

SUBCONTRACTING PLAN

**Type
Individual Plan**

**Prepared for
Department of Energy**

**Contract Number
DE-AC05-06OR23177
Management and Operation of TJNAF**

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

**Revision 1
October 17, 2007**

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, small disadvantaged business (SDB), and women-owned small business (WOSB) concerns. All of Jefferson Science Associates' senior leaders and program managers aggressively and diligently pursue the maximum effort to achieve or exceed all of its small business goals. It is Jefferson Science Associates' stated goal to provide a minimum of 44% of our total subcontracting dollars to small business, veteran-owned small business, service-disabled/veteran-owned small business, HUBZone small business, small disadvantaged business, and women-owned small business concerns.

1. TYPE OF PLAN

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

2. GOALS

- The goals reflected below are shown both as a percentage of all planned subcontracting, and available procurement dollars. Goals will be negotiated annually with the Department of Energy in accordance with FAR 19.704. For reporting purposes in the Electronic Subcontracting Reporting System (eSRS), the percentage of all planned subcontracting will be shown (consistent with instructions in eSRS).

PERIOD OF PERFORMANCE: Contract Year Period October 1, 2007 through September 30, 2008	DOLLAR	PERCENT (IAW CLAUSE 52-219-9)
TOTAL ESTIMATED COST	\$48,500,000	
1a. SMALL BUSINESS (SB) CONCERNS (include SDB, WOSB, HUB, VOSB & SDVOSB)	\$21,340,000	(% of 1c) 44.0%
1b. LARGE BUSINESS (LB) CONCERNS ((LB's that are subcontractors)	\$27,160,000	(% of 1c) 56.0%
1c. TOTAL SUBCONTRACTING DOLLARS (Sum of 1a and 1b))	\$48,500,000	100%
2. SMALL DISADVANTAGED (SDB) CONCERNS	\$2,425,000	(% of 1c) 5.0 %
3. WOMEN-OWNED SMALL BUSINESS (WOSB) CONCERNS	\$2,425,000	(% of 1c) 5.0%
4. VETERAN-OWNED SMALL BUSINESS (VOSB) CONCERNS (INCLUDE SDVOSBs)	\$ 970,000	(% of 1c) 2.0%
5. SERVICE DISABLED VETERAN-OWNED SMALL BUSINESS CONCERNS (SDVOSB)	\$727,500	(% of 1c) 1.5%
6. HUBZONE SMALL BUSINESS (HUB) CONCERNS	\$970,000	(% of 1c) 2.0%

3. METHOD OF DEVELOPING GOALS

The 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 Manager to determine the firms known to Jefferson Science Associates that are technically competent in those areas.

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

Based upon historical data, and planned procurements, it is anticipated that there is no limitation to the types of supplies and services which will be subcontracted to small business, veteran-owned small business, service-disabled/veteran-owned small business, HUBZone small business, small disadvantaged business, and women-owned small business concerns.

Selected subcontracts for this effort include:

Company	Business Size, Classification	Service Provided
Mechanical Resources Incorporated (MRI)	Small Business	HVAC Maintenance & Repair
Harris Electrical	Small Business	Electrical Services
US Filter	Small Business	Ultrapure Water Preventive Maintenance
ChemTreat	Small Business	Mechanical System Water Treatment
ASRC Airfield & Range Services	Small Disadvantaged (8A and HUBZone Certified)	Microsoft Enterprise Agreement
M2 Technology, Inc.	Small Disadvantaged (8A Certified)	Storage Tek Hardware/Software Maintenance Support
DLT Solutions	Small Business	Annual Red Hat Linux Software Support
Eastport Customs Brokers	Small Women-owned	Custom Processing
Dynamic Systems, Inc	Small Disadvantaged (8A Certified)	Sun Hardware Maintenance Support
Top Guard Security	Small Women-owned	Security Services
Lockwood Brothers	Small Business	Crane and Rigging Services

Shields Communication	Small Women-owned	Communication Cable Installation Services
US Technologies	Small Business	Equipment Repair and Calibration Services
Universal Laboratory	Small Women-owned	Laboratory Testing Services
Royer Technical Services	Small Women-owned	Drafting Services

In addition, significant portions of Jefferson Science Associates' planned subcontracting for supplies and services are identified below:

Subcontracted Supplies and Services (Type & NAICS code)	SB	SDB	WOSB	HUBZone	VET	SDVB
Computer Hardware and Software NAIC: 423430		X	X	X	X	X
E-Commerce Supplies and Services (Office Supplies, Laboratory Supplies, Industrial and Safety Supplies, Electrical and Electronic Supplies) NAIC'S: 423710; 424120;	X	X	X	X	X	X
Machine Shop Fabrications NAIC: 3327110	X	X	X		X	
Construction Repair and Maintenance NAIC: 238990; 236220	X	X			X	X
Temporary Employee Services NAIC: 561320	X	X	X			
Equipment Repairs and Calibration NAIC: 811219	X	X	X		X	X
Plumbing Services NAIC: 238220	X	X	X			
Transportation Services NAIC: 484121	X	X	X		X	X

