

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT				1. CONTRACT ID CODE	PAGE OF PAGES	
				J	1	12
2. AMENDMENT/MODIFICATION NO. 0001		3. EFFECTIVE DATE 14-Nov-2002	4. REQUISITION/PURCHASE REQ. NO. W26GLG-2295-2620		5. PROJECT NO.(If applicable) SCR-03E333	
6. ISSUED BY CODE CONTRACTING OFFICE (CA/CW) US ARMY ENGR DIST NORFOLK ATTN: CENAO-CT NORFOLK VA 23510-1096		DACA65	7. ADMINISTERED BY (If other than item 6) CODE		See Item 6	
8. NAME AND ADDRESS OF CONTRACTOR (No., Street, County, State and Zip Code)				X	9A. AMENDMENT OF SOLICITATION NO. DACA65-03-R-0001	
				X	9B. DATED (SEE ITEM 11) 23-Oct-2002	
					10A. MOD. OF CONTRACT/ORDER NO.	
					10B. DATED (SEE ITEM 13)	
CODE		FACILITY CODE				
11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS						
<input checked="" type="checkbox"/> The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offer <input type="checkbox"/> is extended, <input checked="" type="checkbox"/> is not extended. Offer must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended by one of the following methods: (a) By completing Items 8 and 15, and returning <u>1</u> copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.						
12. ACCOUNTING AND APPROPRIATION DATA (If required)						
13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.						
A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.						
B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(B).						
C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:						
D. OTHER (Specify type of modification and authority)						
E. IMPORTANT: Contractor <input type="checkbox"/> is not, <input type="checkbox"/> is required to sign this document and return _____ copies to the issuing office.						
14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.) Renovate Building 34, Defense Supply Center Richmond (DSCR), Richmond, Virginia. 1. Sections 00110 and 00120 are amended to read as shown on attached.						
Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.						
15A. NAME AND TITLE OF SIGNER (Type or print)			16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)			
			TEL:		EMAIL:	
15B. CONTRACTOR/OFFEROR		15C. DATE SIGNED	16B. UNITED STATES OF AMERICA		16C. DATE SIGNED	
_____ (Signature of person authorized to sign)			BY _____ (Signature of Contracting Officer)		14-Nov-2002	

DACA65-03-R-00010001Defense Supply Center Richmond, Virginia

SECTION SF 30 BLOCK 14 CONTINUATION PAGE

The following items are applicable to this modification:
CONTINUATION

**SECTION 00110
PROPOSAL SUBMISSION REQUIREMENTS AND INSTRUCTIONS**

SECTION 00110
PROPOSAL SUBMISSION REQUIREMENTS AND INSTRUCTIONS

1.00 PROPOSAL SUBMISSION INSTRUCTIONS.

a. General. Inasmuch as this proposal will describe the capability of the offeror to perform any resultant contract, it should be specific and complete in every detail. The proposal should be prepared simply and economically, providing straightforward, concise delineation of capabilities to perform satisfactorily the contract being sought. The proposal should therefore be practical, legible, clear and coherent.

b. Format of Proposals. In order that the evaluation may be accomplished strictly on the merit of the material submitted, no dollar amounts for the proposed work are to be included in the proposal. In order that the evaluation may be accomplished efficiently, the evaluation criteria listed below in this section are to be addressed in order. **WARNING:** The proposals are evaluated in direct correspondence to the evaluation criteria, which are included in Section 00120. It is in the best interest of the offerors to format the proposal in the order of the evaluation criteria. If the offeror fails to provide information relating to the criteria or locates the information in another part of the proposal without providing any cross references, the offeror runs the risk of having their proposal receive a lower evaluation by the Government evaluators who were not able to locate the appropriate information.

c. **In addition to the proposal requirements outlined in this Section**, each proposal shall contain:

- (1) Title Page, including the title of the solicitation, solicitation number, and date of the submittal.
- (2) Table of Contents, including a list of tables or exhibits.

d. Exceptions to the contractual terms and conditions of the solicitation (e.g., standard company terms and conditions) must not be included in the proposal.

2.00 PROPOSAL REQUIREMENTS:

a. Who May Submit?

- (1) Proposals may be submitted by construction contractors that have associated specifically for this project.

b. General Requirements.

- (1) In order to effectively and equitably evaluate all proposals, the Contracting Officer must receive information sufficiently detailed to clearly indicate the personnel references provided.

c. Size of Printed Matter Submissions.

- (1) Written materials: Size A4 [or 8-1/2" x 11"] format. Proposal shall be limited to a maximum of 60 typewritten pages (excluding Subcontracting Plan). The government will review only 60 pages. Table of Contents and Tab Sheets between sections is not included in the 60 pages. The technical evaluation board will not evaluate any documentation beyond the 60 pages.

d. Where to Submit.

Offerors shall submit their proposal packages to Norfolk District at the address shown in Block 8 of Standard Form 1442.

e. Submission Deadline.

