

OU SMALL BUSINESS SUBCONTRACTING PLAN  
 Air Traffic Instructional Support Services  
 (Pursuant to AMS Guidance T3.6.1.A2.K and T3.6.1.A4.C)

CONTRACTOR NAME: The University of Oklahoma College of Continuing Education
ADDRESS: 1700 Asp Avenue, Norman, OK 73072
Solicitation or Contract Number: SIR DTFAAC-07-R-02167
Item/Service: Air Traffic Instructional Support Services (ATISS)
Total Amount or Contract (Including options): \$132,000,000
Period of Contract Performance (DAY, MO. & YR.): TBD

**1. TYPE OF PLAN**

√	1. <u>Individual Plan</u> (All elements developed specifically for this contract and applicable for the full term of this contract, including any option periods.)
	2. <u>Master Plan</u> (Goals developed for this contract; all other elements standard must be renewed every three years.)
	3. <u>Commercial Plan</u> (Contractor sells large quantities of off-the-shelf commodities to many Government agencies. Plans/goals negotiated by lead agency on a company-wide basis rather than for individual contracts. Plan effective only during the year for which it is approved. The contractor must provide a copy of the lead agency approval.)

**2. GOALS**

Separate dollar and percentage goals are expressed in terms of percentages of total subcontracting dollars, for the use of small business (SB), socially and economically disadvantaged businesses (SEDB/SDB), service disabled veteran-owned (SDVOSB), and women-owned small business (WOSB) concerns as subcontractors. All subcontracts are included that contribute to contract performance, and may include a proportionate share of services that are normally allocated as indirect costs. These goals apply to the basic and all option years of this contract. OU will work to achieve these goals in good faith. The exact dollar and percentages of items D, E, and F will be determined by competing the requirement within these categories of companies and selecting the most appropriate offer using the same evaluation criteria as contained within the FAA Solicitation DTFAAC-07-R-02167. This approach will significantly increase and enhance the opportunities for SB concerns.

- A. Total estimated dollar value and percent of planned subcontracting with small businesses (include socially and economically disadvantaged, service-disabled veteran-owned, and women-owned small business concerns):

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B. Total estimated dollar value and percent of planned subcontracting with large businesses (all business concerns classified as "other than small")

(% of paragraph C)      \$0                      and      0%

C. Total estimated dollar value of all planned subcontracting for an individual contract plan:

\$ (100 Percent):              \$13,329,400.00

D. Total estimated dollar value and percent of planned subcontracting with socially and economically disadvantaged small businesses:

(% of paragraph C)      \$10,663,520.00      and      8%

E. Total estimated dollar value and percent of planned subcontracting with service-disabled veteran-owned small businesses:

(% of paragraph C)      \$1,332,940.00      and      1%

F. Total estimated dollar value and percent of planned subcontracting with women-owned small businesses:

(% of paragraph C)      \$1,332,950.00      and      1%

(For FAA use Only)    ( ) Included                      ( ) Not Included                      ( ) Incomplete

**3. DESCRIPTION OF SERVICES TO BE SUBCONTRACTED**

Below is a description of all the services to be subcontracted under this contract, and the programmed types of businesses providing these services. The exact classification(s) of small business(es) for Terminal Radar Instruction, Task 12, will be determined by competing the requirement in accordance with The University of Oklahoma procurement regulations using guidance from the FAA Small Business Office and the level of interest indicated by respondents.

Product/Service	Other-than-Small Business	SB	SEDB/SDB	WOSB	Service Disabled/VOSB
Terminal Radar Instruction, Task 12	None	√	√	√	√
Help Desk for CBI/TRAX and SIGNAL Support	None				√
Support in Training Materials Coordinator	None		√		

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Product/Service	Other-than-Small Business	SB	SEDB/SDB	WOSB	Service Disabled/VOSB
Travel	None			√	

(For FAA use Only)     Included                       Not Included                       Incomplete

A. A description of the method used to develop the subcontracting goals:  
 The University of Oklahoma reviewed potential sub contracting opportunities within the subject solicitation and concluded that using suggested FAA percentages were appropriate and that these goals have a high probability of being achieved. In competing sub contracting opportunities while adhering to The University of Oklahoma procurement policies every attempt will be made to reach and sustain the goal of: 10% for SB/SEDB/SDB, SDVOSB, and WOSB organizations.

(For FAA use Only)     Included                       Not Included                       Incomplete

B. A description of the method used to identify potential SOURCES for solicitation purposes (e.g., whether you used existing company source lists, the Central Contractor Registry ((CCR)) of the Small Business Administration (SBA), veterans service organizations, the National Minority Purchasing Council Vendor Information Service, the Research and Information Division of the Minority Business Development Agency in the Department of Commerce, or small, disadvantaged, and women-owned small business trade associations.  
 A: firm may rely on the information contained in CCR at <http://www.ccr.gov>, and source net <http://www.sbo.faa.gov> as an accurate representation of a concern size and ownership characteristics for the purposes of maintaining a small, socially and economically disadvantaged, service-disabled veteran-owned, and women-owned small business source list. Use of CCR and source net as its source list does not relieve a firm of its responsibilities (e.g., outreach, assistance, counseling, and publicizing subcontracting opportunities) in this clause. (Attach additional sheets if necessary)

