

New Mexico State University
Small Business Master Subcontracting Plan


SMALL BUSINESS
MASTER SUBCONTRACTING PLAN

New Mexico State University
PO Box 30001
Las Cruces, NM 88003

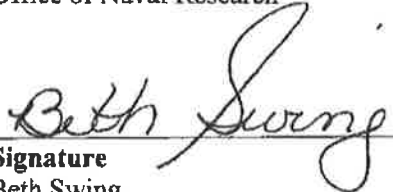
THIS MASTER PLAN IS APPROVED
FOR THE PERIOD 08/23/2018 TO 08/22/2021

SUBMITTED BY:
New Mexico State University

APPROVED BY:
Office of Naval Research




Signature
Kathy D. Agnew
NMSU Director of Procurement Services
Contracting Officer - Vendors



Signature
Beth Swing
Administrative Contracting Officer

Date: 8/23/2018

Date: 8/23/2018



Signature
Alisha A. Giron
NMSU Exec Director for Research Admin
Contracting Officer - Research Sub Contracts

Date: 8/23/2018

New Mexico State University Small Business Master Subcontracting Plan

1. Understanding

New Mexico State University (“University”) understands that:

- a. An acceptable master subcontracting plan must, in the determination of the Contracting Officer, provide the maximum practicable opportunity for Small Businesses (“SB”), Small Disadvantaged Businesses including Alaska Native Corporations (ANC) and Indian Tribes regardless of size or SBA certification status (“SDB”), Women-Owned Small Businesses (“WOSB”), Historically Black Colleges and Universities and Minority Institutions (“HBCU/MI”), certain small business concerns located in “historically underutilized business zones” (“HUBZon”) Veteran-Owned Small Business (“VOSB”) and Service-Disabled Veteran-Owned Small Business (“SDVOSB”) to participate in contract performance consistent with its efficient performance.
- b. The Contracting Officer – Research Sub Contracts shall notify project personnel in writing of any reasons for determining an individual subcontracting plan to be unacceptable. Such notice shall be given early enough in the negotiation process to allow project personnel sufficient time to modify the plan within the time limits prescribed.
- c. Prior compliance of University with other such subcontracting plans under previous contracts may be considered by the Contracting Officer – Research Sub Contracts in determining the responsibility of University for award of the contract.
- d. The failure of University to comply in good faith with FAR 19.7 entitled, “Small Business Subcontracting Program” may be a material breach of such contract or subcontract.
- e. This Master Subcontracting Plan, which contains all the elements required by FAR 52.219-9 except goals, shall be incorporated by reference as a part of each individual subcontract plan required of University, provided:
 - i. the master subcontracting plan has been approved by the University's cognizant Administrative Contracting Officer;
 - ii. University provides copies of the approved master subcontracting plan and evidence of its approval to the Contracting Officer(s);
 - iii. separate goals for the basic contract and, if necessary, each option have been established, and
 - iv. any deviations from the master subcontracting plan, deemed necessary by the Contracting Officer – Research Sub Contracts to satisfy the requirements of the relevant contract, are set forth in the individual subcontract plan for the contract.

Each individual subcontract plan shall contain a description of the principal types of supplies and services to be subcontracted, and an identification of the types planned for subcontracting to SB, SDB, WOSB1 HBCU/MI, HUBZone1 VOSB and SDVOSB. Any goals less than the desired minimum will contain a description of the efforts to find sources and an explanation as to why those efforts have been

New Mexico State University

Small Business Master Subcontracting Plan

unsuccessful.

2. Subcontracting Goals

The University views the support of small business (and all the categories identified in Section 1 above) under the requirements of FAR 19.7 (DFARS 219.7), 52.219-8, 52.219-9 (DFARS 252.219-7003), 52.219-16 and DFARS 252.219-7004, as an extension of the University's published social and economic responsibilities to the general public. It is the intent of New Mexico State University to assist SB, SDB, WOSB, HBCU/MI, HUBZone, VOSB and SDVOSB to the maximum extent practicable consistent with sound business practices and with the efficient performance of the University's contract requirements and obligations. Individual subcontracting goals, which will include percentages, dollars and a description of products and/or services to be obtained, will be established for each federal contract requiring the submission of an individual subcontract plan as exemplified by Attachment A.

It is also the University's intent to give such small business concerns a fair and equitable opportunity to compete for business, consistent with the efficient performance of the University's contractual obligations. The University pledges to make a concerted effort to locate small business, and each of the categories of small business mentioned above, to provide an equitable opportunity in competing for subcontract requirements.

