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| **Solicitation/Contract Number:** |  | **Date:** | Select Date… |
| **Total Contract Value:** |  | **Contractor:** |  |
| **Buyer:** |  | **Buyer Phone:** |  |
| **Office Symbol:** |  |  |  |
| **Contracting Officer:** |  |  | |

* If the contractor is participating in the [Comprehensive Subcontracting Plan Test Program](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/19.htm), individual plans are NOT required.
* The cumulative value of the basic contract plus all options (or a modification that causes that value to exceed the threshold) is used to determine whether a subcontracting plan is required (see [FAR 19.702(a)](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/dfars/dfars219.htm#P698_145639)).
* Options require separate goals. See [FAR 52.219-9(c)](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/19.htm#P1313_223792) and [19.704(c)](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/19.htm#P630_141398).
* If there is a  **Master Subcontracting Plan** in effect for this contractor, **items 4 through 11 below do not apply—please select “N/A” for these items.**

Note: Master plans are effective for three years after approval by the contracting officer, but contractors must maintain and update the plans as necessary. Changes must be approved by the contracting officer. When incorporated in an individual plan, the master plan applies to the contract throughout the life of the contract. See [FAR 19.704(b)](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/19.htm#P630_141398).

* Is this a commercial plan?  Yes  No To determine review/coordination applicability, see [FAR 19.704(d)](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/19.htm#P630_141398).

Upon receipt of a proposal which contains a subcontracting plan, the Contracting Officer (C)/Buyer will review it for each of the elements contained in [FAR 19.704](http://www.acq.osd.mil/osbp/gov/sbProgramGoals.shtml#P630_141398), coordinating as required with the cognizant contract administration office. After review, the CO/Buyer will complete/sign this checklist and provide it along with a copy of the subcontracting plan to the local Air Force Small Business Professional (SBP). The SBP will review the plan and obtain advice and recommendation from the SBA Procurement Center Representative (PCR). After review and coordination, the SBP will return the checklist to the CO/Buyer for file documentation before the start of negotiations. The CO shall sign the checklist and place it in the contract file. An acceptable plan is required for award (see [FAR 19.702(a)](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/19.htm#P698_145639)), and shall become a material part of the contract (see [FAR 19.705-5](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/19.htm#P698_145639)).

**Y = acceptable; U = not acceptable; N = not included; NI = needs improvement; N/A = does not apply**

CO/Buyer should address in the comments any items marked “U” or “NI”

