

GSA CONNECTIONS II

Appendix C

SUBCONTRACTING PLAN

[RFP# QTA010ABA0023]

October 8, 2010

**Qwest Government Services, Inc.
4250 North Fairfax Drive
Arlington, VA 22203**

This data shall not be disclosed outside the Government and shall not be duplicated, used, or disclosed in whole or in part for any purpose other than Government evaluation; provided, that if a contract is awarded to this offeror as a result of or in connection with the submission of this data, the Government shall have the right to duplicate, use, or disclose the data to the extent provided in the contract. This restriction does not limit the Government's right to use information contained in the data if it is obtained from another source without restriction. The data subject to this restriction is applicable to all pages following in this document.

REVISION HISTORY Revision Number	Revision Date	Revision Description	Revised by
Draft	10/08/2010		

APPENDIX C - SUBCONTRACTING PLAN GLOSSARY OF ACRONYMS

Acronym	Explanation
ACO	Administrative Contracting Officer
CCR	Central Contractor Registration
CONUS	Continental United States
eSRS	Electronic Subcontracting Reporting System
HUBZone	HUBZone Small Business
ISR	Individual Subcontract Report
MBDA	Minority Business Development Agency
NAICS	North American Industry Classification System
NMSDC	National Minority Supplier Development Council
RFP	Request for Proposal
RFQ	Request for Quote
SB	Small Business
SDB	Small Disadvantaged Small Business
SSR	Summary Subcontract Report
VOSB	Veteran-Owned Small Business
WOSB	Women-Owned Small Business

APPENDIX C SUBCONTRACTING PLAN

SUBCONTRACTING PLAN—COMPLIANCE (L.22.4 Volume 3: Management→4. Subcontracting Plan→a., M.2.3 Management Approach →4. Subcontracting Plan→a) Compliance)

SUBCONTRACTING PLAN—COMMITMENT AND CAPABILITY
(L.22.4 Volume 3: Management→4. Subcontracting Plan→b), M.2.3 Management Approach →4. Subcontracting Plan→b) Participation, H.5 Minimum Subcontracting Goals)

(The following plan and attachment is from Subcontracting_Plan_Attachment_Amend_05)

Qwest Government Services, Inc.

SMALL BUSINESS SUBCONTRACTING PLAN

I. IDENTIFICATION DATA:

Company Name: Qwest Government Services Inc.

Address: 4250 North Fairfax Drive, Arlington, VA 22203

Date Prepared: September 7, 2010

Description of Supplies/Services: Telecommunications & Services

Solicitation Number: QTA010ABA0023

Contract Number: N/A

Individual Contract Period *(Insert dates below)*

Base Period: 2011 through 2014

Option Period 1: 2015

Option Period 2: 2016

Option Period 3: 2017

Option Period 4: 2018

Option Period 5: 2019

Option Period 6: 2020

Estimated Contract Value *(Separate dollars for base and each option period)*

Base Period 

Option Period 1 

Option Period 2 

Option Period 3 

Option Period 4 

Option Period 5 

Option Period 6 

Place of Performance: Continental United States (CONUS)

Duns Number: 178617031

II. TYPE OF PLAN – FAR 19.701 (For definitions, see cover page):

X Individual Plan

Individual Plan Incorporating Master Plan

III. GOALS:

*A. For information only, FAR 19.704(a)(1) requires separate percentage goals for using small business (including ANCs and Indian tribes), veteran-owned small business, service-disabled veteran-owned small business, HUBZone small business, small disadvantaged business (including ANCs and Indian tribes) and women-owned small business concerns as subcontractors; and (2) A statement of the total dollars planned to be subcontracted and a statement of the total dollars planned to be subcontracted to small business (including ANCs and Indian tribes), veteran-owned small business, service-disabled veteran-owned small business, HUBZone small business, small disadvantaged business (including ANCs and Indian tribes) and women-owned small business concerns. **Individual plans will reflect contract specific goals for the Base contract period and separately for each Option period(s). Note that large and all small business total must equal the total amount to be subcontracted both in dollars and percentages.***

The General Services Administration subcontracting goals for FY 2010 and 2011 are currently:

Small business (SB)	30%
Veteran-owned small business (VOSB)	3%
Service-disabled veteran-owned small business (SDVOSB)	3%
HUBZone small business (HUBZone)	3%
Small disadvantaged small business (SDB)	5%
Women-owned small business (WOSB)	5%

Qwest provides the following separate dollar and percentage goals, which are a percentage of the total subcontracting dollars for each business category:

BASE GOALS are expressed in dollars and percentages of total planned subcontracted dollars.		
PLANNED SUBCONTRACTING TO:	DOLLARS \$	PERCENT %
1. Total Dollars to be Subcontracted (2 + 3 = 1) large and all small businesses must equal total amount to be subcontracted	██████████	100%
2. Large Businesses (Other than Small)	██████████	█
3. All Small Businesses	██████████	█
4. Veteran-Owned Small Businesses (VOSB)	██████████	█
5. Service-Disabled Veteran-Owned Small Businesses (SDVOSB)	██████████	█
6. HUBZone Small Business (HUBZone)	██████████	█
7. Small Disadvantaged Businesses (SDB).	██████████	█
8. Women-Owned Small Businesses (WOSB)	██████████	█

1 ST OPTION GOALS are expressed in dollars and percentages of total planned subcontracted dollars		
PLANNED SUBCONTRACTING TO:	DOLLARS \$	PERCENT %
1. Total Dollars to be Subcontracted (2 + 3 = 1) large and all small businesses must equal total amount to be subcontracted	██████████	100%
2. Large Businesses (Other than Small)	██████████	█
3. All Small Businesses	██████████	█
4. Veteran-Owned Small Businesses (VOSB)	██████████	█
5. Service-Disabled Veteran-Owned Small Businesses (SDVOSB)	██████████	█
6. HUBZone Small Business (HUBZone)	██████████	█
7. Small Disadvantaged Businesses (SDB).	██████████	█
8. Women-Owned Small Businesses (WOSB)	██████████	█

2ND OPTION GOALS are expressed in dollars and percentages of total planned subcontracted dollars		
PLANNED SUBCONTRACTING TO:	DOLLARS \$	PERCENT %
1. Total Dollars to be Subcontracted (2 + 3 = 1) large and all small businesses must equal total amount to be subcontracted	██████████	100%
2. Large Businesses (Other than Small)	██████████	█
3. All Small Businesses	██████████	█
4. Veteran-Owned Small Businesses (VOSB)	██████████	█
5. Service-Disabled Veteran-Owned Small Businesses (SDVOSB)	██████████	█
6. HUBZone Small Business (HUBZone)	██████████	█
7. Small Disadvantaged Businesses (SDB).	██████████	█
8. Women-Owned Small Businesses (WOSB)	██████████	█

3RD OPTION GOALS are expressed in dollars and percentages of total planned subcontracted dollars		
PLANNED SUBCONTRACTING TO:	DOLLARS \$	PERCENT %
1. Total Dollars to be Subcontracted (2 + 3 = 1) large and all small businesses must equal total amount to be subcontracted	██████████	100%
2. Large Businesses (Other than Small)	██████████	█
3. All Small Businesses	██████████	█
4. Veteran-Owned Small Businesses (VOSB)	██████████	█
5. Service-Disabled Veteran-Owned Small Businesses (SDVOSB)	██████████	█
6. HUBZone Small Business (HUBZone)	██████████	█
7. Small Disadvantaged Businesses (SDB).	██████████	█
8. Women-Owned Small Businesses (WOSB)	██████████	█

4TH OPTION GOALS are expressed in dollars and percentages of total planned subcontracted dollars		
PLANNED SUBCONTRACTING TO:	DOLLARS \$	PERCENT %
1. Total Dollars to be Subcontracted (2 + 3 = 1) large and all small businesses must equal total amount to be subcontracted	██████████	100%
2. Large Businesses (Other than Small)	██████████	█
3. All Small Businesses	██████████	█
4. Veteran-Owned Small Businesses (VOSB)	██████████	█
5. Service-Disabled Veteran-Owned Small Businesses (SDVOSB)	██████████	█
6. HUBZone Small Business (HUBZone)	██████████	█
7. Small Disadvantaged Businesses (SDB).	██████████	█
8. Women-Owned Small Businesses (WOSB)	██████████	█

