

**PART III – List of Documents,  
Exhibits and Other Attachments**

**Section J**

**Appendix C**

**Subcontracting Plan for Socioeconomic Programs**

**Pacific Northwest National Laboratory  
Subcontracting Plan  
Fiscal Year 2018**

**Socioeconomic Programs**

Battelle's policy pledges a strong commitment to involving small and socioeconomically disadvantaged business concerns in the operation of the Pacific Northwest National Laboratory. Battelle supports the socioeconomic objectives of the U.S. Government and recognizes that diversity in subcontracting provides a vital link to the local community, strengthens the economy, and represents best business practices.

In keeping with the above policy, Battelle and the U.S. Department of Energy (DOE) have established the following Subcontracting Plan (this Plan). This Plan shall remain in effect from October 1, 2018, for the entire Contract period associated with this Contract.

**I. Goals**

- A. Based on an estimated annual fiscal year budget of \$906,000,000 and an adjusted procurement volume of \$271,500,000, and small business subcontracting base of \$217,200,000, Battelle's goals for Fiscal Year 2018 are to –
  - 1. Award 42 percent to Small Business concerns, estimated at \$91,224,000.
  - 2. Award 5 percent to Small Disadvantaged Business concerns, estimated at \$10,860,000.
  - 3. Award 5 percent to Women-Owned Small Business concerns, estimated at \$10,860,000.
  - 4. Award 3 percent to HUBZone Small Business concerns, estimated at \$6,516,000.
  - 5. Award 3 percent to Service-Disabled Veteran-Owned Small Business concerns, estimated at \$6,516,000.
- B. Goals must be realistic to present the proper challenge to staff who are ultimately responsible for goal achievement. The percentage goals in A. above, based on past performance and future projections, will present such a challenge.
- C. These goals are accumulated based on subcontracts and purchase orders placed and do not include other indirect costs. They will include all dollars awarded under Contract DE-AC05-76RL01830 with the exception of those dollars awarded to federal agencies (i.e. NASA, NOAA), other Battelle Inter-laboratory Authorizations or to other Battelle-owned entities, building leases, and to firms outside the U.S.A. Other minor exclusions apply including payment to GSA for vehicle leases, travel costs for non-PNNL staff and society memberships.
- D. The principal products and services to be obtained in support of this Plan are those generally associated with an extremely diverse research and development environment. The business concerns in this Plan will generally supply a major portion of the goods and services listed in Table A.

**TABLE A**

<b>Subcontracted Effort</b>	<b>SB</b>	<b>SDB</b>	<b>WOSB</b>	<b>HUB Zone</b>	<b>SDVO</b>
Electrical material and supplies	x	x	x	x	
Pumps, gauges and valves	x			x	
Computer equipment and supplies	x	x	x	x	x
Tooling	x				
Aluminum and other metals	x				
Laboratory supplies	x	x	x		
Reproduction supplies	x	x	x		
Office supplies	x	x	x		
Chemicals	x	x	x		
Tools of all types	x				
Electrical equipment and parts	x				
Construction services and materials	x	x	x		
Custodial equipment and supplies	x				
Fuels and lubricants	x				
Plastic products	x	x		x	
Industrial hardware	x	x			x
Translating Services	x		x		x
Technical support	x		x		

**II. Battelle Subcontracting Plan Administrator**

Battelle’s Small Business Program Manager, Brianna Yi, is responsible to the PNNL Acquisitions Management & Operations Program Manager and will administer this Subcontracting Plan. Any change in the name of the Small Business Program Manager will be communicated without delay to the Contracting Officer. Responsibilities of the Small Business Program Manager include:

- Serve as Battelle's interface with small and socioeconomically-disadvantaged businesses.
- Maintain and keep current listings of small and socioeconomically-disadvantaged businesses.
- Participate as Battelle representative in small business trade fairs, specifically directed toward offering opportunities for participants to do business with Battelle.
- Attend DOE-sponsored Small Business Program Manager Meetings and participate in the annual DOE Small Business Conference.
- Participate in trade associations, business development organizations, and conferences to locate and identify small and socioeconomically-disadvantaged business sources.
- Counsel and discuss subcontracting opportunities with potential small and socioeconomically-disadvantaged business firms and arrange appropriate assistance to these firms as required and practicable.
- Provide statistics to Battelle management on progress toward established goals and recognition of significant Contract Specialist performance in this area.
- Hold periodic training and other meetings with the appropriate acquisition staff on the Socioeconomic Programs.
- Conduct periodic meetings and otherwise communicate with Battelle organizational components covering Battelle's Socioeconomic Programs.