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| For current DoD goals, see [http://business.defense.gov/About/Goals-and-Performance/](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/52_215.htm) | | | | | |
|  | **PCO** | **SBP** | **PCR** | **Reference** | |
| 1. a) Goals listed as a percentage of total subcontract value. | Select... | Select... | Select... | [FAR 52.219-9(d)(1)](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/52_215.htm#P1313_223792), [19.704(a)(2)](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/19.htm#P630_141398), [19.705](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/19.htm#P658_149720) | |
| b) Goals listed as a percentage of total contract value. | Select... | Select... | Select... | FAR [19.704(a)(2)](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/19.htm#P630_141398),  [AFFARS 5319.704(a)(1)](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/19.htm#P42_1892) | |
| 1. A description of the principal supplies/services to be subcontracted with sufficient detail to evaluate whether or not SB can do the work (including subcontracts to Other than Small Business). | Select... | Select... | Select... | [FAR 52.219-9(d)(3)](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/19.htm#P1313_223792), [19.704(a)(3)](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/19.htm#P630_141398), [19.705](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/19.htm#P658_149720) | |
| 1. A description of the method used to develop goals. | Select... | Select... | Select... | [FAR 52.219-9(d)(4)](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/19.htm#P1313_223792), [19.704(a)(4)](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/19.htm#P630_141398), [19.705](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/19.htm#P658_149720) | |
| 1. A description of the method used to locate potential suppliers. | Select... | Select... | Select... | [FAR 52.219-9(d)(5)](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/52_215.htm#P1313_223792), [19.704(a)(5)](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/19.htm#P630_141398), [19.705](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/52_215.htm#P658_149720) | |
| 1. a) Do the goals include indirect costs? | Select... | Select... | Select... | [FAR 52.219-9(d)(6)](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/19.htm#P1313_223792), [19.704(a)(6)](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/19.htm#P630_141398), [19.705](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/52_215.htm#P658_149720) | |
| b) If indirect costs are included in the goals, does the plan include a description of the cost allocation method? | Select... | Select... | Select... | [FAR 52.219-9(d)(6)](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/52_215.htm#P1313_223792), [19.704(a)(6)](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/19.htm#P630_141398), [19.705](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/19.htm#P658_149720) | |
| 1. Name and duties of contractor’s subcontracting plan administrator. | Select... | Select... | Select... | [FAR 52.219-9(d)(7)](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/af_afmc/affars/5319.htm#P1313_223792), [19.704(a)(7)](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/52_215.htm#P630_141398), [19.705](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/19.htm#P658_149720) | |
| 1. Description of the efforts the offeror will make to assure that SBs have an equitable opportunity to compete for subcontracts. | Select... | Select... | Select... | [FAR 52.219-9(d)(8)](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/19.htm#P1313_223792), [19.704(a)(8)](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/52_215.htm#P630_141398), [19.705](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/52_215.htm#P658_149720) | |
| 1. Flow down assurances that... |  |  |  | [FAR 52.219-9(d)(9)](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/19.htm#P1313_223792), [19.704(a)(9)](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/19.htm#P630_141398), [19.705](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/52_215.htm#P658_149720) | |
| 1. Appropriate subcontract clauses will be used. | Select... | Select... | Select... | [FAR 52.219-9(d)(9)](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/19.htm#P1313_223792), [19.704(a)(9)](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/52_215.htm#P630_141398), [19.705](http://business.defense.gov/Acquisition/Subcontracting/DoD-CSP/#P658_149720) | |
| 1. Subcontractors will be required to submit a similar plan. | Select... | Select... | Select... | [FAR 52.219-9(d)(9)](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/19.htm#P1313_223792), [19.704(a)(9)](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/19.htm#P630_141398), [19.705](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/19.htm#P658_149720) | |
| 1. Assurance prime contractor will submit required reports and cooperate in studies and surveys. | Select... | Select... | Select... | [FAR 52.219-9(d)(10)](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/19.htm#P1313_223792), [19.704(a)(10)](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/19.htm#P630_141398), [19.705](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/52_215.htm#P658_149720) | |
| 1. Recitation of types of records maintained to show compliance with plan. | Select... | Select... | Select... | [FAR 52.219-9(d)(11)](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/52_215.htm#P1313_223792), [19.704(a)(11)](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/52_215.htm#P630_141398), [19.705](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/52_215.htm#P658_149720) | |
| 1. Assurance prime contractor will make a good faith effort to award subcontracts to and utilize SB concerns as stated in the proposal. | Select... | Select... | Select... | [FAR 52.219-9(d)(12)](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/19.htm#P1313_223792), [19.704(a)(12)](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/19.htm#P630_141398), [19.705](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/19.htm#P658_149720) | |
| 1. Assurance prime contractor will provide CO with a written explanation if prime contractor fails to acquire services, materials, or construction work as described IAW 52.219-9(d)(12) within 30 days of contract completion. | Select... | Select... | Select... | [FAR 52.219-9(d)(13)](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/19.htm#P1313_223792), [19.704(a)(13)](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/19.htm#P630_141398), [19.705](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/19.htm#P658_149720) | |
| 1. Assurance prime contractor will not prohibit a subcontractor from discussing any material matter pertaining to payment to or utilization of a subcontractor with CO. | Select... | Select... | Select... | [FAR 52.219-9(d)(14)](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/19.htm#P1313_223792), [19.704(a)(14)](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/19.htm#P630_141398), [19.705](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/52_215.htm#P658_149720) | |
| 1. Assurance prime contractor will pay SB subcontractors on time and IAW subcontract, and notify CO if a reduced or untimely payment to a SB occurs. | Select... | Select... | Select... | [FAR 52.219-9(d)(15)](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/19.htm#P1313_223792), [19.704(a)(15)](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/dfars/dfars219.htm#P630_141398), [19.705](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/19.htm#P658_149720) | |
| 1. a) If the SDB goal for the basic contract is less than 5%, is approval one level above contracting officer attached? | Select... | Select... | Select... | [DFARS 219.705-4](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/19.htm#P284_13719) | |
| b) For modifications/orders, is approval attached if the SDB goal is less than 5%? (If SDB goal was below 5% for the basic contract and the reasons have not changed, a new approval is not required – please indicate in comments if so.) | Select... | Select... | Select... | [DFARS 219.705-4](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/dfars/dfars219.htm#P284_13719) | |
| 1. Has information and assistance from the ACO been obtained? Please attach documentation. | Select... | Select... | Select... | FAR 19.705-4(d)(1),  [FAR 19.706](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/52_215.htm#P727_169399),  [DFARS 219.706(a)(i)](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/52_215.htm#P288_14114) | |
| Verify prime contractor is registered in System for Award Management (SAM) | | | | | |

**File Attachment--**Attach the following as applicable:

Individual Subcontracting Plan (ISP)

Master Subcontracting Plan (MSP)

ACO Coordination

CO Memo re: SDB goal for basic contract less than 5%

Other

|  |
| --- |
| **CO/Buyer Comments:** |
|  |
| **SBP Recommendation:** |
|  |
| **SBA PCR Recommendation:** |
|  |

SBA PCR will internally report on this subcontracting plan, as submitted, as

Acceptable  Not Acceptable  Modified on Click here to select date to be acceptable before award.

SBA PCR may contact the CO/Buyers regarding status of the subcontracting plan at time of award.

**Please remember the post-award responsibilities of the CO, which are listed in** [**FAR 19.705-6**](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/19.htm#P699_160424)**.**

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| The SBA PCR can provide the addresses of the appropriate SBA Area Directors.  **IAW FAR 19.704, I have reviewed the attached subcontracting plan for adequacy, and ensured the required information, goals, and assurances are included.** |
|  |

**CONTRACING OFFICER’S SIGNATURE DATE**