F Small Business Subcontracting Master Plan — Pantex Plant

Contractor:	BWXT Pantex LLC
Address:	Route 726, Mt. Athos Road Lynchburg, VA 24506
Solicitation Number:	DE-RP04-00AL66620
Item/Service:	Management and Operation of the Pantex Plant
Amount of Contract First Year:	$270,000,000
Total Amount of Contract Estimated:	TBD
Period of Contract Performance:	10/1/2000–9/30/2005
Options (if any):	10/1/2005–9/30/2010

This Subcontracting Plan describes BWXT Pantex's approach to involving small business (SB), small disadvantaged business (SDB), 8(a), HUBZone (HSB), and women-owned small business (WOSB) concerns to the maximum extent practicable in the management and operation of Pantex Plant for DOE.

BWXT Pantex supports DOE's strong, long-term commitment to diversity. We believe that diversity is much more than affirmative action in the workplace. For BWXT Pantex, it is an operating principle of management that plays a key role in our success. This belief — transformed into action — provides us with a competitive advantage over other organizations, both in the workplace and in the business community. Diversity in subcontracting provides vital links to the local community, increases our flexibility in meeting program goals, strengthens the local economy, creates new opportunities, is cost effective, and represents best business practices.

The companies making up the BWXT Pantex team have long-established records of involving small business concerns in meaningful roles in government and commercial contracting. By building on our experience and by setting challenging and aggressive goals, we have made small business participation and development an integral aspect of our approach to project execution. BWXT Pantex will follow this approach at the Pantex Plant.

BWXT Pantex has chosen to submit a master plan. In addition to the master plan, we have attached an "annual" plan (Attachment A) that includes our current goals.

I. Goals

A. Goals for subcontracting with SB, SDB, 8(a), HSB, and WOSB firms will be expressed in both dollar values and percentages and will be submitted and negotiated each year upon request by the Contracting Officer within the time specified. The goals (as presented in Attachment A) shall be deemed an adjunct to the master plan when approved in writing by the Contracting Officer.

B.1. A description of all the types of products and services that will be acquired will be submitted each year upon request of the Contracting Officer. The subcontracting opportunities (see Attachment A) shall be deemed an adjunct to the master plan when approved in writing by the Contracting Officer.

B.2. Methods Used to Identify Potential Sources for Solicitation

For the Pantex proposal, we made a concentrated effort to locate qualified SB, SDB, HSB, and WOSB firms for the areas of work we had identified as realistic opportunities for subcontractor participation. All work functions were carefully scrutinized to determine the opportunities. We then analyzed the opportunities against our source lists of small businesses. With our focus and commitment to maximize the use of small businesses in our subcontracting, company capabilities were carefully evaluated in relation to the scope of work.

As a result of this analysis, we developed goals for inclusion in this Small Business Subcontracting Master Plan. The decision to establish the goals at the levels shown represents our analysis of the subcontracting opportunities available. Our HSB goals reflect the recent addition of this classification of small business, as well as our plan to increase participation as more HSB are certified to FAR 19.3.

We continually identify and review all potential sources of supplies and services, including, but not limited to, the following:

- Online access to U.S. Small Business Administration PRO-Net
- BWXT Pantex's proprietary Supplier Information System, which includes past performance data
- National Minority Purchasing Council Vendor Information Services
- Historical reports and data showing products and services obtained from small business concerns by other associate contractors
- Various directories and source lists such as the following:
  - Minority Supplier Development Council
  - Local U.S. Small Business Administration listings
  - National Association of Minority Contractors
  - MBISYS (National Minority Supplier Development Council database)
  - Dun & Bradstreet Procurement Planning Directory for Small Business Products and Services
  - National Minority Business Directory, "Try Us!"
  - Minority Business Development Agency — Department of Commerce
  - "Funded Organizations," published by U.S. Minority Business Development Agency
  - "National Directory of Minority-Owned Business Information System," published by Business Research Services, Inc.
  - "Minority and Women-Owned Business Information System," published by Source Publications, Inc.
  - "Minority-Owned High Technology Business Directory," published by Business Research Services, Inc.
- BWXT Pantex small business fairs and forums designed to attract additional small business sources

B.3. Indirect Costs

Indirect costs are not included in the goals under this plan.

