

NAS10-99001

JOINT BASE OPERATIONS AND SUPPORT

CONTRACT

ATTACHMENT J-11

SUBCONTRACTING PLAN

**Small Business, Small Disadvantaged and Women-Owned Small
Business Subcontracting Plan (10/01/07-03/31/08)**

Contractor: Space Gateway Support (SGS)
Address: P. O. Box 21237, SGS 310
Kennedy Space Center, FL 32815-0237

Contract No.: NAS10-99001

Item/Service: JOINT BASE OPERATIONS SUPPORT CONTRACT (JBOSC)

SGS shall, to the maximum extent practicable and consistent with the efficient performance of our contract, provide opportunities for small, small disadvantaged and women-owned small businesses.

The following is hereby submitted as SGS's Subcontracting Plan to satisfy the applicable requirements of Contract Number NAS10-99001, for **Contract Period October 1, 2007 through March 31,2008.**

- 1) The total estimated dollar value of this contract period is **\$147.058M**

- 2) The total estimated dollar value of all planned subcontracting (to all types of business concerns, both small and large businesses) under this contract is **\$67.279M.**

- 3) The following goals first expressed in terms of a percentage of total planned subcontracting dollars, and second expressed in terms of a percentage of TOTAL CONTRACT VALUE, are applicable to the contract cited above.
 - a) Small Business Concerns: **75.41%** of total planned subcontracting dollars under this contract will go to subcontractors who are small business concerns. This equates to **34.5%** of the Total Contract Value.

 - b) Small Disadvantaged Business concerns: **37.16%** of total planned subcontracting dollars will go to subcontractors who are small business concerns, owned and controlled by socially and economically disadvantaged individuals. This equates to **17.0%** of the total contract value. This percentage is included in the percentage shown under 3(a) above, as a subset.

- c) Women-Owned Small Business concerns: 16.39% of total planned subcontracting dollars under this contract will go to subcontractors who are owned and controlled by women. This equates to 7.5% of the total contract value. This percentage is included in the percentage shown under 3(a) above, as a subset.
- d) Veteran-Owned Small Business concerns: 0% of total planned subcontracting dollars under this contract will go to subcontractors who are owned and controlled by veterans. This equates to 0% of total contract value.
- e) Service-Disabled Veteran-Owned Small Business concerns: 0% of total planned subcontracting dollars under this contract will go to subcontractors who are owned and controlled by service-disabled veterans. This equates to 0% of total contract value.

0 HUBZone Small Business concerns: 0% of total planned subcontracting dollars under this contract will go to subcontractors who located in a HUBZone. This equates to 0% of total contract value.

4) The following dollar values correspond to the percentage goals shown in 3 above.

- a) Total dollars planned to be subcontracted to Small Business concerns: \$50.735M
- b) Total dollars planned to be subcontracted to Small Disadvantaged Business concerns: \$2S.0M. This dollar amount is included in the amount shown under 4(a) above as a subset.
- c) Total dollars planned to be subcontracted exclusively to Women-Owned Small Business concerns: \$11.029M. This dollar amount is included in the amount shown, under 4(a) above, as a subset.
- d) Total dollars planned to be subcontracted to Veteran-Owned Small Business concerns: \$0.
- e) Total dollars planned to be subcontracted to Service-Disabled Veteran-Owned Small Business concerns: \$0.
- f) Total dollars planned to be subcontracted to HUBZone Small Business concerns: \$0.

	Total Dollars	% of CV	% of Subcontracted Dollars
Contract Value (CV)	\$147,057,909		
Total Subcontracted Dollars	\$67,278,685.78		
Small business spending	\$50,734,978.61	34.5%	75.41%
Small Disadvantaged	\$24,999,844.53	17.0%	37.16%
Woman owned (WO)	\$11,029,343.18	7.5%	16.39%
Veteran-Owned	\$0	0%	0%
Service-Disabled Veteran-Owned	\$0	0%	0%
HUBZone	\$0	0%	0%

5) The following services and products are subcontracted under this Contract:

- g) The following services/products are subcontracted via teaming agreements to small businesses. The Function or Contract Requirement and small business classification (s) are set forth below:

Function/Contract Requirement	Small Business Classification
Propellant Services	SB
Component cleaning and refurbishment of laboratories	WOSB
Managing and administering occupational health programs	SB
Administrative services and information technology support	SDB
Emergency Management	SDB
Computer and engineering services	SDB
Facilities maintenance and vehicle services	SDB

h) The following other direct cost categories are contemplated to be subcontracted to Small Businesses.