Jefferson Science Associates policy is to provide opportunities to small business, veteran – owned small business, service-disabled/veteran-owned small business, HUB Zone small business, small disadvantaged business, women-owned small business concerns and Historically Black Colleges and Universities to the maximum extent practicable consistent with the efficient performance of contract operations. The Small Business Manager will review all incoming requirements exceeding \$3,000 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.

In addition to the data contained in Jefferson Science Associates' vendor's portal database, Jefferson Science Associates procurement personnel uses many outside directories, such as Central Contractors Registration (CCR) Dynamic Small Business Search, the DOE's Small Business Energy Contact data base, and the VetBiz data base to identify small business, veteran-owned small business, service-disabled/veteran-owned small business, HUBZone small business, small disadvantaged business, and women-owned small business concerns.

5. 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, veteran-owned small business, service-disabled/veteran-owned small business, HUBZone small business, small disadvantaged business, and women-owned small business concerns programs for Jefferson Science Associates is vested in our Small Business Program Manager (SBPM) listed below with the responsibilities as described in Sections 6.1 below.

Name	Danny Lloyd
Title	Small Business Program Manager
Address	628 Hofstadter Rd (Suite 5) Newport News, VA 23606
Telephone No.	757 269-7121
Fax Number	757 269-7057
e-mail Address	Lloyd@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, veteran-owned 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, veteran-owned 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, veteran-owned small business, service-disabled/veteran-owned small business, HUBZone small business, small disadvantaged business, and women-owned small business concerns in conformance with Jefferson Science Associates 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 Central Contractor Registration (CCR) through a series of controls that 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. Develop a small business supplier list for all credit card holders and periodically add new sources to the list.
- H. Randomly reviewing solicitations to remove, clauses, etc. that might tend to restrict or prohibit small business, veteran-owned 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, veteran-owned 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 bid proposal review 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. Overseeing the establishment/maintenance of contract and subcontract award records.
- L. Preparing, inputting, and submitting timely subcontracting reporting through the eSRS.
- M. Attending or arranging for the attendance of company counselors at business opportunity workshops, minority business enterprise seminars, trade fairs, etc.
- N. Directly or indirectly counseling small business, veteran-owned 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.
- O. Providing notice to subcontractors concerning penalties for misrepresentations of business status as small business, veteran-owned 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.
- P. Conducting or arranging training for purchasing personnel regarding the intent and impact of Public Law 95-507 on purchasing procedures.
- Q. Developing and maintaining an incentive program for buyers that support the subcontracting program.
- R. Conducting or arranging training for credit card holders in order to provide subcontracting opportunities to small businesses through credit card purchases.
- S. Conducting periodic reviews of the progress of the plan with Jefferson Science Associates program/division management and suggests adjustments as necessary to achieve the subcontract plan goals.
- T. Preparing and submitting timely reports.
- U. Coordinating the company's activities during compliance reviews by Federal agencies.
- V. Ensuring that historically black colleges and universities and minority institutions shall be afforded maximum practicable opportunity (if applicable).

7. MENTOR-PROTÉGÉ PROGRAM

Jefferson Science Associates has established two Mentor-protégé agreements and continues to mentor these two protégé during this period. The Small Business Program Manager is the individual designated to administer the overall program and any resultant agreements.

8. MEANINGFUL SMALL BUSINESS INVOLVEMENT.

Jefferson Science Associates is committed to ensuring that small businesses are provided every opportunity to compete for subcontracts including “meaningful” statement of work subcontracts. To guarantee involvement of small businesses at the highest level, a position has been established on the Jefferson Science Associates’ Board of Directors that will always be filled by a representative from a selected small business. A representative from a small business has already been selected to fill this position.

9. EQUITABLE OPPORTUNITY

In accordance with FAR 19.704(a)(3) and to ensure that small business, veteran-owned 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 Central Contractors Registration (CCR) Dynamic Small Business Search Data Base, the DOE’s Small Business Energy Contact data base, the Veterans Administration’s VetBiz’s and the Virginia Minority Supplier Development Council’s data base.
 - Attending small business, veteran-owned 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, veteran-owned 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:
 - Continue to strengthen the Lab’s Small Business Advocacy Team.
 - Supporting community organizations that work to increase opportunities for small, minority and women-owned businesses.

