

ATTACHMENT J.8

APPENDIX H

SMALL BUSINESS SUBCONTRACTING PLAN

**Applicable to the Operation of
Ernest Orlando Lawrence Berkeley National Laboratory**

Contract No. DE-AC02-05CH11231

FISCAL YEAR 2015

SMALL BUSINESS, VETERAN-OWNED SMALL BUSINESS, SERVICE-DISABLED
VETERAN-OWNED SMALL BUSINESS, HUBZONE SMALL BUSINESS, SMALL
DISADVANTAGED BUSINESS, AND WOMEN-OWNED SMALL BUSINESS

SUBCONTRACTING PLAN *

Identification Data

Contractor: Regents of the University of California

Address: 1 Cyclotron Road, MS 971-PROC, Berkeley, CA 94720

Dunn & Bradstreet Number: 078576738/CCR CAGE CODE 1V9S8

Solicitation or Contract Number: DE-AC02-05CH11231

Item/Service: Management and Operation of Ernest Orlando

Lawrence Berkeley National Laboratory

Total Amount of Contract (Including Options) \$ 803,000,000

Period of Contract Performance (DAY, MO. & YR.) 10/01/14-9/30/15

* Federal Acquisition Regulation (FAR), paragraph 19.708(b) prescribes the use of the clause at FAR 52.219-9 entitled "Small Business Subcontracting Plan." The following is a suggested model for use when formulating such subcontracting plan. While this model plan has been designed to be consistent with FAR 52.219-9, other formats of a subcontracting plan may be acceptable. However, failure to include the essential information as exemplified in this model may be cause for either a delay in acceptance or the rejection of a bid or offer where the clause is Applicable. Further, the use of this model is not intended to waiver other requirements that may be applicable under FAR 52.219-9. "SUBCONTRACT," means any agreement (other than one involving an employer-employee relationship) entered into by a Government prime contractor or subcontractor calling for supplies or services required for performance of the contract, contract modification, or subcontract.

1. Type of Plan (check one)

X Individual Contract Plan - Individual Contract Plan means a subcontracting plan that covers the entire contract period (including option periods), applies to a specific contract, and has goals that are based on the offeror's planned subcontracting in support of the specific contract, except that indirect costs incurred for common or joint purposes may be allocated on a prorated basis to the contract.

 Master Plan - Master Plan means a subcontracting plan that contains all of the required elements of an individual contract plan, except goals, and may be incorporated into individual contract plans, provided the master plan has been approved.

 Commercial Plan - Commercial Plan means a subcontracting plan (including goals) that covers the offeror's fiscal year and that applies to the entire production of commercial items sold by either the entire company or a portion thereof (e.g., division, plant, or product line). The contractor must provide a copy of the approved plan. **NOTE: A commercial plan is the preferred type of subcontracting plan for contractors furnishing commercial items.**

2. Goals

The following are separate dollar and percentage goals for small business, veteran-owned small business, service-disabled veteran-owned small business, HUBZone small business, small disadvantaged business (including ANCs and Indian Tribes), and women-owned small business concerns, heretofore collectively known as small business concerns, as subcontractors, for the basic and each option year, as specified in FAR 19.704.

A. Total estimated dollar value of all planned subcontracting, i.e., with all types of concerns under this contract, is \$ 230,000,000.

- B. Total estimated dollar value and percent of planned subcontracting with small business concerns: (% of "A"):
\$ 115,000,000 and 50.0 %
- C. Total estimated dollar value and percent of planned subcontracting with service-disabled veteran-owned small businesses (% of "A"):
\$ 6,900,000 and 3.0 %
- D. Total estimated dollar value and percent of planned subcontracting with veteran-owned small businesses (% of "A"):
\$ 6,900,000 and 3.0 %
- E. Total estimated dollar value and percent of planned subcontracting with HUBZone small businesses (% of "A"):
\$ 6,900,000 and 3.0 %
- F. Total estimated dollar value and percent of planned subcontracting with small disadvantaged business (including ANCs and Indian Tribes) (% of "A"):
\$ 11,500,000 and 5.0 %
- G. Total estimated dollar value and percent of planned subcontracting with women-owned small business (% of "A"):
\$ 11,500,000 and 5.0 %
- H. Total estimated dollar value and percent of planned subcontracting with **LARGE BUSINESS** (% of "A")
\$ 115,000,000 and 50.0 %

Any adverse impact on goaling achievements resulting from DOE's election to directly award small business procurements as prime contracts will be factored into the Laboratory's socioeconomic performance evaluation under the Balanced ScoreCard Plan.