3. Method Used to Develop Subcontracting Goals

New Mexico State University will identify small business subcontracting opportunities based upon an analysis of the statement of work and the products and/or services that will support the successful performance of each federal contract.

Facilities and administrative costs will not be included in the University's goals.

4. Master Subcontracting Plan

New Mexico State University recognizes its responsibility to assure that SB, SOB, WOSB, HBCU/MI, HUBZone, VOSB and SDVOSB have maximum practicable opportunity to compete for its subcontracts consistent with the efficient performance of such subcontracts. To that end, the University has developed the following process to identify and increase opportunity for these types of small business concerns:

- a. Seek, facilitate, communicate and encourage the submission of bids of qualified small business of all types with the University, and administer each individual subcontract plan accordingly.
- b. Establish and maintain source lists of potential small businesses which are capable or potentially capable of providing the goods and services required by the University and its customers.
- c. Counsel representatives of such concerns on how they can do business with the University and qualify to participate in the competitive bidding process.

New Mexico State University Small Business Master Subcontracting Plan

- d. Maintain regular liaison with the local representatives of the Small Business Administration, other government agencies, and minority business organizations in order to obtain assistance in finding competent small business concerns.
- e. Advise affected University personnel of the purpose and goals of each individual subcontract plan and follow up periodically in an effort to ensure that the plan is being properly supported, promoted and administered.
- f. Maintain records demonstrating the University's performance with regard to the goals established for its federally required individual subcontract plans.
- g. Develop and provide reports to appropriate University management, and where required by federal law, government agencies concerning subcontract awards made to small business concerns.

In order to effectively implement this plan to the extent consistent with efficient contract performance, New Mexico State University shall perform the following functions:

- a. 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, time for the preparation of bids, quantities, specifications, and delivery schedules so as to facilitate the participation by such concerns. Reasonable effort shall be made (taking into consideration the length of the lists of potential small business, veteran-owned small business, service-disabled veteran-owned small business, HUBZone small business, small disadvantaged business, and women-owned small business subcontractors) to give all such small business concerns an opportunity to compete over a period of time.
- b. Provide 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 all "make-or-buy" decisions.
- c. 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 firms.
- d. Confirm that a subcontractor representing itself as a HUBZone small business concern is identified as a certified HUBZone small business concern by accessing the System for Award Management database or by contacting SBA.
- e. Provide 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 relevant contract plan.
- f. For all competitive subcontracts over the simplified acquisition threshold in which a small business concern received a small business preference, upon determination of the successful subcontract offeror, inform each unsuccessful small business subcontract offeror in writing of the name and location of the apparent successful offeror prior to award of the contract.
- g. Master Subcontracting Plan Administration

**New Mexico State University
Small Business Master Subcontracting Plan**

5. The designated individual assigned overall responsibility for administering the master subcontracting plan for the University is:

Name: Kathy D. Agnew
Title: Director of Procurement Services
Address: New Mexico State University
2850dell Dr., S. Suite 100
MSC 3890
New Mexico State University
Las Cruces, NM 88003-8001

Duties Under the Master Subcontracting Plan

The University has established a "shared responsibility" methodology for administration of the master subcontracting plan and Individual subcontract plans. It is the intent of the University to assure that small business concerns have the maximum practicable opportunity to compete for subcontracts, consistent with the efficient performance of prime contracts and the University's published policies and procedures. To that extent, duties are outlined below; however duties may be delegated to other parties on an as needed basis.

Research Administration Services – Research Sub Contracts:

- a. Provides general assistance relevant to subcontracting plans on a contract-by-contract basis to project personnel, as necessary.
- b. Negotiate the specific terms and conditions of subcontracts, which may include assistance with individual subcontract plan(s) required by Public Law and agency regulations.
- c. Assists with collection of statistical data related to small business performance on research Sub Contracts.
- d. Assists project personnel with the development of individual subcontract plan goals for small business concerns.

Principle Investigator:

- a. Development and submission of Individual subcontract plan goals for small business concerns.
- b. Ensure inclusion of proper flow-down clauses in subcontracts.
- c. Monitor attainment of proposed sub award goals.
- d. Verifies and submits data and signs all reports for submittal to appropriate agencies.

