

**PART III SECTION J, ATTACHMENT J**  
**SMALL BUSINESS SUBCONTRACTING PLAN**

**Idaho National Laboratory  
Small Business Subcontracting Plan**

Contractor: Battelle Energy Alliance, LLC  
 Address: 1000 River Walk Drive, Suite 300  
 Idaho Falls, ID 83402  
 Solicitation Number: DE-RP07-03ID14517  
 Period of Performance: 2/1/05 – 9/30/15

Battelle Energy Alliance, LLC (BEA) has a strong commitment to the meaningful involvement of small business (SB), HUBZone small business (HSB), small disadvantaged business (SDB), 8(a)-certified small business (8a), women-owned small business (WOSB), veteran-owned small business (VOSB), service-disabled veteran-owned small business (SDVOSB) concerns, and Native American business concerns (NAB) in the operation of the Idaho National Laboratory. BEA supports the small business objectives of the U.S. Government and the Department of Energy 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, BEA has established the following Subcontracting Plan. This plan will remain in effect for the period of performance specified in the contract schedule. However, annual goals will be negotiated and established by written agreement between the Contracting Officer and BEA and will be incorporated into this Plan by letter and will not require a Contract modification. In addition, other requirements of this Plan may be negotiated and updated on an annual basis.

**(A) Annual Goals:** These goals are based on a total estimated and adjusted procurement volume of \$100,000,000 for the period February 1, 2005 through September 30, 2005. BEA anticipates subcontracting the following percentages and dollars as listed below:

Small Business Category	Percent of Subcontracting Dollars	Dollar Amount
Small Business Concerns	60.0%	\$60,000,000
HUBZone Small Business Concerns	3.0%	\$3,000,000
Small Disadvantaged Business Concerns	15.0%	\$15,000,000
8(a)-Certified Small Business Concerns	5.0%	\$5,000,000
Women-Owned Small Business Concerns	10.0%	\$10,000,000
Veteran-Owned Small Business Concerns	5.0%	\$5,000,000
Service-Disabled Veteran-Owned Small Business Concerns	2.0%	\$2,000,000
Native American Business Concerns	3.0%	\$3,000,000

In addition, BEA will give preference to Idaho based businesses by establishing the following goals for Idaho business concerns (IB) as a percentage of total adjusted procurement volume of \$100,000,000:

Idaho Business Goals	Percent of Subcontracting Dollars	Dollar Amount
Idaho Business Concerns (large and small)	70%	70,000,000

**(B) Statement of Total Dollars Planned To Be Subcontracted:**

- (1) Total dollars planned to be subcontracted: \$100,000,000
- (2) Total dollars planned to be subcontracted to small business concerns: \$60,000,000
- (3) Total dollars planned to be subcontracted to HUBZone small business concerns: \$3,000,000
- (4) Total dollars planned to be subcontracted to small disadvantaged business concerns: \$15,000,000
- (5) Total dollars planned to be subcontracted to 8(a)-certified small business concerns: \$5,000,000
- (6) Total dollars planned to be subcontracted to women-owned small business concerns: \$10,000,000
- (7) Total dollars planned to be subcontracted to veteran-owned small business concerns: \$5,000,000
- (8) Total dollars planned to be subcontracted to service-disabled veteran-owned small business concerns: \$2,000,000
- (9) Total dollars planned to be subcontracted to Native American business concerns: \$3,000,000
- (10) Total dollars planned to be subcontracted to Idaho business concerns: \$70,000,000

**(C) Principal Types of Supplies and Services to be Subcontracted:** 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 below.

Supply or Service	Small	HZ	SDB	8(a)	WOB	VO	SDV	NAI	Idaho
Information Management	√		√	*	√				√
Regulatory Data Management	√	√	√	√	√				√
Cyber Security/Information Services	√				√				√
Hot Cell Facility Services	√								√
Interpreter/Translation Services	√		√		√	√	*		
Analytical Testing	√		*	*	*				√
Project Management Support	√		√	√	√	√			√
Organizational Development	√		√		√				√
Technical Writing	√		√		√				√
Nuclear Engineering	√		√		√				√
Nuclear Plant Safety	√		√		*				√
RCRA Permit Development			√		√		√		√
High Performance Computing	√		√	√					√
Information Technology Planning	√		√	√	√				√