Proposals shall be received by the Norfolk District no later than the time and date specified in Block 13 of Standard Form 1442.

f. Proposal Requirements and Submission Format.

PHASE 1

The proposals sought by this solicitation shall contain the four categories of submittal information outlined below. Factors 1 thru 3 shall be submitted together in a three ring binder (original and four copies). Factor 4 shall be submitted in a separate three ring binder (original and one copy)

Each binder shall include a complete detailed table of contents. Any materials submitted but not required by this solicitation such as company brochures, shall be relegated to appendices.

(1) Factor 1: Corporate Experience.

- (a) Key Personnel: Provide personnel reference information on all key personnel. Resumes should be limited to four (4) pages per person *utilizing the attached "Personnel References " Form.*
- (b) Management Team: Provide a list identifying the Construction Management Team key personnel.

(2) Factor 2: Past performance, Construction.

- (a) Past Performance: *Provide three completed Past Performance Evaluation Questionnaires using the attached "Past Performance Evaluation Questionnaire" form. Completed forms must be received by the submission deadline specified in Block 13 of Standard Form 1442.*

Submit a list of all building renovation or similar construction projects over \$4 million performed by the construction team that will be assigned this project within the past five years. The construction team includes the contractor's project management team and major subcontractors. These may include work that is of equal complexity and similar scope to that being solicited. Use the attached "Corporate Experience Form".
- (b) Experience Modifier Ratio: Provide your firm's Experience Modifier Ratio for calendar years 1997 thru 2001.

(3) Factor 3: Technical Approach. Provide a project management (step-by-step) master plan.

(4) Factor 4: Small Business Subcontracting Effort.

- (a) Past Performance: Support for small business and small disadvantaged business and women-owned business program.
- (b) Subcontracting Plan Effort

PHASE 2

Factor 1: PRICE.

Pro Forma requirements:

This information should be submitted in an envelope labeled "Pro Forma Requirements." This category consists of representations and certifications, subcontracting plan, completed Standard Form 1442. Provide original and one (1) copy.

g. Nonresponsive proposals. Failure to submit all the data indicated is cause for determining a proposal nonresponsive and, therefore, not considered for evaluation or award.

SECTION 00120
PROPOSAL EVALUATION AND CONTRACT AWARD

SECTION 00120
PROPOSAL EVALUATION AND CONTRACT AWARD

1. PROPOSAL EVALUATION.

The major factors in Phase One of consideration in the evaluation of proposals received in response to this solicitation are as follows:

- (1) Factor 1: Corporate Experience.
- (2) Factor 2: Past performance, Construction.
- (3) Factor 3: Technical Approach.
- (4) Factor 4: Support for small business and small disadvantaged business and women-owned business program.

The major factors in Phase Two of consideration in the evaluation of proposals received in response to this solicitation are as follows:

Factor 1: Price

2. EVALUATION PROCESS

The proposal and evaluation process for this project will take place in two Phases. Each step will present unique requirements to the potential proposers. The proposers responses to these requirements will be evaluated with respect to the evaluation criteria set forth below.

Phase 1 will concern itself with Proposer's Corporate Experience, Past Performance-Construction, Technical Approach and Support for Small Business and Small Disadvantaged Business and Women-Owned Business Program. All proposals received in response to Phase 1 will be evaluated and scored. At most, five (5) proposals will move forward into Phase 2, which will represent the proposer's price.

Phase 2: The five (at most) proposals which are evaluated to present the most advantages to the Government will receive the Statement of Work, Site Constraints and have the opportunity to review site and building test results that were conducted by the Government for this project. Only proposers who reach Phase 2 will be provided the opportunity to submit a price.

The final evaluation score for each proposal will represent the ratings received in Phase 1 and cost in Phase 2.

3. BASIS OF AWARD

- (1). The Government will award a firm fixed-price contract to that responsible Offeror whose proposal, conforming to the solicitation, is fair and reasonable, and has been determined to be most advantageous to the Government, with quality (comprised of technical approach and performance capability factors), price and other factors considered. The rated/scored evaluation criteria and price are considered approximately equal. As evaluation scores and relative advantages and disadvantages become less distinct, differences in price between proposals are of increased importance in determining the most advantageous proposal. Conversely, as differences in price become less distinct, differences in scoring and relative advantages and disadvantages between proposals are of increased importance to the determination.

(2). The Government reserves the right to accept other than the lowest priced offer. The right is also reserved to reject any and all offers. The basis of award will be a conforming offer; the price or cost of which may or may not be the lowest. If other than the lowest priced offer is accepted, that offer must be sufficiently more advantageous than the lowest priced offer to justify the payment of additional amounts.

(3). Offerors are reminded to include their best technical and price terms in their initial offer and not to automatically assume that they will have an opportunity to participate in discussions or be asked to submit a revised offer. The Government may make award of a conforming proposal without discussions, if deemed to be within the best interests of the Government.