Procurement Services - Vendors:

- a. Develops and maintains bidder's lists of SB, SDB, WOSB, HBCU/MI, HUBZone, VOSB and SDVOSB concerns.
- b. Ensure inclusion of proper flow-down clauses in procurement actions.
- c. Monitor attainment of proposed goals in procurement actions.
- d. Ensure that procurement packages are structured to permit SB HUBZone SB, SDB, WOSB and veteran owned or service disabled veteran owned concerns

New Mexico State University Small Business Master Subcontracting Plan

- participation to the maximum extent possible.
- e. Assure inclusion of SB, HUBZone SB, SDB, WOSB and veteran owned or service disable veteran owned concerns in all solicitations for products or services which they are capable of providing.
 - f. If a formal bid or request for proposal is done, all such qualified firms will receive a copy of the solicitation.
 - g. Review solicitations to remove statements, causes, etc., which may tend to restrict or prohibit SB, HUBZone SB, SDB, WOSB and veteran owned or service disable veteran owned concerns participation.

6. Opportunities for Small Businesses to Compete

The University will make a concerted effort to ensure that small business concerns of all types will have an equitable opportunity to compete for subcontracts under each Individual subcontract plan. This will be accomplished in the following manner:

- a. Source lists will be annotated to indicate the category of each prospective supplier and made available to the University community.
- b. Where an adequate number of SB, SOB, WOSB, HBCU/MI, HUBZone, VOSB and SDVOSB are not available, the University will make a special effort, through liaison with the local Small Business Administration, minority business organizations, and other governmental trade and professional associations and industry groups, to increase the number of such prospective small business contractors.
- c. Sources will be identified primarily from the System for Award Management database <https://sam.gov/portal/SAM/##11>.
- d. Specific performance responsibilities will be assigned to appropriate University offices charged with insuring that the University meets the established goals of each individual subcontract plan.
- e. Reasonable effort will be made, consistent with the University's, contract obligations, customer requirements, and internal policies and procedures to assist small business concerns of all types by tailoring solicitation requirements, such as allowing reasonable time for such small business concerns to prepare quotations; reasonable quantities (where feasible) for small businesses to handle; specifications and delivery schedules that small businesses can meet (unless such will impact the contract requirements); etc., in order to facilitate the participation of such small business concerns.
- f. Efforts will be made to identify and use SB, SOB, WOSB, HBCU/MI, HUBZone, VOSB and SDVOSB on University contracts, so that they may be in a better position to compete for subcontracts under future contract opportunities.

7. Method Used to Identify Potential Sources for Solicitation Purposes

New Mexico State University Small Business Master Subcontracting Plan

NMSU has developed a system to identify and develop SB, SDB, WOSB, HBCU/MI, HUBZone SB, SDVOSB, and VOSB concerns. This includes:

- a. Dynamic Small Business Search (DSBS), System for Award Management (SAM), The US Small Business Administration (SBA), Office of Minority Business (OMB), General Services Administration (GSA), and Department of Defense (DOD) centralized database of small businesses http://dsbs.sba.gov/dsbs/dsp_dsbs.cfm
- b. HUBZone – Small Business database search application http://dsbs.sba.gov/dsbs/dsp_searchhubzone.cfm or www.sba.gov/hubzone
- c. Maintaining regular liaison with representatives from the local office of the SBA, other government agencies such as the DOD Western Regional Council for Small Business Education and Advocacy, Local Hispanic Chamber of Commerce and other regional agencies that support this effort.
- d. Attending several SDB trade affairs
- e. Counseling business owners and representative of such concerns on how they can do business with NMSU and qualify to participate in the competitive bidding process.

8. Flowdown Clauses

The University agrees that Federal Acquisition Regulation clause 52.219-8 entitled "Utilization of Small Business Concerns" will be included in all subcontracts which offer further subcontracting opportunities, and all subcontractors, except SB concerns, who receive subcontracts in excess of \$700,000 (\$1.5 million for construction of any public facility) will be required to adopt and comply with a subcontracting plan that complies with the requirements of Federal Acquisition Regulation 52.219-9, entitled "Small, Business Subcontracting Plan".

9. Reports and Surveys

The University agrees to submit such periodic reports and cooperate in any studies or surveys as may be required by the contracting agency or the Small Business Administration in order to determine the extent of compliance by the contractor with the subcontracting plan and with the clause entitled "Utilization of Small Business Concerns" contained in the applicable contract.

