



6700A Rockledge Drive, Suite 300  
Bethesda, MD 20817

**Small Business Subcontracting Plan**

Individual Plan Type

Prepared October 15, 2014

for

Alliant Contract GS00Q9BGD0058

Technical Services/Supplies

Contract Option Years 5 - 9

**I. GOALS (percentage and dollars)**

A. Estimated dollar value of all planned subcontracting, *i.e.*, to all types of business concerns under this contract is:

InfoZen, Inc. (InfoZen) estimates that it will receive \$25,000,000 per year in Task Orders. Of this estimated value, 75% will be available for subcontracting, and 40% of the estimated value will be subcontracted out. This provides for an estimated \$7,500,000 per year in total subcontracting dollars.

Estimated Dollar Value of All Planned Subcontracting				
5 <sup>th</sup> Option	6 <sup>th</sup> Option	7 <sup>th</sup> Option	8 <sup>th</sup> Option	9 <sup>th</sup> Option
\$7.5M	\$7.5M	\$7.5M	\$7.5M	\$7.5M
100%	100%	100%	100%	100%

B. Estimated dollar value and percentage of total planned subcontracting to large business concerns (all business concerns classified as other than small):

Subcontracting to Large Business Concerns				
5 <sup>th</sup> Option	6 <sup>th</sup> Option	7 <sup>th</sup> Option	8 <sup>th</sup> Option	9 <sup>th</sup> Option
\$3.3750M	\$3.3750M	\$3.3750M	\$3.3750M	\$3.3750M
45%	45%	45%	45%	45%

C. Estimated dollar value and percentage of total planned subcontracting to small business concerns is: (Includes HUB-Zone, Small, Small Disadvantaged, Women-owned Small, Veteran-Owned Small, and Service-Disabled Veteran-Owned Small Business)

Subcontracting to Small Business Concerns				
5 <sup>th</sup> Option	6 <sup>th</sup> Option	7 <sup>th</sup> Option	8 <sup>th</sup> Option	9 <sup>th</sup> Option
\$4.125M	\$4.125M	\$4.125M	\$4.125M	\$4.125M
55%	55%	55%	55%	55%

D. Estimated dollar value and percentage of total planned subcontracting to HUBZone small business concerns is:

Subcontracting to HUBZone Small Business Concerns				
5 <sup>th</sup> Option	6 <sup>th</sup> Option	7 <sup>th</sup> Option	8 <sup>th</sup> Option	9 <sup>th</sup> Option
\$225K	\$225K	\$225K	\$225K	\$225K
3%	3%	3%	3%	3%

E. Estimated dollar value and percentage of total planned subcontracting to small disadvantaged business concerns is:

Subcontracting to Small Disadvantaged Business Concerns				
5 <sup>th</sup> Option	6 <sup>th</sup> Option	7 <sup>th</sup> Option	8 <sup>th</sup> Option	9 <sup>th</sup> Option
\$525K	\$525K	\$525K	\$525K	\$525K
7%	7%	7%	7%	7%

F. Estimated dollar value and percentage of total planned subcontracting to women-owned small business concerns is:

Subcontracting to Women-Owned Small Business Concerns				
5 <sup>th</sup> Option	6 <sup>th</sup> Option	7 <sup>th</sup> Option	8 <sup>th</sup> Option	9 <sup>th</sup> Option
\$450K	\$450K	\$450K	\$450K	\$450K
6%	6%	6%	6%	6%

G. Estimated dollar value and percentage of total planned subcontracting to veteran-owned small business concerns is:

Subcontracting to Veteran-Owned Small Business Concerns				
5 <sup>th</sup> Option	6 <sup>th</sup> Option	7 <sup>th</sup> Option	8 <sup>th</sup> Option	9 <sup>th</sup> Option
\$375K	\$375K	\$375K	\$375K	\$375K
5%	5%	5%	5%	5%

H. Estimated dollar value and percentage of total planned subcontracting service-disabled veteran-owned small business concerns is:

Subcontracting to Service-Disabled Veteran-Owned Small Business Concerns				
5 <sup>th</sup> Option	6 <sup>th</sup> Option	7 <sup>th</sup> Option	8 <sup>th</sup> Option	9 <sup>th</sup> Option
\$375K	\$375K	\$375K	\$375K	\$375K
5%	5%	5%	5%	5%

