

## HHS Industry User Guide for Subcontracting Plan Reviews

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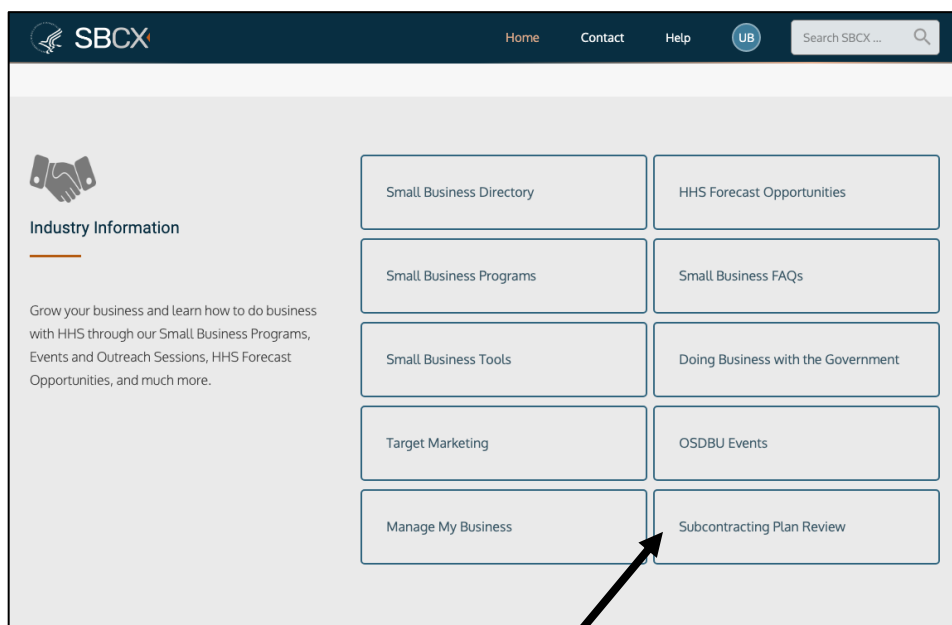
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### Introduction

When vendors receive notification from HHS to submit their subcontracting plans for review, the invited vendor(s) will login to the Subcontracting Plan Review page within their registered SBCX account.

### Navigation

Subcontracting Plan Review responses are located in the Industry Information section.