5TH OPTION GOALS are expressed in dollars and percentages of total planned subcontracted dollars		
PLANNED SUBCONTRACTING TO:	DOLLARS \$	PERCENT %
1. Total Dollars to be Subcontracted (2 + 3 = 1) large and all small businesses must equal total amount to be subcontracted	██████████	100%
2. Large Businesses (Other than Small)	██████████	█
3. All Small Businesses	██████████	█
4. Veteran-Owned Small Businesses (VOSB)	██████████	█
5. Service-Disabled Veteran-Owned Small Businesses (SDVOSB)	██████████	█
6. HUBZone Small Business (HUBZone)	██████████	█
7. Small Disadvantaged Businesses (SDB).	██████████	█
8. Women-Owned Small Businesses (WOSB)	██████████	█

6TH OPTION GOALS are expressed in dollars and percentages of total planned subcontracted dollars		
PLANNED SUBCONTRACTING TO:	DOLLARS \$	PERCENT %
1. Total Dollars to be Subcontracted (2 + 3 = 1) large and all small businesses must equal total amount to be subcontracted	██████████	100%
2. Large Businesses (Other than Small)	██████████	█
3. All Small Businesses	██████████	█
4. Veteran-Owned Small Businesses (VOSB)	██████████	█
5. Service-Disabled Veteran-Owned Small Businesses (SDVOSB)	██████████	█
6. HUBZone Small Business (HUBZone)	██████████	█
7. Small Disadvantaged Businesses (SDB).	██████████	█
8. Women-Owned Small Businesses (WOSB)	██████████	█

*B. For information only, FAR 19.704(a) (3) requires a description of the principal types of supplies and services to be subcontracted and an identification of types planned for subcontracting to SB (including ANCs and Indian tribes), VOSB, SDVOSB, HUBZone, SDB (including ANCs and Indian tribes), and WOSB. **Check all that apply below, ensuring that at least one item is indicated for each column.** If assistance is needed to locate small business sources, contact your local Small Business Administration Commercial Market Representative via www.sba.gov/local resources or access the Central Contractor Registration (CCR) Dynamic Small Business Search database at www.ccr.gov.*

The principal types of supplies and/or services that Qwest anticipates to be subcontracted and the identification of the type of business concern planned are as follows:

Business Category or Size

Supplies/Services	Large	Small	VOSB	SDVOSB	HUBZone	SDB	WOSB
Communications and Networking Solutions	X	X	X	X	X	X	X
Building/Campus Facility Preparation	X	X	X		X	X	X
Operations, Administration, and Management	X	X	X	X	X	X	
Customer Service and Technical Support	X	X	X	X		X	

C. For information only, FAR 19.704(a)(5) requires a description of the method used to develop the subcontracting goals; Explain the method used and state the basis for establishing your proposed goals; provide justification for any low goal(s); and state how the supplies/services to be subcontracted were determined (i.e. based on historical data and experience, market research, etc.).

Qwest used the following method to develop the subcontracting goals:

- a. Reviewed the historical Individual Subcontracting Reports and Summary Subcontracting Reports (formerly SF294 and SF295) data and evaluated it for trends.
- b. Developed forecast of potential subcontracting opportunities with our on-site personnel.
- c. Researched the market as mentioned above for the applicable commodities.

Qwest's rationale for use of subcontracted supplies and services:

Qwest aggressively sought subcontractors to augment Qwest's workforce to fulfill the 4 Connections II solution types and requirements for Communication and Networking Solutions, Building/Campus Facility Preparation, Operations, Administration, and Management, and Customer Service and Technical Support. By exercising a concerted systematic approach to identify small businesses specifically aligned with the geographic and technical requirements of Connections II, Qwest has secured subcontractors whose overall portfolio not only aligns with project needs, but with subcontracting goals as well. When Qwest identifies a potential subcontracting source, an in-depth analysis of their product and/or service capabilities, past performance, financial stability and references is conducted. Once this analysis is complete, they are entered into the Qwest database. When a need is identified, the most qualified vendors are selected for Request for Quote/Request for Proposal (RFQ/RFP) submission. Qwest analyzes all bids then selects the most qualified vendor.