**II. PRODUCTS AND/OR SERVICES TO BE SUBCONTRACTED UNDER THIS CONTRACT, AND THE TYPES OF BUSINESSES SUPPLYING THEM, ARE:**

Subcontracted Product/Service	Business Type						
	LB	SB	VO	SD VO	HZ	SDB	WO
Service Access & Delivery		✓	✓	✓	✓	✓	✓
Service Platform & Delivery		✓	✓	✓	✓	✓	✓
Component Framework		✓	✓	✓	✓	✓	✓
Service Interface & Integration	✓	✓	✓	✓	✓	✓	✓
Customer Services		✓			✓		✓
Process Automation	✓	✓	✓	✓	✓	✓	✓
Business Management	✓	✓	✓	✓	✓	✓	✓
Digital Asset Services	✓	✓					✓
Business Analytical Services		✓	✓	✓	✓	✓	✓
Back Office Services				✓	✓	✓	✓
Support Services	✓						
DoDEA Mission Area Support				✓	✓	✓	✓
Risk Management & Mitigation		✓		✓	✓	✓	✓
Regulatory Development		✓	✓	✓	✓	✓	✓
Planning & Resource Allocation		✓	✓	✓	✓	✓	✓
IT Security	✓	✓	✓	✓	✓	✓	✓

### **III. DESCRIPTION OF METHOD USED TO DEVELOP THE SUBCONTRACTING GOALS AND DESCRIPTION OF THE METHOD USED TO IDENTIFY POTENTIAL SOURCES**

*A. Explain the methods used to develop the subcontracting goals for small, HUBZone small, small disadvantaged, women-owned small, veteran-owned small, and service-disabled veteran-owned small business concerns.*

InfoZen understands the need to engage small businesses into the mix of companies performing subcontracted work under Alliant task orders. In 2013, InfoZen subcontracted out approximately 40% of its total labor services work. The majority of this subcontracted work went to small businesses.

InfoZen has a number of teaming arrangements with small businesses and a database of available small companies able to assist in our subcontracting needs. In addition, using mailings and attendance at small business fairs, we will seek out the best of the small business community and keep their capabilities in our database.

InfoZen will also list our desire for potential subcontractors on the Small Business Administration's (SBA) "Small Business Administration Subcontracting Network" and "Subcontracting Opportunities Directory."

Based on the contracting experiences of InfoZen the goal of 55% of subcontracted dollars being awarded to small businesses is totally within reach.

*B. Explain how the product and service areas to be subcontracted were established, how the areas to be subcontracted to small, HUBZone small, small disadvantaged, women-owned small, small, veteran-owned small, and service-disabled veteran-owned small business concerns were determined.*

The product and service areas to be subcontracted were established based on the subject areas described in the Alliant Statement of Work and our previous experience in similar task orders. Subcontract opportunities will exist when task order requirements include:

- Work in geographical areas where InfoZen does not have a physical presence
- Work where an experience level or expertise not possessed by InfoZen.
- Task Orders where additional personnel is needed and can be provided by subcontractors
- OCONUS work

Percentage totals were determined by examining the total subcontracting possibilities inherent in the work that would be placed on the Alliant contract; by considering the Government's subcontracting goals and by determining the potential for the utilization of small businesses in the subject categories based on historical trends. InfoZen will continue to seek to enter into subcontracts with small businesses to fulfill its obligations under a resultant contract as prescribed in FAR 52.219-8 – "Utilization of Small Business Concerns."

The actual use of subcontractors is, of course, dependent upon the task orders actually issued by the GSA and won by the InfoZen.

C. How the capabilities of small, HUBZone small, small disadvantaged, women-owned small, veteran-owned small, and service-disabled, veteran-owned small business concerns were determined.

The capabilities of the small, HUBZone small, small disadvantaged, women-owned small, veteran-owned small, and service-disabled, veteran-owned small business concerns will be determined by the use of a four part vetting process as follows:

1. The Program Administrator, working with the Task Manager and other PMO personnel, will identify small businesses known to us that have the capabilities needed to support the Alliant Program.
2. To reach out beyond the companies currently known, potential small, HUBZone small, small disadvantaged, women-owned small, veteran-owned small, and service-disabled, veteran-owned small business will be identified by using SBA mailing lists and attendance at small business fairs throughout the region. We will also search various Government and private databases to identify possible subcontractors. Invitations will be sent out to those businesses that claim the capabilities identified as needed by InfoZen.
3. Those companies that express a willingness to participate will be visited by members of InfoZen Program Management Office (PMO) to ascertain that the capabilities are available and that they have the technical resources needed to perform the tasks needed.
4. Once approved, a subcontract will be issued and the company placed in our pool of potential subcontractors to be called upon to satisfy the requirements of Task Orders to be bid upon.

