

PART III - SECTION J

APPENDIX E

SMALL BUSINESS SUBCONTRACTING PLAN

Name of Contractor: Lawrence Livermore National Security, LLC

Address: 1658 Holmes Street, Livermore, CA 94550

Solicitation Number: DE-RP52-06NA27344

Item/Service: Management and Operation of the Lawrence Livermore National Laboratory and associated activities

Amount of Contract for FY2008: Estimated: \$1,638,400,000

Period of Contract Performance: October 1, 2007 to September 30, 2014

This individual Small Business Subcontracting Plan describes our approach to involving small business (SB), veteran-owned small business (VOSB), service-disabled veteran-owned small business (SDVOSB), historically underutilized business zone (HUBZone) small business, small disadvantaged business (SDB), and women-owned small business (WOSB) concerns to the maximum extent practicable and to the extent consistent with the government's interest. The LLNS Small Business Subcontracting Plan is submitted in accordance with FAR 19.708 (b), FAR 52.219-8, and FAR 52.219 9.

I. Goals

A. Percentage Goals

Figure F-1 shows our goals expressed in percentages of total planned subcontracted dollars and dollar values for the LLNS contract for the use of SB, VOSB, SDVOSB, HUBZone SB, SDB, and WOSB concerns.

B. Products and/or Services to be Subcontracted

B.1. Potential Subcontracting Opportunities for Small Business

Figure F-2 lists the principal categories of subcontracting opportunities that will be made available for SB concerns. The categories shown are for general work groupings only. As additional opportunities are identified, the list will be expanded.

B.2. Method Used to Develop Subcontracting Goals

To establish subcontracting goals and commitments, we gathered available LLNL information, forecasted probable acquisition needs, and analyzed project estimates. We also used our parent organizations’ collective experience at DOE and NNSA sites that we manage to determine potential requirements and contingencies. Our subcontracting goals are both realistic and attainable.

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

- Existing parent organizations’ Supplier Performance Evaluation Systems
- Government Central Contractor Registration (CCR) Dynamic Small Business Search database (formerly PRO-Net)
- State and regional Small Business Administration (SBA) resources
- National Minority Purchasing Council Vendor Information Service
- Research and Information Division of the Minority Business Development Agency in the Department of Commerce

Total estimated dollars available for subcontracting \$555,000,000		
Category	Percentage of total estimated subcontracting effort	Dollars (in Millions)
Total planned subcontracting with large businesses (all business concerns classified as “other than small”)	55.0	318.0
Total planned subcontracting with small businesses (includes SB, VOSB, SDVOSB, HUBZone, SDB, and WOSB concerns)	45.0	237.0
Total planned subcontracting with veteran-owned small businesses	2.0	11.0
Total planned subcontracting with service-disabled veteran-owned small businesses	1.5	8.3
Total planned subcontracting with HUBZone small businesses	2.5	13.8
Total planned subcontracting with small disadvantaged businesses	7.0	38.7

Figure F-1. Small Business Subcontracting Goals. We are committing \$237 million to small business concerns in FY2008, an increase of \$20 million above LLNL’s current achievement.

- Trade associations for SB, VOSB, SDVOSB, HUBZone SB, SDB, and WOSB concerns
- Dun & Bradstreet procurement planning directory
- Sponsorship of and/or participation in various local, regional, and national SB trade fairs and conferences
- Membership in and coordination and cooperation with SB organizations, economic development organizations, and commercial and government organizations at the local, state, and national levels

In addition, we have teamed with four SB companies, which add to our capabilities in laboratory management. These are:

- Dynamac Corporation (Dynamac), a WOSB, has been named as our protégé upon award of the contract. Dynamac will provide comprehensive environmental investigation, regulatory compliance, waste management, and pollution prevention services.
- GEM Technology International, Inc. (GEM) has successfully graduated from the 8(a) program and is a WOSB. GEM will provide vulnerability assessments.
- Professional Project Services, Inc. (Pro2Serve) is an SB and will provide an integrated systems approach to technical and operational security involving the Argus system.
- TerranearPMC dba Livermore Remediation Company, LLC, (Terranear), an 8(a) SDB, will

Product/Services	Other	SB	SDB	WOSB	HUBZone	VOSB	SDVOSB	S/C % Estimate
Third-Party Financing		■						0.67
A&E	■	■	■		■			0.08
Construction	■	■	■	■	■	■	■	7.3
Consultants	■	■		■				0.46
Database Services	■	■	■	■		■	■	0.05
Design Fabrication	■	■	■	■		■	■	19.02
Environmental Services	■	■	■	■		■	■	1.30
Equipment Maintenance/ Repair/Calibration	■	■	■	■		■		1.13
Fabrication	■	■	■	■	■	■	■	4.49
Facilities Management	■	■	■	■	■	■	■	0.05
General Commodities	■	■	■	■		■	■	26.24
General Services	■	■		■		■	■	4.69
Professional Services	■	■	■	■	■	■	■	5.08
Research and Development	■	■	■	■	■	■	■	15.74
Software Engineering	■	■	■	■	■			1.56
Software Maintenance and Licensing	■	■	■	■		■	■	2.06

Figure F-2. Principal Categories of Subcontracting Opportunities. We provide significant opportunities for a broad range of subcontractors.

provide environmental restoration management and services.