- I. The following is a description of the principal types of supplies and services to be subcontracted under this contract, and an indication of the types planned for subcontracting to small business concerns and large business (LB).

CATEGORY	SB	VOB	SDVOB	HUB	SDB	WOSB	LB
Advertising	X						
Architect-Engineer Services	X	X			X	X	X
Biological Agents	X					X	X
Building Materials	X						X
Periodicals, Books	X					X	X
Chemicals	X				X		X
Chemicals, Restricted							X
Consultant Services	X					X	X
Construction	X					X	X
Computers	X	X		X	X	X	X
Computer Hardware	X	X	X	X	X	X	X
Computer Software	X	X	X	X	X	X	X
Containers, Packaging	X					X	X
Computer Software Maint	X	X			X	X	X
Contract Labor Services	X	X		X	X	X	
Electrical Supplies	X					X	X
Electronic Equipment	X	X		X	X	X	X
Electronic Supplies	X	X			X	X	X
Employment Agency	X					X	
Equipment Maintenance	X	X	X		X	X	X
Fabrications	X	X		X	X	X	X
Fasteners	X						
Freight Services	X						X
Fume Hoods	X	X					
Furniture/Furnishings	X				X	X	X
Gases, Hazard/Toxic	X						X
Gases, Non-Restricted	X	X					X
Hardware/Abrasives	X				X		X
HVAC Supplies	X				X		X
Isotopes/Radioactive	X			X	X		
IT Services	X						
Laboratory Equipment	X	X	X	X	X	X	X
Laboratory Supplies	X	X	X		X	X	X
Landscape/Maintenance	X					X	
Laser Equipment	X			X			X
Lease, Equipment	X	X				X	X
Misc. Services	X	X	X	X	X	X	X
Maintenance Materials	X	X				X	X
Maintenance Mechanical	X				X		X
Office Equipment	X						
Office Supplies	X						X
Paint/Coatings	X						X

Personal Services						X	X
Plumbing Supplies	X						
Printing/Bindery							X
Research & Development	X				X	X	X
Raw Material Stock						X	X
Relocation Services							X
Safety Equipment	X					X	X
Specimens, Live							X
Stores		X				X	X
Telecommunication Services						x	X
Tools, Miscellaneous							X

J. The following is a description of the method used to develop the subcontracting goals for small business concerns and large business (LB) concerns including the quantitative basis (in dollars) used to establish the percentage goals and how the areas to be subcontracted to the various small business concerns and large business (LB) concerns were determined.

The goaling dollars and percentages entered in Section 2(B) thru (H) meet Office of Small and Disadvantaged Business Utilization (OSDBU) program guidelines and objectives. The goals represent stretch estimates applied to a preliminary forecast developed from historical data, institutional projections, and market research, and reinforce the laboratory's commitment to executing the strategy embodied in this plan. The forecast comprises a multi-step process that includes computation of the procurement base, an analysis of small business spend by subcontract category, and development of a forecast.

A procurement base of \$230M is calculated factoring in permitted exclusions (utilities, foreign entities and UC affiliates¹). The base includes about \$74M of recurring annual obligations from ongoing term agreements (32% of base), of which approximately \$37M (50%) are committed to small businesses. There are also \$71M in incrementally funded major awards from prior years (31% of base), of which \$31.2M (44%) are earmarked for small business. Deducting these

¹ Includes UC Campuses, LLNL & LANL

categories results in \$85M in real available procurement dollars open to new awards. Of this amount, major procurements over \$1M that may limit small business participation due to complexity, unique scope and/or financial burden (including Business Clearance Review items) account for about \$70M (30% of base), of which \$9M (13%) is identified as having small business potential. The remaining \$15M (7% of base) will be spent on new and recurring procurements (the laboratory will try to award at least 50% of these to small business). The sourcing of these procurements will be managed on a case-by-case basis and set-aside to the maximum extent practicable under laboratory policy. Other than construction, there is limited data to support a long-term forecast of these procurements.