D. Identify all source lists used in the determination process.

- Small Business Administration
- Commonwealth of Virginia Department of Minority Business Enterprise
- Maryland Department of General Services Minority Business Enterprise Program
- Central Contractor Registration
- Dun and Bradstreet
- Office of Small and Disadvantaged Business Utilization at both the state and federal levels
- The Veterans Administration's Center for Veteran's Entrepreneurship
- The Veterans Corporation (VetCorps)
- The Task Force for Veterans Entrepreneurship

**IV. STATEMENT OF INDIRECT AND OVERHEAD COSTS**

A. Indirect and overhead costs  HAVE BEEN or  HAVE NOT BEEN included in the dollar and percentage subcontracting goals stated above. (Check one.)

B. If indirect and overhead costs HAVE BEEN included, explain the method used to determine the proportionate share of such costs to be allocated as subcontracts to small, HUBZone small, small disadvantaged, women-owned small, veteran-owned small, and service-disabled veteran-owned small business concerns.

## V. PROGRAM ADMINISTRATOR

As required by FAR 52.219-9(d)(7), we have identified the following person to be the Program Administrator,

Name: Ronald Knoblock  
Title: Vice President, Contracts & Compliance  
Address: InfoZen, Inc.  
6700A Rockledge, Suite 300  
Bethesda, MD 20817  
Telephone: 301-605-8000, extension 132  
Facsimile Number: 301-605-8007  
Email Address: rknoblock@infozen.com

*Duties:* The Program Administrator's general overall responsibility for the Contractor's subcontracting program, i.e., developing, preparing, and executing individual subcontracting plans and monitoring performance relative to this particular plan. These duties may include, but are not limited to the following activities.

- A. Developing and promoting company/division policy statements that demonstrate the company's/division's support for awarding contracts and subcontracts to small, HUBZone small, small disadvantaged, veteran owned small and small service disables veteran owned and women-owned small business concerns.
- B. Developing and maintaining bidders' lists of small, HUBZone small, small disadvantaged, women-owned small, veteran-owned small, and service-disabled veteran-owned small business concerns from all possible sources.
- C. Ensuring periodic rotation of potential subcontractors on bidders' lists, while retaining the best performers.
- D. Ensuring that small, HUBZone small, small disadvantaged, women-owned small, veteran-owned small, and service-disabled veteran-owned small business concerns are included on the bidders' list for every subcontract solicitation for products and services they are capable of providing.
- E. Ensuring that subcontract procurement "packages" are designed to permit the maximum possible participation of small, HUBZone small, small disadvantaged, women-owned small, veteran-owned small, and service-disabled veteran-owned small business concerns.
- F. Reviewing subcontract solicitations to remove statements, clauses, etc., which might tend to restrict or prohibit small, HUBZone small, small disadvantaged, women-owned small, veteran-owned small, and service-disabled veteran-owned small business participation.
- G. Ensuring that the subcontract bid proposal review board documents its reasons for not selecting any low bids submitted by small, HUBZone small, small disadvantaged, women-owned small, veteran-owned small, and service-disabled veteran-owned small business concerns.

- H. Overseeing the establishment and maintenance of contract and subcontract award records.
- I. Attending or arranging for the attendance of company counselors at Business Opportunity Workshops, Minority Business Enterprise Seminars, Trade Fairs, etc.
- J. Directly or indirectly counseling small, HUBZone small, small disadvantaged, women-owned small, veteran-owned small, and service-disabled veteran-owned small business concerns on subcontracting opportunities and how to prepare bids to the company.
- K. Providing notice to subcontractors concerning penalties for misrepresentations of business status as small, HUBZone small, small disadvantaged, women-owned small, veteran-owned small, or service-disabled veteran-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.
- L. Conducting or arranging training for purchasing personnel regarding the intent and impact of Public Law 95-907 on purchasing procedures.
- M. Developing and maintaining an incentive program for buyers which supports the subcontracting program.
- N. Monitoring the company's performance and making any adjustments necessary to achieve the subcontract plan goals.
- O. Preparing and submitting timely reports.
- P. Coordinating the company's activities during compliance reviews by Federal agencies.

