

**TEXAS A & M RESEARCH FOUNDATION  
SMALL BUSINESS AND SMALL DISADVANTAGED  
BUSINESS SUBCONTRACTING PLAN**

Solicitation or Contract Number: DTFH61-02-R-00043

Title: "Nationwide Training Courses in the Area of Transportation Planning"

The following together with any attachments is hereby submitted as Subcontracting Plan to satisfy the applicable requirements of Public Law 95-507.

1. The following percentage goals have been established as the maximum practicable amount of awards to all Concerns:

- A. **Potential Subcontractable Amount: \$0.00**
  
- B. **Small Business awards: (Includes small, disadvantaged, woman-owned, HUBZone and veteran-owned small businesses.)  
0.00%**
  
- C. **Small Disadvantaged Business awards: (Percentage of A above.)  
0.00%**
  
- D. **Woman-Owned Business awards: (Percentage of A above.)  
0.00%**
  
- E. **HUBZone Business awards: (Percentage of A above.)  
0.00%**
  
- F. **Veteran-Owned Small Business awards (Includes service disabled veteran-owned: (Percentage of A above.)  
0.00%**

2. After the review of the budget, it was determined that the following principal products and/or services will be subcontracted under this contract: All products and/or services will attempt to be subcontracted to Small and Small Disadvantaged Business Concerns. (Note: Small Disadvantaged business concerns include Disadvantaged, HUBZone, Woman-owned and Veteran-owned business concerns).

Costs for this project appear to be salary and internal services only. If purchases are required every effort will be made to utilize small and disadvantaged businesses.

3. The following method was used in developing subcontract goals (e.g. what source lists were used and what organizations were or will be contacted to obtain sources): RF source list developed from vendor responses to attachment "A" and access to Pronet.
4. Indirect and overhead costs have not been included in the goals specified above.
5. The following individual will administer the subcontracting program<sup>1</sup>:

Diane Hassel  
Assistant Vice President  
Texas A&M Research Foundation  
3578 TAMU  
College Station, TX 77843  
Dhassel@tamu.edu  
979-845-8609

This individual's specific duties, as they relate to the Research Foundation's subcontracting program, are as follows:

General overall responsibility for review, monitoring and execution of the plan including but not limited to:

- (1) Obtaining Small and Small Disadvantaged business sources from all applicable agencies such as SBA.
  - (2) Assuring inclusion of Small and Small Disadvantaged businesses in all solicitations where appropriate.
  - (3) Reviewing solicitations to remove statements, clauses, etc., which may tend to prohibit Small and Small Disadvantaged businesses from participating.
  - (4) Attending or arranging for attendance at Business Opportunity Workshops, Minority Business Enterprise Seminars and Trade Fairs.
  - (5) Conducting or arranging for conducting of motivational training for purchasing personnel pursuant to the intent of P.L. 95-507.
  - (6) Monitoring attainment of proposed goals.
  - (7) Insuring top management involvement throughout the Texas A & M Research Foundation with regards to generating interest in subcontracting to Small and Small Disadvantaged businesses.
6. The following efforts will be taken to assure that Small and Small Disadvantaged business concerns will have an equitable opportunity to compete for subcontracts:
    - (1) Contacts with minority and small business trade associations. National Small Business Association, Washington, D.C.

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<sup>1</sup> The Purchasing/Property Supervisor for the Ocean Drilling Program (ODP) will monitor the efforts of ODP to comply with this plan.

- (2) Contacts with business development organizations.  
National Small Business Association, Washington D.C.  
Small Business Development Center, Bryan, TX  
Small Business Administration, Pronet
- (3) Attendance at Small and Minority business procurement conferences and trade fairs.  
Small Business Administration and National Contract Management Association subcontract marketing conferences  
Small Business Development Council

The following internal efforts will offer guidance for and encourage buyers:

- (1) Workshops, seminars, and training programs will be conducted.
- (2) Activities will be monitored to evaluate compliance with this subcontracting plan.

7. Texas A & M Research Foundation agrees that the clauses entitled utilization of Small Business Concerns, Small HUBZone Business Concerns, Woman-Owned Business Concerns, Veteran-Owned Business Concerns and Small Business Concerns Owned and Controlled by Socially and Economically Disadvantaged Individuals will be included in all subcontracts which offer further subcontracting opportunities, and all subcontractors except Small Business Concerns who received subcontracts in excess of \$500,000 or in the case of a contract for the construction of any public facility, \$1,000,000, 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 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, HUBZone, Woman-owned and Veteran-owned subcontractors, 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 of subcontractor's facilities or review applicable records and subcontracting program progress.
8. Texas A & M Research Foundation agrees to submit such periodic reports and cooperate in any studies or surveys that may be required by the contracting agency or the Small Business Administration in order to determine the extent of compliance with the subcontracting plan. Furthermore, the Research Foundation ensures that its subcontractors agree to submit Standard Forms 294 and 295.
9. The Texas A & M Research Foundation agrees to maintain at least the following types of records to document compliance with this subcontracting plan:

- (1) Small and disadvantaged business source lists, guides and other data identifying Small Businesses, Small HUBZone Businesses, Small Disadvantaged Businesses and Woman and Veteran-owned Businesses.
- (2) On a contract-by-contract basis, records on all subcontract solicitations over \$100,000, indicating whether Small and Small Disadvantaged businesses were solicited and if not, why not. Records will also reflect why Small or Small Disadvantaged businesses failed to receive the subcontract award.
- (3) Records to support other outreach efforts such as contacts with Minority and Small Business Trade Associations and attendance at Small and Minority business procurement conferences and trade fairs.
- (4) Records to support internal activities to guide and encourage buyers and end-users such as training programs, workshops, seminars, etc.
- (5) On a contract-by-contract basis, records to support award data submitted to the Government to include name and address of subcontractor.

Signed:



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Name: Diane Hassel

Title: Assistant Vice President

Date: June 25, 2003