

Office of Procurement Diversity

Small Business Subcontracting Plans



Office of Procurement Diversity: Our Commitment to Diversity

The State of Illinois declares,

“It is the public policy of the State to promote and encourage the continuing economic development of minority, female and persons with disabilities and veteran owned businesses and are provided the opportunity to participate in the State’s procurement process as both prime and subcontractors.

Federal Government Policy

P.L. 95-507 stipulates that it is the policy of the Government to provide maximum practicable opportunities in its acquisitions to small businesses, small disadvantaged businesses and women-owned businesses

The Small Business Subcontracting Program under the Federal Acquisition Regulation (FAR)

FAR 19.702 Statutory requirements.

- Any contractor receiving a contract with a value greater than the simplified acquisition threshold must agree in the contract that small business, veteran-owned small business, service-disabled veteran-owned small business, HUBZone small business, small disadvantaged business, and women-owned small business concerns will have the maximum practicable opportunity to participate in contract performance consistent with its efficient performance.

When Applying for a Federal Grant

- Determine the use of the Federal Grant
- Identify subcontracting opportunities
- Identify small businesses that can meet the need (i.e. Corporate Travel Planners)
- Identify the allocation of funds
- **USE OPD AS A RESOURCE!!**

Completing the Small Business Contracting Plan

- Name and description of Project
- Total Contract Amount (by Phase and Total)
- Total amount to Subcontracted (Equipment, Materials, travel etc.)
- Total amount to Small businesses

How to find Small Businesses

Review sources from the Small Business Administration (SBA), Dynamic Small Business Search database

<http://dsbs.sba.gov/>

How to Report Your Quarterly Subcontracting Spend

| Reporting Period | Report Due | Due Date |
|---------------------|---------------------|--------------------------|
| Oct 1 - Mar 31 | ISR | 4/30 |
| Apr 1 - Sept 30 | ISR | 10/30 |
| Oct 1 - Sept 30 | SSR | 10/30 |
| Contract Completion | Year End SDB Report | 30 days after completion |

How to Report Your Quarterly Subcontracting Spend

ISRs and SSRs shall be submitted
via the Electronic Subcontracting
Reporting System (eSRS) website

https://esrs.symplicity.com/index?_tab=signin&cck=1

“What’s In It For YOU”

- Quality goods and services to meet the needs of the University
- Potential cost savings through competition
- Supporting small and local businesses
- Creating jobs in your community
- Creating fairness, “It’s the Right Thing to Do”

Contact Us

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Office of Procurement Diversity

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QUESTIONS & ANSWERS

Thank You

We're Here to Help