4. Phase 1 EVALUATION CRITERIA:

1. CORPORATE EXPERIENCE.

Sub-factor 1a.

Submit current key personnel staffing (PM, Supt., CQC, Safety) that demonstrates experience in general project requirements. Provide a resume for each of these key personnel describing their experience (with references from projects worked on) and qualifications. Resumes should be limited to four (4) pages per person and be in the format of the attached Personnel References form. A list for the Construction Team key personnel shall be submitted. Emphasis will be placed upon specific experience and quality of successful completion.

Sub-factor 1b.

Identify the corporate management (i.e. officers, if a corporation, or owners/partners if privately held, etc.) Include awards, customer letters of commendation, etc., with points of contact and telephone numbers.

2. OFFEROR'S PAST PERFORMANCE.

Sub-factor 2A.

Submit a list of all building renovation or similar construction projects over \$4 million performed by the construction team that will be assigned this project **within the past five years.** The construction team includes the contractor's project management team and major subcontractors. These may include work that is of equal complexity to that being solicited. **Use the attached Corporate Experience Form.**

The government will use references from offeror's submission under the "Corporate Experience", CCASS system, and other sources. **The Contractor shall be responsible for submitting three completed "Past Performance Evaluation Questionnaires" using the attached "Past Performance Evaluation Questionnaire" forms.** Should the offerors believe that the number of submissions under "Corporate Experience" is inadequate, they may submit a maximum of ten additional forms. Submit past performance narratives for the Team to include three (3) to five (5) recent projects that demonstrate construction and incidental related work including demolition, renovation, additions and new construction of similar facilities.

This evaluation is separate and distinct from the Contracting Officer's responsibility determination. The assessment of the offeror's past performance will be used as a means of evaluating the relative capability of the Offeror to successfully meet the requirements of the RFP.

Sub-factor 2B:

Submit your firm's Experience Modifier Ratio for calendar years 1997 through 2001. If there are extenuating circumstances concerning your rating, provide background information and references for validation. If ratings are not provided without explanation, offerors will receive an unacceptable rating.

3. TECHNICAL APPROACH.

Provide a project management step-by-step master plan explaining the Offeror's approach for accomplishing the work. The plan shall address phasing/scheduling of the various aspects of the construction and management including preparatory work, management processes, mobilization, construction task, quality assurance, and project closeout. The plan shall consider and identify essential Government milestone activities that affect Contractor progress.

4. SUPPORT FOR SMALL BUSINESS AND SMALL DISADVANTAGED BUSINESS AND WOMEN-OWNED BUSINESS

Subfactor 4A:

Small Business Past Performance: If large business, contractors are required to submit a recent Standard Form 294, Subcontracting Report for Individual Contracts and SF 295, Summary Report to evaluate past performance in support of Small Business and Small Disadvantaged Business and Women-Owned Small Businesses. For Small Businesses, contractors are not required to submit a subcontracting plan or a SF 294 or SF 295, but must self certify as a Small Business.

Subfactor 4B:

Subcontracting Plan Effort: The following is submitted to satisfy the applicable requirements for the subcontracting plan effort factor. If a large business, contractors are required to submit a subcontracting plan, which conforms to the requirements of FAR 5.219-9 and DFARS Clause 252.219-

7003. The plan will be evaluated for support of Small Business, Small Disadvantaged Business, and Women- Owned Small Business and considering the following:

1. The extent to which such firms is specifically identified.
2. The extent of commitment to use such firms.
3. The complexity and variety of the work small firms are to perform.
4. The realism of the proposal.
5. The extent of participation of such firms in terms of the value of the total acquisition.

Note: Secretary of the army goals for subcontracting are:

- 62% for Small Business
- 9% for Small Disadvantaged Business
- 5% for Women-Owned Business
- 2% for Hubzone Business
- 3% for Small Business Veteran Owned

Small business offers shall certify their status as Small business and will be rated EXCEPTIONAL for this factor.

5. Phase 2 EVALUATION CRITERIA

a. PRICE

6. RATING SCHEME

- A. Adjective Ratings.** The following adjective ratings will be used in evaluation of both the major technical factors and the technical sub-factors. Use uppercase letter ratings for major technical factors as well as the overall rating. Use lowercase letter ratings for technical sub-factors.

Exceptional (E): Proposal meets the minimum SOLICITATION requirements for this item and has salient features that offer significant advantages to the Government.

Very Good (VG): Proposal meets the minimum SOLICITATION requirements for this item and has salient features that offer advantages to the Government.

Satisfactory (S): Proposal meets the minimum SOLICITATION requirements for this item.

Marginal (M): Proposal meets most of the minimum requirements for this item, but offers weak area or mimics SOLICITATION language rather than offering understanding of the requirements.

Unsatisfactory (U): Proposal meets some but not all the minimum requirements for this item or does not address all required criteria.