Supply or Service	Small	HZ	SDB	8(a)	WOB	VO	SDV	NAI	Idaho
Computer-Based Training	√		√	√					√
Infrastructure Planning Support		√	√		√				
Computer Equipment and Peripherals	√	√	√	√	√	√	√	√	√
Software	√	√	√	√	√	√	√	√	√
Health Physics and Dosimetry	√	√	√	√	√	√	*		
ES&H Services	√	√	√	√	*	*	*		√
Automotive Parts and Services	√	√	√	√	*	√	*	√	√
Fuels and Lubricants	√	*	*	√	*	*	*		
Welding Equipment and Supplies	√	√	√	√	*	√	√		√
Metal Fabrication Services	√	√	√	√	*	√	√		√
Office Furniture and Equipment	√	*	√	√	√	*	*		√
Office Supplies	√	√	√	√	√	*	*	√	√
Electronic Supplies	√	√	√	√	√	√	√		√
Laboratory Equipment and Instrumentation	√	*	√	*	√	*	*		
Small Tools	√	√	√	√	√	√	√	√	√
Safety Equipment and Supplies	√	√	√	√	√	√	√		
Heavy Equipment Rental	√	√	*	*	*	*	*		√
Construction and A&E Services	√	√	√	√	√	√	√	√	√
Janitorial Supplies	√	√	√	√	√	√	√		√
Pumps Gauges, Valves	√	√	√	*	√	*	*		
Aluminum and Other Metals	√	*	*	*	*	*	*		
Chemicals	√	*	*	*	√	*	*		
Waste Processing	√	√	√	√	*	√	*		
HVAC	√	√	√	√	*	√			
Electrical Equipment, Parts, and Supplies	√	√	√	√	√	√	√		
NRC Licensing Support	√			√					√
Records Management Support	√				√				√
Radioactive Waste Management	√					√			√
Design and Engineering Support	√								√
Construction/Upgrades	√	√						√	√

\* BEA will make every effort to find appropriate suppliers in these categories.

**(D) Method Used to Develop Subcontracting Goals:** These goals are based on the best available information and on BEA's commitment to execute the proposed subcontracting strategy in this Plan. BEA established these goals based on the expectation that INL will have responsibility for procurement volume for INL and some percentage of the ICP contracts. We also used the historical subcontracting goals of INEEL, and subcontracting experience gained at other National Laboratories, Brookhaven National Laboratory, Pacific Northwest National Laboratory, and Oak Ridge National Laboratory. Our goals will include all dollars awarded with the exception of those dollars awarded to other DOE Integrated Contractors, other Federal Agencies, State and Local Governments, awards to sources directed by DOE, educational institutions, non-profit/not-for-profit organizations, and firms outside the U.S.A.

**(E) Method Used to Identify Potential Sources:** BEA will rely upon the following resources to identify potential small business sources:

- The U.S. Small Business Administration's Dynamic Small Business Search database
- The federal government's Central Contractor Registration database
- BEA's supplier database, including the Supplier Yellow Pages database maintained by the Pacific Northwest National Laboratory

- State of Idaho businesses databases, e.g., Buy Idaho, and Small Business Development Centers
- Idaho Economic Development Directory
- Historical procurement records from procurement actions where small businesses were successful
- Northwest Minority Business Council and other regional organizations designed to foster small business involvement
- National Minority Purchasing Council
- Professional organizational directories of small businesses
- Utilizing FedBizOpps to publicize significant procurement actions
- National Minority and Women Owned Business Directory
- Participation in regional and national small business and economic development conferences, including the Idaho Governor's Small Business Opportunity Conference, Governor's TechLaunch, Idaho's Association of Cities conference and the annual Department of Energy Small Business Conference.

(F) **Indirect Costs:** Indirect costs are not included in the above goals.

(G) **Administrator of Subcontracting Program:** The prime responsibility for administration and success of the subcontracting plan rests with Mr. Brian Sack, our Chief Financial Officer. A Small Business Program Manager will be appointed for the day-to-day implementation of this 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 BEA's interface with SB/HSB/SDB/8a/WOSB/VOSB/NAB/IB.
- Maintain business directories from regional minority purchasing councils and other sources to expand and keep current listings of SB/HSB/SDB/8a/WOSB/VOSB/NAB/IB.
- Participate as BEA representative in small business trade fairs, specifically directed toward offering opportunities for participants to do business with the Idaho National Laboratory.
- 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 SB/HSB/SDB/8a/WOSB/VOSB/NAB/IB.
- Counsel and discuss subcontracting opportunities with potential SB/HSB/SDB/8a/WOSB/VOSB/NAB/IB and mentor and arrange appropriate assistance to these firms as required and practicable.
- Continue and expand the existing INEEL mentor protégé program
- Implement and manage the BEA "InReach" program to work with the INL Directors and managers to share goals and to identify specific small business opportunities in the technical programs.
- Provide statistics to BEA management on progress toward established goals and recognition of significant Buyer performance in this area.
- Hold periodic training and other meetings with the appropriate acquisition staff on the Small Business Programs.

- Conduct periodic meetings and otherwise communicate with BEA organizational components covering BEA's Small Business Programs.
- Support Department of Energy and Small Business Administration activities as requested.

In addition, the BEA will be proactive in proscribing scope for small businesses. It is also anticipated that small businesses with engineering and other technical expertise will become integrated into collaborative R&D projects.