II. Program Administrator

Our program administrator will ensure that the provisions of applicable law and the plan are implemented and performed. If there is any change in the name of the administrator, we will communicate it without delay to the Contracting Officer by letter. Our program administrator is:

Name: Mike Mallory

Title: Deputy General Manager

Address: BWXT Pantex, LLC, Route 726, Mt. Athos Road, Lynchburg, VA 24506

Telephone: TBD

Mr. Mallory has overall responsibility for the contractor's subcontracting program — i.e., developing, preparing, and executing individual subcontracting plans and monitoring performance relative to the requirements of this plan. The means by which the administrator will carry out the requirements of this individual plan include, but are not limited to, the following activities:

- Developing and maintaining bidders lists of SB, SDB, 8(a), HSB, and WOSB concerns from as many sources as possible
- Ensuring that procurement packages are structured to permit participation of SB, SDB, 8(a), HSB, and WOSB concerns to the maximum extent possible
- Ensuring inclusion of SB, SDB, 8(a), HSB, and WOSB concerns whose capabilities coincide with solicitations requiring their products or services
- Reviewing solicitations to identify and remove any statements, clauses, etc., that may restrict or prohibit participation of SB, SDB, 8(a), HSB, or WOSB concerns
- Ensuring that proper documentation is provided by the bid proposal board if an SB, SDB, 8(a), HSB, or WOSB concern that provided the low bid is not selected
- Ensuring establishment and maintenance of records of solicitations and subcontract awards
- Attending or arranging for attendance by company counselors at Business Opportunity Workshops, Minority Business Enterprise Seminars, Trade Fairs, etc.
- Monitoring achievement of proposed goals
- Preparing and submitting semi-annual and annual subcontract reports
- Coordinating contractor's activities before and during conduct of federal agency compliance reviews
- Seeking out other small businesses through the use of mass media tools, such as internet bulletin boards, when the number of prospective sources is not adequate
- Mentoring existing small business concerns currently under subcontract, enhancing their ability to provide timely, cost-effective, quality services

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- Advising and training project management personnel on the purposes of this plan and fostering adequate support
- Keeping records describing performance against the goals established here
- Submitting Standard Form (SF) 294, Subcontracting Report for Individual Contracts, and SF 295, Summary Subcontract Report, in accordance with the prime contract and instructions provided by the Contracting Officer
- Verifying that subcontracts contain the flowdown clauses pertaining to small business concerns when required and maintain the policies and procedures required by the prime contract
- Maintaining liaison and good working relationships with Small Business Administration representatives to obtain assistance and coordination in finding capable small businesses
- Maintaining a close working relationship with DOE to ensure that BWXT Pantex project objectives and activities are consistent with DOE programs
- Requiring lower-tier subcontractors to submit subcontracting plans, and monitoring for compliance with those plans
- Making monthly reports to the BWXT Pantex General Manager concerning progress made toward achievement of goals under this program.

III. Equitable Opportunities and Outreach Efforts

To ensure that SB, SDB, 8(a), HSB, and WOSB concerns will have an equitable opportunity to compete for and secure subcontracts, BWXT Pantex will conduct the following activities:

A. Outreach efforts to obtain sources

1. Contacting minority and small business trade associations
2. Contacting business development organizations
3. Attending small and minority business procurement conferences and trade fairs
4. Requesting sources from the Small Business Administration's PRO-Net
5. Using newspapers and magazine ads to encourage new sources
6. Participating in other efforts or activities to expand the socioeconomic database for this contract
7. Using book references, catalogs, source lists, or other reference material to identify SB, SDB, 8a, HSB, and WOSB sources before acquisitions are placed by the buying activities
8. Packaging solicitations (including time for preparation, scope of work, quantities, specifications, and delivery schedules) to facilitate participation by small businesses in subcontracting opportunities and solicitation, offer, and proposal activities
9. Establishing and maintaining contacts with small business trade associations and business development organizations

