



VOLUME 4 (of 5)

SMALL BUSINESS GOALS AND SUBCONTRACTING PLAN

9 September 2010

**QINETIQ NORTH AMERICA, INC.
TECHNOLOGY SOLUTIONS GROUP
350 Second Avenue, Waltham, MA 02451**

**PRODUCTION OF THE INDIVIDUAL GUNFIRE DETECTION SYSTEM
RFP SOLICITATION NUMBER: W91CRB-10-R-0046
(including amendments 0001, 0002, 0003, 0004, 0005, and 0006)**

Submitted to
U.S. ARMY RDECOM Contracting Center
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Period of performance: 36 months.
This proposal is valid for 180 days from date of submission.
DUNS: 829007504

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CONTENTS

1 SUMMARY.....1

2 SMALL BUSINESS PARTICIPATION PLAN.....1

3 SMALL BUSINESS SUBCONTRACTING PLAN.....1

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1 Summary

This Volume contains a Small business Participation Plan and Small Business Subcontracting Plan per Section L.6.d and Section M.2.1.7 of Amendment 0002 of W91CRB-10-R-0046.

2 Small Business Participation Plan

QinetiQ North America, Inc. Technology Solutions Group (QNA TSG) will be in full compliance with FAR 52.219-8 "Utilization of Small Business Concerns." QNA TSG maintains an internal policy which states that small business concerns, veteran-owned small business concerns, service-disabled veteran owned small business concerns, HUBZone small business concerns, small disadvantaged business concerns, and women-owned small business concerns have the maximum practicable opportunity to participate in performing as vendors on all of our contracts.

3 Small Business Subcontracting Plan

QNA TSG is committed to partnering with the small business community to the maximum extent possible. The predecessor companies: Foster-Miller Inc, and Planning Systems, Inc., were successful small businesses for over 46 years. QNA TSG has initiated Small Business (SB) outreach efforts for this technical effort.

QNA TSG intends to build upon our multiple successful small business and consultant partnerships to support and foster the SB program policies of the Federal Government, through the implementation of Public Law 95-507 and FAR Part 19.7, as well as the Small Disadvantaged Business (SDB) program policies of Public Law 99-661, Section 1207. This Individual Subcontracting Plan has been developed specifically for this program. We commit to incorporate and maximize small business firms as integral parts of our management approach to the maximum extent practicable.

The following, together with any attachments, is prepared and provided in accordance with the Subcontracting Plan guidelines (ref: FAR Parts 19.7; 52.219-9) and CFR Title 48, Chapter 18, Subpart 1819.7, The Small Business Subcontracting Program.

The following percentage goals and total dollars are applicable to the contract cited above (52.219-9 (d) 1. and (d) 2).

	Distribution of Subcontracts	Total Dollars	Percentage of Subcontracted Dollars
1	Total Dollars to be Subcontracted	(b)	(4)
1a	To Large Business		

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1b	Total Small Business	(b) (4)
1b(1)	To Small Disadvantaged	
1b(2)	To Small Woman-Owned	
1b(3)	To HUBZone	
1b(4)	To Small Veteran-Owned	
1b(5)	To Small Service Disabled Veteran-Owned	

The following principal products and/or services will be subcontracted under this contract (52.219-9 (d) 3):

Distribution of Subcontracts	Principal Types of Supplies and Services to be Subcontracted
Total Small Business	(b) (4)
To Small Disadvantaged	
To Small Woman-Owned	
To HUBZone	
To Small Veteran-Owned	
To Small Service-Disabled Veteran-Owned	

QNA TSG will work closely with the ARMY Office of Small and Disadvantaged Businesses, the local SBA office, Procurement Technical Assistance Centers, and the Veterans Administration to identify additional firms to include Service-Disabled Veteran-Owned Businesses (SDVOBs) in order to identify potential small, disadvantaged, small women-owned, HUBZone, small veteran-owned and small service disabled veteran-owned firms to provide services and/or products on this program. The QNA TSG Supply Chain Manager and Small Business Liaison Officer attend the Northeast Region Small Business Council training, Matchmaker, and Council meetings on a regular basis. At a recent conference, several potential new suppliers were identified. Already eight have been screened and four site visits have been completed. Three of those suppliers are being used on various programs. QNA TSG will continue its commitment to the Northeast Regional Council Matchmakers sessions to expand our outreach to small businesses. Our website has been updated with a *Small and Diverse Business Friendly* link to encourage more small and diverse companies to submit information about their firms.

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QNA TSG has performed an extensive review of potential vendors for the manufacture of the products offered in response to the IGDS Solicitation. The analysis indicates that to maintain quality, cost and schedule, the Plan as defined above offers the best value to the Government. QNA TSG will continue its outreach efforts for this work.

The following method was used to develop the above subcontracting goals (52.219-9 (d) 4).

Consistent with the Small Business Administration's Guidance on Goal Setting under Procurement Preference Programs and statutes creating Contractor Goals (i.e. PL 105-135, PL99-661, etc.), QNA TSG identified elements to be subcontracted to specialized small firms and individuals during the development of our Proposal. While many of these firms are firms with whom we have developed research partnerships, we also initiated outreach efforts to identify additional small business firms to support our efforts on this program.

