

## SBE SUBCONTRACTING PLAN

INSTRUCTIONS: All construction & non-construction contracts for **government-assisted projects** (**agency contracts** & **private project with District subsidy**) over \$250,000, shall require at least 35% of the amount of the contract (<u>total amount of agency contract</u> or <u>total private project development costs</u>) be subcontracted to Small Business Enterprises (SBE), if insufficient qualified SBEs to Certified Business Enterprises (CBE). The SBE Subcontracting Plan must list all SBE and CBE subcontracts at every tier. Once the SBE Subcontracting Plan is submitted for agency contracts, options & extensions, it can only be amended with DSLBD's consent. **SUBMISSION OF SBE SUBCONTRACTING PLAN:** 

- ▲For **agency** solicitations submit to agency with bid/proposal.
- ▲ For **agency** options & extensions submit to agency before option or extension exercised.
- ▲ For **private projects** submit to DSLBD, agency project manager and District of Columbia Auditor, with each quarterly report. As private projects may not have awarded all contracts at the time the District subsidy is granted, the SBE Subcontracting Plan may be submitted simultaneously with each quarterly report and list all SBE/CBE subcontracts executed by the time of submission.

**CREDIT:** For each subcontract listed on the SBE Subcontracting Plan, credit will only be given for the portion of the subcontract performed, at every tier, by a SBE/CBE using *its own organization and resources*. **COPIES OF EACH FULLY EXECUTED SUBCONTRACT WITH SBEs and CBEs (AT <u>EVERY TIER</u>) <b>MUST BE PROVIDED TO RECEIVE CREDIT**.

**EXEMPTION:** If the **Beneficiary (Prime Contractor or Developer)** is a CBE and will perform the ENTIRE **government-assisted project** with its *own organization and resources* and will NOT subcontract any portion of the services and goods, then the CBE is not required to subcontract 35% to SBEs.

BENEFICIARY (✓ which applies	Prime Contractor or Developer) INFORMATION:			
Company: Contact # Email address:				
Street Address:				
✓all that applies, Company is:  a SBE a CBE Certification Number: WILL perform the ENTIRE agency contract or private project with its own organization and resources WILL subcontract a portion of the agency contract or private project  Company's point of contact for agency contract or private project:				
Point of Contact: Title:				
Contact # Email address:	<u> </u>			
Street Address:				
GOVERNMENT-ASSISTED PROJECT (✓ which applies ☐ Agency Contract or ☐ Private Project) INFORMATION:				
AGENCY SOLICITATION	PRIVATE PROJECT			

GOVERNMENT-ASSISTED PROJECT (✓ which applies ☐ /	Agency Contract or Private Project) INFORMATION:
AGENCY SOLICITATION	PRIVATE PROJECT
Solicitation Number <u>DCAM</u> -22-AE-RFP-004 Solicitation Due Date: Agency: <u>Department of General Services</u> Total Dollar Amount of Contract: \$	District Subsidy:Agency Providing Subsidy: Amount of District Subsidy: Date District Subsidy Provided:
*Design-Build must include total contract amount for both design and	Project Name:
build phase of project.	Project Address:
35% of Total Dollar Amount of Contract: \$	Total Development Project Budget: \$
Total Amount of All SBE/CBE subcontracts: \$	(include pre-construction and construction costs)
(include every lower tier)	35% of Total Development Project Budget: \$
	Total Amount of All SBE/CBE subcontracts: \$ (include every lower tier)



## SBE/ CBE SUBCONTRACTORS (FOR EACH TIER):

submitted for preconstruction services; however, a full SBE Subcontracting Plan (35% of the contract amount including total design and build costs) is required to be submitted before entering into a guaranteed maximum price or contract authorizing construction.)  SEP CBE Company   AddressTelephone No./ Email   Subcontractor Tier   Description of Subcontract Scope of work to be PERFORMED WITH SBE/CBEs OWN ORGANIZATION & RESOURCES    Period of subcontract:   SBE/CBE Subcontractor: \$   SBE/CBE Point of Contact    Name:   Talte:				s, the SBE Subcontracting Plan is not required to be	
Self-CBE Company  Address*felephone No./ Email Select Tier  Period of subcontract:  Price to be paid to the SBE/CBE Subcontractor: \$	submitted for preconstruction services; however, a full SBE Subcontracting Plan (35% of the contract amount including total design				
Period of subcontract:					
Period of subcontract: SBE/CBE Subcontractor: \$ SBE/CBE Subcontractor: \$ SBE/CBE Subcontractor: \$ SBE/CBE Subcontractor: \$ Title: Telephone Number: Telephone Number: SBE/CBE SUBCONTRACTOR INFORMATION: (For design-build projects, the SBE Subcontracting Plan is not required to be submitted for preconstruction services; however, a full SBE Subcontracting Plan is not required to be submitted for preconstruction services; however, a full SBE Subcontracting Plan is not required to be submitted for preconstruction services; however, a full SBE Subcontracting Plan is not required to be submitted be for entering into a guaranteed maximum price or contract authorizing construction.)  SBE/CBE Company Address? Telephone No. (1,2,2,3,4,4,4,4,4,4,4,4,4,4,4,4,4,4,4,4,4	SBE/ CBE Company				
Price to be paid to the SBE/CBE Subcontractor: \$			Select Tier		
Price to be paid to the SBE/CBE Subcontractor: \$					
Price to be paid to the SBE/CBE Subcontractor: \$					
Price to be paid to the SBE/CBE Subcontractor: \$					
Price to be paid to the SBE/CBE Subcontractor: \$					
SBE   a CBE   CBE Certification #:   Title:   Telephone Number:	Period of subcontract:	_		SBE/ CBE Point of Contact	
□ a SBE □ a CBE □ CBE Certification #:  □ SBE/CBE SUBCONTRACTOR INFORMATION: (For design-build projects, the SBE Subcontracting Plan is not required to be submitted for preconstruction services; however, a full SBE Subcontracting Plan (35% of the contract authorizing construction.)  SBE/CBE SUBCONTRACTOR INFORMATION: (For design-build projects, the SBE Subcontracting Plan is not required to be submitted for preconstruction services; however, a full SBE subcontracting Plan (35% of the contract amount including total design and build costs) is required be to submitted before entering into a guaranteed maximum price or contract authorizing construction.)  SBE/CBE Company Address?elephone No/ Subcontractor Tier [1*, 2*, 3*, etc.)  SBE/CBE Company Address?elephone No/ Subcontractor Tier [1*, 2*, 3*, etc.)  SEE/CBE SUBCONTRACTOR INFORMATION & RESOURCES  SBE/CBE SUBCONTRACTOR INFORMATION: (For design-build projects, the SBE/CBE Subcontracting Plan is not required to be submitted before entering into a guaranteed maximum price or contract authorizing construction.)  SBE/CBE Subcontract authorizing construction.)  SBE/CBE Cown ORGANIZATION & RESOURCES  SBE/CBE Subcontractor is:  □ a SBE/CBE Subcont	Price to be paid to the SBE/	CBE Subcontractor: \$		Name:	
SBE/CBE will perform the ENTIRE subcontract with its own organization and resources   SBE/CBE will subcontract a portion of the subcontract (MUST LIST   Email Address:   Email	✓all that applies, Subcontract			Title:	
organization and resources SBE/CBE will subcontract a portion of the subcontract (MUST LIST EACH LOWER TIER SBE/ CBE SUBCONTRACTS)  SBE/ CBE SUBCONTRACTOR INFORMATION: (For design-build projects, the SBE Subcontracting Plan is not required to be submitted for preconstruction services; however, a full SBE Subcontracting Plan (35% of the contract amount including total design and build costs) is required be to submitted before entering into a guaranteed maximum price or contract authorizing construction.)  SBE/ CBE Company Address/Telephone No./ Email  Address/Telephone No./ Email  Select Tier  Period of subcontract:  SEE/ CBE Point of Contact  Name:  Title:  Asse:  Title:  Telephone Number:  Telephone Number:  Telephone Number:  Telephone Number:  Telephone Number:  Email Address:  Title:  Telephone Number:  Telephone Number:  Email Address:  Title:  Telephone Number:  Telephone Number:  Email Address:  Title:  Telephone Number:  T			its own	Telephone Number	
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SBE/ CBE SUBCONTRACTOR INFORMATION: (For design-build projects, the SBE Subcontracting Plan is not required to be submitted for preconstruction services; however, a full SBE Subcontracting Plan (35% of the contract amount including total design and build costs) is required be to submitted before entering into a guaranteed maximum price or contract authorizing construction.)  SBE/ CBE Company   Address/Telephone No./   Subcontractor Tier (1** 2**, 3**, etc.)   Description of Subcontract scope of work to be PERFORMED WITH SBE/CBEs OWN ORGANIZATION & RESOURCES    Period of subcontract:   SBE/ CBE Point of Contact   Name:   Title:     ASBE			ACT (MUST LIST	Email Address:	
submitted for preconstruction services; however, a full SBE Subcontracting Plan (35% of the contract amount including total design and build costs) is required be to submitted before entering into a guaranteed maximum price or contract authorizing construction.)  SBE/ CBE Company		,			
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SBE/ CBE Company  Address/Telephone No./ Email  Select Tier  Period of subcontract:  Price to be paid to the SBE/CBE Subcontractor:  a SBE   CBE Certification #  SBE/CBE will perform the ENTIRE subcontract with its own organization and resources  SBE/CBE will subcontract a portion of the subcontract (MUST LIST EACH LOWER TIER SBE/ CBE SUBCONTRACTS)  Select Tier  SBE/CBE Point of Contact  Name:  Title:  Title:  Telephone Number:  Email Address:  Email Address:  SWear or affirm the above is true and accurate  (Name) (Title) (Prime Contractor/ Developer)	submitted for preconstru	ction services; however, a full	SBE Subcontracting	g Plan (35% of the contract amount including total design	
Email					
Period of subcontract: SBE/CBE Point of Contact  Price to be paid to the SBE/CBE Subcontractor: \$ Name: Title: Title: Title: Telephone Number: SBE/CBE will subcontract a portion of the subcontract (MUST LIST EACH LOWER TIER SBE/CBE SUBCONTRACTS)    Swear or affirm the above is true and accurate (Name) (Title) (Prime Contractor/ Developer)	SBE/ CBE Company		(1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup> , etc.)		
Price to be paid to the SBE/CBE Subcontractor: \$ Name:  **all that applies, Subcontractor is: Title:    a SBE   a CBE   CBE Certification # Telephone Number: organization and resources   SBE/CBE will perform the ENTIRE subcontract with its own organization and resources   SBE/CBE will subcontract a portion of the subcontract (MUST LIST EACH LOWER TIER SBE/ CBE SUBCONTRACTS)   Email Address:			Select Tier		
Price to be paid to the SBE/CBE Subcontractor: \$ Name:  **all that applies, Subcontractor is: Title:    a SBE   a CBE   CBE Certification # Telephone Number: organization and resources   SBE/CBE will perform the ENTIRE subcontract with its own organization and resources   SBE/CBE will subcontract a portion of the subcontract (MUST LIST EACH LOWER TIER SBE/ CBE SUBCONTRACTS)   Email Address:					
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✓all that applies, Subcontractor is:   a SBE   a CBE   CBE Certification #     SBE/CBE will perform the ENTIRE subcontract with its own organization and resources   SBE/CBE will subcontract a portion of the subcontract (MUST LIST EACH LOWER TIER SBE/ CBE SUBCONTRACTS)	Period of subcontract:	_		SBE/ CBE Point of Contact	
□ a SBE □ a CBE □ CBE Certification # □ SBE/CBE will perform the ENTIRE subcontract with its own organization and resources □ SBE/CBE will subcontract a portion of the subcontract (MUST LIST EACH LOWER TIER SBE/ CBE SUBCONTRACTS) □ SWEAT OF AGAINMENT OF SWEAT OF Affirm the above is true and accurate (Name) (Title) (Prime Contractor/ Developer)	Price to be paid to the SBE/CBE Subcontractor: \$		Name:		
SBE/CBE will perform the ENTIRE subcontract with its own organization and resources  SBE/CBE will subcontract a portion of the subcontract (MUST LIST EACH LOWER TIER SBE/ CBE SUBCONTRACTS)  Email Address:  Swear or affirm the above is true and accurate (Name) (Title) (Prime Contractor/ Developer)			Title:		
organization and resources  SBE/CBE will subcontract a portion of the subcontract (MUST LIST EACH LOWER TIER SBE/ CBE SUBCONTRACTS)  Email Address:  Of, swear or affirm the above is true and accurate (Name) (Title) (Prime Contractor/ Developer)	☐ a SBE ☐ a CBE ☐ CBE Certification #		Telephone Number:		
Lamber   L	organization and reso	ources			
(Name) (Title) (Prime Contractor/ Developer)	EACH LOWER TIER SBE/ CBE SUBCONTRACTS)		Email Address:		
(Name) (Title) (Prime Contractor/ Developer)					
(Name) (Title) (Prime Contractor/ Developer)					
(Name) (Title) (Prime Contractor/ Developer)					
	swear or affirm the above is true and accurate				
(Cignoture) (Date)	(Name) (Title) (Prime	Contractor/ Developer)			
(Cignotius) (Data)					
(Signature) (Date)	(Signature)	(Date)			

Complete additional copies as needed.



 $\square$  AGENCY CONTRACTING OFFICER'S USE ONLY  $\underline{OR}$   $\square$  AGENCY PROJECT MANAGER'S USE ONLY ( $\checkmark$  which applies. Only one option should be selected.)

AGENCY CONTRACT AWARD	PRIVATE PROJECT SUBSIDY AWARD			
Agency: Department of General Services Prime Contractor: Contract Number: DCAM-22-AE-0004 Date SBE Subcontracting Plan Accepted: Date agency contract signed:	Agency Providing Subsidy: District Subsidy: Developer: Amount of District Subsidy: Date District Subsidy Provided/ contract signed:			
Anticipated Start Date of Contract: Anticipated End Date of Contract:	Anticipated Start Date of Project: Anticipated End Date of Project:			
Total Dollar Amount of Contract: \$	Project Name: Project Address:			
*Design-Build must include total contract amount for both design and build phase of project.	Total Development Project Budget: \$			
35% of Total Contract Amount: \$	35% of Total Development Project Budget: \$			
Total Amount of All SBE/CBE subcontracts: \$ (include every tier)	Total Amount of All SBE/CBE subcontracts: \$ (include every lower tier)			
(✓ if applies)  ☐ Base Period Contract Option/Extension Period: ☐ Multi-year Contract  First year (period) of Contract: ☐ Current year (period) of Contract: ☐ Design-BuildDate of Guaranteed Contract:	☐ Check if developer is a CBE and will perform the ENTIRE government-assisted project (private project) with its own organization and resources and NOT subcontract any portion of services or goods.			
Check if prime contractor is a CBE and will perform the ENTIRE government-assisted project (agency contract) with its <i>own</i> organization and resources and NOT subcontract any portion of services or goods.				
☐ AGENCY CONTRACTING OFFICER'S AFFIRMATION OR ☐ AGENCY PROJECT MANAGER'S AFFIRMATION (✓ which applies)				
The Below Agency Contracting Officer or Agency Project Manager Affirms the following (✓ to affirm):				
☐ If the Beneficiary is a CBE, DSLBD was contacted to confirm Beneficiary's CBE certification;				
☐ The fully executed Contract (Base or Option or Extension or Multi-Year) or subsidy document, between the Beneficiary and Agency, was emailed to DSLBD @ Compliance.Enforcement@dc.gov within five (5) days of signing;				
☐ FOR AGENCY CONTRACT the SBE Subcontracting Plan, submitted by Beneficiary, was emailed to DSLBD @ Compliance.Enforcement@dc.gov within five (5) days of signing the contract between the Beneficiary and Agency.				
Name of Agency Contracting Officer or Agency Project Manager				
Title of Agency Contracting Officer or Agency Project Manager				
Signature Date				