Applying a weighted distribution of the above categories results in 36.4% projected as the FY 2015 small business spend as follows:

$$(32\% \times 50\%) + (31\% \times 44\%) + (30\% \times 13\%) + (7\% \times 50\%) = 36.4\%$$

FY 2015 Forecast

<u>Goaling Category</u>	<u>Forecast Dollars</u>	<u>Forecast Percent</u>	<u>Stretch Goal</u>
Procurement Base	\$230.0M	100%	-
Large Business	\$146.3M	63.6%	-
SB Set-Asides	\$43.0M		
Other Small Business	<u>\$40.7M</u>		
Total Small Business	\$83.7M	36.4%	50.0%
Small Disadvantaged	\$10.4M	4.5%	5.0%
Small Women-Owned	\$10.1M	4.4%	5.0%
HUBZone	\$3.9M	1.7%	3.0%
Disabled Veteran-Owned	\$4.4M	1.9%	3.0%
Veteran-Owned	\$7.0M	3.0%	3.0%

K. Indirect costs have been _____ have not been X included in establishing the dollar and percentage subcontracting goals stated above. (check one)

L. If indirect costs have been included, describe the method used to determine the proportionate share of such costs to be incurred with small business (SB),

veteran-owned small business (VOB), service-disabled veteran-owned small business (SDVOB), HUBZone small business (HUB), small disadvantaged business (SDB) including ANCs and Indian Tribes, women-owned small business (WOSB), and large business (LB) concerns.

N/A

3. Program Administrator

Name, title, position within the corporate structure, and duties and responsibilities of the employee who will administer the contractor's subcontracting program.

Name: Edna Annis

Title/Position: Business Assurance Manager

Address: 1 Cyclotron Road, MS 971-PROC, Berkeley, CA 94720

Telephone: 510-486-5824

Duties: Has general overall responsibility for the contractor's subcontracting program, i.e., developing, preparing, and executing subcontracting plans and monitoring performance relative to the requirements of this particular plan. These duties include, but are not limited to, the following activities:

- A. Developing and promoting company-wide policy initiatives that demonstrate the company's support for awarding contracts and subcontracts to small business (SB), veteran-owned small business (VOB), service-disabled veteran-owned small business (SDVOB), HUBZone small business (HUB), small disadvantaged business (SDB) including ANCs and Indian Tribes, and women-owned small business (WOSB) concerns are included on the services they are capable of providing;
- B. Developing and maintaining bidder's lists of small business (SB), veteran-owned small business (VOB), service-disabled veteran-owned small business (SDVOB), HUBZone small business (HUB), small disadvantaged business (SDB) including ANCs and Indian Tribes, and women-owned small business (WOSB) concerns from all possible sources;

- C. Work closely with Procurement Specialist to ensuring periodic rotation of potential subcontractors on bidder's lists;
- D. Ensuring that procurement "packages" are designed to permit the maximum possible participation of small business (SB), veteran-owned small business (VOB), service-disabled veteran-owned small business (SDVOB), HUBZone small business (HUB), small disadvantaged business (SDB) including ANCs and Indian Tribes, and women-owned small business (WOSB) concerns within State Purchasing laws and regulations;
- E. Make arrangements for the utilization of various sources for the identification of small business (SB), veteran-owned small business (VOB), service-disabled veteran-owned small business (SDVOB), HUBZone small business (HUB), small disadvantaged business (SDB) including ANCs and Indian Tribes, and women-owned small business (WOSB) concerns via System for Award Management (SAM), Dynamic Small Business Search, the DOE's Small Business Energy Contract database, the VetBiz database, the Office of Minority Business Development Office at U.S. Department of Commerce, and local Chamber of Commerce offices in Berkeley, Emeryville, Albany, San Leandro, and Oakland. and contact with Federal agencies' Small Business Program Managers;
- F. Reserved
- G. Attending or arranging for the attendance of company representatives at Small Business Annual conferences, Minority and Women Business Enterprise organizations,, and Trade Fairs, both local and out of state.
- H. Ensure small business concerns are made aware of subcontracting opportunities and how to prepare responsive bids to the company;
- I. Conducting or arranging for the conduct of training for procurement personnel regarding the intent and impact of Public Law 95-507 on procurement procedures;
- J. Monitoring the Lab's performance on socioeconomic goals and making any adjustments necessary to achieve the subcontract plan goals;

- K. Preparing, and submitting timely, required subcontract reports;
- L. Coordinating the Lab's small business activities during the conduct of compliance reviews by Federal agencies;
- M. Work with the Policy Team, where possible, to review solicitations to avoid/remove statements, clauses, etc., which may tend to restrict or prohibit small business concerns in all categories;
- N. Ensuring that the bid proposal review board documents its reasons for not selecting low bids submitted by small business concerns;
- O. Ensuring the establishment and maintenance of records of solicitations and subcontract award activity; and
- P. Review and monitor all requisitions over \$25K in advance to maximize contracting opportunities for small business concerns.
- Q. Other duties: See 4 (C)

4. Equitable Opportunity

In accordance with FAR 19.704(a)(3), the contractor agrees to ensure that small business concerns will have an equitable opportunity to compete for subcontracts. The various efforts include, but are not limited to, the following activities:

- A. Outreach efforts to obtain sources:
 - (i) Reaching out to small business concerns trade associations (to the extent known, identify specific small business concern trade associations).

The Laboratory will contact and work with the following small business development organizations on outreach:

- The Minority Business Development Enterprises (MBDE)/US Dept of Commerce
- National Minority Supplier Development Council (NMSDC) and its regional offices

- National Association of Women Business Owners (NAWBO) and its regional offices
 - Northern California Small Business Association
 - US Pan Asian Chamber of Commerce and its regional offices
 - US Hispanic Chamber of Commerce and its regional offices
 - East Bay Small Business Development Center
 - City of Berkeley
 - Berkeley Chamber of Commerce
 - Emeryville Chamber of Commerce
 - City of Richmond and Richmond Chamber of Commerce
 - Department of Veteran Affairs
 - California Alliance of Disabled Veterans
 - Department of General Services SB Advocate Committee
 - US Army Corps of Engineers
 - SBA Business Matchmaking
 - Women's Business Enterprise National Council (WBENC) and its regional offices
 - Oakland African American Chamber of Commerce (OAACC)
 - National Center for American Indian Enterprise Development
- (ii) Contacting small business development organizations (to the extent known, identify specific small business development organizations).

The Laboratory will maintain memberships with the following organizations:

- Berkeley Chamber of Commerce
- Emeryville Chamber of Commerce

- (iii) Attending small business concern procurement conferences and trade fairs (to the extent known, identify specific procurement conferences and trade fairs and dates).

The Laboratory plans to attend the following small business conferences, workshops, and trade

fairs:

- East Bay SB Development/Contracting Summit
 - National Minority Supplier Development Council Conference
 - Northern California Small Business Association meetings
 - SBA Business Matchmaking Western Region
 - DOE SB Program Manager's Meetings
 - Reservation Economic Summit (RES) American Indian Conference
 - National Veteran Small Business Conference & Expo
 - Department of General Services Advocate SB Meeting
 - The Annual High Tech Small Business Conference
 - US Army Corps of Engineer Veterans Conference
 - UC Annual Vendor Fair at UC Berkeley
 - US Pan Asian Chamber of Commerce Conference
 - SBA Bay Area Vendor Fair
 - California Disabled Veteran Business Alliance Fair
 - DOE Annual Small Business Conference
 - Women's Business Enterprise National Council (WBENC) and its regional offices
 - US Hispanic Chamber of Commerce and its regional offices
 - UC Small Business Manager meetings as deemed appropriate
 - Hubzone National Conference and its regional offices
- (iv) Potential sources will be utilized from the System for Award Management (SAM), SBA Dynamic Small Business Search, DOE's Small Business Energy Contract database, VetBiz database, and other electronic medium.
- (v) Utilizing newspaper, trade publications (e.g. magazines) and Lab's social media to gain more visibility into the Small Business community.
- (vi) Other Outreach:

- DOE 8(a) subcontracting program
- Small Business Set-asides
- Advanced Acquisition Planning
- Utilize GSA, ICPT, UC Consortium Agreements to leverage SB outreach
- Use SAM as primary vendor sourcing tool
- Supplement SAM with DOE OSDBU, UC, government & industry source directories (e.g. HUBZone Gateway, EBMUD, UC Berkeley, etc.)
- Procurement small business point of contact for LBNL committee for Richmond Bay Campus
- Point of contact for all resources relating to SB community and concerns
- New LBNL Small Business website
- New LBNL Small Business Directory
- Post laboratory subcontracting opportunities on the Small Business website
- Cross reference webpage with other M&O contractors, national labs and the Office of the Small & Disadvantaged Business Utilization Offices (OSDBU)
- Utilize Job Order Contracting to the maximum practicable extent on non-capital projects
- Give presentations and training at various small business industry/trade events to locate prospective small business suppliers and promote laboratory contracting opportunities
- Broker business partnerships between large and small business in furtherance of the laboratory's strategic objectives (i.e. on eBuy program)
- Maintain open-door policy for vendor visits and product demonstrations; conduct one-on-one meetings and coaching as time permits.
- Work closely with various local Chambers of Commerce to establish special Ambassador programs in utilizing local small businesses.

B. Internal efforts to guide and encourage procurement personnel and technical end users:

- (i) Presenting workshops, seminars, and training programs relating to small business matters;

- (ii) Increasing awareness of the Small Business Program within Procurement by introducing/posting information and contacts of new small businesses in the Bi-weekly Training Updates.
 - (iii) Establishing, maintaining, and using small business (SB), veteran-owned small business (VOB), service-disabled veteran-owned small business (SDVOB), HUBZone small business (HUB), small disadvantaged business (SDB) including ANCs and Indian Tribes, and women-owned small business (WOSB) source lists, guides, and other data for soliciting subcontracts; and
 - (iv) Monitoring activities to evaluate compliance with the subcontracting plan.
 - (v) Collaborate and work with technical end users to identify/locate small business resources including arranging the initial meetings and presentations between small businesses and technical project managers.
 - (vi) Inreach activities include 1-1 mini training programs for procurement specialists on Small Business matters. The initiative will help them gain a better understanding of the importance of small businesses, and provides them more exposure to laboratory subcontracting opportunities.
- C. Additional efforts: Use of SB acquisition process on acquisitions \$25K to \$500K; leverage strategic sourcing to meet small business objectives; eNews announcements via Today-At-Berkeley-Lab (TABL) to promote training and use of small business eBuy vendors; make socioeconomic subcontracting an element of employee performance expectations; maintain a user-friendly website for requesters and buyers; maintain Small Business Directory to aid buyers and requesters on vendor sourcing.

5. Flow-Down clause

The contractor agrees to include the provisions under FAR 52.219-8, "Utilization of Small Business Concerns, in all subcontracts that offer further subcontracting opportunities. The contractor will also require all

subcontractors, except small business concerns, that receive subcontracts in excess of \$650,000 (\$1,500,000 for construction) to adopt a plan that complies with the requirements of the clause at 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 Public Law 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 business (SB), veteran-owned small business (VOB), service-disabled veteran-owned small business (SDVOB), HUBZone small business (HUB), small disadvantaged business (SDB) including ANCs and Indian Tribes, and women-owned small business (WOSB) 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 (including ANCs and Indian Tribes), 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.

6. Timely Payments to Subcontractors

The Contractor agrees to 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 (including ANCs and Indian Tribes), and women-owned small business concerns. In accordance with the President's Quick Pay Initiative, all LBNL small business suppliers have been put on Net 15 Days payment term since the beginning of FY2012.

7. Reporting and Cooperation

The contractor gives assurance of (1) cooperation in any studies or surveys that may be required by the contracting agency or the Small Business Administration; (2) submission of periodic reports such as utilization reports, which show compliance with the subcontracting plan; (3) submission of timely "Individual Subcontracting Report," (ISR) and "Summary Subcontract Report," (SSR) in accordance with the instructions identified on the eSRS website (www.esrs.gov); and (4) ensuring that large business subcontractors with subcontracting plans agree to electronically input to the eSRS.

<u>Reporting Period</u>	<u>Report Due</u>	<u>Due Date</u>
Oct 1 - Mar 31	ISR	04/30
Apr 1 - Sep 30	ISR	10/30
Oct 1 - Sep 30	SSR	10/30
Oct 1 - Sep 30	OF-312	10/30

8. Record Keeping

The following is a recitation of the types of records the contractor will maintain 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. If the prime contractor is not using System for Award Management (SAM) system as its primary source for small business (SB), veteran-owned small business (VOB), service-disabled veteran-owned small business (SDVOB), HUBZone small business (HUB), small disadvantaged business (SDB) including ANCs and Indian Tribes, and women-owned small business (WOSB) concerns, list the names of guides and other electronic data systems identifying such vendors;
- B. Organizations contacted in an attempt to locate small business (SB), veteran-owned small business (VOB), service-disabled veteran-owned small business (SDVOB), HUBZone small business (HUB), small disadvantaged business (SDB) including ANCs and Indian Tribes, and women-owned small business (WOSB) sources;
- C. On a contract-by-contract basis, records on all subcontract solicitations over \$150,000 which indicate for each solicitation (1) whether small business concerns were solicited, and if not, why not; (2)

whether veteran-owned small businesses were solicited, and if not, why not; (3) whether service-disabled veteran-owned businesses were solicited, and if not, why not; (4) whether HUBZone small businesses were solicited, and if not, why not; (5) whether small disadvantaged business concerns were solicited, and if not, why not; (6) whether women-owned small businesses were solicited, and if not, why not; and (7) reason for failure of solicited small business, veteran-owned small business, service-disabled veteran-owned small business, small disadvantaged business, women-owned small business, or HUBZone small business concerns to receive the subcontract award;

- D. Records to support other outreach efforts, e.g., Quarterly Outreach Activity Reports which include a detailed list of all quarterly small business outreach efforts (conferences, meetings, networking events, etc.);
- E. Records to support internal guidance and encouragement, provided to buyers through (1) workshops, seminars, training programs, incentive awards; and (2) monitoring of activities to evaluate compliance; and
- F. On a contract-by-contract basis, records to support subcontract award data including the name, address and business size of each subcontractor. (This item is not required for company or division-wide commercial plans.)
- G. Additional records: None

9. Mentor-Protégé Program

Procurement may re-visit the Mentor-Protégé program in FY 2016 as resources permit. The Laboratory received recognition from DOE last fiscal year for the 5-year program completed in FY 2013.

10. Description of Good Faith Effort

The Contractor intends 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 including ANCs and Indian Tribes, 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 including ANCs and Indian Tribes, and women-owned small business effort (e.g. the Small Business website currently posts a policy statement from the LBNL Chief Procurement Officer). 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 including ANCs and Indian Tribes, 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 Berkeley Lab 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 including ANCs and Indian Tribes, 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 including ANCs and Indian Tribes, 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 small business community at SBA monthly meetings. Distribute subcontracting opportunities to various local Chambers of Commerce to maximize opportunities for 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 including ANCs and Indian Tribes, and women-owned small business firms, as required, in an attempt to ensure availability and usage of subcontractor personnel to support Berkeley Lab work efforts when required.
- H. Encourage teaming agreements between Small Businesses and Large Businesses for eCommerce subcontracts to maximize the resource from large corporations while helping small businesses to grow and be familiar with the government market.
- I. 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 including ANCs and Indian Tribes, and women-owned small business concerns have an equal opportunity in preparing bids.
- J. 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 including ANCs and Indian Tribes, and women-owned small business concerns (i.e. LPO Directory).

Acquisition of construction estimated to cost \$3 million or less, including new construction, and repair and alteration of structures, shall be a small or small disadvantaged business 8(a) set-aside. For acquisition in excess of \$3 million, small business or small disadvantaged business 8(a) set-aside will be considered on a case-by-case basis.

This subcontracting plan was submitted by:

Signature: 
Typed Name: Becky Cornett
Title: Procurement and Property Manager
Date Prepared: 10/29/2014
Phone No.: 510-495-8186

Approval:

Agency: Department of Energy
Typed Name: Maria C. Robles
Title: Contracting Officer
Date Prepared:  11/13/14
Phone No.: 510-495-2552