B. Internal efforts to guide and encourage personnel involved in purchasing

1. Conduct internal workshops, seminars, and training programs to ensure that internal customers and buyers are acquainted with BWXT Pantex policy and prime contract requirements, and to ensure that, externally, small businesses are familiar with requirements for doing business at the Pantex Plant

2. Maintain an effective outreach program by sponsoring and attending regional procurement conferences, trade fairs, and other functions to locate additional qualified sources

3. Implement an ongoing "inreach" program that gives small businesses access and exposure to key project planners and managers

4. Develop a comprehensive small business project source list (which also includes past performance) that is easily accessible and useful to buyers

5. Preselect and qualify small business concerns to perform specific scopes of work

6. Structure the program to help develop the capabilities and quality of services provided by small business suppliers and subcontractors currently performing work at Pantex

IV. Subcontracting Plan Flowdown

BWXT Pantex incorporates the flowdown clause requirements of FAR 52.219-9, as applicable to subcontracts offering further subcontracting opportunities, requiring all subcontractors — except small business concerns — that receive subcontracts in excess of $500,000 ($1,000,000 for construction of any public facility) to adopt a similar plan. The BWXT Pantex Deputy General Manager will be responsible for implementing and monitoring this phase of the Subcontracting Plan.

V. Reports and Surveys

BWXT Pantex gives assurance of

A. Cooperating in any studies or surveys that may be required by the contracting agency or the Small Business Administration

B. Submitting periodic reports that show compliance with the Subcontracting Plan

C. Submitting SF 294, "Subcontracting Report for Individual Contracts," and SF 295, "Summary Subcontract Report," in accordance with the instructions on the forms

D. Ensuring that large business subcontractors with subcontracting plans agree to submit SF 294 and 295. Until directed otherwise, the SF 294 and SF 295 to be submitted are an older version (Revised 1-90)

Reporting Period	Report Due	Due Date
October 1–March 31	SF 294	April 30
April 1–September 30	SF 294	October 30
October 1–September 30	SF 295	October 30

Addresses for submitting SF 294 and SF 295: SF 294 will be submitted to the cognizant Contracting Officer or as otherwise specified in the contract; and SF 295 will be submitted to the Department of Energy, Small Business Program Office, Contracts and Procurement Division, P.O. Box 5400, Albuquerque, NM 87185, or as otherwise specified in the contract, and to the cognizant Small Business Administration Commercial Market Representative.

VI. Records and Procedures

To demonstrate the procedures adopted to ensure compliance with the requirements and goals of the Subcontracting Plan, BWXT Pantex will maintain the following types of records:

A. The names of guides and other data used in addition to PRO-Net as a source for SB/SDB/WOSB concerns

B. Organizations contacted in an attempt to locate SB/SDB/WOSB sources

C. On a contract-by-contract basis, records of each subcontract solicitation resulting in an award of more than $100,000 indicating whether SB, SDB, 8(a), HSB, or WOSB concerns were solicited, and if not, why not; and if applicable, the reason that the award was not made to a small business concern

D. Records to support other outreach efforts — e.g., contacts with minority and small business trade associations and attendance at small and minority business procurement conferences and trade fairs

E. Records to support internal guidance and encouragement provided to buyers through (1) workshops, seminars, training programs, incentive awards; and (2) monitoring of activities subcontract award data including the name, address, and business size of each subcontractor.

F. On a contract-by-contract basis, records to support subcontract award data, including the name, address, and the business size of each subcontractor.

This subcontracting plan was submitted by:

Signed: Michael B. Mallory

Typed Name: Mike Mallory

Title: BWXT Pantex Deputy General Manager

Date: 3/6/00

Phone No.: TBD

PLAN ACCEPTED BY: Michael [illegible]
Contracting Officer

Date: 7/25/00

PLAN CONCURRED ON BY: Susan A. Retallick
Small and Disadvantaged Business Utilization Specialist

Date: 7/25/00