## **VI. EQUITABLE OPPORTUNITY**

*FAR 52.219-9(d)(8) requires a description of the efforts your company will make to ensure that small, HUBZone small, small disadvantaged, women-owned small, veteran-owned small, and service-disabled veteran-owned small business concerns will have an equitable opportunity to compete for subcontracts. These efforts may include, but are not limited to the following activities:*

### A. Outreach efforts to obtain sources:

- Contacting minority and small business trade associations
- Contacting business development organizations
- Requesting sources from the CCR website at <http://www.ccr.gov/> "Dynamic Small Business Search"
- Attending small, minority, and women-owned business procurement conferences and trade fairs

### B. Internal efforts to guide and encourage purchasing personnel:

- Presenting workshops, seminars and training programs

X Establishing, maintaining and using small, HUBZone small, small disadvantaged, women-owned small, veteran-owned small, and service-disabled veteran-owned small business source lists, guides and other data for soliciting subcontracts

X Monitoring activities to evaluate compliance with the subcontracting plan

C. Additional efforts: (Please describe.)

## **VII. CLAUSE INCLUSION AND FLOWDOWN**

In accordance with FAR 19.704(a)(9), InfoZen will include FAR 52.219-8, "Utilization of Small Business Concerns", in all subcontracts that offer further subcontracting opportunities. InfoZen will require all subcontractors, except small business concerns, that receive subcontracts for InfoZen in excess of \$650,000 (\$1,500,000 for construction) to adopt and comply with a plan similar to the plan required by FAR 52.219-9, "Small Business Subcontracting Plan.

Such plans will be reviewed by comparing them with the provisions of FAR 52-219-9, and assuring that all minimum requirements of an acceptable subcontracting plan have been satisfied. The acceptability of percentage goals shall be determined on a case-by-case basis depending on the supplies/services involved, the availability of potential small, small disadvantaged, women-owned, HUBZone, veteran-owned, service-disabled veteran-owned small businesses, and prior experience. Once approved and implemented, plans will be monitored through the submission of periodic reports through the GSA Electronic Subcontracting Reporting System (eSRS).

## **VIII. REPORTING AND COOPERATION**

In accordance FAR 19.704(a)(10), InfoZen gives assurance to (1) cooperate in any studies or surveys as may be required, (2) submit periodic reports which show compliance with the subcontracting plan; (3) submit the "Individual Subcontracting Report (ISR)," and "Summary Subcontract Report (SSR)," in accordance with the instructions on the forms; and (4) ensure that subcontractors agree to submit ISR and SSR. Reporting will be done via eSRS. As such, the cognizant contracting officer and OSDBU at DHS must receive the report(s) within 30 days after the close of each calendar period as follows:

Calendar Period	Report Due	Date Due	Send Report To
10/01 – 03/31	ISR	04/03	Contracting Officer
04/01 – 09/30	ISR	10/30	Contracting Officer
10/01 – 09/30	SSR	10/30	Office of Small & Disadvantaged Business Utilization

## **IX. RECORDKEEPING**

*FAR 52.219-9(d)(11) requires a list of the types of records your company will maintain to demonstrate the procedures adopted to comply with the requirements and goals in the subcontracting plan. These records include, but are not limited to, the following:*



A. Small, HUBZone small, small disadvantaged, women-owned small, veteran-owned small, and service-disabled veteran-owned small business concern source lists, guides and other data identifying such vendors.

B. Organizations contacted for small, HUBZone small, small disadvantaged, women-owned small, veteran-owned small, and service-disabled veteran-owned small business sources.

C. On a contract-by-contract basis, records on all subcontract solicitations over \$100,000 which indicate for each solicitation:

C1. Whether small business concerns were solicited, and if not, why not.

C2. Whether HUBZone small business concerns were solicited, and if not, why not.

C3. Whether small disadvantaged business concerns were solicited, and if not, why not.

C4. Whether women-owned small business concerns were solicited, and if not, why not.

C5. Whether veteran-owned small business concerns were solicited, and if not, why not.

C6. Whether service-disabled veteran-owned small business concerns were solicited, and if not, why not.

C7. Reasons for the failure of solicited small, small disadvantaged, women-owned small business, veteran-owned small business, service-disabled veteran-owned small business, and HUBZone small business concerns to receive the subcontract award.

