PHASE I: CONTRACT FORMATION

Activity 23: Subcontracting Requirements

Establish Subcontracting Requirements
- Determine whether to incorporate a requirement for a small business subcontracting plan in the solicitation and resulting contract.
- Determine whether to incorporate a requirement for the use of Indian organizations and Indian-owned economic enterprises as subcontractors.
- Determine whether to incorporate a make-or-buy program requirement in the solicitation and resulting contract.
- Determine whether to establish a monetary incentive for exceeding small business subcontracting goals.
- Prepare a solicitation provision.

Evaluate Subcontracting Plans
- Obtain the small business subcontracting plan from the offeror.
- Notify the Small Business Administration (SBA) Resident Procurement Center Representative of the opportunity to review the proposed contract, subcontracting plan, and supporting documentation.
- With assistance from the SBA Resident Procurement Center Representative and/or the Small Business Specialists, conduct fact-finding on the subcontracting plan.
- With assistance from the SBA Resident Procurement Center Representative and/or the Small Business Specialists, determine whether the plan is adequate.
- Advise the contractor of any inadequacies in the subcontracting plan.
- Consider the subcontracting plan in making award decisions.

Make-Or-Buy Programs
- Prepare a prenegotiation position on the proposed make-or-buy program.
- Negotiate an agreement on the make-or-buy program.
- Determine whether to incorporate an agreement on a make-or-buy program in the resultant contract.

Establish Subcontracting Requirements
- Evaluate Subcontracting Plans
- Make-Or-Buy Programs