

Subchapter 3019.7 The Small Business Subcontracting Program

3019.704 Subcontracting plan requirements.

3019.704-70 Reporting requirements.

Any contractor that meets the statutory requirements at FAR 19.702 shall submit subcontracting accomplishments on the Individual Subcontract Report (ISR) and the Summary Subcontract Report (SSR) by using the web-based Electronic Subcontracting Reporting System (eSRS) at <https://www.esrs.gov>.

3019.705 Responsibilities of the contracting officer under the subcontracting assistance program.

3019.705-2 Determining the need for a subcontracting plan.

A copy of the determination that there are no subcontracting opportunities shall be provided to the Director, OSDDBU. See FAR 19.705-2(c).

3019.705-470 Reviewing the subcontracting plan.

(a) The individuals responsible for the subcontracting plan review process include the contracting officer, the Component small business specialist, and the SBA's Procurement Center Representative (PCR). The approval authority for the subcontracting plan is the contracting officer, with the small business specialist and the SBA PCR providing support in advisory and assistance roles in accordance with FAR 19.705-4(d)(7).

(1) The checklist for documenting the review process, Subcontracting Plan Review Checklist, DHS Form 700-23, is mandatory for all DHS Subcontracting Plan reviews. The Component small business specialist assists with the overall review of the contractor's plan by initiating the checklist process, records the plan information in the DHS Subcontracting Plan Review Checklist, DHS Form 700-23 and obtains the SBA PCR's advice or recommendations. The contracting officer approves the subcontracting plan if the contractor has satisfactorily addressed the eleven elements of FAR 19.704 and the subcontracting plan demonstrates a good faith effort in utilizing small businesses as subcontractors. After all signatures have been documented, the form shall be placed in the contract file and the plan shall be managed.

(b) The small business specialist and SBA PCR review process and recommendations for the subcontracting plan should be completed within three (3) working days of receipt of the plan from the contracting officer. The Government's objective is to approve subcontracting plans that demonstrate the prime contractor's best efforts to subcontract with small business (SB), HUBZone small business (HUBZone), small disadvantaged business (SDB), women-owned small business (WOSB), veteran-owned small business (VOSB), and service disabled veteran-owned small business (SDVOSB) to the maximum extent practicable. If the subcontracting plan

first submitted does not satisfy these requirements, the Government will need to negotiate with the prospective awardee to reach these goals.

(d)(7) The contracting officer should obtain the advice of the Component small business specialist, as well as, the SBA's PCR.

3019.705-6 Reserved.