D. For information only, FAR 52.219-9(d)(5) requires a description of the method used to identify potential sources for solicitation purposes (e.g., existing company source lists, the Central Contractor Registration database (CCR), veterans service organizations, the National Minority Purchasing Council Vendor Information Service, the Research and Information Division of the Minority Business Development Agency in the Department of Commerce, or small, HUBZone, small disadvantaged, and women-owned small business trade associations). A firm may rely on the information contained in CCR as an accurate representation of a concern's size and ownership characteristics for the purposes of maintaining SB, VOSB, SDVOSB, HUBZone, SDB, and WOSB source list. Use of CCR as its source list does not relieve a firm of its responsibilities (e.g., outreach, assistance, counseling, or publicizing subcontracting opportunities) in this clause.

Qwest identifies potential subcontractors using the following source lists and organizations:

Primary: Existing Qwest source lists, existing Qwest Corporate source lists, Small Business Administration, Small, Small Disadvantaged, Women-Owned, Veteran Owned, and Service

Disabled Veteran Owned business trade associations as well as suppliers that utilize the
aforementioned business concerns themselves.

Secondary: National Minority Supplier Development Council (NMSDC) and their regional
affiliates, Minority Business Development Agency (MBDA), Central Contractor Registration
(CCR) Dynamic Small Business Search, Ethic Business Chambers of Commerce, Procurement
Conferences, Trade Shows, Veteran's Organizations, Qwest Employee's Ethnic Organizations
and direct inquires from small business concerns through the small, minority and woman
owned business website.

*E. For information only, FAR 19.704(a) (6) requires a statement as to whether or not
the offeror included indirect costs in establishing subcontracting goals, and a
description of the method used to determine the proportionate share of indirect costs
to be incurred with SB (including ANCs and Indian tribes), VOSB, SDVOSB, HUBZone,
SDB (including ANCs and Indian tribes), and WOSB.*

Indirect costs ___ HAVE BEEN (or) X HAVE NOT BEEN included in the dollar and
percentage subcontracting goals stated above.

Only direct costs have been used to establish the goals. Indirect and overhead costs have
not been used in establishing the dollar and percentage subcontracting goals stated above.

IV. PROGRAM ADMINISTRATOR:

1.0 FOR INFORMATION ONLY, FAR 19.704(A)(7) REQUIRES A NAME OF AN INDIVIDUAL EMPLOYED BY THE OFFEROR WHO WILL ADMINISTER THE OFFEROR'S SUBCONTRACTING PROGRAM, AND A DESCRIPTION OF THE DUTIES OF THE INDIVIDUAL EMPLOYED BY THE OFFEROR WHO WILL ADMINISTER THE SUBCONTRACTING PROGRAM. PLEASE INCLUDE THE CONTACT INFORMATION FOR THIS PERSON (TELEPHONE NUMBER, FAX NUMBER AND/OR EMAIL ADDRESS). ALSO PROVIDE AN ALTERNATE POINT OF CONTACT IF APPLICABLE, WHO IS RESPONSIBLE FOR THIS SUBCONTRACTING PLAN, IN CASE OF QUESTIONS.

Name: Debra Crafter

Title/Position: Lead Subcontracts Representative, Strategic Sourcing & Supplier Diversity

Address: 10300 Eaton Place, Suite 210

City/State/Zip Code: Fairfax, VA 22030

Telephone number: (703) 293-6912

Fax number: (703) 293-6983

Email Address: debra.crafter@qwest.com

Alternate POC with contact information:

Name: David R. Hinson

Title/Position: Manager, Procurement & Subcontracts

Address: 10300 Eaton Place, Suite 210

City/State/Zip Code: Fairfax, VA 22030

Telephone number: (703) 460-7577

Fax number: (703) 293-6983

Email Address: david.hinson@qwest.com

Duties: The Program Administrator shall have general overall responsibility for the Contractors subcontracting program; i.e., developing, preparing, and executing subcontracting plans and monitoring performance relative to this particular plan. Such duties [found in [FAR 52.219-9\(e\)](#)] may include, but are not limited to, the following:

1. Assist SB, VOSB, SDVOSB, HUBZone, SDB and WOSB concerns by arranging solicitations, time for the preparation of bids, quantities, specifications, and delivery schedules so as to facilitate the participation by such concerns. Where the Contractor's lists of potential SB, VOSB, SDVOSB, HUBZone, SDB and WOSB subcontractors are excessively long, reasonable effort shall be made to give all such small business concerns an opportunity to compete over a period of time.
2. Provide adequate and timely consideration of the potentialities of SB, VOSB, SDVOSB, HUBZone, SDB and WOSB concerns in all "make-or-buy" decisions.
3. Counsel and discuss subcontracting opportunities with representatives of SB, VOSB, SDVOSB, HUBZone, SDB and WOSB firms.
4. Confirm that a subcontractor representing itself as a HUBZone small business concern is identified as a certified HUBZone small business concern by accessing the Central Contractor Registration (CCR) database or by contacting SBA.
5. Provide notice to subcontractors concerning penalties and remedies for misrepresentations of business status as SB, VOSB, SDVOSB, HUBZone, SDB and WOSB for the purpose of obtaining a subcontract that is to be included as part or all of a goal contained in the Contractor's subcontracting plan.
6. Develop and promote company/division policy statements that demonstrate the company's/division's support for awarding contracts and subcontracts to SB, VOSB, SDVOSB, HUBZone, SDB and WOSB concerns.
7. Develop and maintain bidders' lists of SB, VOSB, SDVOSB, HUBZone, SDB and WOSB concerns from all possible sources.
8. Ensure periodic rotation of potential subcontractors on bidders' lists.
9. Ensure that SB, VOSB, SDVOSB, HUBZone, SDB and WOSB concerns are included on the bidders' list for every subcontract solicitation for products and services they are capable of providing.

10. Ensure that subcontract procurement “packages” are designed to permit the maximum possible participation of SB, VOSB, SDVOSB, HUBZone, SDB and WOSB concerns.
11. Review subcontract solicitations to remove statements, clauses, etc., which might tend to restrict or prohibit SB, VOSB, SDVOSB, HUBZone, SDB and WOSB concerns.
12. Ensure that the subcontract bid proposal review board documents its reasons for not selecting any low bids submitted by SB, VOSB, SDVOSB, HUBZone, SDB and WOSB concerns.
13. Oversee the establishment and maintenance of contract and subcontract award records.
14. Attend or arrange for the attendance of company counselors at Business Opportunity Workshops, Minority Business Enterprise Seminars, Trade Fairs, etc.
15. Directly or indirectly counsel SB, VOSB, SDVOSB, HUBZone, SDB and WOSB concerns on subcontracting opportunities and how to prepare bids to the company.
16. Conduct or arrange training for purchasing personnel regarding the intent and impact of Section 8(d) of the Small Business Act on purchasing procedures.
17. Develop and maintain an incentive program for buyers that support the subcontracting program.
18. Monitor the company’s performance and make any adjustments necessary to achieve the subcontract plan goals.
19. Prepare and submit timely reports.
20. Coordinate the company’s activities during compliance reviews by Federal agencies.

PLEASE CHECK IF YOU AGREE WITH ALL THE ABOVE DUTIES AN IF NOT PLEASE PROVIDE AND EXPLANATION.

YES _____ X _____ NO _____

21. Additional Duties:

V. EQUITABLE OPPORTUNITY:

For information only, FAR 19.704(a)(8) requires a description of the efforts the offeror will make to assure that SB (including ANCs and Indian tribes), VOSB, SDVOSB, HUBZone, SDB (including ANCs and Indian tribes), and WOSB concerns have an equitable opportunity to compete for subcontracts..

Qwest will make every effort to ensure equitable opportunity to compete for subcontracts. These efforts may include one or more of the following activities:

A. Outreach efforts to obtain sources:

1. Contact minority and small business trade associations;
2. Contact business development organizations;
3. Request sources from the Central Contractor Registration (CCR), Dynamic Small Business Search at www.ccr.gov; and
4. Attend small minority and women-owned procurement conferences and trade shows.

