

RFP Number:
~~DTFH61-02-R-00449~~ (CHSIM)
DTFH61-03-C-00031

ITT: Proposal Number
9500-200300268

**ITT Industries, Systems Division
Individual Small Business, and
Small Disadvantaged Business
Subcontracting Plan**

Contractor: ITT Industries, Systems Division (hereafter called "Systems Division")

Address: 4410 E. Fountain Blvd., Colorado Springs, CO 80916

DUNS# 052819732

The following, together with any attachments, is hereby submitted as a Subcontracting Plan to satisfy the applicable requirements of Public Law 95-507 as implemented by OFPP Policy Letter 80-2, FAR 19.7 and FAR 52.219-9.

Signed:

Typed Name

Barry K. Houtz, C.P.M.

Title:

Purchasing Manager/Small Business Liaison Officer (SBLO)

Date:

09/27/02

Plan Accepted by:

Date:

1. (a) The following goals (expressed in terms of a percentage and dollars of total planned subcontracting) are applicable to the contract above or to the contract awarded under the solicitation cited, as prescribed in Attachment 1.

(b) The following principal products and/or services will be subcontracted under this contract, and the distribution among small and small disadvantaged business concerns, is as follows in Attachment 1.

(c) The following method was used in developing subcontract goals: All goals stated are individual goals for the specific contract. The system utilized in the development of estimates for dollar awards includes an examination of the following subcontract/purchase order derived requirements.

(1) Identification of all major requirements from the bill of materials or statement of work.

(2) Strategic Business decisions.

(3) Direct services and supplies.

(4) Identify those items that can successfully be set aside for small business acquisitions only.

(d) Systems Division does not include indirect costs in establishing goals for subcontracting plans.

2. The following individual will administer the subcontracting program:

Name: Barry Houtz, C.P.M.
Title: Purchasing Manager/SBLO
Address: 4410 E. Fountain Blvd.
Colorado Springs, CO 80916
Tel: (719) 637-5901
Fax: (719) 637-5965

The individual's specific duties, as they relate to Systems Division subcontracting program, are as follows:

General overall responsibility for the Systems Division Small Business Program, the development, preparation and execution of individual subcontracting plans and for monitoring performance relative to contractual subcontracting

requirements contained in this plan including, but not limited to:

- (a) Developing and maintaining bidders lists of small business and small disadvantaged business concerns from all possible sources.
- (b) Ensuring that procurement packages are structured to permit small and small disadvantaged business concerns to participate to the maximum extent possible.
- (c) Assuring inclusion of small and small disadvantaged business concerns in all solicitations for products and services which they are capable of providing.
- (d) Reviewing solicitations to remove statements, clauses, etc., which may tend to restrict or prohibit small and small disadvantaged business concerns.
- (e) Ensuring periodic rotation of potential subcontractors on bidders lists.
- (f) Ensuring that the bid proposal review board documents its reason for not selecting low bids submitted by small and small disadvantaged business concerns.
- (g) Ensuring the establishment and maintenance of records of solicitations and subcontract award activity.
- (h) Attending or arranging for attendance of subcontract administrators and buyers at Business Opportunity Workshops, Minority Business Enterprise Seminars, Trade Fairs, etc.
- (i) Conducting or, arranging for, conduct of motivational training for subcontract administrators and purchasing personnel pursuant to the intent of Public Law 95-507.
- (j) Monitoring attainment of proposed subcontracting goals.
- (k) Preparing and submitting periodic SF 294 and SF 295 reports to Defense Contracts Management Command, Denver and customers.
- (l) Coordinating the Company's activities during the conduct of compliance reviews by Government auditing agencies.
- (m) Coordinating the conduct of the Company's activities involving its small and small disadvantaged business subcontracting program.
- (n) Developing and promoting company-wide policy initiatives that demonstrate the company's support for awarding contracts and subcontracts to small and small disadvantaged business concerns.

3. The following efforts will be taken to assure that small and small disadvantaged business concerns will have an equitable opportunity to compete for subcontracts:

- (a) Outreach efforts will be made as follows:
 - (i) Contacts with minority and small business trade associations.
 - (ii) Contacts with business development organizations such as Chamber of Commerce, Office of Business and Industry Development, Mary Walley, Jim Redd - Small and Disadvantaged Business Utilization Specialist (SADBUS), Peterson AFB, Steve West - SADBUS, US Air Force Academy.
 - (iii) Attendance and participation at small and minority business procurement conferences and trade fairs throughout southern Colorado.
 - (iv) Sources will be requested from SBA's PRONET and PASS System for the Pikes Peak region and other parts of the country as required. When appropriate advertising in the Commerce Business Daily and the available Small Business Bulletin Boards.
 - (v) Utilizing newspaper, magazine ads, and Yellow Pages to encourage new sources.
 - (b) The following internal efforts will be made to guide and encourage buyers:
 - (i) Workshops, seminars and training programs will be conducted periodically to keep buyers and subcontract administrators up to date on current information.
 - (ii) Activities will be monitored to evaluate compliance with this subcontracting plan.
 - (c) Establishing, maintaining and using small and small disadvantaged small business concerns source lists, guides and other data identifying all, such as, Try Us, The Minority Business Information Resource Directory, The Directory of Minority and Women-Owned Small Businesses, and the 8(a) Contractor Profile will be maintained and utilized by buyers in soliciting subcontracts.
4. Systems Division agrees that the clause entitled Utilization of Small, Small Disadvantaged Business Concerns will be included in all subcontracts which offer further subcontracting opportunities, and all subcontractors except small business concerns who receive subcontracts in excess of \$500,000 (\$1,000,000 for construction) will be required to adopt and comply with a subcontracting plan similar to this one. Such plans will be reviewed by comparing them with the provisions of Public Law 95-507 and FAR 19.704,

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 and small disadvantaged business subcontractors, and prior experience. Once approved and implemented, plans will be monitored through the submission of periodic reports (SF294 & SF295), and/or, as time and availability of funds permit, periodic visits to subcontractors' facilities to review applicable records and subcontracting program progress.

5. Systems Division 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 Systems Division with the subcontracting plan and with the clause entitled Utilization of Small and Small Disadvantaged Business Concerns contained in the contract. Systems Division further agrees to submit SF294s and SF295s in accordance with the instructions of the back of each form.

6. Systems Division agrees that it will maintain at least the following types of records to document compliance with this subcontracting plan:

(a) Source lists and other guides identifying small and small disadvantaged business concerns and HBCU/MI vendors.

(b) Organizations contacted for small and small disadvantaged business sources.

(c) On a contract-to-contract basis, records on all subcontract solicitations over \$10,000 (This threshold has been established by the Company Purchasing Manager/SBLO) indicating on each solicitation (1) whether small business concerns were solicited, and if not, why not; (2) whether small disadvantaged business concerns were solicited, and if not, why not; and (3) reasons for the failure of solicited small and small disadvantaged business concerns to receive the subcontract award (4) Document sources reviewed for items (1) through (4) above.

(d) Records to support other outreach efforts: Contracts with minority and small business trade associations, etc. Attendance at small and

minority business procurement conferences and trade fairs.

(e) Records to support internal activities to guide and encourage buyers: Workshops, seminars, training programs, etc. Monitoring activities to evaluate compliance.

(f) On a contract-by-contract basis, records to support subcontract award data to include name and address of subcontractor.

7. Attachment 1 outlines the percentages and dollar goals proposed for Small and Small Disadvantaged (Including Historically Black Colleges and Universities or Minority Institutions), business participation under this proposal. ITT will make every effort to place any additional purchases with Small businesses whenever possible.

8. Attachment 2 is the Systems Division President James Cameron's policy statement of internal guidance to the Company's subcontract administrators, buyers, program managers and other employees recognizing Systems Division's commitment to Public Laws 95-507, 99-661 and 100-180. The subcontracting Plan format addresses all the elements set forth in provision FAR Part 52.219-9, and the Company's best effort to maximize subcontracting opportunities with Small, Small Disadvantaged (Including Historically Black Colleges and Universities or Minority Institutions), Small Woman-Owned businesses, HUBZone, and Veteran/service disabled Veteran Owned Small business concerns.

9. Attachment 3 is the letter from the Defense Contracts Management Agency, Denver, indicating that the Company's Small Business Subcontracting Plan was reviewed on January 11, 2001 and found to be acceptable.

10. Attachment 4 is a copy of the most recent Summary Subcontract Report, SF 295, submitted to the Defense Contracts Management Command, Denver.

11. Attachment 5 is a copy of a Commendation for Excellence issued to Systems Division for outstanding performance in small business subcontracting.

