies and Procedures and applicable State of Maryland laws.

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.

- 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 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 $650,000 for goods and services ($1,000,000 for construction), 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.

When it is feasible to file electronically through www.eSRS.gov, UMCP will submit the Individual Subcontracting Reports (ISR) on a semi-annual basis and upon contract completion in accordance with the schedule below:

- October 1 through March 31 Due by April 30
- April 1 through September 30 Due by October 31

UMCP shall submit electronically through www.eSRS.gov, the Summary Subcontracting Report (SSR) on an annual basis and upon contract completion due on October 31 and covering the period from subcontract inception through the end of the current fiscal year.

If the federal agency or contractor has not enabled eSRS filing, UMCP agrees to submit the original and copy of Subcontracting Report for Individual Contracts, standard form SF294, in accordance with the instructions on the report as referenced in PL 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 PL 95-507, Section 211.

9. RECORD KEEPING

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

- Source list, guides, and other data identifying SB, HUBZone SB, SDB, WOSB and veteran owned or service disabled veteran owned concerns.
- Organizations contacted to locate SB, HUBZone SB, SDB, WOSB and veteran owned or service disabled veteran owned concerns.
- 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: [Signature]

Date: 12/8/2011

James S. Stirling
Director of Procurement and Supply

Approved by: [Signature]

Date: 12/9/2011

Administrative Contracting Officer
Office of Naval Research
Atlanta Regional Office
UNIVERSITY OF MARYLAND COLLEGE PARK
Master Subcontracting Plan Exhibit I

Submitted in accordance with Public Law 95-507

Sponsor:
Principal Investigator:
Title:

Address: University of Maryland

Bldg. College Park, MD 20742
Phone: (301) 405-1045

1. Proposal Entitled:
2. Contract/Solicitation:
3. Start Date:
4. Total Estimated Contract Cost:
5. Total Estimated Cost of Subcontracts:

PERCENTAGE GOALS
1. The total estimated dollar value of all planned subcontracting (to all types of business concerns) under this contract is $
2. A. The following percentage goals (expressed in terms of a percentage of total subcontracting dollars) are applicable to the solicitation (contract) cited above.
   i. Large business concerns: % of total planned subcontracting dollars under this contract will go to large businesses.
   ii. Small business concerns: % of total planned subcontracting dollars under this contract will go to subcontractors who are small business concerns.
   iii. Historically Underutilized Business (HUB) Zone small business concerns: % of total planned subcontracting dollars under this contract will go to subcontractors who are HUBZone small business concerns.
   iv. Small disadvantaged business (SDB) concerns: % of total planned subcontracting dollars under this contract will go to subcontractors who are small business concerns owned and controlled by socially and economically disadvantaged individuals.
      (i) Historically Black Colleges and Universities/Minority Institutions (HBCU/MI): % of total planned subcontracting dollars under this contract will go to HBCU/MI as identified in FAR Part 26. This percentage is included in the percentage shown under 2.A.(iv), above, as a subset.
UNIVERSITY OF MARYLAND COLLEGE PARK
Master Subcontracting Plan Exhibit I

v. Woman-owned small business (WOSB) concerns: % of total planned subcontracting dollars under this contract will go to subcontractors who are woman-owned small business concerns.
vi. Veteran Owned Small Business (VOSB) concerns: % of total planned subcontracting dollars under this contract will go to subcontractors who are veteran owned small business concerns.
vii. Service Disabled Veteran Owned Small Business (SDVOSB) concerns: % of total planned subcontracting dollars under this contract will go to subcontractors who are service disabled small business concerns.

The total percentage of planned subcontracting with small business concerns includes total dollars planned to be subcontracted with HUBZone small business, small disadvantaged and women-owned small business, veteran owned small business and service disabled veteran owned small business concerns.

2. B. The following dollar values correspond to the percentage goals shown in 2.a above.
i. Total dollars planned for subcontracting to large business concerns:
ii. Total dollars planned to be subcontracted to small business concerns:
iii. Total dollars planned to be subcontracted to HUBZone small business concerns:
iv. Total dollars planned to be subcontracted to SDB concerns:
   (1) Total dollars planned to be subcontracted to HBCU/MLs:
       This dollar amount is included in the amount shown at 2.B.iv.
v. Total dollars planned to be subcontracted to WOSB concerns:
vi. Total dollars planned to be subcontracted to VOSB concerns:
vii. Total dollars planned to be subcontracted to SDVOSB concerns:

The total dollars planned for subcontracting with small business concerns includes total dollars planned to be subcontracted with HUBZone small business, small disadvantaged and women-owned small business, veteran owned small business and service disabled veteran owned business concerns.

3. The following principal products and/or services will be subcontracted under this contract:
   a. Products/services planned for subcontracting to large business concerns:
   b. Products/services for subcontracting to small business concerns:
   c. Products/services planned for subcontracting to HUBZone business concerns:
   d. Products/services planned for subcontracting to SDB concerns:
   e. Products/services planned for subcontracting to HBCU/ML concerns:
   f. Products/services planned for subcontracting to WOSB concerns:
   g. Products/services planned for subcontracting to VOSB concerns:
   h. Products/services planned for subcontracting to SDVOSB concerns:
4. The individual designated to administer this subcontracting plan is the UMCP Associate Director of Procurement and Supply. The project’s principal investigator, Dr. ___, will be responsible for the technical conduct of the project, including the research, instruction, student advisement, oversight service and administration. The principal investigator has the services of several administrative offices to assist in procurement of goods and services needed for the project. The Department of Procurement and Supply has an Administrator for Small & Minority Business Programs in addition to the Associate Director and administrative staff. The administrative duties of the project principal investigator will include his support of Procurement’s efforts to meet the goals of the subcontracting plan, the delegated procurement of goods and services and assistance in preparation of the required reports.

5. UMCP shall submit periodic reports so that the Government and Contractor can determine the extent of compliance with the subcontracting plan. Regardless of the effective date of this contract, the report shall be submitted for the entire life of the contract within thirty (30) days after the close of each reporting period. When possible, UMCP shall submit the reports electronically through www.eSRS.gov. The Individual Subcontracting Report (ISR or SF294) will be completed on a semi-annual basis and upon contract completion in accordance with the schedule below:

October 1 through March 31 Due by April 30
April 1 through September 30 Due by October 31

UMCP shall submit the Summary Subcontracting Report (SSR or SF295) on an annual basis and upon contract completion. Annual reports are due on October 31 and cover the period from subcontract inception through the end of the current fiscal year.

A copy of this Subcontracting Plan Exhibit I will be forwarded to the UMCP administering office, ORA.

Should circumstances arise that impact the approved subcontracting plan, immediate notification shall be provided to the Contractor’s Small Business Officer.

James Haley
UMCP Procuring Contracting Officer