All four of these companies will share in the common fee pool.

After contract award, and through the use of AL 2005-08, we will use current DOE protégés where appropriate for the Laboratory and the DOE Complex.

B.3. Indirect Costs

Indirect costs are not included in the goals under this Small Business Subcontracting Plan.

II. Program Administrator

David Leary is our small business administrator:

Name: David Leary
Title: Associate Director, Business
Address: 1658 Holmes Street
Livermore, CA 94550
Telephone: (925) 519-1022
Facsimile: not available
Email: learyda@comcast.net

Our small business program administrator will ensure that the following activities are performed efficiently and effectively by:

- Maintaining source lists of potential SB, VOSB, SDVOSB, HUBZone SB, SDB, and WOSB subcontractors
- Developing and maintaining bidders lists of SB, VOSB, SDVOSB, HUBZone SB, SDB, and WOSB concerns from as many sources as possible
- Ensuring that procurement packages are structured to permit participation of SB, VOSB, SDVOSB, HUBZone SB, SDB, and WOSB subcontractors to the maximum extent possible
- Ensuring inclusion of SB, VOSB, SDVOSB, HUBZone SB, SDB, and WOSB subcontractors whose capabilities coincide with solicitation requiring their products or services
- Seeking other SB concerns when the number of prospective sources is not adequate by using mass media tools, such as Internet bulletin boards
- Reviewing solicitations to identify and remove any statements, clauses, etc., which may restrict or prohibit participation of SB, VOSB, SDVOSB, HUBZone SB, SDB, and WOSB subcontractors
- Ensuring that proper documentation is provided by the bid proposal board if an SB, VOSB, SDVOSB, HUBZone SB, SDB, or WOSB subcontractor who provided a low bid is not selected
- Ensuring establishment and maintenance of records on solicitations and subcontract award activity
- Attending or arranging for attendance of company counselors at business opportunity workshops, minority business enterprise seminars, trade fairs, etc.

- Monitoring achievements, keeping records, and measuring performance against established goals
- Preparing and submitting required semiannual and annual subcontracting reports
- Coordinating contractors' activities prior to and during federal agency compliance reviews
- Mentoring SBs currently under subcontract and enhancing their ability to provide timely, cost-effective, and quality services
- Facilitating contact between SB suppliers and respective procurement and technical/program personnel
- Advising and training project management personnel on the purposes of the Small Business Subcontracting Plan and fostering their support of the plan
- Attending SB training and monitoring program changes to ensure compliance at LLNS
- Reviewing, revising, and amending applicable procedures and instructions
- Verifying that subcontracts contain the flowdown clauses pertaining to SB concerns, when required, and maintaining the policies and procedures required by the prime contract
- Reviewing and approving small business subcontracting plans submitted by large businesses, where applicable
- Verifying that lower-tier large business subcontractors submit small business subcontracting plans (when applicable) and the required semiannual and annual subcontracting reports, and verifying compliance
- Establishing and maintaining contacts and communication with our parent organizations and networking with other SB program advocates within these organizations to support, implement, or enhance the LLNS SB program
- Maintaining good working relationships with SBA representatives to obtain assistance and coordination in finding capable SBs
- Maintaining a close working relationship with NNSA to ensure that our project objectives and activities are consistent with NNSA programs
- Submitting monthly progress reports to the Laboratory Director regarding achievement of goals under this program

III. Equitable Opportunities and Outreach Efforts

The following additional functions will be performed to effectively implement this plan.

A. LLNS Outreach Efforts to Obtain Sources

- Provide a full-time onsite small business program manager who will serve as a liaison among the SB community, internal acquisition personnel, and the client
- Plan solicitations (including time for preparation and development of SOW, quantities, specifications, and delivery schedules) to facilitate SB participation in subcontracting opportunities and solicitation, offer, and proposal activities
- Establish and maintain contacts with SB trade associations and business development organizations
- Attend SB, VOSB, SDVOSB, HUBZone SB, SDB, and WOSB business procurement conferences and trade fairs