**(H) Providing Equitable Opportunity:** BEA is committed to offering a fair and equitable opportunity for SB/HSB/SDB/8a/WOSB/VOSB/NAB/IB to compete for the goods and services required to support our ongoing research.

- BEA 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 SB/HSB/SDB/8a/WOSB/VOSB/NAB/IB is maintained within the procurement system supplier database.
- The Small Business Program Manager may participate in the screening of purchase requisitions and may add SB/HSB/SDB/8a/WOSB/VOSB/NAB/IB as potential sources for Buyer consideration.
- Staff members are encouraged by the Small Business Program Manager to use the SBA database and CCR for locating SB/HSB/SDB/8a/WOSB/VOSB/NAB/IB.
- Staff will post written solicitations on BEA's website to maximize exposure to SB/HSB/SDB/8a/WOSB/VOSB/NAB/IB.
- When appropriate, procurements may be synopsized in the Federal Business Opportunities (FedBizOpps) in an effort to locate additional qualified SB/HSB/SDB/8a/WOSB/VOSB/NAB/IB for participation.

**(I) Flow-Down Provisions:** Each purchase order/subcontract action \$100,000 and above placed in furtherance of the Prime Contract will include the clause: "Utilization of Small Business Concerns."

Lower-Tier Subcontracting Plans from large business concerns are each reviewed and approved by BEA's Small Business Program. A point of contact is available for Lower-Tier Subcontractors Plan Administrators to offer assistance in identifying potential SB/HSB/SDB/8a/WOSB/VOSB/NAB/IB and establish semi-annual reporting requirements.

BEA will maintain a policy which instructs staff to include in all solicitations for negotiated procurements amounting to \$500,000, or more, and which will offer subcontracting opportunities, the requirement to develop and adopt a Small Business Subcontracting Plan as required by BEA's operating contract.

**(J) Periodic Reporting and Cooperation with the DOE and the SBA:** BEA 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.

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

BEA will submit Standard Form 294, Subcontracting Report for Individual Contracts, and/or Standard Form 295, Summary Subcontract Report, in accordance with the instructions on the forms or as provided by DOE and will ensure that its subcontractors agree to submit Standard Forms 294 and 295.

- (K) **Record Keeping:** 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, BEA will maintain the following records:

- (1) Source lists (e.g., CCR and SBA's database), guides and other data that identify SB/HSB/SDB/8a/WOSB/VOSB/NAB/IB.
- (2) Organizations contacted to locate SB/HSB/SDB/8a/WOSB/VOSB/NAB/IB.
- (3) Records on each subcontract solicitation resulting in an award of more than \$100,000, indicating:
  - Whether small business concerns were solicited and, if not, why not
  - Whether HUBZone small business concerns were solicited and, if not, why not
  - Whether small disadvantaged business concerns were solicited and, if not, why not.
  - Whether women-owned small business concerns were solicited and, if not, why not.
  - If applicable, the reason award was not made to a small business concern.
- (4) Records of any outreach efforts and contacts
  - Trade associations
  - Business and economic development organizations
  - Conferences and trade fairs to locate small, HUBZone small, small disadvantaged, and women-owned small business sources
- (5) Records of internal guidance and encouragement provided to buyers through
  - Workshops, seminars, training, etc.
  - Monitoring, internal programs (e.g., In Reach)
  - Monitoring performance to evaluate compliance with the program's requirements
- (6) On a contract-by-contract basis, records to support award data submitted by the offeror to BEA including the name, address, and business size of each subcontractor.

Submitted By:

Signed: 

Typed Name: Dr. William J. Madia

Title: Executive Vice President for Laboratory Operations

Date: July 26, 2004

Plan Accepted By:

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Typed Name: \_\_\_\_\_

Contracting Officer: \_\_\_\_\_

**Small Disadvantaged Business Participation Program Targets**

(A) **Battelle Energy Alliance, LLC with teaming partners** (there are no SDB principal partners)

(B) **Subcontractors [many of these are local/regional]**

<b>NAICS Code</b>	<b>Description of NAICS Major Group</b>	<b>SDB Dollars</b>	<b>Percentage</b>
5419	Other Professional, Scientific, and Technical Services	4,500,000	30
5416	Management, Scientific, and Technical Consulting Services	4,500,000	30
5415	Computer Systems Design and Related Services	3,000,000	20
5413	Architectural, Engineering, and Related Services	150,000	1
5412	Accounting, Tax Preparation, Bookkeeping, and Payroll Services	150,000	1
5611	Office Administrative Services	450,000	3
5612	Facilities Support Services	300,000	2
5613	Employment Support Services	150,000	1
5614	Business Support Services	300,000	2
5617	Services to Buildings and Dwellings	450,000	3
8112	Electronic and Prevision Equipment Repair and Maintenance	300,000	2
4431	Electronics and Appliance Stores	750,000	5
	Subtotal	15,000,000	100

(C) **Total (A + B)**

See (B) above