PART III SECTION J, ATTACHMENT J

SMALL BUSINESS SUBCONTRACTING PLAN

FISCAL YEAR 2014

Idaho National Laboratory **Small Business Subcontracting Plan**

Contractor: Battelle Energy Alliance, LLC
Address: 2525 Fremont Avenue
Idaho Falls, ID 83415

Period of Performance: Fiscal Year 2014 (10/01/13-09/30/14)

Total Dollars Planned to be Subcontracted Under the INL Small Business Subcontracting Plan: $100,944,360

1. Introduction

Battelle Energy Alliance, LLC (BEA) is committed to supporting the small business objectives of the U.S. Government and the Department of Energy (DOE) and recognizes that diversity in subcontracting provides a vital link to the local community, strengthens the economy, and represents best business practices. This commitment is communicated through the goals outlined in the Small Business Subcontracting plan for Fiscal Year (FY) 2014 and will remain in effect for the period of performance specified above.

2. Goals

Consistent with BEA historical small business goal performance and anticipated laboratory procurement needs, 40% of the adjusted dollars are projected to be subcontracted by BEA from October 1, 2013 through September 30, 2014 will be subcontracted to small business. The adjusted procurement volume excludes contracts for work outside the US, miscellaneous vouchers and BEA affiliates.

In addition to the Small Business goal, BEA has established percentage goals for four socioeconomic categories. We have included the percentage of goal and the corresponding estimated dollar amount based on the projected spend as reference.

Small Business Goals	Percentage Goal	Estimated Dollar Volume
Small Business	40%	$100,944,360
Socioeconomic Goals		
Small Disadvantaged Business (includes Native American-owned and Alaskan Native Corporation)	5%	$12,618,045
HUBZone Small Business	2.5%	$6,309,023
Women-Owned Small Business	5%	$12,618,045
Service-Disabled Veteran-Owned Small Business	3%	$7,570,827

BEA will emphasize use of Idaho-based businesses through the Idaho Business Concerns goal. The Idaho Business Concerns Goal includes subcontracting to small and other than small businesses with operations in the state of Idaho. The FY 2014 goal is a percentage of the adjusted procurement volume.

Idaho Business Concerns Goal	Percentage Goal	Estimated Dollar Volume
Idaho Business Concerns	30%	$75,708,270

3. **Principal Types of Supplies and Services to be Subcontracted**

The principal products and services to be procured in support of the small business subcontracting plan are those associated with an extremely diverse research and development environment and are vital to accomplishment of INL mission objectives.

BEA has established five principal procurement categories; Commodities, Construction, Equipment (major), Information Technology and Services to track and communicate opportunities. These five principal procurement categories will be presented to small businesses that align with the socioeconomic categories in the subcontracting plan.

Supply or Service	SB	SDB	HUBZone	WOSB	SDVOSB
Commodities	x	*	*	x	*
Construction	x	*	*	x	*
Equipment (major)	x	*	*	x	*
Information Technology	x	*	*	x	*
Services	x	*	*	x	*
*BEA will make every effort to find small businesses in these categories.					

BEA has identified primary North American Industry Classification System (NAICS) codes by Subsector in each the five principal procurement categories which BEA subcontracts under. These NAICS codes are reflected in the table below.

NAICS Subsector	Commodities	Construction	Equipment	Information Technology	Services
236		x			x
238		x			x
334	x		x	x	x
532			x	x	
541				x	x

4. Method Used to Develop Subcontracting Goals

Methods used to establish the small business subcontracting goals are based on historical spend analysis, industry research and internal forecasts. The methodology behind the goals also includes key factors based on DOE directives and current contractual obligations. Based on past performance and future projections, the percentage goals in this plan represent a realistic yet challenging objective for the staff that is ultimately responsible for making the goal achievement.

The adjusted procurement volume includes all anticipated contractual agreements between BEA and external performers, excluding subcontracts involving performance outside the United States, miscellaneous voucher payments and purchases from a corporation, company, or subdivision that is an affiliate of BEA.

5. Method Used to Identify Potential Sources

BEA will use the following resources to target and research potential small businesses, focusing on small businesses within the established socioeconomic categories.

- The federal government's System for Award Management (SAM) database and the U.S. Small Business Administration's (SBA) Dynamic Small Business Search database and the DOE Office of Small Disadvantaged Business Utilization (OSDBU) small business database.
- Historical procurement records from procurement actions where small businesses were successful.
- Advertise significant procurement actions externally through the INL Small Business Procurement Opportunities Web pages, DOE Acquisition Forecast, Federal Business Opportunities (FedBizOpps) Website, SBA SubNet database and Vetbiz.gov.
- Issue Expression of Interests through email, newspaper/publication advertising and/or Web site posting to seek small business interest in potential procurement actions.
- Sponsor small business matchmaking events and Focus-On forums to encourage the use of small business teaming and small business participation in subcontract award and performance.
- Use the Battelle family of DOE Laboratories (BNL, NREL, ORNL, PNNL) Small Business Program Offices and Battelle corporate Office of Supplier Diversity to research, identify and validate small business sources.
- Regional and State small business databases/directories; Buy Idaho, Idaho Economic Development Directory, Small Business Development Centers and Northwest Minority Business Council.
- Original socioeconomic databases and/or directories; National Minority and Women Owned Business Directory, VetBiz.com, etc.
- Electronic and/or hard copy small business promotional materials and correspondence.