The University further agrees that it will:

- a. Submit the Individual Subcontract Report (ISR) and/or the Summary Subcontract Report (SSR), in accordance with paragraph (I) of 52.219-9 Small Business Subcontracting Plan using the Electronic Subcontracting Reporting System (eSRS) at <http://jwww.esr>. The reports shall provide information on subcontract awards to small business concerns (including ANCs and Indian tribes that are not small businesses), veteran-owned small business concerns, service-disabled veteran-owned small business concerns, HUBZone small business concerns, small disadvantaged business concerns (including ANCs and Indian tribes that have not been certified by the Small Business Administration as small disadvantaged businesses), women-owned small business concerns, and Historically Black Colleges and Universities and Minority Institutions. Reporting shall be in accordance with this clause or as provided in agency regulations;

New Mexico State University Small Business Master Subcontracting Plan

- b. require its subcontractors with subcontracting plans to agree to submit the ISR and/or the SSR using eSRS;
- c. provide its prime contract number, its DUNS number, and the email address of the University's official responsible for acknowledging receipt of or rejecting the ISRs, to all first-tier subcontractors with subcontracting plans so they can enter this information into the eSRS when submitting their ISRs; and
- d. require that each subcontractor with a subcontracting plan provide the prime contract number, 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.

10. Maintenance of Records

New Mexico State University agrees that it will maintain at least the following types of records to document compliance with this subcontracting plan.

- a. Source list, guides, and other data identifying SB, SOB, WOSB, HBCU/MI, HUBZone, VOSB and SDVOSB concerns.
- b. Organizations contacted to locate SB, SDB, WOSB, HBCU/MI, HUBZone, VOSB and SDVOSB concerns.
- c. On a contract-by-contract basis, records on all subcontract solicitations resulting in an award over \$100,000, indicating for each solicitation if SB, SDB, WOSB, HBCU/MI, HUBZone, VOSB and SDVOSB were solicited, and If not, why not. Additionally, reasons for the failure of solicited SB, SDB, WOSB, HBCU/MI, HUBZone, VOSB and SDVOSB concerns to receive the subcontract award.
- d. Records of any outreach efforts to contact: (i) trade associations; (ii) business development organizations; (iii) conferences and trade fairs to locate SB, HUBZone SB, SDB and WOSB sources; and (iv) veterans service organizations.
- e. Records of internal guidance and encouragement provided to buyers through: (i) workshops, seminars, training, etc.; and (ii) monitoring performance to evaluate compliance with the program's requirements.
- f. On a contract-by-contract basis, records to support award data submitted to the Government, including the name, address, and business size of each subcontractor.

The University provides periodic training and awareness programs relative to FAR 19.7. Training is conducted by University representatives, as well as government representatives associated with small business efforts.

**New Mexico State University
Small Business Master Subcontracting Plan**

Attachment A

This subcontracting plan was submitted by:

Contractor:

Contractor Signature:

Typed Name:

Title:

Date Prepared:

Plan Type: **Individual** **Master** **Commercial**

Is Accepted by:

Federal Agency:

Federal Contracting Officer Signature:

Typed Name:

Date:

**New Mexico State University
Small Business Master Subcontracting Plan**

INDIVIDUAL SUBCONTRACT PLAN GOALS

Proposal/ Contract #:

Title:

P.I. Name:

Period:

As described by the New Mexico State University Master Subcontracting Plan, individual goals for this solicitation/contract are indicated below. The total percentage of planned subcontracting with small business concerns includes total dollars planned to be subcontracted with [Small Business (SB), Small Disadvantaged Business (SDB), Women-Owned Small Business (WOSB), HUBZone Small Business (HUBZone SB), Service Disabled Veteran-Owned Small Business (SDVOSB) and Veteran-Owned Small Business (VOSB) concerns.] The SDB goals include participation of Historically Black Colleges and Universities (HBCU) and Minority Institutions.

Entitles	Percentage	Dollars
SB (total of SDB, WOSB, HUBZone, VOSB, & SDVOSB)	%	\$
SDB (*HBCU/MI-subset of SDB goal)	%	\$
WOSB	%	\$
HUBZone SB	%	\$
VOSB (Includes SDVOSB)	%	\$
SDVOSB	%	\$

*HBCU/MI subcontracting is not anticipated at this time.

Products and Services (Indicate entities providing each item)	SB (HBCU/MI)	SDB (HBCU/MI)	WOSB HUBZone	VOSB SDVOSB
--	-----------------	------------------	-----------------	----------------

- 1.)
- 2.)
- 3.)
- 4.)
- 5.)
- 6.)
- 7.)
- 8.)

Signed: _____ **Date:** _____
NAME

Title: _____ **Department:** _____

**New Mexico State University
Small Business Master Subcontracting Plan**