

Small Business Participation (SBP) Factor

It is the Government's policy to provide maximum practicable opportunities in its contracts and subcontracts to small business and other small business socio-economic categories (i.e. small disadvantaged business, HUBZone small business, veteran-owned small business, service-disabled veteran-owned small business, and women-owned small business concerns. The Offeror agrees to support this policy by awarding subcontracts in a manner that maximizes opportunities for small businesses, consistent with successful contract performance.

INSTRUCTIONS TO OFFERORS

Offerors, regardless of size status, **must** provide the following Small Business Participation (SBP) requirements with specific details to demonstrate how it will be met. Explain strategies and methods used to include small businesses in subcontracting opportunities. Provide examples of how offeror will engage with subcontractors. Describe offerors procedures for soliciting small business participation. Detail procedures offeror has in place to ensure small businesses can successfully obtain subcontracts. By providing detailed documentation offeror effectively demonstrates commitment to meeting Small Business Participation requirements. This required information will be used to evaluate the extent of proposed participation by the offeror to utilize small businesses in the performance of this acquisition. *(See list below for examples of methods used to identify small businesses to participate in this acquisition.)*

1. A small business, *as defined in FAR Overhaul Part 19*, that may be used to satisfy the SBP requirements in this solicitation, **must** include: company name, Unique Entity Identification (UEI) number from SAM.gov profile, -their socio-economic small business category(ies) (SB, SDB, HUBZone, VOSB, SDVOSB, and WOSB), description of products or services, NAICS code, and the nature of the commitment between the offeror and the SB subcontractor (if one is established at time of proposal submission) (i.e., letter of commitment - *signed by both Prime and subcontractor*).

2. The SBP dollars and percentages **must** be calculated in terms of the proposed **total contract value (TCV)** of the acquisition including the base and all options *(if options are applicable)*. Binding commitments may become enforceable, contractual requirements if offeror were to be awarded the contract for this acquisition.

3. The SBP **must** include detailed descriptions of the *methods* used to find small businesses to support the offerors proposed percentages. Documentation must be provided in sufficient detail to determine good faith efforts were achieved. If proposed SBP percentages are **lower** than requirements in this solicitation, offeror must provide proof of all "good faith efforts" to establish how offeror arrived at proposed goals. This can include providing a list of platforms where offeror advertised opportunities for small business subcontracts including direct emails, notices, engagements, and other correspondence. It is crucial to present a clear, comprehensive, and convincing narrative of proposed SBP goals.

Examples of **methods** to identify and engage small businesses for this acquisition:

Offeror's Internal Subcontractor database;

Offerors Website - dedicated portal for subcontractors to submit interest;

APEX Accelerator - to locate sources in acquisition's geographic area;

SBA's Small Business Search Website (search.certifications.sba.gov);

SBA's SUBNet (Subcontracting Network) Website - post subcontractor opportunities;

System for Award Management (SAM.gov)

Targeted Outreach Events - direct engagement with organizations dedicated to supporting small businesses: Trade associations, Business development organizations, Chambers of Commerce, Workshops, Seminars, Industry and Community Engagements, Industry Days, Conferences, Trade Shows, Matchmaking events, and Veterans service organizations.

Offerors Industry Day – for specific acquisition (if applicable)

The SBP percentage goals for this acquisition are:

SB: TBD % based on total value of proposal

SDB: TBD % based on total value of proposal

WOSB: TBD % based on total value of proposal

HUBZone: TBD % based on total value of proposal

VOSB: TBD % based on total value of proposal

SDVOSB: TBD % based on total value of proposal

(SB Participation goals are based on **market research** for **each** specific acquisition).

NOTE: Small Business PRIME Offerors are reminded to propose percentages for the other small business socio-economic categories they themselves cannot fulfill (SDB, HZ, VOSB, SDVOSB, and WOSB).

NOTE: In accordance with FAR Overhaul Part 19.101(a)(2)(i), HZ, VOSB, SDVOSB, and WOSB are required to be SBA Certified. Ensure subcontractor is SBA Certified to be counted toward offerors SBP goals.

NOTE: In accordance with FAR Overhaul Part 19.206-3, The contracting officer must take particular care to ensure that the offeror has not submitted **unreasonably low** goals to minimize exposure to liquidated damages and to avoid the administrative burden of substantiating good faith efforts.

