

**PART III – LIST OF DOCUMENTS, EXHIBITS, AND OTHER ATTACHMENTS**  
**Attachment J-6**  
**Small Business Subcontracting Plan**



This page intentionally left blank.



## **Small Business Subcontracting Plan**

**HMIS DUNS Number: 081308549 CAGE: 85E09**

**Subcontracting Goals For  
Prime Contract/Solicitation No.: 89303318REM000007**

**Prepared By:**

A handwritten signature in black ink, appearing to read 'Kodi Kosmoski', is centered on the page.

---

Kodi Kosmoski  
Subcontracts Team Lead  
Revision One

11/19/18

09/17/2019

**Approval Concurrence on File:**  
Chireda Gaither  
Small Business Liaison Officer (SBLO)

**TABLE OF CONTENTS**

	<u>Page</u>
<b>Table of Contents .....</b>	<b>ii</b>
<b>List of Figures.....</b>	<b>ii</b>
<b>1.0 Goals in Terms of Percentages of Total Planned Subcontracting Dollars [(d)(1)] .....</b>	<b>3</b>
<b>2.0 Total Dollars Planned to be Subcontracted [(d)(2)].....</b>	<b>4</b>
<b>3.0 Types of Supplies Subcontracted [(d)(3)].....</b>	<b>4</b>
<b>4.0 Methods Used to Develop Subcontracting Goals [(d)(4)] .....</b>	<b>5</b>
4.1 Efforts to Validate Subcontractor Size Status [(c)(2), (e)(4), (e)(5), (e)(7)] .....	6
4.2 Efforts to Subcontract With Small Disadvantaged Business (SDB) Concerns .....	6
<b>5.0 Methods Used to Identify Potential Sources for Solicitation Purposes [(d)(5)].....</b>	<b>7</b>
<b>6.0 Indirect Costs [(d)(6)] .....</b>	<b>7</b>
<b>7.0 Subcontracting Program Administrator [(d)(7)] .....</b>	<b>7</b>
7.1 Subcontracting Administrator Duties [(d)(7)] .....	8
<b>8.0 Equitable Small Business Opportunities to Compete for Subcontracts [(d)(8)] .....</b>	<b>9</b>
<b>9.0 Utilization of Small Business Concerns Clause in all Subcontracts [(d)(9)].....</b>	<b>9</b>
<b>10. Assurances [(d)(10)] .....</b>	<b>9</b>
10.1 Semi-Annual and Annual Submittal of Reports .....	10
<b>11. Records of Procedures Adopted to Comply with Requirements and Goals of the Plan [(d)(11)].....</b>	<b>10</b>
11.1 Records on Each Subcontract Solicitation for Awards >\$150,000 .....	11
11.2 Outreach and Efforts to Contact .....	11
11.3 Monitoring Performance.....	11
<b>12. Good Faith Efforts [(d)(12)] .....</b>	<b>12</b>
<b>13. Written Explanations [(d)(13)].....</b>	<b>12</b>
<b>14. Subcontractor Discussions [(d)(14)] .....</b>	<b>12</b>
<b>15. Payments to Small Business Contractors [(d)(15)] .....</b>	<b>12</b>

**LIST OF FIGURES**

Figure I-1. Opportunity Period of Performance.....	2
Figure 1-1. Goals Expressed as Percentage of Total Planned Subcontracting and Total Dollars Subcontracted.....	3
Figure 3-1. Subcontracted Supplies/Services .....	4
Figure 7-1. Opportunity POCs.....	7
Figure 10-1. Reporting Types, Periods, and Due Dates .....	10

---

## Introduction

### Policy Statement

*It is HMIS' general policy that Small, Small Disadvantaged (including Alaska Native Corporations (ANC), Recognized Native American Tribes, and Native Hawaiian Organizations (NHO)), Woman-Owned, Veteran-Owned, Service-Disabled Veteran-Owned, and HUBZone Small Businesses (hereinafter referred to as "SBs and related subsets"); Historical Black Colleges and Universities; and other Minority Institutions shall have the maximum practicable opportunity to participate in performing meaningful contracts let by any Federal agency, including subcontracts for subsystems, assemblies, components, and related services for major systems.*

Hanford Mission Integration Solutions, LLC (herein referred to as HMIS) shall carry out this plan in the awarding of subcontracts to Small Business (SB) and related subset concerns to the fullest extent consistent with efficient contract performance. This plan reflects the Small Business Utilization as its commitment to carrying out its approach into contract performance. HMIS' Small Business Subcontracting Program policy complies with 52.219-8 & 9 including the requirement that all types of SB (and related subset concerns) shall have an equitable opportunity to compete for subcontracts.

HMIS shall comply with all government regulations including those concerning SB and related subset concerns. This includes PL 95-507, PL 99-661, PL 100-180, PL 100-656, PL 103-355, PL 105-135, and PL 106-50. The intent of these regulations is also applied to any company activity that offers procurement/ subcontract opportunities. The following are protocols to ensure the participation of SBs in HMIS' acquisition process:

- During the proposal process, the small business team for each contract is identified up front including their roles.
- Periodic training on the Small Business Program is provided to buyers and the program management team.
- Source lists for all types of SBs are available to all procurement personnel.
- Procurement, quality assurance, technical and financial staff is available to assist in developing SB and related subset concerns.
- Special consideration may be given to SB and related subset concerns regarding payment within the negotiated contract terms.
- Procurement representatives are a resource for Make or Buy decisions to ensure SB participation.

This Individual Subcontracting Plan is in compliance with all laws, rules and regulations and addresses the fifteen (15) elements of FAR 52.219-9. It has been prepared for the opportunity identified on the cover page and described in the following section. In this plan, unless otherwise stated, the term "Small Business" refers to all aforementioned categories mentioned in the plan and the term "Opportunity" refers to the specific prime contract or solicitation identified on the cover page.

### Description of the Opportunity

**Opportunity Title:** Department of Energy (DOE) Hanford Mission Essential Services Contract (HMESC)

**Description of the Opportunity:** Provide direct support to the U.S. Department of Energy (DOE) and its contractors with cost-effective infrastructure and Site services that are integral and

---

**Solicitation Number:** 89303318REM000007

*Use or disclosure of data contained on this sheet is subject to the restriction on the title page of this proposal.*

necessary to accomplish the environmental cleanup mission. The Contractor shall play a key role in ensuring that interfaces with and between Hanford Site customers (DOE Offices and OHCs) that affect their scope of work are managed in a manner that encourages open and proactive communication, collaboration, and cooperation.

Opportunity Period of Performance: From: 02/01/19 to: 01/31/29

**Figure I-1. Opportunity Period of Performance**

<i>Period of Performance</i>		
Base	From: 02/01/19	to: 01/31/24
Option 1	From: 02/01/24	to: 01/31/27
Option 2	From: 02/01/27	to: 01/31/29

## 1.0 GOALS IN TERMS OF PERCENTAGES OF TOTAL PLANNED SUBCONTRACTING DOLLARS [(d)(1)]

The percentages contained in the below table represent the goals that will be entered into e-SRS and reported via the electronic Individual Subcontract Report (ISR).

**Figure 1-1. Goals Expressed as Percentage of Total Planned Subcontracting and Total Dollars Subcontracted**

		<i>Total Dollars to be Subcontracted (% of TCV*)</i>	<i>Large Business (% of Total Dollars to be Subcontracted)</i>	<i>Total SB (% of Total Dollars to be Subcontracted)</i>	<i>Small Disadvantaged Business (% of Total SB)</i>	<i>Woman-Owned SB (% of Total SB)</i>	<i>HUBZone SB (% of Total SB)</i>	<i>Veteran-Owned SB (% of Total SB)</i>	<i>Service Disabled Veteran-Owned SB (% of Total SB)</i>
<u>Base</u>	<u>Amount (&amp;)</u>	<u>\$631,650,933.94</u>	<u>\$284,242,920.27</u>	<u>\$347,408,013.66</u>	<u>\$27,792,641.09</u>	<u>\$27,792,641.09</u>	<u>\$13,896,320.55</u>	<u>\$17,370,400.68</u>	<u>\$13,896,320.55</u>
	<u>% of Subk \$</u>	<u>40%</u>	<u>45%</u>	<u>55%</u>	<u>8%</u>	<u>8%</u>	<u>4%</u>	<u>5%</u>	<u>4%</u>
<u>Option 1</u>	<u>Amount (&amp;)</u>	<u>\$425,802,421.88</u>	<u>\$191,611,089.85</u>	<u>\$234,191,332.03</u>	<u>\$18,735,306.56</u>	<u>\$18,735,306.56</u>	<u>\$9,367,653.28</u>	<u>\$11,709,566.60</u>	<u>\$9,367,653.28</u>
	<u>% of Subk \$</u>	<u>40%</u>	<u>45%</u>	<u>55%</u>	<u>8%</u>	<u>8%</u>	<u>4%</u>	<u>5%</u>	<u>4%</u>
<u>Option 2</u>	<u>Amount (&amp;)</u>	<u>\$299,485,976.00</u>	<u>\$134,768,689.20</u>	<u>\$164,717,286.80</u>	<u>\$13,177,382.94</u>	<u>\$13,177,382.94</u>	<u>\$6,588,691.47</u>	<u>\$8,235,864.34</u>	<u>\$6,588,691.47</u>
	<u>% of Subk \$</u>	<u>40%</u>	<u>45%</u>	<u>55%</u>	<u>8%</u>	<u>8%</u>	<u>4%</u>	<u>5%</u>	<u>4%</u>
<u>Base + All Options</u>	<u>Amount (&amp;)</u>	<u>\$1,356,939,331.82</u>	<u>\$610,622,699.32</u>	<u>\$746,316,632.50</u>	<u>\$59,705,330.60</u>	<u>\$59,705,330.60</u>	<u>\$29,852,665.30</u>	<u>\$37,315,831.63</u>	<u>\$29,852,665.30</u>
	<u>% of Subk \$</u>	<u>40%</u>	<u>45%</u>	<u>55%</u>	<u>8%</u>	<u>8%</u>	<u>4%</u>	<u>5%</u>	<u>4%</u>

\* exclusive of the maximum value under the IDIQ CLINs

In accordance with [43 U.S.C. 1626](#) and FAR 52.219-9(d)(1), subcontracts awarded to an ANC or Indian tribe shall be counted towards the subcontracting goals for small business and small disadvantaged business concerns, regardless of the size or Small Business Administration certification status of the ANC or Indian tribe.

## 2.0 TOTAL DOLLARS PLANNED TO BE SUBCONTRACTED *[(d)(2)]*

Our total dollars to be subcontracted are listed in Figure 1-1 above.

The above figure is provided to demonstrate participation levels of all subcontractors in relation to the total contract value. This informational table does not replace the subcontract percentages reflected in Figure 1-1.

## 3.0 TYPES OF SUPPLIES SUBCONTRACTED *[(d)(3)]*

HMIS is committed to providing opportunities for small businesses to compete for meaningful subcontract awards. The principal types of supplies and/or services that HMIS anticipates to be subcontracted and the identification of the type of business concern planned are as follows:

**Figure 3-1. Subcontracted Supplies/Services**

<i>Supplies / Services</i>	<i>Large</i>	<i>Small</i>	<i>SDB</i>	<i>WOSB</i>	<i>HUBZone</i>	<i>VOSB</i>	<i>SDVOSB</i>	<i>ANC</i>
Protective Forces	X	X	X	X		X	X	
Information Security	X	X	X	X		X	X	
Personnel Security	X	X	X	X	X			
Nuclear Materials and Control Account	X	X	X			X	X	
SAS Program Management	X	X	X	X		X	X	
Site Training & HAMMER	X	X	X	X	X	X		
Fire and Emergency Response	X	X	X	X	X	X	X	X
Radiological Assistance Program	X	X	X	X		X	X	
Environmental Regulatory Management	X	X	X	X		X	X	
Environmental Surveillance	X	X	X	X				
Laboratory/Analytical Services	X	X						
Biological Controls	X	X	X	X				
Motor Carrier and Fleet Services	X	X	X	X	X	X		X
Facilities Services	X	X	X	X	X	X	X	X
Calibrations Services	X	X	X	X				
Roads and Grounds	X	X	X			X	X	
Electric Transportation/Distribution & Energy	X	X	X	X		X		
Sanitary Waste Management & Disposal	X	X			X	X	X	
Land-Use Planning and Management	X	X	X			X		
Long Term Stewardship	X	X				X		X
Property Systems Acquisition	X	X	X	X				
Materials Management	X	X	X	X		X	X	
Mail and Courier Services		X	X	X	X	X	X	X
Reproductions Services	X	X	X	X		X	X	
Multi-Media Services		X	X	X	X			
Telephone, Radio, and Pager Services	X	X	X	X	X	X		
Network Services	X	X	X	X	X			
Information Services	X	X	X	X	X	X	X	X
Records Management	X	X	X	X	X	X	X	X
Long Term Records Storage	X	X		X		X	X	

**Figure 3-1. Subcontracted Supplies/Services**

<i>Supplies / Services</i>	<i>Large</i>	<i>Small</i>	<i>SDB</i>	<i>WOSB</i>	<i>HUBZone</i>	<i>VOSB</i>	<i>SDVOSB</i>	<i>ANC</i>
Portfolio Planning, Analysis & Assessment	X	X	X	X		X	X	X
Risk Management	X	X	X	X		X		
Quality Assurance	X	X	X	X				
Beryllium	X	X	X	X				
Staff Augmentation	X	X	X	X	X	X	X	X
Construction Services	X	X	X	X	X	X	X	X
Janitorial Services		X	X					
Catering Services		X	X	X				
Laboratory Supplies and Equipment					X	X	X	
Janitorial Supplies			X	X	X	X	X	
Safety Supplies						X	X	
Electronic Supplies	X	X	X	X	X			
Hand Tools	X	X	X	X				
HVAC and Plumbing Supplies		X	X	X	X	X	X	
Computer Hardware		X	X	X	X	X	X	

**4.0 METHODS USED TO DEVELOP SUBCONTRACTING GOALS [(d)(4)]**

The goals included in this subcontracting plan are the result of the identification of potential subcontracting opportunities which were developed by a joint pre-proposal review of the solicitation statement of work and performance requirements. The joint review involved program, technical and procurement personnel including, the SBLO, Group Management, Contract Representative, and the identified Individual Subcontract Plan Administrator.

The review process included an analysis of all planned subcontracting requirements necessary to support the program by an evaluation of SB potential to supply those requirements. The prospective sources were identified through the mechanisms identified in the activities described in Section 5 of this Individual Subcontracting Plan.

The criteria considered in the review process included:

1. Review of the HMESC statement of work and forecasted probable acquisition needs.
2. Identification of the requirement for goods and services.
3. Identification of the potential to subcontract for goods and services.
4. Make - Buy Analysis.
5. Categorization of source requirements based on single source, limited competition and open competition as provided by the marketplace or could potentially be developed.
6. The geographic location and population of small business concerns that can support our requirements.
7. Qualified local SB concerns licensed in Washington state and operating in the Tri-Cities and Mid-Columbia areas.
8. Our knowledge of small businesses that have worked on DOE projects at Hanford, AND
9. Our proven approach to promoting and utilizing small business.

#### 4.1 Efforts to Validate Subcontractor Size Status [(c)(2), (e)(4), (e)(5), (e)(7)]

In accordance with 13 CFR 121.410, for subcontracting purposes a concern is small for subcontracts which relate to government procurements if it does not exceed the size standard for the NAICS code and corresponding size standard that HMIS determines best describes the principal purpose of the work, product, or service being acquired under the subcontract. Further, HMIS uses the definitions provided under FAR 2.101 for Small Business Concern, HUBZone Small Business Concern, Small Disadvantaged Business Concern (including ANC, Recognized Native American Tribes, and NHO), Woman-Owned Small Business Concern, Veteran-Owned Small Business Concerns, and Service-Disabled Veteran Owned Small Business Concerns.

HMIS requests suppliers to make a written representation of their size and socioeconomic status as a Small Business, Small Disadvantaged Business, Veteran-Owned small business, service-disabled Veteran-Owned small business, or a Women-Owned small business through a Representations and Certifications document. This representation must be current as of the date of the offer for the subcontract. While HMIS does not require that subcontractors use System for Award Management (SAM) for the purposes of representing size or socioeconomic status in connection with a subcontract, HMIS may accept a subcontractor's representation in SAM if they are registered in the system and the subcontractor represents the SAM registration is current, accurate and complete as of the date of the offer for the subcontract. When a subcontractor represents itself as a HUBZone small business concern, HMIS verifies that status by accessing the System for Award Management database or by contacting the Small Business Administration (SBA) in accordance with 52.219-8(d)(2).

HMIS provides notice to subcontractors concerning penalties and remedies for misrepresentations of business status as small, Veteran-Owned Small Business, HUBZone small, Small Disadvantaged, or Women-Owned Small Business for the purpose of obtaining a subcontract that is to be included as part or all of a goal contained in the HMIS' subcontracting plan. In accordance with 13 CFR 121.411, 124.1015, 125.29, 126.900, and 127.700, HMIS acting in good faith is not liable for misrepresentations made by its subcontractors regarding the subcontractor's size or socioeconomic status.

#### 4.2 Efforts to Subcontract With Small Disadvantaged Business (SDB) Concerns

This Individual Subcontracting Plan was prepared with consideration given to positive goals for SDB participation. This included reviewing subcontracting requirements for opportunities to use competition restricted to Historically Black Colleges and Universities or Minority Institutions.

- Describe anticipated product or services to be provided by SDB, technical assistance to be provided, and/or restricted competition with SDB or HBCU/MI:
  - Utilities and Infrastructure
  - Transportation and Fleet Services
  - Safeguards and Security
  - Field Equipment/Rental Equipment
  - Information Technology
  - Safety and Quality Assurance
  - Engineering
  - Program and Project Management
  - Project Support and Independent Assessment

## 5.0 METHODS USED TO IDENTIFY POTENTIAL SOURCES FOR SOLICITATION PURPOSES *[(d)(5)]*

### Market Research

HMIS utilizes source lists made available by agencies, states, association and trade organizations. These source lists obtained from various industries, web sites, and trade organizations are available to all procurement personnel and include, but are not limited to, the following:

- Existing internal company source lists, databases or other local directories available where HMIS has procurement offices
- SBA Dynamic Small Business Search (DSBS)
- System for Award Management (i.e., [www.sam.gov](http://www.sam.gov))
- Veteran Service Organizations (i.e., VETBIZ, NAVOBA, Columbia Basin Veterans Coalition, Columbia Basin College (CBC) Veterans Education and Transition Services)
- State publications of Small Business and Minority-owned firms
- An Inventory of the Capabilities of HBCU/MI ([www.ed.gov](http://www.ed.gov))
- The National Minority Purchasing Council and its Regional Purchasing Councils
- Minority Business Development Centers and various SB trade associations
- Chambers of Commerce
- Tri-City Development Council
- Tri-City Regional Chamber of Commerce
- Tri-Cities Local Business Association
- Tri-Cities Tribal Network
- Source directories made available by other government contractors
- Procurement Technical Assistance Centers (PTACs).

Additionally, HMIS representatives regularly attend and actively participate in Federal and local procurement conferences, trade fairs, corporate meetings, industry council conferences, professional seminars, and related functions to seek new potential SBs for solicitation purposes who may be qualified to furnish subcontracted material and services.

## 6.0 INDIRECT COSTS *[(d)(6)]*

Indirect and overhead charges are not included in this subcontracting plan.

## 7.0 SUBCONTRACTING PROGRAM ADMINISTRATOR *[(d)(7)]*

**Figure 7-1. Opportunity POCs**

<i>Individual Subcontract Plan Administrator</i>		<i>Contract Representative</i>	
Name:	<u>Kodi Kosmoski</u>	Name:	<u>Dalton Stupack</u>
Title:	<u>Subcontracts Team Lead</u>	Title:	<u>Contract Manager</u>
Address:	<u>700 N. Frederick Avenue Gaithersburg, MD 20879</u>	Address:	<u>700 N. Frederick Avenue Gaithersburg, MD 20879</u>
Telephone:	<u>443-517-9139</u>	Telephone:	<u>509-572-0394</u>
Email:	<u><a href="mailto:Kodi.D.Kosmoski@Leidos.com">Kodi.D.Kosmoski@Leidos.com</a></u>	Email:	<u><a href="mailto:Dalton.Stupack@Leidos.com">Dalton.Stupack@Leidos.com</a></u>

---

## Small Business Program POC

Name: Chireda Gaither  
Title: Small Business Liaison Officer  
Address: 11955 Freedom Drive  
Reston, VA 20190  
Telephone: (571) 526-6026  
Email: [chireda.b.gaither@leidos.com](mailto:chireda.b.gaither@leidos.com)

### 7.1 Subcontracting Administrator Duties *[(d)(7)]*

#### Individual Subcontracting Plan Administrator

The Individual Plan Administrator is specifically responsible for subcontracting plan development and goals in conjunction with the program team. Ultimately, the Program Manager is responsible for the subcontracting plan's implementation. Procurement personnel assigned this responsibility are seasoned staff members involved at the proposal stage and work in conjunction with program, technical, and contracts staff.

#### Small Business Liaison Officer

The Small Business Liaison Officer (SBLO) has the responsibility for the development and maintenance of the Small Business Program which includes SB and related subset concerns. The SBLO is responsible for the successful attainment of the Program's objectives which include, but are not limited to:

- Compliance
  - Review and approve individual subcontracting plans submitted as part of HMIS proposal efforts
  - Monitor and ensure compliance with individual subcontracting plans incorporated into prime contracts
- Training
  - Provide training to procurement staff as well as program managers and contracts representatives
- Reporting
  - Organize and ensure submission of individual subcontract reports and summary subcontract reports as defined by FAR 52.219-9
  - Furnish reports to line organizations that provide visibility into their performance
- Outreach
  - Implement HMIS' DOE and SBA Mentor-Protégé program
  - Support HMIS outreach efforts with small businesses directly and via trade associations
  - Develop and promote companywide policy initiatives that demonstrate HMIS' support for awarding contracts and subcontracts to SB and subset concerns
  - Participating in business opportunity workshops, minority business enterprise seminars, trade fairs, and procurement conferences
  - Directly or indirectly counsel SB and subset concerns on subcontracting opportunities and how to prepare responsive bids to HMIS

- Reviews
  - Focal point to provide support to Defense Contract Management Agency (DCMA) and SBA to facilitate productive reviews of the HMIS Small Business Subcontracting Program
  - Point of contact for Agency Small Business Specialists and Office of Small Business Program Directors with regard to HMIS subcontracting goal performance assistance

## **8.0 EQUITABLE SMALL BUSINESS OPPORTUNITIES TO COMPETE FOR SUBCONTRACTS *[(d)(8)]***

As described in the Plan, HMIS shall award subcontracts to SB and related subset concerns, including HMIS' Mentor-Protégé Program participants, to the fullest extent consistent with efficient contract performance. Further, HMIS' policies dictate that SBs of all types have an equitable opportunity to compete for subcontracts and require inclusion of SBs sources on bid lists. The SBLO and the Individual Subcontracting Plan Administrator are chartered to ensure compliance with this plan.

The following are specific steps in HMIS' procedures to ensure the participation of SBs in HMIS' acquisition and procurement process:

- During proposal process, the small business team for each contract is identified up front including their roles.
- Performance reports are generated quarterly to assist program managers with managing small business subcontracting plans.
- Periodic training in Small Business utilization is provided to buyers and program management team.
- An explanation of the absence of SB and related subset sources on any award at or above \$150,000 is required.
- Procurement, quality assurance, technical and financial staff is available to assist in developing SB and related subset concerns.
- Special consideration may be given to SB and related subset concerns regarding payment within the negotiated contract terms.
- Procurement representatives are a resource for Make or Buy decisions to ensure SB participation.

## **9.0 UTILIZATION OF SMALL BUSINESS CONCERNS CLAUSE IN ALL SUBCONTRACTS *[(d)(9)]***

HMIS includes the FAR Clause 52.219-8, "Utilization of Small Business Concerns" in all applicable subcontracts that offer further subcontracting opportunities, and requires all subcontractors (except small business concerns) that receive subcontracts in excess of the threshold specified at FAR 52.219-9(d)(9) (currently \$700,000 or \$1,500,000 for construction of any public facility) to adopt a plan that complies with the requirements of the clause at 52.219-9, Small Business Subcontracting Plan.

## **10. ASSURANCES *[(d)(10)]***

### **Studies and Surveys**

HMIS will provide 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 with subcontracting plans or SB and related subset requirements in general.

### 10.1 Semi-Annual and Annual Submittal of Reports

HMIS is a single purpose entity formed for the sole purpose of bidding on and performing HMESC. HMIS will submit Individual Subcontract Reports (ISR), when the contract is available via the Electronic Subcontract Reporting System ([www.esrs.gov](http://www.esrs.gov)), within 30 days after the close of each calendar period, unless otherwise directed by the Contracting Officer. The expected submittal due dates are reflected in Figure 10-1, in accordance with the instructions contained in FAR 52.219-9 and on [www.esrs.gov](http://www.esrs.gov) on the date of submission.

**Figure 10-1. Reporting Types, Periods, and Due Dates**

<i>Calendar Period</i>	<i>Report</i>	<i>Due Date</i>
October 1 – March 31	ISR	April 30
April 1 – September 30	ISR	October 30
October 1 – September 30	SSR	October 30

**ISR:** The report will cover direct charged subcontract award data related to the prime contract and the goals detailed in this subcontracting plan. Contracts that were evaluated with SDB participation targets must report SDB award achievements of SDB participation by North American Industrial Classification System (NAICS) Industry Subsector at completion of the contract on Optional Form-312 or in HMIS’ format providing the same information. If the contract contains an individual Small, Small Disadvantaged, and Woman-Owned Business plan, reports may be submitted with the final Subcontracting Report of Individual Contracts at the completion of the contract.

**SSR:** This report encompasses all the subcontract activity associated with prime contracts recorded by the awarding agency, regardless of the dollar value of the subcontracts for the twelve month period ending September 30. The activity will cover contracts with subcontracting plans and those that did not require a separate subcontracting plan. This report also includes indirect costs on a prorated basis when the indirect costs are excluded from the subcontracting goals.

HMIS requires its subcontractors agree to submit electronic ISR and SSR using the eSRS System using the HMIS’ provided prime contract, e-mail address of SBLO ([chireda.b.gaither@leidos.com](mailto:chireda.b.gaither@leidos.com)), and DUNS numbers, when applicable. HMIS requires that each subcontractor with a subcontracting plan provide the prime contract number and its own DUNS number, and the e-mail address of the subcontractor’s official responsible for acknowledging or rejecting the reports, to its subcontractors with subcontracting plans. Further, HMIS requires that each subcontractor with a subcontracting plan provide the prime contract number and its own DUNS number, and the email address of the subcontractor’s official responsible for acknowledging receipt of or rejecting the ISRs, to its subcontractors with subcontracting plans.

## 11. RECORDS OF PROCEDURES ADOPTED TO COMPLY WITH REQUIREMENTS AND GOALS OF THE PLAN */(d)(11)/*

HMIS maintains records concerning procedures that have been adopted to comply with the requirements and goals in this plan, including establishing source lists and a description of efforts to locate SBs (and related subset concerns) and subcontracts awarded to them. This includes records of:

- Source lists (e.g., SAM), guides, supplier provided Representations and Certifications, and other data that identify SB and related subset concerns.

- Organizations contacted in an attempt to locate sources that are SB and related subset concerns.
- On a contract-by-contract basis, records to support award data submitted by the offeror to the Government, including the name, address, and business size of each subcontractor.
- Internal guidance and encouragement provided to HMIS personnel through workshops, seminars, training and monitoring activities.

Additionally, HMIS has established a process for tracking and reviewing information such as:

- SB and related subset profiles.
- Actual awards by Socio-Economic (S/E) Classification of any dollar value.
- Identification of awards by S/E classification on a contract by contract or indirect charge basis to provide compliance reporting and general statistical information including the name, address, and business size of each subcontractor.

### **11.1 Records on Each Subcontract Solicitation for Awards >\$150,000**

HMIS requires that every purchase greater than \$150,000 requires Socio-Economic identification of bidders solicited and a requirement to provide an explanation and justification if SB and related subset concerns were not solicited. This record is retained in the Purchase Award Summary (PAS) required by HMIS' File Documentation policy.

### **11.2 Outreach and Efforts to Contact**

HMIS' Procurement professionals regularly provide advice and guidance to SB concerns wishing to do business with HMIS and HMIS' customers. Additionally, HMIS is energetically involved in other activities that are supported by appropriate records in the form of contact reports, outreach reports, trip reports, meeting schedules, and agendas. HMIS retains records for these activities which include, but are not limited to:

- SB and related subset subcontractor and supplier contacts and surveys
- Information received from trade association and business development organizations
- Attendance at SB and related subset conferences and trade fairs
- Internal and external workshops, seminars, and training programs
- Performance monitoring used to evaluate compliance with the program's requirements
- Outreach efforts by all employees
- HMIS web portal and social media
- The outreach efforts include organization of conferences or business development forums and attendance of external SB conferences to identify more SBs.

### **11.3 Monitoring Performance**

HMIS regularly monitors goals established in subcontracting plans. Reports are made available regularly during the year to Procurement and Program Management by the HMIS SBLO within the Supply Chain group. HMIS' Procurement professionals are also able to run ad hoc reports through HMIS' reporting tools for real-time status. These reports provide HMIS' SBLO, Procurement, Contracts Representatives, and Program Management with a continuous measure of performance versus the overall goals.

**12. GOOD FAITH EFFORTS [(d)(12)]**

HMIS makes a good faith effort to acquire articles, equipment, supplies, services, or materials, or obtain the performance of construction work from the small business concerns that were used (as defined in FAR 52.219-9(d)(12)(i) and (ii)) in preparing the bid or proposal, in the same or greater scope, amount, and quality used in preparing and submitting the bid or proposal.

**13. WRITTEN EXPLANATIONS [(d)(13)]**

Should HMIS not purchase the same scope and quantity from the contemplated small business concerns as described in 12 above, HMIS will provide the Contracting Officer with a written explanation within 30 days of contract completion.

**14. SUBCONTRACTOR DISCUSSIONS [(d)(14)]**

HMIS does not prohibit subcontractors from discussing with the government Contracting Officer any material pertaining to payment or utilization of a subcontractor.

**15. PAYMENTS TO SMALL BUSINESS CONTRACTORS [(d)(15)]**

HMIS pays its small business subcontractors on time and in accordance with the terms and conditions of the underlying subcontract, and will notify the contracting officer when HMIS makes either a reduced or an untimely payment to a small business subcontractor.