OTHER DIRECT COSTS

SOW	<u>ODC ITEM</u>	<u>DESCRIPTION</u>	METHOD OF SELECTION
Various	Supplies & Materials	Supplies and materials required to support all functions, including stock items, non-stock items, government furniture, stock replenishment, and procured bulk chemicals. Also includes charges for off-the-shelf software purchases and licenses of \$25,000 or less.	<\$25K set-asides to Small Business competition. >\$25K open competition.
Various	Facilities Projects	Facility projects for maintenance, repair, rehabilitation and modification of existing facilities, including energy management and conservation, environmental management, maintenance and restoration facilities. Also included are modifications and alterations to contractor systems equipment and facilities, and the fabrication and provision of other services that are within the contractor's capabilities to support requirements of other elements.	<\$3M set-asides to Small Business competition. >\$3M open competition.
Various	Lease/Maint. Misc. Subcontracts		<\$25K set-asides to Small Business competition. >\$25K open competition.

Various
Equipment
Acquisition

<\$25K set-asides to Small Business
competition. >\$25K open competition.

5) All procurements less than \$25K will be small business set-asides. Construction/re-manufacturing work less than \$3 million will be set-aside for small businesses.

a) As a further breakout to the above, the following products and services are set forth by historical subcontract type:

<u>Products/Services</u>	<u>Subcontract Type</u>
++ Construction Services	FFP
++ Various Vendor Purchases, e.g.:	FFP/BPA
++ Commodities	FFP/BPA
<ul style="list-style-type: none"> • Electrical Components • Construction Materials • Reproduction Equipment and Supplies • General Hardware • Computer Maintenance • Computer Hardware/Software and Supplies • General Office Supplies • Safety and Laboratory Supplies • Automotive and Heavy Equipment Supplies • Specialty Gases • Security and Fire Equipment • Cafeteria Supplies • Janitorial Supplies 	
++ Various Lease/Rentals	FFP
++ Various Maintenance and Service Agreements	FFP/BPA
+++ OEM Mainframe Peripherals and/or Proprietary Software Licenses/Agreements	FFP/BPA

+++	Various GSA/Depot Commodities and Services	FFP
+++	Various Hazardous Waste Disposal Requirements	FFP
+++	Various Heavy/Specialized Equipment OEM Direct Purchases	FFP

LEGEND

- + Indicates Subcontracts in Place - No further Opportunities (Requirements Complete).
- ++ Indicates Some Subcontracts are in Place and Additional Requirements are Expected and yet Undefined.
- +++ Indicates Some Subcontracts in Place with Large Businesses, and Additional Requirements are Expected and yet Undefined.

6) The following will be used in developing subcontracting goals:

- a) Historical data - i.e., what products and services we have obtained from Small, Small Disadvantaged, or Women-Owned Small Business etc.
- b) Trade-off analysis for budgetary considerations and estimated Contract value projections to ensure Small, Small Disadvantaged and Women-Owned Small Business requirements are met or exceeded.
- c) Particular attention will be focused on the needs of SGS as it relates to the overall small, small disadvantaged, and women-owned small business goal accomplishments.

7) What source lists will be used and what organizations will be contacted to obtain Small Business, Small Disadvantaged, and Women-Owned Business sources:

- a) SBA's - Procurement Marketing & Access Network (PRO-NET)
- b) SGS - Minority Supplier List, which contains a compilation of vendors from SGS bid lists, Florida Minority Business Directory, PRO-NET, and 8.a. approved lists published by the SBA Regional/District Office.
- c) Directories published by other companies and Government agencies.
- d) Contact with Regional Minority Purchasing Councils.
- e) SGS's Central Industry Assistance Officer.
- 0 GSA/DLA Listings

- g) National Industries of the Blind
- h) National Industries for the Severely Handicapped
- i) SGS's indirect and overhead costs have not been included in the goals specified in 1 and 2.

8) The following individual will oversee the SGS Subcontracting Program:

Name: Vicki Lockard
Title: Director, Contracts
Address: P.O. Box 21237, SGS 310
Kennedy Space Center, FL 32815-0237
Telephone: 321-853-9280

This individual's specific duties, as they relate to the SGS Subcontracting Plan, are to review, monitor, and provide executive guidance, including but not limited to:

Assigning a Small Business Liaison Officer (SBLO)/Industry Assistance Officer, to advise Small Business of pending procurement actions and to provide liaison activities between SGS's Technical representatives, Industry Assistance Officer, SGS's Contracts and Procurement Administrators, management, and the business community.

Ms. Cindi Minter is delegated as the Small Business Liaison Officer (SBLO). Her duties, responsibilities, mailing address and telephone numbers are set forth below:

Name: Cindi Minter
Title: Small Business Liaison Officer
Address: P. O. Box 21237, SGS 320
Kennedy Space Center, FL 32815-0237
Telephone: 321-476-3669
Fax: 321-853-5528

Duties:

- (a) Obtaining Small, Small Disadvantaged, and Small/ Women-Owned Business sources from all applicable agencies, such as SBA.
- (b) Ensuring inclusion of Small Business, Small Disadvantaged Business, and Women-Owned Small Business firms in all solicitations, where appropriate.
- (c) Attending or arranging for attendance at business opportunity workshops, minority enterprise seminars, trade fairs.
- (d) Conducting or arranging motivational training for contracts/procurement personnel.
- (e) Monitoring attainment of proposed goals/requirements.
- (f) Reviewing solicitations to remove statements, clauses, etc., that may tend to prohibit Small, Small Disadvantaged, and Women-Owned Small Business participation, where appropriate.
- (g) Maintaining records of Small, Small Disadvantaged, and Women-Owned Small

Businesses.

