

Company: TechProse 100000006
 Contract: DTFH61-03-D-00122

SPECIAL EMPHASIS PROGRAM REVIEW

To: Frank J. Waltos, HAAM-10
 Small Business Advisor

From: Thad Hecht
 Contract Specialist

The attached material is presented for review pursuant to TAM 1219: (select B2, B3, B4, and C as applicable)

B.2 Procurement method: (FAR 19.402) PR or RFP No. _____
 date requested 8(a) Sole source to: ^[1] _____

8(a) Competitive set-aside ^[1] Small Business competitive set-aside
 HUBzone competitive set-aside Full and Open competitive or Sole Source ^[2]

Concur Non-concur (see comments below)

 Frank J. Waltos Date

B.3 NAICS Code: (FAR 19.303) No. _____ SB Size Standard: _____
 date requested Non-concur. Recommend No. _____ SB Size Standard: _____

 Frank J. Waltos Date

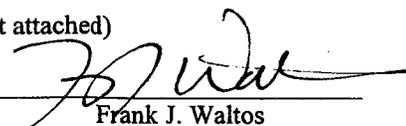
B.4 Contract Bundling: (FAR 7.107)
 date requested No (per FAR 2.101. Supporting data attached when over \$10 Million)
 Yes (per FAR 2.101. Justification attached)
 N/A (requirement is set-aside for Small Business)

Concur Non-concur (see comments below)

 Frank J. Waltos Date

7/12/2003 C. Subcontracting Plan: (FAR 19.7)
 date requested Required (copy attached)
 None planned (Offeror statement attached)

Concur Non-concur (see comments below)


 Frank J. Waltos 07/07/03
 Date

COMMENTS:

 DOT OSDBU Representative (if applicable) Date

 SBA Procurement Center Representative (if applicable) Date

NOTES: ^[1] For new requirements, attach a copy of the PR and provide an e-copy of the SOW.
^[2] Attach a complete copy of PR and Program Office justification for F&O competition or SS.



Subcontracting Plan for NHI IDIQ for Environmental, Planning and Real Estate

DUNS 183783422

Background

TechProse, a federally certified 8(a) and California certified small business, plans to subcontract specific services for course development and delivery of any work awarded through this IDIQ contract. These subcontractors are small businesses with specific areas of expertise that supplement TechProse core competencies. TechProse has existing partnerships with these companies to supplement our internal resources.

On receipt of a specific task order from NHI, TechProse discusses the specific tasks with appropriate small business subcontractors, and jointly develops a work plan that includes both TechProse staff and small business subcontractors.

Identified Subcontractors

TechProse keeps a database of over 300 small business consultants who we can call on for additional expertise, depending on task order requirements. As a small business ourselves, we are committed to using small business partners to expand the breadth of our services.

The subcontractors who work with TechProse will be available based on specific expertise. The same subcontractors will be available for the Environment, Planning and Real Estate projects, as their expertise is with specific aspects of course development and delivery relevant across these subject areas. The proposed subcontractors include but are not limited to the following small businesses:

- ◆ *The Acquisition Network*—small, woman-owned business
- ◆ *Ashton Media*—small business
- ◆ *Blacklight Web Designs*—small business
- ◆ *CapDev Communications, Inc.*—small, woman-owned business
- ◆ *The Gold River Group*—small business
- ◆ *Elmore Business Consulting*—small, woman-owned business
- ◆ *Rogee Corporation*—small, woman-owned business

TechProse has numbered each of the following sections to match the requirements of FAR 19.704 (a).

1. Percentage Goals for Small Business

As this is an IDIQ contract, the nature of individual task orders is unknown at this time, so we cannot provide percentages for a specific task order. For this plan, we have provided estimates based on our 22-year history.

TechProse will identify percentage of small business subcontracts for each RFP, and track small business usage over the course of this contract. We have developed a database and a series of reports specifically for this purpose.

