

Small Business Subcontracting Plan Preparation Instructions

1. If the contract proposal requires the submission of a Small Business Subcontracting plan, the PI or his/her designee will complete the [Small Business Subcontracting Exclusion Outline](#).
2. The Exclusion Outline should be forward to Purchasing Manager (claudiac@uw.edu).
3. A minimum of 7 business days is needed from submittal of the exclusion outline until a final plan is ready.
4. Purchasing Manager or designee will review the Outline and identify potential certified small business concerns able to provide the goods and services listed on the budget. Sources of suppliers include [Dynamic Small Business Search](#) or [Procurement Services Contracts Listing](#).
5. Department PI or designee will review suggested businesses and determine whether the suppliers can fulfill the project needs.
6. Department PI or designee will return an estimate of spend with identified small business concerns based on the budget in each category.
7. Purchasing Manager or designee will prepare a plan based on information provided by department and will forward to PI or designee for approval.
8. Department PI or designee will notify Purchasing Manager or designee when they approve the plan and the Procurement Manager will review and sign the plan.
9. Purchasing Manager will sign the plan and send the original to the Department and the appropriate Office of Sponsored Programs (OSP) Administrator to send to sponsor
10. On a monthly basis, Purchasing Manager or designee will access the OSP SPAERC database to review the award information in order to obtain budget information for awarded contracts.
11. Purchasing Manager or designee will complete the Standard Forms 294 (Subcontracting Report for Individual Contracts) and 295 (Summary Subcontract Report) for the awarding agency as required to meet the contract requirement.
12. Purchasing Manager or designee will provide PI or designee a copy of 294 reports.
13. Purchasing Manager or designee will provide information to PI or designee regarding new small business suppliers and act as a resource to help PI achieve small business goals.

Questions regarding new or existing Plans and reporting requirements under those Plans should direct their questions to the Procurement Manager within [Procurement Services](#).

Review [GIM 7](#) for more information.

Revised 09-04-2015