- B. Overall Rating.** Overall proposal ratings shall be assigned with strong consideration given to the most heavily weighted factors.

CORPORATE EXPERIENCE FORM

DACA65-03-R-0001

Offeror: _____

Project Title: _____

Contract Number: _____

Location: _____

Contract Completion Duration: _____

Original Value: _____ Final Value: _____

Type of Contract: _____ Fixed Price _____ Cost Reimbursable

ProjectDescription: _____

List Name of your company's subcontractors on this project, the trade worked, the dollar value of project(s) the company worked on previously and the \$ value of subcontract contemplated.

Customer Contact: _____
Name

Organization

Address

Telephone Number

Circle one:
P = Prime Contractor
S = Subcontractor

PERSONNEL REFERENCES

DACA65-03-R-0001

Offerors shall use this form to submit the required reference information on all key personnel. The government intends to contact the actual references.

1. Name of employee:

2. Name, address and phone number of employer, and point of contact:

3. Position(s) held:

4. Years employed:

5. Types of projects, and dollar value, worked on while employed with subject employer:

SUBCONTRACTING REPORT FOR INDIVIDUAL CONTRACTS
(See instructions on reverse)

OMB No.: 9000-0006
Expires: 04/30/2004

Public reporting burden for this collection of information is estimated to average 9 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the FAR Secretariat (MVP), Acquisition Policy Division, GSA, Washington, DC 20405.

1. CORPORATION, COMPANY OR SUBDIVISION COVERED			3. DATE SUBMITTED		
a. COMPANY NAME			4. REPORTING PERIOD FROM INCEPTION OF CONTRACT THRU: YEAR		
b. STREET ADDRESS					
c. CITY	d. STATE	e. ZIP CODE	<input type="checkbox"/> MAR 31	<input type="checkbox"/> SEPT 30	
2. CONTRACTOR IDENTIFICATION NUMBER			5. TYPE OF REPORT		
			<input type="checkbox"/> REGULAR	<input type="checkbox"/> FINAL	<input type="checkbox"/> REVISED

6. ADMINISTERING ACTIVITY (Please check applicable box)

<input type="checkbox"/> ARMY	<input type="checkbox"/> GSA	<input type="checkbox"/> NASA
<input type="checkbox"/> NAVY	<input type="checkbox"/> DOE	<input type="checkbox"/> OTHER FEDERAL AGENCY (Specify)
<input type="checkbox"/> AIR FORCE	<input type="checkbox"/> DEFENSE CONTRACT MANAGEMENT AGENCY	

7. REPORT SUBMITTED AS (Check one and provide appropriate number)

<input type="checkbox"/> PRIME CONTRACTOR <input type="checkbox"/> SUBCONTRACTOR	PRIME CONTRACT NUMBER	8. AGENCY OR CONTRACTOR AWARDED CONTRACT	
	SUBCONTRACT NUMBER	a. AGENCY'S OR CONTRACTOR'S NAME	
		b. STREET ADDRESS	

9. DOLLARS AND PERCENTAGES IN THE FOLLOWING BLOCKS:		c. CITY	d. STATE	e. ZIP CODE
<input type="checkbox"/> DO INCLUDE INDIRECT COSTS	<input type="checkbox"/> DO NOT INCLUDE INDIRECT COSTS			

SUBCONTRACT AWARDS

TYPE	CURRENT GOAL		ACTUAL CUMULATIVE	
	WHOLE DOLLARS	PERCENT	WHOLE DOLLARS	PERCENT
10a. SMALL BUSINESS CONCERNS (Include SDB, WOSB, HBCU/MI, HUBZone SB, and VOSB (Including Service-Disabled VOSB)) (Dollar Amount and Percent of 10c.)				
10b. LARGE BUSINESS CONCERNS (Dollar Amount and Percent of 10c.)				
10c. TOTAL (Sum of 10a and 10b.)		100.0%		100.0%
11. SMALL DISADVANTAGED BUSINESS (SDB) CONCERNS (Include HBCU/MI) (Dollar Amount and Percent of 10c.)				
12. WOMEN-OWNED SMALL BUSINESS (WOSB) CONCERNS (Dollar Amount and Percent of 10c.)				
13. HISTORICALLY BLACK COLLEGES AND UNIVERSITIES (HBCU) AND MINORITY INSTITUTIONS (MI) (If applicable) (Dollar Amount and Percent of 10c.)				
14. HUBZone SMALL BUSINESS (HUBZone SB) CONCERNS (Dollar Amount and Percent of 10c.)				
15. VETERAN-OWNED SMALL BUSINESS CONCERNS (Including Service-Disabled Veteran-Owned SB Concerns) (Dollar Amount and Percent of 10c.)				
16. SERVICE-DISABLED VETERAN-OWNED SMALL BUSINESS CONCERNS (Dollar Amount and Percent of 10c.)				