- Advise small business, veteran-owned 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 Jefferson Science Associates and refer them to appropriate staff.
- Provide Jefferson Science Associates and community resource information to small business, veteran-owned 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, veteran-owned small business, service-disabled/veteran-owned small business, HUBZone small business, small disadvantaged business, and women-owned small business concerns.

10. CLAUSE INCLUSION AND FLOW DOWN

Jefferson Science Associates agrees to include the provisions under FAR 52-219-8, Utilization of Small Business Concerns,” in all subcontracts that offer further subcontracting opportunities. All subcontractors, except small business concerns, that receive subcontracts in excess of \$500,000 (\$1,000,000 for construction) must adopt and comply with a plan similar to the plan required by FAR 52-219-9 “Small Business Subcontracting Plan.” (FAR 19.704(a)(4))

Such plans will be reviewed by comparing them with the provisions of FAR 52-219-9, 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, small disadvantaged, women-owned, HUBZone, veteran-owned, service-disabled veteran-owned small businesses, 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 subcontractors’ facilities to review applicable records and subcontracting program progress.

“As prescribed in FAR Subpart 19.301(d), the Federal U.S. Government may impose a penalty against any firm misrepresenting their business size as a small business, veteran-owned small business, service-disabled/veteran-owned small business, HUBZone small business, small disadvantaged business, and women-owned small business concerns status 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.

11. REPORTING AND COOPERATION

Jefferson Science Associates gives assurance of (1) cooperation in any studies or surveys as may be required, (2) submission of periodic reports such as utilization reports, which show compliance with the subcontracting plan; (3) submission (timely) of small business subcontracting achievement data, formerly reported on the Standard Form (SF) 294 and/or 295, to the eSRS; and (4) ensuring that large business subcontractors with Subcontracting plans agree to input to the eSRS.

12. RECORD KEEPING

Jefferson Science Associates will maintain records to demonstrate the procedures adopted to comply with the requirements and goals in the subcontracting plan. These records will include, but not be limited to, the following:

- A. Small business, veteran-owned 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 identifying such vendors.
- B. Organizations contacted for small business, veteran-owned small business, service-disabled/veteran-owned small business, HUBZone small business, small disadvantaged business, and women-owned small business concerns sources.
- C. On a contract-by-contract basis, records on all subcontract solicitations over \$100,000 that indicate for each solicitation (1) whether small business concerns were solicited, and if not, why not; (2) whether small disadvantaged business concerns were solicited, and if not, why not; (3) whether women-owned small business concerns were solicited, and if not, why not; (4) whether HUBZone small business concerns were solicited, and if not, why not; and (5) whether Service-disabled/veteran-owned small business concerns were solicited, and if not, why not; and (7) if applicable the reasons for the failure of small business concerns to receive the subcontract award.
- D. Records to support other outreach efforts, e.g., contacts with minority and small business trade associations, attendance at small business, veteran-owned 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.
- E. Records to support internal activities to (1) guide and encourage purchasing personnel, e.g., workshops, seminars, training programs, incentive awards; 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.

13. TIMELY PAYMENTS TO SUBCONTRACTORS

Jefferson Science Associates will ensure the timely payment of amounts due pursuant to the terms of the subcontracts with small business, veteran-owned small business, service-disabled/veteran-owned small business, HUBZone small business, small disadvantaged business, and women-owned small business concerns.

14. DESCRIPTION OF GOOD FAITH EFFORT

Jefferson Science Associates intend to use all reasonable and good faith efforts (as described in this Plan) to award the stated percentages of the final actual subcontract base amount with small business, veteran-owned 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, veteran-owned small business, service-disabled/veteran-owned small business, HUBZone small business, small disadvantaged business, and women-owned small business 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, veteran-owned 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 and motivate Jefferson Science Associates personnel regarding the need for the support of small business, veteran-owned small business, service-disabled/veteran-owned small business, HUBZone small business, small disadvantaged business, and women-owned small business concerns.
- E. Assist small business, veteran-owned 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, veteran-owned 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, veteran-owned small business, service-disabled/veteran-owned small business, HUBZone small business, small disadvantaged business, and women-owned small business firms, as required, in an attempt to ensure availability and usage of subcontractor personnel to support Jefferson Science Associates' work efforts when required.
- H. Make available specifications, drawings, and other relevant data so that qualified, known small business, veteran-owned 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, veteran-owned small business, service-disabled/veteran-owned small business, HUBZone small business, small disadvantaged business, and women-owned small business concerns.

This subcontracting plan was submitted by:

Signature: _____

Typed Name: Danny L. Lloyd

Title: Small Business Program Manager

Date Prepared: October 17, 2007

Phone No: (757) 269-7121

Approval:

Agency Signature: _____

Typed Name: _____

Title: _____

Date Prepared: _____

Phone No: _____