(h) Assisting in developing subtier subcontract plans, (i) Acting as liaison

to SBA. (j) Coordinating efforts to meet procurement goals/requirements.

9) The following minimum efforts will be taken to ensure that Small, Small Disadvantaged, and Women-Owned Small businesses have an equitable opportunity to compete for subcontracts and Purchase Orders:

Outreach efforts will be made, as follows:

- a) Contact with minority and small business trade associations.
- b) Contact with business development organizations.
- c) Attendance at small and minority business procurement conferences and trade fairs.
- d) Visits to supplier plants and correspondence with suppliers to establish qualifications of suppliers.
- e) Working with other on-site prime contractors and to assist (when possible) in coordinating: Small Business workshops or conferences, the purpose of which is to provide insight on how small businesses can become Team Members.

The following internal efforts will be made to guide and encourage SGS contract administrators and procurement personnel:

- a) Workshops, seminars, and training programs will be conducted.
- b) Activities of individual administrators will be monitored to evaluate compliance with this Subcontracting Plan and Small Business requirements.
- c) Small, Small Disadvantaged, and Women-Owned Small Business source lists, guides, and other identifying Small Business suppliers will be maintained and

used by administrators in soliciting subcontracts.

- d) All procurements under \$25,000 are reserved exclusively for Small Businesses except when there is no reasonable expectation that offers will be received from two or more small businesses, which are competitive as to price, delivery, or quality.
 - e) All fixed-price construction contracts between \$2,000 and \$3,000,000 are set-asides for small business.
 - f) Small business set-asides are encouraged when the dollar amount exceeds the amount specified above.
 - g) Women-Owned Small Business set-asides will be used when there is a reasonable chance that two or more Women-Owned Small firms possess the required qualifications to compete.
- 11) SGS agrees that the clause entitled "Utilization of Small Business Concerns Owned and Controlled by Socially and Economically Disadvantaged Individuals" will be included in all subcontracting opportunities, and any subcontract, except Small Business Concerns who receive a subcontract 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. Percentage goals shall be determined on a case-by-case basis depending on the supplies/services involved, the availability of potential Small, Small Disadvantaged, and Women-Owned Small subcontractors, and prior experience. Once approved and implemented, plans will be monitored through submission of periodic reports, and/or, as time and availability of funds permit, periodic visits to subcontractors' facilities to review applicable records and Subcontracting Program progress.
- 12) SGS agrees to submit such periodic reports and to cooperate in studies or surveys as may be required by Government or the Small Business Administration in order to determine the extent of compliance with the Subcontracting Plan.
- 13) In addition, SGS agrees that it will submit to the Contracting Officer the contract data requirement documents in accordance with the terms and condition(s) of this contract. Reports will be coordinated/structured to allow for optimum efficiency in reporting. SGS will satisfy all additional requirements for reports, such as advise-o-grams, special studies, one-time requests, and other documentation within funding limitations or budgetary

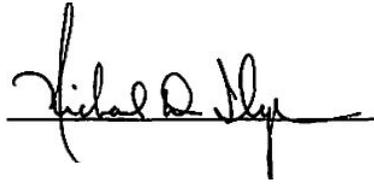
constraints and as approved by the Contracting Officer.

14) SGS agrees that it will maintain at least the following types of records to document compliance with the Subcontracting Plan:

- a) Contract Data Deliverables Documents as required under the terms and conditions of the J-BOSC Contract.
- b) Small, Small Disadvantaged Business, and Women-Owned Small source lists, guides, and other data identifying Small Business, Small Disadvantaged Business, and Women-Owned Small Business vendors.
- c) Organizations contracted for Small/Small Disadvantaged and Women-Owned Small Business sources.
- d) Records to support outreach efforts, i.e., contacts with Minority and Small Business Trade Associations, attendance at Small and Minority Business procurement conferences and trade fairs, and visits to supplier plants.
- e) On a subcontract-by-subcontract basis, records to support award data submitted to the Government, to include subcontractor's name, address, and business size.
- f) To submit Standard Form (SF) 294, Subcontracting Report for Individual Contracts and/or SF-295, Summary Subcontract Report, in accordance with instructions on the form.
- g) To require all subcontractors to submit SF-294 and SF-295, if applicable.
- h) To ensure Small, Small Disadvantaged and Women-Owned Small Businesses are considered in all "make or buy" decisions and to establish a program whereby periodic training is conducted with technical personnel and employees preparing requisitioning documentation.
- i) To submit other data and information as requested by the Contracting Officer or contained within supplements to the data requirements listing of this contract.

Concurrence:

Victoria Lockard Director, SGS Contracts

A handwritten signature in black ink, appearing to read "Michael Flynn", written over a horizontal line.

Approved:

Michael Flynn President, SGS