6. Indirect Costs

Indirect costs have not been included in the dollar and percentage subcontracting goals.

7. Administrator of Subcontracting Program

The administrator of the small business program is:

Contact: Stacey Francis
Title: Small Business Program Manager
Address: PO Box 1625
Idaho Falls, Idaho 83415-1303
Email: stacey.francis@inl.gov Phone: (208)526-8564 FAX: (208)526-7743

The vision of the Small Business Program is to target, shape and retain small businesses to help create a preeminent nuclear laboratory with world-class capabilities. This vision can be met through the use of capable and reliable small business as well as new and improved business practices inclusive of inreach and outreach activities.

Inreach activities include communicating the Small Business Program objectives and working with internal customer base, including program and procurement personnel, to define procurement needs and collaborate on potential opportunities for small business. Outreach activities will focus on developing programs to connect the INL to external audiences, primarily small businesses.

Inreach Activities

- Work with INL Directors and program managers to communicate laboratory goals and to identify small business opportunities within the technical programs, specifically through advanced acquisition planning initiatives managed through the Small Business Office.
- Hold periodic training and other meetings with the procurement staff on the Small Business Program, company goal status, and to introduce innovative ideas on how to use small businesses for procurement activities.
- Develop useful and informative small business aides for procurement and program staff that highlight small business requirements and BEA's commitment to small business.
- Continue the use of the Small Business Awards Program to recognize outstanding efforts of procurement staff and programs that use small businesses or create opportunities for small business participation.

Outreach Activities

- Participate in small business trade fairs, specifically to engage small business, communicate the INL vision and mission, and promote potential procurement opportunities.
- Attend DOE-sponsored Small Business Program Manager meetings and participate in the annual DOE Small Business Conference.
- Partner with trade associations, business development organizations, and conferences to target and identify small businesses.

- Counsel and communicate subcontracting opportunities with potential small businesses and mentor and arrange appropriate assistance to these firms as required and practicable.

- Participate in regional and national small business and economic development conferences, including the Idaho Business Opportunity Conference, Greater Idaho Falls Chamber of Commerce Business Forums, Idaho's Association of Cities conference, and the annual DOE Small Business Conference.

8. Providing Equitable Opportunity

BEA agrees to ensure that small businesses will have an equitable opportunity to compete for subcontracting opportunities.

- The Small Business Program Manager may review purchase requisitions and solicitation lists, and as appropriate, add small businesses as potential sources.

- Small Business Program Manager assists and encourages the program and procurement staff to identify and target small businesses using the System for Awards Management (SAM), DOE OSDBU small business database, SBA database, iSupplier and Pacific Northwest National Laboratory's supplier database.

- Staff will post solicitations and forecasted procurement opportunities to the extent practicable on INL Procurement Opportunities web pages and in the DOE Acquisition Forecast website to maximize exposure to the small business community.

- When appropriate, procurements may be synopsized in FedBizOpps in an effort to locate additional qualified small businesses for participation.

9. Flow-Down Provisions

Each purchase order and subcontract issued under the BEA Prime Contract will include the applicable clauses relating to small business subcontracting at the prescribed thresholds.

BEA's approved purchasing system requires procurement staff to include mandatory small business clauses in all solicitations for negotiated procurements to other than small business, exceeding $650,000 ($1,500,000 for construction) which may offer subcontracting opportunities.

Lower-tier subcontracting plans from other than small business concerns will be reviewed and approved by BEA's Small Business Program Manager. The Small Business Program Manager will provide assistance in identifying potential small business opportunities and to monitor semi-annual reporting requirements.

10. Reporting and Cooperation

BEA gives assurance to (1) submit such periodic reports, as may be required by DOE or the SBA; (2) cooperate in any studies or surveys conducted by DOE or SBA; (3) submit small business subcontracting achievement data using the Individual Subcontract Reports and Summary Subcontract Reports within the Electronic Subcontracting Reporting System (eSRS); and (4) ensure that its large business subcontractors with subcontracting plans agree to input into the eSRS.

11. Document Retention

The following is a list of the types of documents BEA will maintain the following to demonstrate procedures adopted to comply with requirements and goals in the Small Business Subcontracting Plan.

A. Source lists, guides and other data that identify suppliers and vendors.

B. Organizations contacted in an attempt to locate all categories of small business sources.

C. Records in the procurement file on each solicitation resulting in an award of more than $150,000 indicating whether small businesses within the established socioeconomic categories were solicited and, if not, why not, and the reason for not including small business concerns in the solicitation list.

D. Records of any outreach efforts.
- Trade associations
- Business and economic development organizations
- Conferences and trade fairs to locate small business

E. Records of internal guidance and encouragement provided to BEA personnel through various inreach activities.
- Workshops, seminars, and training programs
- Monitoring performance to evaluate compliance with the program's requirements

F. Representations and Certifications of small businesses.
- Verification of small business size status through SAM to ensure subcontractors are certified by size and NAICS

G. Records of formal or informal semi-annual progress reviews of goals, adjusting subcontracting opportunities as needed to ensure goals are achieved.