SUBCONTRACTING GOALS

Total Proposed Contract Value \$952,893

Total Estimated Subcontracting (presented net of all ITT burdens) \$50,156

1. Total Small Business Subcontracting Comprised of Following Element:

a. Small Business Subcontracting (Total Estimated Amount and % of Total) \$50,156 100.00% 5.26%

b. Small Disadvantaged Subcontracting (Total Estimated Amount and % of Total) \$13,000 25.92% 1.36%

\$37,156 74.08% 3.90%

2a. Small Business Subcontracting (excluding SDB)

<u>Supplier</u>	<u>Description of Services/Materials</u>	<u>\$13,000</u>
Various		<u>\$13,000</u>
Total Small Business Subcontracting		<u>\$13,000</u>

2b. Small Disadvantaged Business and/or Historically Black College or University/Minority Institution

<u>Supplier</u>	<u>Description of Services/Materials</u>	<u>\$37,156</u>
GeoConsul	GIS Software Services	<u>\$37,156</u>
Total Small Disadvantaged Business and/or HBCU/MI Subcontracting		<u>\$37,156</u>

SUBCONTRACTING GOALS

Total Proposed Contract Value
Total Estimated Subcontracting (presented net of all ITT burdens)

	Percent of Total Subs	Percent of Total Contract
\$324,299		100.00%
\$23,578	100.00%	7.27%

1. Total Small Business Subcontracting Comprised of Following Element:
 - a. Small Business Subcontracting (Total Estimated Amount and % of Total) \$23,578 100.00% 7.27%
 - b. Small Disadvantaged Subcontracting (Total Estimated Amount and % of Total) \$18,578 78.79% 5.73%

2a. Small Business Subcontracting (excluding SDB)

Supplier	Description of Services/Materials	
Various		\$5,000
Total Small Business Subcontracting		\$5,000

2b. Small Disadvantaged Business and/or Historically Black College or University/Minority Institution

Supplier	Description of Services/Materials	
GeoConsul	GIS Software Services	\$18,578
Total Small Disadvantaged Business and/or HBCU/MI Subcontracting		\$18,578

SUBCONTRACTING GOALS

		Percent of Total Subs	Percent of Total Contract
Total Proposed Contract Value			
Total Estimated Subcontracting (presented net of all ITT burdens)			
	\$382,177	100.00%	100.00%
	\$16,147	4.23%	4.23%
1. Total Small Business Subcontracting Comprised of Following Element:			
a. Small Business Subcontracting (Total Estimated Amount and % of Total)			
	\$16,147	100.00%	4.23%
b. Small Disadvantaged Subcontracting (Total Estimated Amount and % of Total)			
	\$11,147	69.03%	2.92%
2a. Small Business Subcontracting (excluding SDB)			
Supplier	Description of Services/Materials		
Various			\$5,000
Total Small Business Subcontracting			\$5,000
2b. Small Disadvantaged Business and/or Historically Black College or University/Minority Institution			
Supplier	Description of Services/Materials		
GeoConsul	GIS Software Services		\$11,147
Total Small Disadvantaged Business and/or HBCU/MI Subcontracting			\$11,147

SUBCONTRACTING GOALS

Total Proposed Contract Value
Total Estimated Subcontracting (presented net of all ITT burdens)

\$207,710
\$8,573

Percent of
Total Subs
Total Contract

100.00%
4.13%

1. Total Small Business Subcontracting Comprised of Following Element:
 - a. Small Business Subcontracting (Total Estimated Amount and % of Total)
 - b. Small Disadvantaged Subcontracting (Total Estimated Amount and % of Total)

\$8,573	100.00%	4.13%
\$3,000	34.99%	1.44%
\$5,573	65.01%	2.68%

2a. Small Business Subcontracting (excluding SDB)
Supplier
Various
Total Small Business Subcontracting

Description of Services/Materials

\$3,000
\$3,000

2b. Small Disadvantaged Business and/or Historically Black College or University/Minority Institution
Supplier
GeoConsul
Total Small Disadvantaged Business and/or HBCU/MI Subcontracting

Description of Services/Materials

\$5,573
\$5,573

SUBCONTRACTING GOALS

Total Proposed Contract Value
 Total Estimated Subcontracting (presented net of all ITT burdens)

	Percent of Total Subs	Percent of Total Contract
\$38,707	100.00%	100.00%
\$1,858	100.00%	4.80%

1. Total Small Business Subcontracting Comprised of Following Element:
 - a. Small Business Subcontracting (Total Estimated Amount and % of Total)

\$1,858	100.00%	4.80%
\$0	0.00%	0.00%
 - b. Small Disadvantaged Subcontracting (Total Estimated Amount and % of Total)

\$1,858	100.00%	4.80%
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2a. Small Business Subcontracting (excluding SDB)

Supplier	Description of Services/Materials	
Various		\$0
Total Small Business Subcontracting		\$0

2b. Small Disadvantaged Business and/or Historically Black College or University/Minority Institution

Supplier	Description of Services/Materials	
GeoConsul	GIS Software Services	\$1,858
Total Small Disadvantaged Business and/or HBCU/MI Subcontracting		\$1,858