



# SmallBiz Newsletter

March 2007

Vol. 4

## THE NEWSLETTER IS BACK!!!!!!



### What's going on?

We are finally live with a self-registration database for small businesses. Please refer small businesses to the following site:  
[www.bnl.gov/ppm/sbreg.asp](http://www.bnl.gov/ppm/sbreg.asp)

### Highlight of the Quarter:

#### Overview on "Types of Subcontracting Plans (SCP)"

##### An Individual Subcontracting Plan:

- is for an individual contract. It must contain the following eight (8) elements:

  1. Statement of the type of plan being used.
  2. Goals for use of the small business categories.
  3. Statement if indirect costs are or are not included.
  4. Program Administrator duties/responsibilities
  5. Equitable Opportunity
  6. Flow-Down Clauses
  7. Reporting & Cooperation
  8. Document Retention

- requires that Individual and Summary Subcontracting Reports be submitted.

See Sample Template of BNL's Individual SCP, given out at 2/28/07 Staff Meeting.

##### A Commercial Subcontracting Plan is:

- contains the above 8 elements.
- is for the entire company.
- is approved by first Federal agency awarding the company a contract requiring a subcontracting plan during the fiscal year.
- is submitted on a plant or division wide basis.
- should include 100% of indirect costs.
- requires that only a Summary Subcontracting Report be submitted annually.
- is effective for one year.
- is based on the contractors fiscal year.

##### A Master Subcontracting Plan

(Rarely used)

- contains all of the elements required in an Individual Subcontracting, except goals for the small business categories. As the company receives Government contracts requiring subcontracting plans; it simply develops specific goals for each plan.
- is submitted on a plant or division wide basis.
- must be approved by the first Federal agency awarding the company a contract requiring a subcontracting plan during the fiscal year, as with a Commercial Subcontracting Plan.
- is effective for three years, however, when incorporated into an individual plan, a master plan applies to that contract throughout the life of the contract.

### **Indirect costs**

Means any cost not directly identified with a single final cost objective, but identified with two or more final cost objectives or with at least one intermediate cost objective. i.e. travel, office supplies, janitorial supplies, see list below.

### **Indirect cost rate**

Means the percentage or dollar factor that expresses the ratio of indirect expense incurred in a given period to direct labor cost, manufacturing cost, or another appropriate base for the same period.

### **Examples of indirect costs, if they fit the above definition:**

Audio/Video  
Chemical  
Computer  
Electronic components  
Freight & Material Handling  
Hardware  
Janitorial/building supplies  
Laboratory supplies  
Landscaping  
Office furniture  
Office supplies  
Pharmaceuticals/Biologicals  
Photocopying  
Plumbing  
Pumps  
Raw materials  
Repairs  
Testing services  
Training services  
Travel

### **First Quarter FY07 Stats**

	<u>Goal</u>	<u>Actuals</u>
Small Business	41.30%	45.24%
SDB	6.30%	5.69%
WOB	5.80%	9.22%
HUBZone	2.20%	2.20%
SDVOB	1.30%	0.53%

The numbers are looking great but this is only the first quarter – so let's try to get the numbers up on SDB, HUB and SDVOB.

Faison Office Products – VC: 91637 (office supplies/toner/etc.) has lost their small business status. On 2/28/07, credit card holders were advised that they "... are no longer required to

purchase stationery items through E-Way." The following two SDVOB suppliers are now the recommended sources:

VC: 95613  
**ABM Federal Sales** www.abmfederal.com  
Christie Ogolini or Jane Alexander  
866 860-4281 OR 800-522-9226 ext 6224  
ogolinic@abmfederal.com OR Alexander@abmfederal.com

and

VC: 93242  
**Veterans Imaging Products, Inc.**  
Deena Luther  
866 602-8259  
deena@veteransimaging.com  
www.veteransimaging.com

**PLEASE CONSIDER USING SDB, HUB and SDVOB** small businesses in your upcoming procurements. If you need help finding sources – just ask me and I'll try to find some for you.

### **Interesting Stuff**

#### **Contractor Ethics Rule Is Proposed – FAR Case 2006-007.**

Federal contractors would be required to have an ethics code and training if it receives a contract worth more than \$5 million that has a performance period of 120 days or more. They would have to display in their workplace a poster advertising the contracting agency's fraud hotline. The same requirements would apply to subcontractors, but would not apply to commercial item contracts. Comments on the proposed rule are due by April 17, 2007.

Per Set-Aside Alert, Vol. 15, No. 4, dtd 2/23/2007

### **Tell Jill Corner**

Tell me what you would like to see in **YOUR** newsletter. What type of information will help you do your job better? I'll research it for you.

### **PPM Outstanding Highlight:**

I need your input. Tell me about any outstanding small business issue/procurement/action you have had in this quarter.

Any question's call me on x3173,  
Jill Clough-Johnston, SBLO