

Small Business Subcontracting Plan Preparation Instructions

1. If the contract proposal requires the submission of a Small Business Subcontracting Plan, the PI or his/her designee will complete the [Small Business Subcontracting Exclusion Worksheet](#).
2. The Exclusion Worksheet should be forward to the Small Business Procurement Manager, (claudiac@uw.edu).
3. A minimum of 7-business days is needed from submittal of the exclusion worksheet until a final plan is ready.
4. Procurement Manager or designee will review the Worksheet and identify potential certified small business concerns able to provide the goods and services listed on the budget. Sources of suppliers include [Dynamic Small Business Search](#) or [Procurement Services Contracts Listing](#).
5. Department PI or designee will review suggested businesses and determine whether the suppliers can fulfill the project needs.
6. Department PI or designee will return an estimate of spend with identified small business concerns based on the budget in each category.
7. Procurement Manager or designee will prepare a plan based on information provided by department and will forward to PI or designee for approval.
8. Department PI or designee will notify Procurement Manager or designee when they approve the plan.
9. Procurement Manager will sign the plan and send the original to the Department and the appropriate Office of Sponsored Programs (OSP) Administrator to send to sponsor
10. On a monthly basis, Small Business Procurement Manager, (claudiac@uw.edu), or designee will access the OSP SPAERC database to review the award information in order to obtain budget information for awarded contracts.
11. Procurement Manager or designee will submit (Subcontracting Report for Individual Contracts) and (Summary Subcontract Report) in eSRS for the awarding agency as required to meet the contract requirement.
12. Small Business Procurement Manager, (claudiac@uw.edu), or designee will provide information to PI or designee regarding new small business suppliers and act as a resource to help PI achieve small business goals.

Questions regarding new or existing small business subcontracting plans and reporting requirements under those plans should direct their questions to Claudia Christensen, claudiac@uw.edu.

Review [GIM 7](#) for more information.

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