QNA TSG used the following methods to identify potential sources (52.219-9 (d) 5):

- QNA TSG current source lists;
- Participation at DOD Matchmaker events;
- ARMY current SBIR participants; and
- U.S Department of Veteran Affairs, business registry (<http://vip.vetbiz.gov/search/default.asp>)

Indirect and overhead costs have not been included in the goals specified above. (52.219-9 (d) 6)

The following QNA TSG employee will administer the subcontracting program (52.219-9 (d) 7):

Name: [REDACTED] (b) (6)
Address & Telephone: 350 Second Avenue, Waltham, MA 02451 [REDACTED] (b) (6)

The administrator is responsible for:

- Developing, preparing and executing of the individual subcontracting plan using the Electronic Subcontracting Reporting System (eSRS),
- Monitoring the performance relative to contractual subcontracting requirements contained in the plan, and
- Reviewing the progress toward subcontracting goals to ensure program effectiveness on this contract.

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The following efforts will be taken to assure that small business concerns have an equitable opportunity to compete for subcontracts (52.219-9 (d) 8).

- (i) Outreach efforts to broaden our vendor selections, including contacts with business development organizations such as Procurement Technical Assistance Centers (PTAC) and Small Business Development Centers (SBDC)
- (ii) Maintain, utilize and rotate, as necessary, SB and SDB concern source lists, guides and other data identifying SB concerns when soliciting subcontracts
- (iii) Providing solicitations which allow maximum practicable participation by SB concerns
- (iv) Counsel and discuss subcontracting opportunities with SB concerns
- (v) Provide notice to all subcontractors concerning penalties and remedies for misrepresentations of business status for the purpose of obtaining a subcontract

The clause entitled "Utilization of Small Business Concerns and Small Business Concerns Owned and Controlled by Socially and Economically Disadvantaged Business Concerns" will be included in all subcontracts which offer further subcontracting opportunities, and all subcontractors, except SB concerns, who receive subcontracts in excess of \$550,000 will be required to adopt and comply with subcontracting plan similar to this one. Once approved and implemented, plans will be monitored through the submission of periodic reports. (52.219-9 (d) 9).

QNA TSG agrees to submit such periodic reports and cooperate in any studies or surveys as may be required by the contracting agency or the Small Business Administration in order to determine the extent of compliance by QNA TSG with the subcontracting plan and with clause entitled "Utilization of Small Business Concerns and Small Disadvantaged Business Concerns" contained in the contract. As required by PL. 95-507, Section 211. QNA TSG shall Submit the Individual Subcontract Report (ISR), and the Summary Subcontract Report (SSR) using the Electronic Subcontracting Reporting System (eSRS) (<http://www.esrs.gov>), following the instructions in the eSRS; and ensure that its subcontractors with subcontracting plans agree to submit the ISR and/or the SSR using the eSRS.

QNA TSG will provide its prime contract number, its DUNS number, and the e-mail address of the Government or Contractor official responsible for acknowledging or rejecting the reports, to all first-tier subcontractors with subcontracting plans so they can enter this information into the eSRS when submitting their reports; and require that each subcontractor with a subcontracting plan provide the prime contract number, its own DUNS number, and the e-mail address of the Government or Contractor official responsible for acknowledging or rejecting the reports, to its subcontractors with subcontracting plans (52.219-9 (d) 10).

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QNA TSG agrees to maintain at least the following types of records to document compliance with this subcontracting plan (52.219-9 (d) 11):

- (i) Source lists (e.g., CCR), guides, and other data that identify small business, veteran-owned small business, service-disabled veteran-owned small business, HUBZone small business, small disadvantaged business, and women-owned small business concerns.
- (ii) Organizations contacted in an attempt to locate sources that are small business, veteran-owned small business, service-disabled veteran-owned small business, HUBZone small business, small disadvantaged business, or women-owned small business concerns.
- (iii) Records on each subcontract solicitation resulting in an award of more than \$100,000, indicating—
 - (A) Whether small business concerns were solicited and, if not, why not;
 - (B) Whether veteran-owned small business concerns were solicited and, if not, why not;
 - (C) Whether service-disabled veteran-owned small business concerns were solicited and, if not, why not;
 - (D) Whether HUBZone small business concerns were solicited and, if not, why not;
 - (E) Whether small disadvantaged business concerns were solicited and, if not, why not;
 - (F) Whether women-owned small business concerns were solicited and, if not, why not; and
 - (G) If applicable, the reason award was not made to a small business concern.
- (iv) Records of any outreach efforts to contact—
 - (A) Trade associations;
 - (B) Business development organizations;
 - (C) Conferences and trade fairs to locate small, HUBZone small, small disadvantaged, and women-owned small business sources; and
 - (D) Veterans service organizations.
- (v) Records of internal guidance and encouragement provided to buyers through—
 - (A) Workshops, seminars, training, etc.; and
 - (B) Monitoring performance to evaluate compliance with the program's requirements.

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- (vi) On a contract-by-contract basis, records to support award data submitted by the offeror to the Government, including the name, address, and business size of each subcontractor.

In order to effectively implement this plan to the extent consistent with efficient contract performance, QNA TSG will perform the following functions (52.219-9 (e):

- (1) Assist the various categories of small business by arranging solicitations, time for preparation of bids, quantities, specifications and delivery schedules so as to facilitate their participation.
- (2) Provide adequate and timely consideration of the potentialities of small firms in all make or buy decisions.
- (3) Counsel and discuss subcontracting opportunities with representatives of small firms.
- (4) Confirm that a subcontractor representing itself as a HUBZone small business concern is identified as a certified HUBZone small business concern by accessing the Central Contractor Registration (CCR) database or by contacting SBA.
- (5) Provide notice to subcontractors concerning penalties and remedies for misrepresentations of business status as small, veteran-owned small business, HUBZone small, small disadvantaged or women-owned small business for the purpose of obtaining a subcontract that is to be included as part or all of a goal contained in the Contractor's subcontracting plan.

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