4. Demonstrate compliance with Past Performance information in accordance with the requirements of **FAR Clause 52.219-8, Utilization of Small Business Concerns**. Include the extent to which small business performance requirements were met on past contracts that required submission of SBP or other small business utilization documentation.

5. Demonstrate compliance with Past Performance information in accordance with the requirements of **FAR Clause 52.219-9, Small Business Subcontracting Plan**. Include the extent to which applicable SB goals and other small business performance requirements were met on past contracts. Supporting documentation may be within the past six (6) years.

*Examples of compliance documentation may include Individual Subcontracting Reports (ISR) from **SAM.gov/eSRS**.*

NOTE: *As of February 20, 2026, the Electronic Subcontracting Reporting System (eSRS) has been decommissioned, and all subcontracting reporting functionalities have migrated to **SAM.gov**. Prime contractors and subcontractors previously used the website www.esrs.gov to file Individual Subcontract Reports (ISR) and Summary Subcontract Reports (SSR). **New Location:** <https://sam.gov/esrs>.*

Nothing precludes an offeror from further demonstrating their extent of commitment to using small businesses beyond what has been required by the solicitation.

This factor does not have a page limitation.

The Government reserves the right to review additional information outside of the evaluation criteria to validate proof of submitted documentation.

SUBMISSION REQUIREMENTS

1. Offerors, regardless of size status, **must** submit the following Small Business Participation (SBP) requirements. This information may be incorporated into the resulting award by reference or attachment as an enforceable contractual requirement. Offerors must propose the level of participation of small businesses in performance of the acquisition relative to the requirements.

NOTE: *In accordance with FAR Overhaul Part 19.101(a)(2)(i) Proposals including percentages for small businesses that are HUBZone, VOSB, SDVOSB, and WOSB **must** ensure the socio-economic entity is **SBA Certified**. SBA Certification may be verified at <https://search.certifications.sba.gov/>.*

(a) Specify the applicable size and categories for the PRIME Offeror ONLY -- Check all applicable:

Other than Small Business (OTS) *also known as Large Business (LB)*

or

Small Business Prime; *also categorized as a*

Small Disadvantaged Business (SDB)

Women-Owned Small Business (WOSB)

Historically Underutilized Zone (HUBZone) Small Business

- ___ Veteran Owned Small Business (VOSB)
- ___ Service-Disabled Veteran Owned Small Business (SDVOSB)

(b) Submit the *total contract value (TCV)* price proposed for both the **dollar value AND percentage** of work to be performed by **both** large businesses (LB) **and** small businesses (SB).

NOTE: Include the dollars and percentage of work to be performed by the *PRIME*, and all subcontractors (LB and SB):

Example: If the Prime proposes a *total contract value (TCV)* price proposal of \$1,000,000 (*including all options*), and SB provide \$250,000 in services, the percentage planned for SB is 25%; and the remaining 75% is for LB, equaling 100%.

Total Percentage planned for LB: 75% = \$ 750,000
 Total Percentage planned for SB: 25% = \$ 250,000
 Combined LB and SB will equal: 100% \$1,000,000 (**Total Contract Value**)

(c) Indicate the **total percentage AND dollar value** of participation to be performed by each *type of subcategory* small business. The percentage of work performed by Small Businesses that qualify in multiple small business categories may be counted in each category:

Example: Victory Construction (WOSB and SDVOSB) performing 2%; and Patriots Group (SDB, HUBZone and WOSB) performing 3%. Results equate to: SB 5%; SDB 3%; HUBZone 3%; WOSB 5%; SDVOSB 2%; VOSB 2%;). **Note: SDVOSB are also VOSB automatically;** however, VOSB are *not automatically* SDVOSB.

The following information **must** be provided in proposal submission.

