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SMALL BUSINESS AND SMALL DISADVANTAGED
BUSINESS SUBCONTRACTING PLAN

Date: June 23, 2003

CONTRACTOR: The University of Tennessee

ADDRESS: 404 Andy Holt Tower, Knoxville, TN 37996-0140

SOLICITATION OR CONTRACT NUMBER: DTFH61-02-R-00043

ITEM/SERVICE: Transportation Planning, Environment and Real Estate
the following, together with any attachments, is hereby submitted as a Subcontracting Plan to satisfy the applicable requirements of Public Law 95-507.

1. (a) The total estimated dollar value of all planned subcontracting (to all types of business concerns) under this contract is \$50%.
We expect to sub contract out up to 50% of this proposed work based on the type of work outlined in the proposal. Several of our subcontractors currently fit the profile either as woman-owned or minority owned. Since we don't have any idea of the scope of the work until we have been given a task, we cannot come up with actual costs at this time.
- (b) The following percentage goals (expressed in terms of a percentage of total planned subcontracting dollars) are applicable to the contract cited above or to the contract awarded under the solicitation cited.
 - (i) Small business concerns: 50% of total planned subcontracting dollars under this contract will go to subcontractors who are small business concerns.
 - (ii) Small disadvantaged business concerns: 0% of total planned subcontracting dollars under this contract will go to subcontractors who are small disadvantaged business concerns. This percentage is included in the percentage shown under 1.(b)(i), above, as a subset.
- (c) The following dollar values correspond to the percentage goals shown in (a) above.
 - (i) Total dollars planned to be subcontracted to small business concern: \$ 0.
 - (ii) Total dollars planned to be subcontracted to small disadvantaged business concerns: \$ 0. this dollar amount is included in the amount shown under 1.(c)(i), above, as a subset.
- (d) The following principal products and/or services will be subcontracted under this contract, and the distribution among small, small disadvantaged and large business concerns is as follows:

Small business small disadvantaged business large business

The type of services CTR would be subcontracting out fall into two main categories: Course Delivery and or Course Development. There is course

monitoring performance relative to contractual subcontracting requirements contained in this plan, including but not limited to:

- (a) Developing and maintaining bidders lists of small and small disadvantaged business concerns for 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, within State Purchasing laws and regulations.
- (c) Assuring inclusion of small and small disadvantaged business concerns in all solicitation for products or 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 participation, where possible.
- (e) Ensuring that the bid proposal review board documents its reasons for not selecting low bids submitted by small and small disadvantaged business concerns.
- (f) Ensuring the establishment and maintenance of records of solicitations and subcontract award activity.
- (g) Attending or arranging for attendance of company counselors at Business Opportunity Workshops, Minority Business Enterprise Seminars, Trade Fairs, etc.
- (h) Conducting or arranging for conduct of motivational training for purchasing personnel pursuant to the intent of P.L. 95-507.
- (i) Monitoring attainment or proposed goals.
- (j) Preparing and submitting periodic subcontracting reports when required.
- (k) Additions to (or deletions from) the duties specified above are as follows:

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

- (a) Outreach efforts will be made as follows:
 - (i) Contacts with disadvantaged (minority) and small business trade associations

- (ii) Contacts with business development organizations
 - (iii) Attendance at small and disadvantaged (minority) business procurement conferences and trade fairs
 - (iv) Sources will be requested from SBA's PASS system, where funds are available to do so.
- (b) The following internal efforts will be made to guide and encourage buyers:
- (i) Workshops, seminars and training programs will be conducted
 - (ii) Activities will be monitored to evaluate compliance with this subcontracting plan
- (c) Small and small disadvantaged business concern source lists, guides and other data identifying small and small disadvantaged business concerns will be maintained and utilized by buyers in soliciting subcontracts.
- (d) Additions to (or deletions from) the above-listed efforts are as follows:

4. The bidder (contractor) agrees that clause entitled "Utilization of Small Business Concerns and Small Business Concerns" will be included in all subcontracts which offer further subcontracting opportunities, and all subcontractors except small business concerns which receive subcontracts in excess of \$500,000 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 supplied/services involved, the availability of potential small and small disadvantaged 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 to subcontracts facilities to review applicable records and subcontracting program progress.
5. The bidder (contractor) agrees to:
- (i) cooperate in any studies or surveys as may be required by the contracting agency or the Small Business Administration,
 - (ii) submit periodic reports in order to determine the extent of compliance by the bidder with the subcontracting plan and with the clause entitled "Utilization of Small Business Concerns and Small Disadvantaged Business Concerns" contained in the contract,
 - (iii) submit Standard Form (SF) 294, Subcontracting Report for Individual Contracts, in accordance with the instruction of the forms, and

(iv) ensure that its subcontractors agree to submit Standard Form 294.

6. The bidder (contractor) agrees that he will maintain at least the following types of records to document compliance with this subcontracting plan:

- (a) Small and small disadvantaged business concern source lists, guides and other data identifying SB/SDB vendors.
- (b) Organizations contracted for small and small disadvantaged business sources.
- (c) On a contract-by-contract basis, records on all subcontract solicitations of \$100,000, 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 or small disadvantaged business concerns to receive the subcontract award.
- (d) Records to support other outreach efforts: Contracts with Disadvantaged (Minority) and Small Business Trade Associations, etc. Attendance at small and minority business procurement conferences and trade fairs.
- (e) Records to support internal activism 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 subcontractors.
- (g) Records to be maintained in addition to the above are as follows:

Signed: Billie J. Collier

Typed name: DR. BILLIE J. COLLIER

Title: Interim Assoc. Vice Pres.

Date: JUN 25 2003

Plan Accepted By: _____
Contracting Officer

Date: 6/25/03