17. REMARKS

18a. NAME OF INDIVIDUAL ADMINISTERING SUBCONTRACTING PLAN	18b. TELEPHONE NUMBER	
	AREA CODE	NUMBER

GENERAL INSTRUCTIONS

1. This report is not required from small businesses.

2. This report is not required for commercial items for which a commercial plan has been approved, nor from large businesses in the Department of Defense (DOD) Test Program for Negotiation of Comprehensive Subcontracting Plans. The Summary Subcontract Report (SF 295) is required for contractors operating under one of these two conditions and should be submitted to the Government in accordance with the instructions on that form.

3. This form collects subcontract award data from prime contractors/subcontractors that: (a) hold one or more contracts over \$500,000 (over \$1,000,000 for construction of a public facility); and (b) are required to report subcontracts awarded to Small Business (SB), Small Disadvantaged Business (SDB), Women-Owned Small Business (WOSB), HUBZone Small Business (HUBZone SB), Veteran-Owned Small Business (VOSB) and Service-Disabled Veteran-Owned Small Business concerns under a subcontracting plan. For the Department of Defense (DOD), the National Aeronautics and Space Administration (NASA), and the Coast Guard, this form also collects subcontract award data for Historically Black Colleges and Universities (HBCUs) and Minority Institutions (MIs).

4. This report is required for each contract containing a subcontracting plan and must be submitted to the administrative contracting officer (ACO) or contracting officer if no ACO is assigned, semi-annually during contract performance for the periods ended March 31st and September 30th. **A separate report is required for each contract at contract completion.** Reports are due 30 days after the close of each reporting period unless otherwise directed by the contracting officer. **Reports are required when due, regardless of whether there has been any subcontracting activity since the inception of the contract or since the previous report.**

5. Only subcontracts involving performance in the U.S. or its outlying areas should be included in this report.

6. Purchases from a corporation, company, or subdivision that is an affiliate of the prime/subcontractor are not included in this report.

7. Subcontract award data reported on this form by prime contractors/subcontractors shall be limited to awards made to their immediate subcontractors. **Credit cannot be taken for awards made to lower tier subcontractors.**

SPECIFIC INSTRUCTIONS

BLOCK 2: For the Contractor Identification Number, enter the nine-digit Data Universal Numbering System (DUNS) number that identifies the specific contractor establishment. If there is no DUNS number available that identifies the exact name and address entered in Block 1, contact Dun and Bradstreet Information Services at 1-800-333-0505 to get one free of charge over the telephone. Be prepared to provide the following information: (1) Company name; (2) Company address; (3) Company telephone number; (4) Line of business; (5) Chief executive officer/key manager; (6) Date the company was started; (7) Number of people employed by the company; and; (8) Company affiliation.

BLOCK 4: Check only one. Note that all subcontract award data reported on this form represents activity since the inception of the contract through the date indicated in this block.

BLOCK 5: Check whether this report is a "Regular," "Final," and/or "Revised" report. **A "Final" report should be checked only if the contractor has completed the contract or subcontract reported in Block 7.** A "Revised" report is a change to a report previously submitted for the same period.

BLOCK 6: Identify the department or agency administering the majority of subcontracting plans.

BLOCK 7: Indicate whether the reporting contractor is submitting this report as a prime contractor or subcontractor and the prime contract or subcontract number.

BLOCK 8: Enter the name and address of the Federal department or agency awarding the contract or the prime contractor awarding the subcontract.

BLOCK 9: Check the appropriate block to indicate whether indirect costs are included in the dollar amounts in blocks 10a through 14. To ensure comparability between the goal and actual columns, the contractor may include indirect costs in the actual column only if the subcontracting plan included indirect costs in the goal.

BLOCKS 10a through 16: Under "Current Goal," enter the dollar and percent goals in each category (SB, SDB, WOSB, VOSB, service-disabled VOSBs, and HUBZone SB) from the subcontracting plan approved for this contract. (If the original goals agreed upon at contract award have been revised as a result of contract modifications, enter the original goals in Block 16. The amounts entered in Blocks 10a through 15 should reflect the revised goals.) Under "Actual Cumulative," enter actual subcontract achievements (dollar and percent) from the inception of the contract through the date of the report shown in Block 4. In cases where indirect costs are included, the amounts should include both direct awards and an appropriate prorated portion of indirect awards.

BLOCK 10a: Report all subcontracts awarded to SBs including subcontracts to SDBs, WOSBs, VOSBs, service-disabled VOSBs, and HUBZone SBs. **For DOD, NASA, and Coast Guard contracts, include subcontracting awards to HBCUs and MIs.**

BLOCK 10b: Report all subcontracts awarded to large businesses (LBs).

BLOCK 10c: Report on this line the total of all subcontracts awarded under this contract (the sum of lines 10a and 10b).