D. Records to support other outreach efforts, e.g., contacts with minority and small business trade associations, attendance at small, HUBZone small, minority, women-owned small, veteran-owned small, and service-disabled veteran-owned small business procurement conferences and trade fairs.

E. Records to support internal activities to (1) guide and encourage purchasing personnel, e.g., workshops, seminars, training programs, incentive awards; and (2) monitor activities to evaluate compliance.

F. On a contract-by-contract basis, records to support subcontract award data including the name, address and business size of each subcontractor. (This item is not required for company or division-wide commercial plans).

G. Other records to support your compliance with the subcontracting plan: (Please describe)

InfoZen will establish a database to capture the names and capabilities of all small business contacted. The database will include information of business size, type (SDB, Veteran-owned, etc.) as well as who was contacted for subcontract opportunities, who was selected or down-selected, and the reason(s) for each action. In cases where an opportunity was originally offered to a small business and eventually awarded to a large business, the reasons for such a selection will be recorded, as well as a memo prepared by the Small Business Program Administrator and approved the Program Manager explaining why there was no award to a small business.

Records will also be kept of activity at trade fairs and of training taken by InfoZen personnel in small business matters.

## **X. TIMELY PAYMENTS TO SUBCONTRACTORS**

*FAR 52.219-8(a) requires your company to establish and use procedures to ensure the timely payment of amounts due pursuant to the terms of your subcontracts with small, HUBZone small, small disadvantaged, women-owned small, veteran-owned small, and service-disabled veteran-owned small business concerns.*

InfoZen has established and uses such procedures:

- Subcontract documents will contain payment terms.
- All small businesses will be urged to invoice twice a month to ease any cash flow issues.
- InfoZen will also invoice the customer as frequently as possible to ensure that the flow of payments to small businesses is kept flowing as smoothly as possible.

## **XI. DESCRIPTION OF GOOD FAITH EFFORT**

*Maximum practicable utilization of small, HUBZone small, small disadvantaged, women-owned small, veteran-owned small, and service-disabled veteran-owned small business concerns as subcontractors in Government contracts is a matter of national interest with both social and economic benefits. When a contractor fails to make a good faith effort to comply with a subcontracting plan, these objectives are not achieved, and 15 U.S.C. 637(d)(4)(F) directs that the contractor must pay liquidated damages. In order to demonstrate your compliance with a good faith effort to achieve the small, HUBZone small, small disadvantaged, women-owned small, veteran-owned small, and service-disabled veteran-owned small business subcontracting goals, outline the steps your company plans to take. These steps will be negotiated with the contracting officer prior to approval of the plan. The offeror is advised that submission of the subcontracting plan and Standard Form 294 and/or Standard Form 295 will be made a material part of the contract.*


InfoZen has pledged to exceed the small business subcontracting goals established by the GSA for the Alliant Program. We do not take this responsibility lightly. In order to ensure that a good faith effort is being made to meet the subcontracting goals described in this plan, the Program Manager will, on a monthly basis, review the task orders received and the amount of subcontracts issued and the types of companies to whom they were issued. Deviations of more than 20% from the goals will require an explanation from the Plan Administrator as to the reason for the deviation and the actions being taken to return the program to the established goals. Once per quarter, or more often if deemed necessary, the Program Manager will brief the InfoZen's executive management on the status of InfoZen in meeting its subcontracting goals. The Program Manager shall have the authority to replace the Program Administrator should performance be unsatisfactory and improvement is not forthcoming.

InfoZen is aware that this subcontracting plan will be made a material part of the contract and that the submission of periodic subcontract reports (ISR and SSR) are a line item deliverable in the contract.

**XII. SIGNATURES REQUIRED**

This subcontracting plan was submitted by:

InfoZen, Inc.:

Signature:   
Typed Name: \_\_\_\_\_  
Name: Ronald Knoblock  
Title: Vice President, Contracts & Compliance  
Date: October 15, 2014

As the named Program Administrator, I hereby pledge to follow and implement this Small Business Subcontracting Plan to the best of my ability:

Signature:   
Typed Name: \_\_\_\_\_  
Name: Ronald Knoblock  
Title: Vice President, Contracts & Compliance  
Date: October 15, 2014

This subcontracting plan was accepted by:

Signature: \_\_\_\_\_  
Typed Name: \_\_\_\_\_  
Title: Contracting Officer  
Date: