

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>) 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.

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BENEFICIARY (✓ w	vhich applies 🗌 Prime Contractor or 🔲 Developer) INFORMATION:				
Company: Contact # Ema	ail address:				
Street Address:					
✓all that applies, Company is: a SBE a CBE 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:				
Street Address:					
GOVERNMENT-ASSISTED PROJECT (✓ which	ch applies Agency Contract or Private Project) INFORMATION:				
AGENCY SOLICITATION	PRIVATE PROJECT				

١	GOVERNMENT-ASSISTED PROJECT (✓ which applies ☐ Agency Contract or ☐ Private Project) INFORMATION:				
	AGENCY SOLICITATION	PRIVATE PROJECT			
	Solicitation Number <u>DCAM</u> -22-AE-RFP-002 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 build phase of project.	Project Name: Project Address:			
ı	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 Address*Telephone 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: Telephone Number: Telephone				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					
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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		
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	swear or affirm the above is true and accurate					
(Cignoture) (Date)	(Name) (Title) (Prime	Contractor/ Developer)				
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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: Prime Contractor: Contract Number: 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: \$ (include pre-construction and construction costs)				
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					