BLOCKS 11 through 16: Each of these items is a subcategory of Block 10a. **Note that in some cases the same dollars may be reported in more than one block (e. g., SDBs owned by women or veterans).**

BLOCK 11: Report all subcontracts awarded to SDBs (including women-owned, veteran-owned, service-disabled VOSBs, and HUBZone SB SDBs). For DOD, NASA, and Coast Guard contracts, include subcontract awards to HBCUs and MIs.

BLOCK 12: Report all subcontracts awarded to Women-Owned firms (including SDBs, VOSB's, service-disabled VOSBs, and HUBZone SBs owned by women).

BLOCK 13 (For contracts with DoD, NASA, and Coast Guard): Report all subcontracts with HBCUs/MIs. Complete the column under "Current Goal" only when the subcontracting plan establishes a goal.

BLOCK 14: Report all subcontracts awarded to HUBZone SBs (including women-owned, veteran-owned, service-disabled VOSBs, and SDB HUBZone SBs).

BLOCK 15: Report all subcontracts awarded to VOSBs including service-disabled VOSBs (include VOSBs that are also SDBs, WOSBs and HUBZone SBs.).

BLOCK 16: Report all subcontracts awarded to service-disabled veteran-owned SB concerns that are also SDBs, WOSBs, and HUBZone SBs.

BLOCK 17: Enter a short narrative explanation if (a) SB, SDB, WOSB, VOSBs, Service-Disabled VOSBs, or HUBZone SB accomplishments fall below that which would be expected using a straight-line projection of goals through the period of contract performance; or (b) if this is a final report, any one of the three goals was not met.

DEFINITIONS

1. Direct Subcontract Awards are those that are identified with the performance of one or more specific Government contract(s).

2. Indirect costs are those which, because of incurrence for common or joint purposes, are not identified with specific Government contracts; these awards are related to Government contract performance but remain for allocation after direct awards have been determined and identified to specific Government contracts.

DISTRIBUTION OF THIS REPORT

For the Awarding Agency or Contractor:

The original copy of this report should be provided to the contracting officer at the agency or contractor identified in Block 8. For contracts with DOD, a copy should also be provided to the Defense Contract Management Agency (DCMA) at the cognizant Defense Contract Management Area Operations (DCMAO) office.

For the Small Business Administration (SBA):

A copy of this report must be provided to the cognizant Commercial Market Representative (CMR) at the time of a compliance review. It is NOT necessary to mail the SF 294 to SBA unless specifically requested by the CMR.

SUMMARY SUBCONTRACT REPORT
(See instructions on reverse)

OMB No.: 9000-0007
Expires: 09/30/2003

Public reporting burden for this collection of information is estimated to average 15.9 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the FAR Secretariat (MVP), Acquisition Policy Division, GSA, Washington, DC 20405.

1. CORPORATION, COMPANY OR SUBDIVISION COVERED			3. DATE SUBMITTED	
a. COMPANY NAME			4. REPORTING PERIOD: YEAR	
b. STREET ADDRESS				
c. CITY	d. STATE	e. ZIP CODE		
2. CONTRACTOR IDENTIFICATION NUMBER			5. TYPE OF REPORT	
			<input type="checkbox"/> REGULAR <input type="checkbox"/> FINAL <input type="checkbox"/> REVISED	

6. ADMINISTERING ACTIVITY <i>(Please check applicable box)</i>			
<input type="checkbox"/> ARMY	<input type="checkbox"/> DEFENSE CONTRACT MANAGEMENT AGENCY	<input type="checkbox"/> DOE	
<input type="checkbox"/> NAVY	<input type="checkbox"/> NASA	<input type="checkbox"/> OTHER FEDERAL AGENCY <i>(Specify)</i>	
<input type="checkbox"/> AIR FORCE	<input type="checkbox"/> GSA		

7. REPORT SUBMITTED AS <i>(Check one)</i>		8. TYPE OF PLAN	
<input type="checkbox"/> PRIME CONTRACTOR	<input type="checkbox"/> INDIVIDUAL	IF PLAN IS A COMMERCIAL PLAN, SPECIFY THE PERCENTAGE OF THE DOLLARS ON THIS REPORT ATTRIBUTABLE TO THIS AGENCY.	▶
<input type="checkbox"/> SUBCONTRACTOR	<input type="checkbox"/> COMMERCIAL PRODUCTS		
<input type="checkbox"/> BOTH			

9. CONTRACTOR'S MAJOR PRODUCTS OR SERVICE LINES	
a	b

CUMULATIVE FISCAL YEAR SUBCONTRACT AWARDS
(Report cumulative figures for reporting period in Block 4)