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Current percentage goal estimates are:

<i>The Acquisition Network</i>	3%
<i>Ashton Media</i>	3%
<i>Blacklight Web Designs</i>	4%
<i>CapDev Communications, Inc</i>	5%
<i>The Gold River Group</i>	10%
<i>Elmore Business Consulting</i>	5%
<i>Rogee Corporation</i>	10%

2. Total Dollars Planned To Be Subcontracted

As this is an IDIQ contract, the nature of individual task orders is unknown at this time, so we cannot provide actual dollar amounts for a specific task order. However, we have provided an example for a \$500,000 course development project as follows:

Sample dollar breakdown for \$500,000 course development project:

<i>TechProse</i>	\$300,000
<i>The Acquisition Network</i>	\$15,000
<i>Ashton Media</i>	\$15,000
<i>Blacklight Web Designs</i>	\$20,000
<i>CapDev Communications, Inc</i>	\$25,000
<i>The Gold River Group</i>	\$50,000
<i>Elmore Business Consulting</i>	\$25,000
<i>Rogee Corporation</i>	\$50,000
Total	\$500,000

3. Description of Services To Be Subcontracted

The identified small business subcontractors provide the following services:

- ◆ *The Acquisition Network*—course development for federal projects
- ◆ *Ashton Media*—video production and digitized video for online training
- ◆ *Blacklight Web Designs*—web-based training development
- ◆ *CapDev Communications, Inc.*— technical editing and desktop publishing
- ◆ *The Gold River Group*—instructional design

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

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- ◆ *Elmore Business Consulting*—courseware development
- ◆ *Rogee Corporation*—technical writing, html and graphic design

TechProse may use additional expertise as appropriate.

4. Method Used to Develop Subcontracting Goals

TechProse based our subcontracting goals on our project history. As a small business, TechProse relies on the designated expertise of subcontractors to amplify our capabilities on a project basis. The goals in this plan approximate the amount of small business subcontracting on a typical project.

5. Method Used to Identify Potential Sources for Solicitation Purposes

TechProse uses several methods to identify potential small business subcontractors. These include but are not limited to:

- ◆ *TechProse Database*—TechProse maintains an internal database of over 300 small businesses with specific project expertise
- ◆ *ProNet*—Federal database of small businesses
- ◆ *San Francisco MWBE Database*—City and County of San Francisco database of small businesses
- ◆ *State of California Databases*—These include the Department of General Services, Caltrans, and the California Directory of Veteran Services (for disabled veteran small business)
- ◆ *Professional Organizations*—TechProse maintains membership in professional organizations such as Women in Transit, ASTD, APTA, STC, and others that help identify potential subcontractors.

6. Statement on Indirect Costs

TechProse has included indirect costs in establishing subcontracting goals. TechProse provides a template to its subcontractors that identifies indirect costs as part of their cost proposal to us.

7. Individual Responsible for Administration of Subcontracting Program

Shari MacAneney, the Executive Administrator for TechProse, is responsible for administration of the TechProse subcontracting program. She initiates and tracks all forms, bids, and internal files for the projects group.

8. Description Subcontracting Efforts

TechProse has an excellent relationship with Ms. Carol Farrant, our San Francisco-based Small Business Opportunity Specialist for the Small Business Administration. Should we lack sufficient diversity for any task order, Ms. Farrant can assist us in our outreach efforts to local HUBZone small business, small disadvantaged business, and woman-owned small business concerns. In addition, the GSA hosts a monthly small-business breakfast and a monthly meeting at CISCO which TechProse representatives frequently attend and at which we can solicit participation,

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9. Inclusion of Contract Language

TechProse (and any subcontractors to TechProse who are not small businesses themselves) will include clause 52.219-8, Utilization of Small Business Concerns in all subcontracts in excess of \$500,000 that offer further subcontracting opportunities.

10. Additional Agreements

TechProse makes the following representations:

- ◆ TechProse will be pleased to cooperate in any study or survey requested by NHI/FHWA.
- ◆ TechProse will submit periodic reports to validate the extent of compliance with the subcontracting plan.
- ◆ TechProse will submit Standard Forms SF 294 and 295 as required.
- ◆ TechProse will ensure submission Standard Forms SF 294 and 295 as required by its subcontractors.

11. Record Maintenance

TechProse has developed a database and set of reports specifically to track usage of subcontractors for each project. TechProse will continue to follow existing processes to identify and track small, HUBZone, woman-owned, and disabled veteran subcontractors for our projects. We can provide these documents to NHI on request, and modify existing practices if necessary.