- Support Small Business Administration (SBA) activities as requested.

### **III. Administration of Battelle's Subcontracting Plan**

Battelle staff is committed to offering a fair and equitable opportunity for small and socioeconomically disadvantaged business concerns, to compete for the goods and services required to support our ongoing research.

Battelle responds either verbally or in writing to each request received from firms that desire an opportunity to compete for purchase order/subcontract business.

A computerized listing of small and socioeconomically-disadvantaged business concerns is maintained by the Small Business Program Manager.

The Small Business Program Manager may participate in the screening of purchase requisitions and may add suggested small and socioeconomically-disadvantaged businesses as potential sources for Contracts Specialist consideration.

Staff members are encouraged to use the Small Business Dynamic Search database established and maintained by the SBA for locating small and socioeconomically-disadvantaged businesses.

Staff will post all written, competitive solicitations >\$100,000 on PNNL's website to maximize exposure to small and socioeconomically-disadvantaged businesses, unless the acquisition is for: 1. work performed, or delivery will occur, in a foreign country, or 2. work performed under a classified or "Confidential Foreign Government Information – Modified Handling Authorized (C/FGI-MOD)" projects. When appropriate, procurements may be synopsisized in the Federal Business Opportunities (FedBizOpps) in an effort to locate additional qualified small and socioeconomically-disadvantaged business concerns for participation.

### **IV. Flow-Down Requirements to Battelle's Subcontractors**

Each purchase order/subcontract action exceeding \$150,000 placed in furtherance of Prime Contract DE-AC06-76RL01830 will include the clause: "Utilization of Small Business Concerns."

Lower-Tier Subcontracting Plans from large business concerns are each reviewed and approved by Battelle's Small Business Program Manager. Contact is established with the Lower-Tier Subcontractors Plan Administrator to offer assistance in identifying potential small and socioeconomically-disadvantaged sources and establish semi-annual reporting requirements.

Battelle's Procurement Policies Manual contains instructions to staff to include in all solicitations for negotiated procurements exceeding \$700,000 (\$1,500,000 for construction) and which will offer subcontracting opportunities, the requirement to develop and adopt a Small Business Subcontracting Plan as required by Battelle's operating contract.

### **V. Periodic Reporting and Cooperating with DOE and SBA**

Battelle will submit such periodic reports, as may be required by DOE or the SBA, in order to determine the extent of compliance with this Subcontracting Plan.

Battelle will cooperate in any studies or surveys conducted by DOE or SBA, by furnishing requested available statistical data.

Battelle will submit the Individual Subcontracting Report (ISR) and Summary Subcontract Report (SSR) in accordance with the instructions provided by DOE and the Electronic Subcontracting Reporting System. Further, Battelle will ensure that its subcontractors agree to electronically submit their ISR and SSR.

## **VI. Maintaining Records**

Computerized reports are used to track progress toward achievement of goals. These reports are used to prepare monthly and quarterly reports (more frequent if requested) summarizing activity and progress related to compliance with the Subcontracting Plan.

In support of this Plan, Battelle will maintain the following records:

- Source lists (*e.g.*, Dynamic Small Business Search, VetBiz Search, etc.), guides and other data that identify small and socioeconomically-disadvantaged business concerns
- Organizations contacted to locate small and socioeconomically-disadvantaged business concerns.
- Records on each competitive, domestic solicitation resulting in an award of more than \$150,000, indicating whether small and socioeconomically-disadvantaged businesses were solicited and, if not, why not, and, if applicable, the reason award was not made to a small business concern.
- Records of any outreach efforts and contacts with trade associations, business development organizations, and conferences and trade fairs to locate small and socioeconomically-disadvantaged sources.
- Records of internal guidance and encouragement provided to buyers through (1) workshops, seminars, training, etc., and (2) monitoring performance to evaluate compliance with the program's requirements.
- On a contract-by-contract basis, records to support award data submitted by the offeror to Battelle, including the name, address, and business size of each subcontractor.