TYPE	WHOLE DOLLARS	PERCENT (To nearest tenth of a %)
10a. SMALL BUSINESS CONCERNS <i>(Include SDB, WOSB, HBCU/MI, HUBZone SB, and VOSB (including Service-Disabled VOSB)) (Dollar Amount and Percent of 10c.)</i>		
10b. LARGE BUSINESS CONCERNS <i>(Dollar Amount and Percent of 10c.)</i>		
10c. TOTAL <i>(Sum of 10a and 10b.)</i>		100.0%
11. SMALL DISADVANTAGED BUSINESS (SDB) CONCERNS <i>(Include HBCU/MI) (Dollar Amount and Percent of 10c.)</i>		
12. WOMEN-OWNED SMALL BUSINESS (WOSB) CONCERNS <i>(Dollar Amount and Percent of 10c.)</i>		
13. HISTORICALLY BLACK COLLEGES AND UNIVERSITIES (HBCU) AND MINORITY INSTITUTIONS (MI) <i>(If applicable) (Dollar Amount and Percent of 10c.)</i>		
14. HUBZONE SMALL BUSINESS (HUBZone SB) CONCERNS <i>(Dollar Amount and Percent of 10c.)</i>		
15. VETERAN-OWNED SMALL BUSINESS (VOSB) CONCERNS <i>(Including Service-Disabled VOSB Concerns) (Dollar Amount and Percent of 10c.)</i>		
16. SERVICE-DISABLED VETERAN-OWNED SMALL BUSINESS CONCERNS <i>(Dollar Amount and Percent of 10c.)</i>		

17. REMARKS

18. CONTRACTOR'S OFFICIAL WHO ADMINISTERS SUBCONTRACTING PROGRAM			
a. NAME	b. TITLE	c. TELEPHONE NUMBER	
		AREA CODE	NUMBER

19. CHIEF EXECUTIVE OFFICER			
a. NAME	c. SIGNATURE		
b. TITLE	d. DATE		

GENERAL INSTRUCTIONS

1. This report is not required from small businesses.
2. This form collects subcontract award data from prime contractors/subcontractors that: (a) hold one or more contracts over \$500,000 (over \$1,000,000 for construction of a public facility); and (b) are required to report subcontracts awarded to Small Business (SB), Small Disadvantaged Business (SDB), Women-Owned Small Business (WOSB), Veteran-Owned Small Business (VOSB), Service-Disabled Veteran-Owned Small Business, and HUBZone Small Business (HUBZone SB) concerns under a subcontracting plan. For the Department of Defense (DOD), the National Aeronautics and Space Administration (NASA), and the Coast Guard, this form also collects subcontract award data for Historically Black Colleges and Universities (HBCUs) and Minority Institutions (MIs).
3. This report must be submitted semi-annually (for the six months ended March 31st and the twelve months ended September 30th) for contracts with the Department of Defense (DOD) and annually (for the twelve months ended September 30th) for contracts with civilian agencies, except for contracts covered by an approved Commercial Plan (see special instructions in right-hand column). Reports are due 30 days after the close of each reporting period.
4. This report may be submitted on a corporate, company, or subdivision (e.g., plant or division operating on a separate profit center) basis, unless otherwise directed by the agency awarding the contract.
5. If a prime contractor/subcontractor is performing work for more than one Federal agency, a separate report shall be submitted to each agency covering only that agency's contracts, provided at least one of that agency's contracts is over \$500,000 (over \$1,000,000 for construction of a public facility) and contains a subcontracting plan. (Note that DOD is considered to be a single agency; see next instruction.)
6. For DOD, a consolidated report should be submitted for all contracts awarded by military departments/agencies and/or subcontracts awarded by DOD prime contractors. However, DOD contractors involved in construction and related maintenance and repair must submit a separate report for each DOD component.
7. Only subcontracts involving performance in the U.S. or its outlying areas should be included in this report.
8. Purchases from a corporation, company, or subdivision that is an affiliate of the prime/subcontractor are not included in this report.
9. Subcontract award data reported on this form by prime contractors/subcontractors shall be limited to awards made to their immediate subcontractors. Credit cannot be taken for awards made to lower tier subcontractors.
10. See special instructions in right-hand column for Commercial Plans.

SPECIFIC INSTRUCTIONS

BLOCK 2: For the Contractor Identification Number, enter the nine-digit Data Universal Numbering System (DUNS) number that identifies the specific contractor establishment. If there is no DUNS number available that identifies the exact name and address entered in Block 1, contact Dun and Bradstreet Information Services at 1-800-333-0505 to get one free of charge over the telephone. Be prepared to provide the following information: (1) Company name; (2) Company address; (3) Company telephone number; (4) Line of business; (5) Chief executive officer/key manager; (6) Date the company was started; (7) Number of people employed by the company; and (8) Company affiliation.

BLOCK 4: Check only one. Note that March 31 represents the six months from October 1st and that September 30th represents the twelve months from October 1st. Enter the year of the reporting period.

BLOCK 5: Check whether this report is a "Regular," "Final," and/or "Revised" report. A "Final" report should be checked only if the contractor has completed all the contracts containing subcontracting plans awarded by the agency to which it is reporting. A "Revised" report is a change to a report previously submitted for the same period.

BLOCK 6: Identify the department or agency administering the majority of subcontracting plans.

BLOCK 7: This report encompasses all contracts with the Federal Government for the agency to which it is submitted, including subcontracts received from other large businesses that have contracts with the same agency. Indicate in this block whether the contractor is a prime contractor, subcontractor, or both (check only one).

BLOCK 8: Check only one. Check "Commercial Plan" only if this report is under an approved Commercial Plan. For a Commercial Plan, the contractor must specify the percentage of dollars in Blocks 10a through 15b attributable to the agency to which this report is being submitted.

BLOCK 9: Identify the major product or service lines of the reporting organization.

BLOCKS 10a through 16: These entries must include all subcontract awards resulting from contracts or subcontracts, regardless of dollar amount, received from the agency to which this report is submitted. If reporting as a subcontractor, report all subcontracts awarded under prime contracts. Amounts must include both direct awards and an appropriate prorated portion of indirect awards. (The indirect portion is based on the percentage of work being performed

for the organization to which thereport is being submitted in relation to other work being performed by the prime contractor/subcontractor.) Do not include awards made in support of commercial business unless "Commercial" is checked in Block 8 (see Special Instructions for Commercial Plans in right hand column). Report only those dollars subcontracted this fiscal year for the period indicated in Block 4.

BLOCK 10a: Report all subcontracts awarded to SBs including subcontracts to SDBs, WOSBs, VOSBs, Service-Disabled VOSBs, and HUBZone SBs. For DOD, NASA, and Coast Guard contracts, include subcontracting awards to HBCUs and MIs.

BLOCK 10b: Report all subcontracts awarded to large businesses (LBs).

BLOCK 10c: Report on this line the grand total of all subcontracts (the sum of lines 10a and 10b).

BLOCKS 11 through 16: Each of these items is a subcategory of Block 10a. Note that in some cases the same dollars may be reported in more than one block (e.g., SDBs owned by women); likewise subcontracts to HBCUs or MIs should be reported on both Block 11 and 13.

BLOCK 11: Report all subcontracts awarded to SDBs (including women-owned, veteran-owned, service-disabled VOSBs, and HUBZone SB SDBs). For DOD, NASA, and Coast Guard contracts, include subcontract awards to HBCUs and MIs.

BLOCK 12: Report all subcontracts awarded to WOSB firms (including SDBs, VOSBs, service-disabled VOSBs, and HUBZone SBs owned by women).

BLOCK 13: (For contracts with DOD, NASA, and Coast Guard): Enter the dollar value of all subcontracts with HBCUs/MIs.

BLOCK 14: Report all subcontracts awarded to HUBZone SBs (including women-owned, veteran-owned, service-disabled VOSBs, and SDB HUBZone SBs).

BLOCK 15: Report all subcontracts awarded to VOSBs (including women-owned, SDB, and HUBZone SB VOSBs).

BLOCK 16: Report all subcontracts awarded to service disabled VOSBs (including Service-Disabled Veteran Owned Small Business Concerns that are SDBs, WOSBs, and HUBZone SBs). These subcontracts should also be reported in Block 15.

SPECIAL INSTRUCTIONS FOR COMMERCIAL PLANS

1. This report is due on October 30th each year for the previous fiscal year ended September 30th.
2. The annual report submitted by reporting organizations that have an approved company-wide annual subcontracting plan for commercial items shall include all subcontracting activity under commercial plans in effect during the year and shall be submitted in addition to the required reports for other-than-commercial items, if any.
3. Enter in Blocks 10a through 15b the total of all subcontract awards under the contractor's Commercial Plan. Show in Block 8 the percentage of this total that is attributable to the agency to which this report is being submitted. This report must be submitted to each agency from which contracts for commercial items covered by an approved Commercial Plan were received.

DEFINITIONS

1. Direct Subcontract Awards are those that are identified with the performance of one or more specific Government contract(s).
2. Indirect Subcontract Awards are those which, because of incurrence for common or joint purposes, are not identified with specific Government contracts; these awards are related to Government contract performance but remain for allocation after direct awards have been determined and identified to specific Government contracts.

SUBMITTAL ADDRESSES FOR ORIGINAL REPORT

For DOD Contractors, send reports to the cognizant contract administration office as stated in the contract.

For Civilian Agency Contractors, send reports to awarding agency:

1. NASA: Forward reports to NASA, Office of Procurement (HS), Washington, DC 20546
2. OTHER FEDERAL DEPARTMENTS OR AGENCIES: Forward report to the OSDBU Director unless otherwise provided for in instructions by the Department or Agency.

FOR ALL CONTRACTORS:

SMALL BUSINESS ADMINISTRATION (SBA): Send "info copy" to the cognizant Commercial Market Representative (CMR) at the address provided by SBA. Call SBA Headquarters in Washington, DC at (202) 205-6475 for correct address if unknown.