Small Business Subcontracting Plans

The University of Alaska Fairbanks (UAF) is committed to providing enhanced opportunities for small business concerns to participate in the economic

Any non-personnel (non-salaried) supplies or services required for performance of the contract are legitimate expenses to consider for a subcontracting plan. The principal products/services subject to the purposes of a small business subcontracting plan include direct costs such as: lab supplies, lab equipment, travel, printing, and livery services that may be sponsored by the contract. Any work included in your budget which will be formally subcontracted (i.e., a portion of the scope of work is contracted out to a subrecipient via a subcontract) to another entity, may also be included in the plan to use a small business.

A sample form for a small business subcontracting plan is usually incorporated as an attachment link to a federal contract solicitation (RFP).

A small business subcontracting plan is generally required to be submitted with the proposal, usually as part of the Business Proposal – it is subject to negotiation during the negotiation phase of a proposal. Federal agencies have established subcontracting goals and generally include them with each RFP; the goals are also often set out in the sample form for a subcontracting plan. At the time of the proposal, it is generally sufficient to prepare the subcontracting plan for the total cost of a multi-year proposal.

For additional information on the process regarding small business subcontracting plans, see: https://uaf.edu/ogca/lifecycle/3-develop/small_business_subcontracting.php