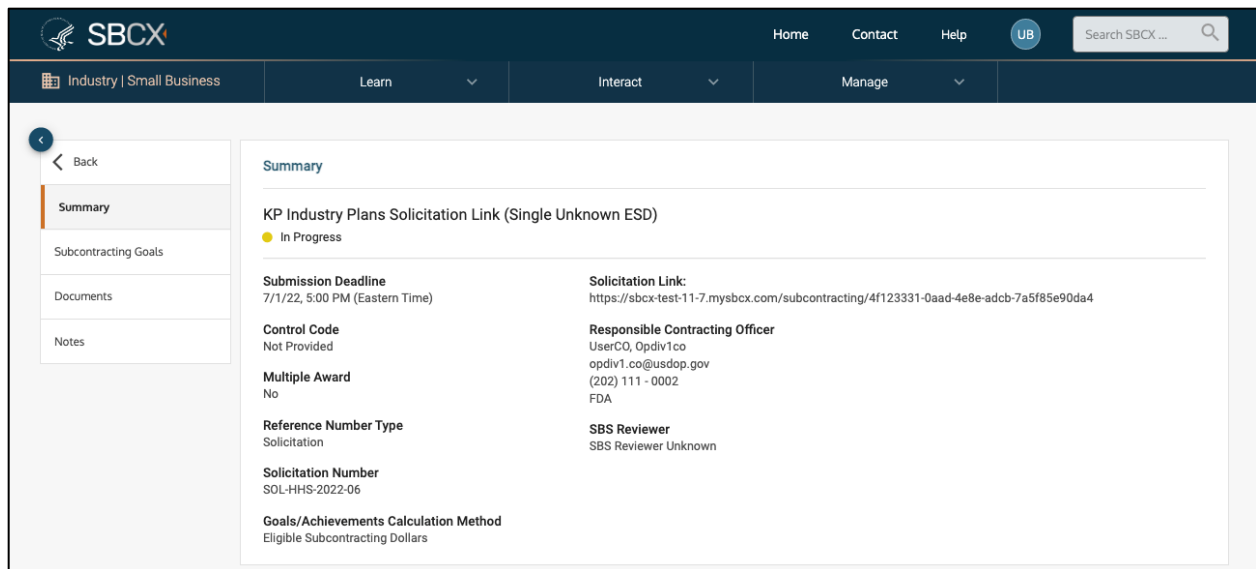


The Subcontracting Plan Review page displays the Subcontracting Plan(s) available to the user. Click the title link to view more information.

The SBCX Subcontracting Plan Reviews link contains the following sections.

1. **Summary:** The project information entered by the HHS Contracting Officer.
2. **Subcontracting Goals:** The requirements for the type of Subcontracting Plan.
3. **Documents:** Upload, view, and delete supporting documentation.
4. **Notes:** Communicate with the Contracting Officer (CO) and Small Business Specialist (SBS) within the system.

\* The Notes feature is only available for Subcontracting Plan Reviews *In Progress*.



The screenshot displays the SBCX web application interface. At the top, there is a navigation bar with the SBCX logo, a search bar, and links for Home, Contact, Help, and a user profile icon labeled 'UB'. Below this is a secondary navigation bar with categories: Industry | Small Business, Learn, Interact, and Manage. The main content area is titled 'Summary' and shows details for a 'KP Industry Plans Solicitation Link (Single Unknown ESD)' which is currently 'In Progress'. The details are organized into two columns:

<b>Submission Deadline</b> 7/1/22, 5:00 PM (Eastern Time)	<b>Solicitation Link:</b> <a href="https://sbcx-test-11-7.mysbcx.com/subcontracting/4f123331-0aad-4e8e-adcb-7a5f85e90da4">https://sbcx-test-11-7.mysbcx.com/subcontracting/4f123331-0aad-4e8e-adcb-7a5f85e90da4</a>
<b>Control Code</b> Not Provided	<b>Responsible Contracting Officer</b> UserCO, Opdiv1co opdiv1.co@usdop.gov (202) 111 - 0002 FDA
<b>Multiple Award</b> No	<b>SBS Reviewer</b> SBS Reviewer Unknown
<b>Reference Number Type</b> Solicitation	
<b>Solicitation Number</b> SOL-HHS-2022-06	
<b>Goals/Achievements Calculation Method</b> Eligible Subcontracting Dollars	

A publicly available Subcontracting Plan will only show the Summary. Only users with the authority to submit Subcontracting plans should click Create Subcontracting Plan.

## Completing Subcontracting Plans

**Step 1.** Identify the type of subcontracting plan and report the eligible subcontracting dollars.

The screenshot shows the 'Subcontracting Goals' page for 'KP Industry Plans Solicitation Link (Multiple No ESD)'. The progress bar indicates Step 1 is active. The 'Step 1 Checklist' includes: 'Please select the type of Subcontracting Plan.' and 'Please provide the eligible subcontracting dollars amount.' Below the checklist, there are definitions for 'Individual Plan', 'Master Plan', and 'Commercial Products/Service Plan'. A dropdown menu for 'Please select the type of Subcontracting Plan\*' is currently set to '- Please Select -'. The 'Eligible Subcontracting Dollars\*' field shows '\$ 0.00'. At the bottom right, there are 'Save For Later' and 'Next' buttons.

\* A publicly available Subcontracting Plan may require the pricing information.