Source lists The University of Oklahoma utilizes in developing the goals for individual sub contracts include:

- (1) The Department of Defense Central Contractor Registration (CCR) that includes the former PRO-Net database from the U.S. Small Business Administration ([www.ccr.gov](http://www.ccr.gov))
- (2) Outreach business and personal contacts (see [www.occe.ou.edu](http://www.occe.ou.edu)) through their Center for Business and Economic Development, American Indian Institute, National Center for Disability Education and Training, Senior Adult Programs, Center for Public Management, Infopoverty Institute, Southwest Center for Human Relations Studies, Public Service Institute, Region VII Comprehensive Center, Southwest Prevention Center, Workforce Oklahoma Training Institute, Training and Research Center, and

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personal contact of the many Outreach professionals that work in and serve as participants in these programs

- (3) Routine contacts with historically black colleges and universities and minority institutions as part of The University of Oklahoma's educational relationships/programs.
- (4) National, state, and local departments of labor and commerce
- (5) National, state, and local business organizations and associations.

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(For FAA Use Only)    Included                       Not Included                       Incomplete

C. Indirect costs have \_\_\_\_\_ have not  been included in the dollar and percentage subcontracting goals stated above. (Check one.)

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(For FAA use Only)    Included                       Not Included                       Incomplete

#### 4. PROGRAM ADMINSTRATOR

The following personnel will administer the University's subcontracting program for this contract:

Name: C Haley-Seikel  
Title: OU Project Manager, FAA/ATC Department Outreach  
Address: OU/CCE, 1700 ASP Avenue, Norman, OK. 73072  
Telephone No: (405) 954-6857 Fax No: (405) 954-4492  
E-Mail Address: [chaley@ou.edu](mailto:chaley@ou.edu)

Name: James Hamm  
Title: OU Alternate Project Manager, FAA/ATC Department Outreach  
Address: OU/CCE, 1700 ASP Avenue, Norman, OK. 73072  
Telephone No: (405) 954-4267 Fax No: (405) 954-4492  
E-Mail Address: [jimhamm@ou.edu](mailto:jimhamm@ou.edu)

Duties: Has general overall responsibility for the University's subcontracting program, i.e., developing, preparing, and executing individual subcontracting plans and monitoring performance relative to the requirements of this particular plan. These duties include, but are not limited to, the following activities:

- A. Developing and promoting company-wide policy initiatives that demonstrate the company's support for awarding contracts and subcontracts to small, socially and economically disadvantaged, service-disabled veteran-owned, and women-owned businesses; and assure that these small businesses are included on the source lists for solicitations for services they are capable of providing;

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- B. Developing and maintaining bidder's lists of small, socially and economically disadvantaged, service-disabled veteran-owned, and women-owned small businesses concerns from all possible sources;
- C. Ensuring periodic rotation of potential subcontractors on bidders lists;
- D. Ensuring that procurement "packages" are designed to permit the maximum possible participation of small, socially and economically disadvantaged, service-disabled veteran-owned, and women-owned small business;
- E. Make arrangements for the utilization of various sources for the identification of small, socially and economically disadvantaged, service-disabled veteran-owned, and women-owned small businesses such as the Central Contractor Registration (CCR), FAA source-net, and the National Minority Purchasing Council Vendor Information Service, the Office of Minority Business Data Center in the Department of Commerce, the facilities of local small business, minority associations, and contact with federal agencies' Small Business Specialists; and posting notices of sources sought on SBA's SUB-Net;
- F. Overseeing the establishment and maintenance of contract and subcontract award records;
- G. Attending or arranging for the attendance of company counselors at Business Opportunity Workshops, Minority Business Enterprise Seminars, Trade Fairs, Procurement Conferences, etc;
- H. Ensure that small, socially and economically disadvantage, service-disabled veteran-owned, and women-owned small businesses concerns are made aware of subcontracting opportunities and how to prepare responsive bids to the company;
- I. Conducting or arranging for the conduct of training for purchasing personnel regarding the intent and impact of those on purchasing procedures;
- J. Monitoring the company's performance and making any adjustments necessary to achieve the subcontract plan goals;
- K. Preparing, and submitting timely, required subcontract reports;
- L. Coordinating the company's activities during the conduct of compliance reviews by federal agencies;
- M. Providing technical assistance; e.g., engineering, quality control, and managerial assistance to small, socially and economically disadvantaged, service-disabled veteran-owned small, and women-owned small businesses;
- N. Other duties: None

(For FAA Use Only)            ( ) Included            ( ) Not Included            ( ) Incomplete

## 5. EQUITABLE OPPORTUNITY

The University of Oklahoma will compete sub contracting requirements under this contract exceeding \$500,000 as small business set asides to ensure that small, socially and economically disadvantaged (SEDB/SDB), service-disabled veteran-owned (SDVOSB), and women-owned small business (WOSB) concerns will have an equitable opportunity to compete for subcontracts. When adequate competition can be anticipated The University of Oklahoma will further restrict competition to SEDB/SDB, SDVOSB, and WOSB. These efforts include, but are not limited to, the following activities:

A. Advertising sub contracting opportunities by posting them on The University of Oklahoma web site per University policy and making specific organizations aware of the opportunity. These activities include but are not limited to:

- Contacting minority, women's and small business trade associations;
- Contacting business development organizations;
- Attending small, veteran's, minority, and women's business procurement conferences and trade fairs;
- Requesting sources from the Small Business Administration (SBA), CCR, and source-net.
- Utilizing newspaper and magazine ads to encourage new sources.