- Conduct external workshops, seminars, and training programs to ensure SBs are familiar with the requirements for doing business at LLNS
 - Maintain an effective outreach program by sponsoring and attending regional procurement conferences, trade fairs, and other functions to locate additional qualified sources
 - Implement an ongoing “in-reach” program that provides SBs access and exposure to key project planners and managers
 - Request sources from the SBA commercial market representative and access the CCR Dynamic Small Business search database when needed
 - Utilize newspapers and magazine ads to encourage new sources
 - Develop a comprehensive SB source list that includes past performance and is easily accessible and useful to acquisition personnel
 - Select and qualify SB concerns to perform specific scopes of work
 - Structure the program to help develop the capabilities and quality of services provided by SB suppliers and subcontractors currently working at LLNS
 - Use book references, catalogs, source lists, or other reference material to identify SB, VOSB, SDVOSB, HUBZone SB, SDB, and WOSB sources before the acquisitions are placed
- B. LLNS Internal Efforts to Guide and Encourage Purchasing Personnel**
- Conduct internal workshops, seminars, and training programs to ensure that internal customers and acquisition personnel are acquainted with the Small Business Subcontracting Plan, our policies, and prime contract requirements
 - Establish, maintain, and use SB, VOSB, SDVOSB, HUBZone SB, SDB, and WOSB source lists, guides, and other data for soliciting subcontracts
 - Monitor activities to evaluate compliance with the subcontracting plan
 - Issue a letter from George Miller, Laboratory Director, to show support for the SB program and to encourage the use of small businesses

IV. Subcontracting Plan Flowdown

We incorporate the flowdown clause requirements of FAR 52.219-9 as applicable into subcontracts that offer further subcontracting opportunities. This requires all subcontractors (except SB concerns) who receive subcontracts in excess of \$500,000 (\$1,000,000 for construction) to adopt a similar plan. Our supply chain manager will be responsible for implementing and monitoring this aspect of the Small Business Subcontracting Plan.

V. Reports and Surveys

LLNS will:

- Cooperate in any studies or surveys required by the contracting agency or the U.S. SBA
- Submit periodic reports so that the government can determine the extent of compliance by LLNS with the subcontracting plan
- Submit electronically “Subcontracting Report for Individual Contracts” (formerly SF294) and “Summary Subcontract Report” (formerly SF295) to a single government-wide system, eSRS
- Ensure that our large business subcontractors agree to submit electronically “Subcontracting Report for Individual Contracts” (formerly SF294) and “Summary Subcontract Report”

(formerly SF295), or any other method determined necessary by the Contracting Officer to comply with DOE/NNSA internal procedures/practices

Reporting Period	Due Date	Report Type
Oct. 1–Mar. 31	Apr. 30	ISR
Apr. 1–Sept. 30	Oct. 30	ISR
Oct. 1–Sept. 30	Oct. 30	ISR

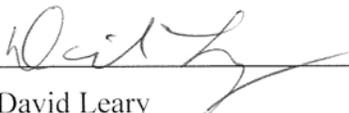
VI. Records and Procedures

LLNS will adopt and maintain the following types of records and procedures to demonstrate compliance with the requirements and goals of the Small Business Subcontracting Plan.

- A.** Source lists (e.g., CCR Dynamic Small Business Search database, formerly PRO-Net), guides, and other data that identify SB, SDB, WOSB, HUBZone SB, VOSB, and SDVOSB concerns
- B.** Lists of organizations contacted in an attempt to locate sources that are SB, SDB, WOSB, HUBZone SB, VOSB, or SDVOSB concerns
- C.** Records on each subcontract solicitation resulting in an award of more than \$100,000, indicating:
 - Whether SB concerns were solicited and, if not, why not
 - Whether SDB concerns were solicited and, if not, why not
 - Whether WOSB concerns were solicited and, if not, why not
 - Whether HUBZone SB concerns were solicited and, if not, why not
 - Whether VOSB concerns were solicited and, if not, why not
 - Whether SDVOSB concerns were solicited and, if not, why not
 - If applicable, the reason an award was not made to an SB concern
- D.** Records of any outreach efforts to contact trade associations, business development organizations, conferences, and trade fairs to locate SB, SDB, WOSB, HUBZone SB, VOSB, and SDVOSB sources
- E.** Records of internal guidance and encouragement provided to acquisition personnel through workshops, seminars, training programs, and incentive awards and records of performance monitoring to evaluate compliance with the program's requirements
- F.** On a contract-by-contract basis, records to support award data submitted, including the name, address, and business size of each subcontractor

This subcontracting plan was submitted by:

Contract No. DE-AC5252-07NA27344

Signed: 
Typed Name: David Leary
Title: Associate Director, Business
Date: October 16, 2006
Phone Number: 925-422-4113

Plan Concurred On By: Original Signed by Lillian Retallack (See Official File)

Lillian Retallack
NNSA Service Center
Small Business Program Manager

Date: _____

Plan accepted by: Original Signed by Daniel J. Saiz (See Official File)

NNSA Contracting Officer

Date: _____