The screenshot shows the 'Subcontracting Goals' page for 'KP Industry Plans Solicitation Link (Single Unknown ESD)'. The progress bar indicates Step 2 is active. The 'Step 2 Checklist' includes: 'Please provide the complete base period information including a name, amount and a valid date range.' Below the checklist, there is a note: 'Please provide your pricing as proposed in your offer. You will have an opportunity to add your subcontracting dollars breakdown on the next screen.\* You may also add additional option periods and/or tasks.' A table for adding periods is shown with columns for 'Period', 'Period Start (mm/dd/yyyy)', 'Period End (mm/dd/yyyy)', and 'Amount'. The table contains one row with 'Period Name', 'Start Date', 'End Date', '\$ 0.00', and a 'Remove' button. Below the table is a '+ Add a Period of Performance' button. At the bottom right, there are 'Previous', 'Save For Later', and 'Next' buttons.

Period	Period Start (mm/dd/yyyy)	Period End (mm/dd/yyyy)	Amount
Period Name	Start Date	End Date	\$ 0.00
Total:			\$0.00

**Step 2.** Provide all required information referred to as Subcontracting Goal Data.

**Subcontracting Goals**

KP Industry Plans Solicitation Link (Multiple No ESD)

Step 1 — Step 2 — Step 3 — Step 4 — Step 5

**Step 2 Checklist**

- Please upload a description of ALL the products and/or services to be subcontracted under this contract.
- Please provide a description of the methodology used to develop goals & identify potential sources.
- Proposed Subcontracting dollars must equal Eligible Subcontracting Dollars.

**Subcontracting Goal Data** ?

PLEASE NOTE: Zero dollars is not an acceptable goal for the SB, SDB, WOSB, HUBZone, VOSB or SDVOSB categories since this does not demonstrate a good faith effort throughout the period of performance of the contract.

Total Contract Value	Eligible Subcontracting Dollars	Other Than Small Business	+ Small Business Concerns	= Total Proposed Subcontracting Dollars
N/A	\$1,500,000.00	\$0.00	\$0.00	\$0.00

Business Type	Proposed Dollars	Percent	HHS Agency Goals
Other Than Small Businesses	\$0.00	0.00%	N/A
Small Business Concerns (including ANC and Indian tribes) - (FAR 52.219-9(d)(2)(ii))	\$0.00	0.00%	22.85%

**Socioeconomic Breakdown:**

Veteran-Owned Small Business Concerns - (FAR 52.219-9(d)(2)(iii)) - Not Including SDVO	\$0.00	0.00%	N/A
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**Step 3.** Identify the Subcontracting Program Administrator and their duties. For a commercial plan, only supporting documentation is required.

**Step 4.** Describe the efforts utilized to include small businesses in subcontracting plans and acknowledge the assurances.

**Step 5.** Certify the completion and compliance of the subcontracting plan. Submit for approval before the deadline.

A PDF version of the Subcontracting Plan is available after submission.

Industry | Small Business    Learn    Interact    Manage

Subcontracting Goals ⚠ This subcontracting plan cannot be modified at this time.

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Summary

Subcontracting Goals

Documents

Notes

KP Industry Plans Solicitation Link (Multiple No ESD) Print Subcontracting Plan

**SUBCONTRACTING PLAN - Apex Logic, Inc**

A Subcontracting Plan is required if the estimated cost of the contract may exceed **\$750,000 (\$1,500,000 for construction)** Small businesses are excluded.

The following outline meets the minimum requirements of section 8(d) of the Small Business Act, as amended, and implemented by the Federal Acquisition Regulations (FAR) Subpart 19.7. The U.S. Department of Health and Human Services (HHS), Office of Small and Disadvantaged Business Utilization (OSDBU) recommends that offerors use the following format to submit proposed Individual Subcontracting Plans. It is not intended to replace any existing Corporate/Commercial Plan that is more extensive.

Questions should be forwarded to the Contracting Officer and/or Small Business Subcontracting Program Manager.

Offeror Information

The Contracting Officer may request a clarification and return the subcontracting plan for revision.

## Evaluation

The Subcontracting Plan Review process involves three approvers.

1. Evaluation CO
2. Evaluation SBS
3. Evaluation SBA PCR

If you still need technical help, [contact us](mailto:client.support@apexlogic.com) at client.support@apexlogic.com.