B. Internal efforts to guide and encourage purchasing personnel:

- Presenting workshops, seminars, and training programs;
- Establishing, maintaining, and using small, socially and economically, service-disabled veteran owned, and women-owned business source lists, guides, and other data for soliciting subcontracts; and
- Monitoring activities to evaluate compliance with the subcontracting plan.

C. Additional efforts (Attach additional sheets if necessary): The University of Oklahoma will seek guidance from the FAA Small Business Office in other appropriate ways the sub contracting opportunities might be advertised.

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## 6. FLOW-DOWN CLAUSE

The University of Oklahoma agrees to include the provisions under AMS, "Utilization of Small Business Concerns," in all subcontracts that offer further subcontracting opportunities. All subcontractors, except small business concerns, that receive subcontracts in excess of \$550,000 (\$1,000,000 for construction) must adopt and comply with a plan similar to the plan required by AMS guidance and contract clause 3.6.1-4 "Small, Small Disadvantaged and women-owned and service-disabled veteran-owned Small Business Concerns."

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(For FAA Use Only)  Included  Not Included  Incomplete

## 7. REPORTING AND COOPERATION

A. The University of Oklahoma gives assurance of:

- (1) Cooperation in any studies or surveys that may be required;
- (2) Submission of periodic reports, which show compliance with the subcontracting plan;
- (3) Submission of Subcontracting Report for Individual Contract and Summary Subcontract Reports in accordance with the instructions on the forms; and
- (4) Ensuring that large business subcontractors with subcontracting plans agree to submit Subcontracting Report for Individual Contracts and Summary Subcontract Reports.

B. Reporting Period Report Due Dates:

Period ending March 31st (cumulative from the inception of the contract), Subcontracting Report (SF-294) for Individual Contracts: April 30th

Period ending September 31st (cumulative from the inception of the contract), Subcontracting Report, SF-294, for Individual Contracts: October 30th

October 1st - September 30th, Summary Subcontract Reports (SF-295): October 30th (for contracts with all agencies, except for contractors with commercial plans whose fiscal year is different from the government's fiscal year.

C. Addresses

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Contractors using the Electronic Subcontract Reporting System (eSRS) do not normally need to mail paper reports to the Government. However, contractors with subcontracting plans for task and deliver orders may need to submit paper SF-294s (Subcontracting Report for Individual Contract) until the eSRS is upgraded to provide this functionality.

- (1) Subcontracting Report, SF-294, will be utilized for semi-annual reporting
- (2) Summary Subcontract Reports, SF-295, will be used for annual reporting

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(For FAA Use Only)             Included             Not Included             Incomplete

## 8. RECORDKEEPING

The following is a recitation of the type of records the contractor will maintain to demonstrate the procedures adopted to comply with the requirements and goals in the subcontracting plan. These records will include, but not be limited to, the following:

- A. If the prime contractor is not using CCR as its source for small, socially and economically disadvantaged, service-disabled veteran-owned, and women-owned small businesses concerns, list the names of guides and other data identifying such vendors;
- B. Organizations contacted in an attempt to locate small, socially and economically disadvantaged, service-disabled veteran-owned, and women-owned small businesses sources;
- C. On a contract-by-contract basis, records on each subcontract solicitation resulting in an award of more than \$100,000 indicating:
  - (1) whether small business concerns were solicited, and if not, why not;
  - (2) whether socially and economically disadvantage small business concerns were solicited, and if not, why not;
  - (3) whether service-disabled veteran-owned small business concerns were solicited, and if not, why not;
  - (4) whether women-owned small business concerns were solicited, and if not, why not; and
  - (5) if applicable, the reason that the award was not made to a small business concern;
- D. Records to support other outreach efforts, e.g., trade associations, business development organizations; conferences and trade fairs to locate small, socially and economically disadvantaged, women-owned small businesses sources; and veteran service organizations;

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- E. Records to support internal guidance and encouragement provided to buyers through  
(1) Workshops, seminars, training programs, incentive awards, and  
(2) Monitoring of activities to evaluate compliance; and;
- F. On a contract-by-contract basis, records to support subcontract award data including the name, address, and business size of each subcontractor. (This item is not required on a contract by-contract basis for company or division-wide commercial plans.);
- G. Additional records: None

This subcontracting plan was submitted for review by:

Signature: \_\_\_\_\_

*Richard W. Little*

Typed Name: Richard W. Little

Title: Associate Vice President, University of Oklahoma Outreach

Date Submitted: June 15, 2007

Phone Number: (405) 325-1931

Facsimile Number: (405) 325-7643