Part III - Section J
Appendix E

Small Business Subcontracting Plan for Sandia Corporation

Period of October 1, 2003 through September 30, 2013

This Small Business Subcontracting Plan is submitted by Sandia Corporation (Sandia) in accordance with Section 8(d) of Public Law 95-507. It is established between Sandia and the Department of Energy (DOE) National Nuclear Security Administration (NNSA) under Prime Contract Number DE-AC04-94AL85000.

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I. GOALS

A. BREAKDOWN AND PERCENTAGES

Sandia's proposed Goals for Small Business concerns (SB), Small Disadvantaged Business concerns (SDB), Women-Owned Small Business concerns (WOSB), HUBZone Small Business concerns (HUBZone SB), Veteran-Owned Small Business concerns (VOSB), and Service-Disabled Veteran-Owned Small Business concerns (SDVOSB), shall be submitted in writing to the Contracting Officer. The established Goals will be incorporated into this Plan annually by letter and will not require contract modification.

Subcontracts awarded to an Alaska Native Corporation (ANC) or Indian Tribe (IT) concerns shall be counted towards the subcontracting goals for small business and small disadvantaged business (SDB) concerns, regardless of the size or Small Business Administration certification status of the ANC or IT.

Where one or more subcontractors are in the subcontract tier between Sandia and the ANC or IT, the ANC or IT shall designate the appropriate contractor(s) to count the subcontract towards its small business and small disadvantaged business subcontracting goals.

(1) Subcontracts involving performance outside the U.S. or its outlying area.
(2) Purchases from a corporation, company, or subdivision that is an affiliate of Sandia.

C. PRODUCTS AND METHODOLOGY

(1) Principal Products and Services

The principal products and services to be obtained in support of this Plan are those generally associated with a multi-program science and engineering laboratory. SB, SDB, WOSB, HUBZone SB, VOSB and SDVOSB will generally supply a significant portion of the goods and services purchased. Examples of commodities are as indicated below.

Laboratory Equipment
Specialty/Promotional items
Construction/Renovation
Safety Equipment
Office Supplies & Furniture
Mechanical Subassemblies
Engineering Services & Supplies
Chemicals & Adhesives
Computer Supplies & Equipment
Media Services & Supplies
Tools
Electronics
Electrical Components & Assemblies
Services
Clothing
Computer & Office Supplies

(2) Methodology for Determining Subcontracting Goals

Annual goals are developed based upon the previous years' records and experience as well as our acquisition forecasts for the next year. The anticipated needs and programs for the current year are also taken into consideration.

(3) Methodology for Identification of Suppliers

Sandia National Laboratories Business Opportunities Website: The Business Opportunities Website (BOW) lists current contract opportunities for products and services at Sandia National Laboratories (SNL) exceeding $100,000. Opportunities are listed in accordance with the North American Industry Classification System (NAICS). The website is intended to help firms identify Sandia contract opportunities as early as possible in the procurement process.

Trade Fairs: Sandia will actively participate in Minority Business Opportunity Trade Fairs across the Southwest and the United States. Sandia shall participate in those trade fairs that will be most beneficial to

- Search for SB, SDB, WOSB, HUBZone SB, VOSB, SDVOSB, ANC and IT sources for use by Sandia in proposed competitive procurements expected to exceed $100,000.
- Review Large Business Subcontracting Plans for utilization of SB, SDB, WOSB, HUBZone SB, VOSB and SDVOSB subcontracting plans submitted to Sandia in connection with supply and/or service subcontract awards of $650,000 or greater (or $1,500,000 or greater for construction), and assure that such plans are consistent with PL 95-507 requirements.
- Ensure flow down of appropriate clauses in subcontracts.
- Collect and prepare necessary data to submit reports to the Contracting Officer as required.
- Provide statistics to Sandia's management on progress toward established goals and recognition of significant Buyer/Subcontract Specialist success toward achievement of established small business goals.
- Assure inclusion of SB, SDB, WOSB, HUBZone SB, VOSB, SDVOSB, ANC and IT firms in solicitations where appropriate.
- Participate as Sandia's representative in SB, SDB, WOSB, HUBZone SB, VOSB, SDVOSB, ANC and IT trade fairs, conferences, SBA and Minority Enterprise Development events specifically directed toward offering opportunities for participants to do business with Sandia.
- Serve as Sandia's representative to Business Development and Trade Associations and other appropriate organizations.
- Hold periodic training and other meetings with Sandia Procurement staff on Small Business Utilization Department Socioeconomic Programs.
- Conduct periodic meetings and otherwise communicate with all Laboratories' organizational components regarding the Plan's goals and status.
- Support Small Business Administration (SBA) activities.

III. OUTREACH EFFORTS

The following efforts shall be taken to assure that SB, SDB, WOSB, HUBZone SB, VOSB, SDVOSB, ANC and IT will have an equitable opportunity to compete for subcontracts:

A. External Efforts

Attendance at national and local SB, SDB, WOSB, HUBZone SB, VOSB, SDVOSB, ANC and IT procurement conferences and trade fairs, including but not limited to:

- Small Minority Expos,
- Small Business Trade Fairs/Conferences,
- Minority Business Enterprise (MBE) Trade Fairs,

IV. SUBCONTRACTING PLAN FLOWDOWN

Sandia agrees that the Contract's Clause entitled "Utilization of Small Business Concerns" (FAR 52.219-8) will be included in all subcontracts that offer further subcontracting opportunities. All subcontractors except small business, affiliations, and foreign concerns who receive subcontracts in excess of $650,000 or "$1,500,000 for construction of a public facility" 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 the clause, "Small Business Subcontracting Plan" (FAR 52.219-9), thus assuring that all minimum requirements of an acceptable subcontracting plan have been satisfied. The acceptability of percentage and dollar goals shall be determined on a case-by-case basis depending on the supplies/services involved, the availability of potential SB, SDB, WOSB, HUBZone SB, VOSB, SDVOSB, ANC and IT 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 subcontractors' facilities to review applicable records and subcontracting program progress.

V. REPORTS AND SURVEYS

Sandia shall submit reports to the NNSA, as requested, in a format agreed upon. Sandia shall submit electronically into the Electronic Subcontracting Reporting System (eSRS) the semi-annual Individual Subcontracting Reports (ISR) and annual Summary Subcontracting Reports (SSR) and cooperate in any studies or surveys as may be required by the Contracting Officer or the SBA in order to determine the extent of compliance by Sandia with the Subcontracting Plan and with the FAR 52.219-8 *Utilization of Small Business Concerns*, contained in the prime contract, DE-AC04-94AL85000. Sandia shall also ensure that its subcontractors agree to electronically submit Individual Subcontracting Reports (ISRs) and Summary Subcontracting Reports (SSRs).

VI. RECORDS AND PROCEDURES

Sandia shall maintain the following types of records to document compliance with this Subcontracting Plan:

- Procurement data, which is tracked by an automated system that provides historical data, related to each subcontract.
- Records to support other outreach efforts such as attendance at small and minority business procurement conferences and trade fairs.

Submitted By Sandia: Sandia Corporation

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Plan Concurred By: NNSA Acquisition Management Division

8-15-12
Gregory F. Gonzales Date
Small Business Program Manager

Accepted by: NNSA Sandia Site Office

Sandra M. Maes 8-16-12
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