B. Internal efforts to guide and encourage purchasing personnel:

1. Present workshops, seminars and training programs;
2. Establish, maintain and use SB (including ANCs and Indian tribes), VOSB, SDVOSB, HUBZone, SDB (including ANCs and Indian tribes), and WOSB source lists, guides, and other data for soliciting subcontracts;
3. Monitor activities to evaluate compliance with the subcontracting plan; and
4. Provide guidance on using Central Contractor Registration (CCR) search to identify SB (including ANCs and Indian tribes), VOSB, SDVOSB, HUBZone, SDB (including ANCs and Indian tribes), and WOSB concerns.

PLEASE CHECK IF YOU AGREE WITH ALL THE ABOVE DUTIES AN IF NOT PLEASE PROVIDE AND EXPLANATION.

YES _____ X _____ NO _____

C. Other Additional efforts: (Please describe below)

1. Disseminate information regarding the Company's small business program and subcontracting plan performance.

VI. ASSURANCES OF CLAUSE INCLUSION AND FLOW DOWN:

For information only, FAR 19.704(a)(9) requires that the offeror will include the clause at 52.219-8, Utilization of Small Business Concerns (see 19.708(a)), in all subcontracts that offer further subcontracting opportunities, and that the offeror will require all subcontractors (except small business concerns) that receive subcontracts in excess of \$550,000 (\$1,000,000 for construction) to adopt a plan that complies with the requirements of the clause at 52.219-9, Small Business Subcontracting Plan (see 19.708(b)).

Qwest agrees to include the FAR Clause 52.219-8, "Utilization of Small Business Concerns" in all subcontracts that offer further subcontracting opportunities, and will require all subcontractors (*except small business concerns*) that receive subcontracts in excess of \$550,000 (\$1,000,000 for construction) to adopt a plan that complies with the requirements of the clause at [52.219-9](#), Small Business Subcontracting Plan.

VII. REPORTING AND COOPERATION:

For informational only, FAR 19.704(a) (10) requires assurances that the offeror will agree to the following:

Qwest agrees to:

- (i) Cooperate in any studies or surveys as may be required;
- (ii) Submit periodic reports so that the Government can determine the extent of compliance by the offeror with the subcontracting plan;
- (iii) Submit the Individual Subcontract Report (ISR), and the Summary Subcontract Report (SSR) using the Electronic Subcontracting Reporting System (eSRS) (<http://www.esrs.gov>), following the instructions in the eSRS;
- (iv) Ensure that its subcontractors with subcontracting plans agree to submit the ISR and/or the SSR using the eSRS;

(v) Provide its prime contract number and its DUNS number and the e-mail address of the Government or Contractor official responsible for acknowledging or rejecting the reports, to all first-tier subcontractors with subcontracting plans so they can enter this information into the eSRS when submitting their reports; and

(vi) Require that each subcontractor with a subcontracting plan provide the prime contract number and its own DUNS number, and the e-mail address of the Government or Contractor official responsible for acknowledging or rejecting the reports, to its subcontractors with subcontracting plans.

Reports are to be submitted within 30 days after the close of each calendar period as indicated in the following chart:

Submit Report To

www.esrs.gov

<u>Calendar Period</u>	<u>Report Due</u>	<u>Date Due</u>	<u>with email to</u>
10/01--03/31	ISR	04/30	Contracting Officer/SBTA
04/01--09/30	ISR	10/30	Contracting Officer/SBTA
10/01--09/30	SSR	10/30	Contracting Officer/SBTA

Connections II Contracting Officer
Anna M. Brown
General Services Administration
Federal Acquisition Service
10304 Eaton Place
Fairfax, VA 22030
cnx2pco@gsa.gov

VIII. RECORDKEEPING:

For information only, FAR 19.704(a)(11) requires a description of the types of records that will be maintained concerning procedures that have been adopted to comply with the requirements and goals in the plan, including establishing source lists; and a description of the offeror's efforts to locate SB (including ANCs and Indian tribes), VOSB, SDVOSB, HUBZone, SDB (including ANCs and Indian tribes), and WOSB concerns and award subcontracts to them.

Qwest will maintain records concerning procedures that have been adopted to comply with the requirements and goals in the plan, including establishing source lists; and a description of efforts to locate SB (including ANCs and Indian tribes), VOSB, SDVOSB, HUBZone, SDB (including ANCs and Indian tribes), and WOSB concerns and award subcontracts to them. The records shall include at least the following (on a plant-wide or company-wide basis, unless otherwise indicated):

1. Source lists (e.g., CCR), guides, and other data that identify SB (including ANCs and Indian tribes), VOSB, SDVOSB, HUBZone, SDB (including ANCs and Indian tribes), and WOSB concerns.
2. Organizations contacted in an attempt to locate sources that are SB (including ANCs and Indian tribes), VOSB, SDVOSB, HUBZone, SDB (including ANCs and Indian tribes), and WOSB concerns.
3. Records on each subcontract solicitation resulting in an award of more than \$100,000, indicating:
 - (A) Whether small business concerns were solicited and, if not, why not;
 - (B) Whether veteran-owned small business concerns were solicited and, if not, why not;
 - (C) Whether service-disabled veteran-owned small business concerns were solicited and, if not, why not;
 - (D) Whether HUBZone small business concerns were solicited and, if not, why not;
 - (E) Whether small disadvantaged business concerns were solicited and, if not, why not;
 - (F) Whether women-owned small business concerns were solicited and, if not, why not; and
 - (G) If applicable, the reason award was not made to a small business concern

4. Records of any outreach efforts to contact
 - (A) Trade associations;
 - (B) Business development organizations;
 - (C) Conferences and trade fairs to locate small, HUBZone small, small disadvantaged, and women-owned small business sources; and
 - (D) Veterans service organizations.

5. Records of internal guidance and encouragement provided to buyers through
 - (A) Workshops, seminars, training, etc.; and
 - (B) 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 the Government, including the name, address, and business size of each subcontractor.

7. Other records to support your compliance with the subcontracting plan: (Please describe)

IX. STATUTORY REQUIREMENTS:

FAR 19.702 requires any contractor receiving a contract for more than the simplified acquisition threshold must agree in the contract that SB (including ANCs and Indian tribes), VOSB, SDVOSB, HUBZone, SDB (including ANCs and Indian tribes), and WOSB concerns will have the maximum practicable opportunity to participate in contract performance consistent with its efficient performance. It is further the policy of the United States that its prime contractors establish procedures to ensure the timely payment of amounts due pursuant to the terms of their subcontracts with SB (including ANCs and Indian tribes), VOSB, SDVOSB, HUBZone, SDB (including ANCs and Indian tribes), and WOSB concerns.

X. DESCRIPTION OF GOOD FAITH EFFORT

As stated in [15 U.S.C. 637\(d\)\(8\)](#), and FAR 19.702(c) any contractor or subcontractor failing to comply in good faith with the requirements of the subcontracting plan is in material breach of its contract. Further, [15 U.S.C. 637\(d\)\(4\)\(F\)](#) directs that a contractor's failure to make a good faith effort to comply with the requirements of the subcontracting plan shall result in the imposition of liquidated damages. Liquidated damages shall be paid by the contractor. In order to demonstrate your compliance with a good faith effort to achieve the small business subcontracting goals, outline the steps below that your company plans to take. In order to demonstrate your compliance with a good faith effort to achieve the small business subcontracting goals, outline the steps below that your company plans to take.

Qwest will take the following steps to demonstrate compliance with a good faith effort in achieving small business subcontracting goals:

Qwest will make a good faith effort to ensure that SB, HZSB, SDB, SDVOB, VOSB, and WOSB, will have an equitable opportunity to compete for subcontracts. These efforts include, but are not limited to, the following activities:

- a. Maintain liaison with Qwest Procurement and Contracting personnel on SB, HZSB, SDB, SDVOB, VOSB, and WOSB concerns.
- b. Monitor compliance with the 'Utilization of Small Business Concerns' clause.
- c. Administer the Company's Small Business Subcontracting Plan.
- d. Disseminate information regarding the Company's plan and Program to QWEST Contracting agents.

The above requirements will be negotiated with the contracting officer prior to approval. The contracting officer must ensure per FAR 19.705(a)(5) that an acceptable plan is incorporated into and made a material part of the contract.

SIGNATURE REQUIRED: Plan must be **signed** and **dated** by a company official

This subcontracting plan was SUBMITTED by:

Signature: _____

Typed Name: David R. Hinson

Title: Manager, Procurement & Subcontracts

Date Signed: September 7, 2010

This subcontracting plan was APPROVED by:

Signature: _____

Typed Name: _____

Title: Contracting Officer

Date Signed: _____

ATTACHMENT TO SUBCONTRACTING PLAN

ESRS web-based reporting requirements per FAR 52.219-9(L)

The Contractor shall submit ISRs and SSRs using the web-based eSRS at <http://www.esrs.gov>. Purchases from a corporation, company, or subdivision that is an affiliate of the prime Contractor or subcontractor are not included in these reports. Subcontract award data reported by prime Contractors and subcontractors shall be limited to awards made to their immediate next-tier subcontractors. Credit cannot be taken for awards made to lower tier subcontractors, unless the Contractor or subcontractor has been designated to receive a small business or small disadvantaged business credit from an ANC or Indian tribe.

ISR. The report is required for each contract containing an individual subcontract plan and shall be submitted to the Administrative Contracting Officer (ACO) or Contracting Officer, if no ACO is assigned.

The report shall be submitted semi-annually during contract performance for the periods ending March 31 and September 30. A report is also required for each contract within 30 days of contract completion. Reports are due 30 days after the close of each reporting period, unless otherwise directed by the Contracting Officer. Reports are required when due, regardless of whether there has been any subcontracting activity since the inception of the contract or the previous reporting period.

When a subcontracting plan contains separate goals for the basic contract and each option, as prescribed by FAR 19.704(c), the dollar goal inserted on this report shall be the sum of the base period through the current option; for example, for a report submitted after the second option is exercised, the dollar goal would be the sum of the goals for the basic contract, the first option, and the second option.

The authority to acknowledge receipt or reject the ISR resides—

In the case of the prime Contractor, with the Contracting Officer; and

In the case of a subcontract with a subcontracting plan, with the entity that awarded the subcontract.

SSR.

Reports submitted under individual contract plans—

This report encompasses all subcontracting under prime contracts and subcontracts with the awarding agency, regardless of the dollar value of the subcontracts.

The report may be submitted on a corporate, company or subdivision (*e.g.* plant or division operating as a separate profit center) basis, unless otherwise directed by the agency.

If a prime Contractor and/or subcontractor is performing work for more than one executive agency, a separate report shall be submitted to each executive agency covering only that agency's contracts, provided at least one of that agency's contracts is over \$550,000 (over \$1,000,000 for construction of a public facility) and contains a subcontracting plan. For DoD, a consolidated report shall be submitted for all contracts awarded by military departments/agencies and/or subcontracts awarded by DoD prime Contractors. However, for construction and related maintenance and repair, a separate report shall be submitted for each DoD component.

For DoD and NASA, the report shall be submitted semi-annually for the six months ending March 31 and the twelve months ending September 30. For civilian agencies, except NASA, it shall be submitted annually for the twelve month period ending September 30. Reports are due 30 days after the close of each reporting period. Subcontract awards that are related to work for more than one executive agency shall be appropriately allocated.

The authority to acknowledge or reject SSRs in eSRS, including SSRs submitted by subcontractors with subcontracting plans, resides with the Government agency awarding the prime contracts.

All reports submitted at the close of each fiscal year shall include a Year-End Supplementary Report for Small Disadvantaged Businesses. The report shall include subcontract awards, in whole dollars, to small disadvantaged business concerns by North American Industry Classification System (NAICS) Industry Subsector. If the data are not available when the year-end SSR is submitted, the prime Contractor and/or subcontractor shall submit the Year-End Supplementary Report for Small Disadvantaged Businesses within 90 days of submitting the year-end SSR.

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