



Tuesday Tips is a new outreach effort by OGCA. The idea behind *Tuesday Tips* is to convey tips, tricks and other helpful information around the area of research administration. Our goal is to post on (almost every) Tuesdays. If there is something you would like to see covered on *Tuesday Tips*, email: UAF-GCReATE@alaska.edu. For more Tips visit the [OGCA website](#).

Small Business Subcontracting Plans

The University of Alaska Fairbanks (UAF) is committed to providing enhanced opportunities for small business concerns to participate in the economic opportunities arising from the University's business activities. In addition, UAF has accepted a number of federal government contracts with provisions requiring small business subcontracting plans, or similar requirements for documenting affirmative steps taken to utilize minority business enterprises. Procurement and Contract Services (PCS) is responsible for this action under Federal Contracts; the Office Grants and Contracts Administration (OGCA) is the liaison between the department and PCS.

A small business subcontracting plan is required on federal contracts that are expected to total an estimated cost of \$700,000 or above for the entire period of performance. A small business subcontracting plan is also required of any subrecipient whose total dollar subcontract amount is expected to exceed total costs of \$700,000 for the entire period of performance.

Any non-personnel (non-salaried) supplies or services required for performance of the contract are legitimate expenses to consider for a subcontracting plan. The principal products/services subject to the purposes of a small business subcontracting plan include direct costs such as: lab supplies, lab equipment, travel, printing, and livery services that may be sponsored by the contract. Any work included in your budget which will be formally subcontracted (i.e., a portion of the scope of work is contracted out to a subrecipient via a subcontract) to another entity, may also be included in the plan to use a small business.

A sample form for a small business subcontracting plan is usually incorporated as an attachment link to a federal contract solicitation (RFP).

A small business subcontracting plan is generally required to be submitted with the proposal, usually as part of the Business Proposal - it is subject to negotiation during the negotiation phase of a proposal. Federal agencies have established subcontracting goals and generally include them with each RFP; the goals are also often set out in the sample form for a subcontracting plan. At the time of the proposal, it is generally sufficient to prepare the subcontracting plan for the total cost of a multi-year proposal.

For additional information on the process regarding small business subcontracting plans, see: https://uaf.edu/ogca/lifecycle/3-develop/small_business_subcontracting.php