	Dollar Value:	Percentage:
Total Contract Value Proposed:	\$ _____	
Prime Offeror Self-Performance:	\$ _____	_____ %
Subcontracted Total Dollars	\$ _____	_____ %
Subcontracted to Large Business:	\$ _____	_____ %
Subcontracted to Small Business:	\$ _____	_____ %
Small Disadvantaged Business:	\$ _____	_____ %
HUBZone Small Business:	\$ _____	_____ %
Woman Owned Small Business:	\$ _____	_____ %
Veteran Owned Small Business:	\$ _____	_____ %
Service-Disabled Veteran Owned SB:	\$ _____	_____ %

(d) Identify the Type of Service/Supply that the PRIME offeror will provide. Then list each of the intended Subcontractors with the principal supplies/services to be provided

by that subcontractor. Provide the Commercial and Government Entity (CAGE) code and or the Unique Entity Identification (UEI) number for the prime **and each intended subcontractor**. Also, provide the anticipated NAICS codes(s) that the prime offeror believes best describes the product or services being acquired by its subcontracts with each intended subcontractor. *Small business subcontractors that qualify in multiple SB socio-economic categories should be listed in each applicable category.*

Example: If a Small Business qualifies as a WOSB and a SDVOSB, it may be added to multiple categories below in which they qualify.

Table 1 – Example Template

Total Participation	Size/SB Category	Name of Company	UEI or CAGE (SBA Certified)	Anticipated NAICS Code	Type of Products/ Services
Prime Offeror					
Subcontractors:					
Large					
SB					
	SB	<i>Patriots Grp</i>		238330	<i>Flooring Contractors</i>
	SB	<i>Victory Co.</i>		238910	<i>Site Preparation</i>
SDB					
	SDB	<i>Patriots Grp</i>		238330	<i>Flooring Contractors</i>
WOSB					
	WOSB	<i>Patriots Grp</i>		238330	<i>Flooring Contractors</i>
	WOSB	<i>Victory Co.</i>		238910	<i>Site Preparation</i>
HUBZone					
	HZ	<i>Patriots Grp</i>		238330	<i>Flooring Contractors</i>
VOSB					
	VOSB	<i>Victory Co.</i>		238910	<i>Site Preparation</i>
SDVOSB					
	SDVOSB	<i>Victory Co.</i>		238910	<i>Site Preparation</i>

NOTE: SDVOSB are also VOSB automatically; however, VOSB are not automatically SDVOSB.

NOTE: Pursuant to Sections B(d) of the Small Business Act, a business is considered small for government procurements if it does not exceed the size standard for the NAICS code that the prime contractor believes best describes the product or services being acquired.

(e) Describe the extent of commitment to small businesses (e.g., what types of commitments, if any, are in place for this specific acquisition, such as: written contract, verbal, enforceable commitments (i.e., letter of commitment), non-enforceable commitments, joint ventures, mentor-protégés. Provide commitments to small business subcontractors ONLY, not required for LB subcontractors).

Enforceable commitments are weighted more heavily than non-enforceable commitments.

If a Letter of Commitment is submitted, it **must** include the following:

- (1) Firm must be a small business.
- (2) Include the socioeconomic category of the small business (8(a), HUBZone, WOSB, VOSB, and SDVOSBs **must** be **SBA Certified** to count in these categories).
- (3) Identify the services/supplies to be provided by the small business and the NAICS Code associated with those services/supplies.
- (4) The solicitation number (e.g. W9126G26RXXX) should be located on the commitment document.
- (5) Include legible signature blocks with signatures from **BOTH** parties (prime and *subcontractor signatures required*) authorized to sign on behalf of their respective firm to demonstrate acknowledgement of the business relationship and enforceable commitment.
- (6) The small business must be identified in the SBP as appropriate.
- (7) UEI number from SAM.gov profile used in validating socio-economic SB category.

Failure to submit the above requirements will be evaluated as unacceptable.

2. Offerors are required to **provide detailed explanations and documentation of the methods used** to find small businesses to support the proposed SBP percentages. Documentation must be provided in sufficient detail to determine good faith efforts were achieved. (*See Examples of Methods used to find small businesses to participate in this acquisition provided above.*)

Failure to submit the above requirements will be evaluated as unacceptable.

3. Offerors are required to demonstrate compliance with Past Performance information in accordance with the requirements of FAR Clause 52.219-8, Utilization of Small Business Concerns. Submit up to three (3) Individual Subcontracting Reports (ISR) from **SAM.gov/eSRS**. Supporting documentation may be within the past six (6) years. If this cannot be provided, please provide a detailed explanation why (for example your company just gained status as an LB). Then offeror should provide other documentation showing compliance with this clause.

Failure to submit the above requirements will be evaluated as unacceptable.

4. Offerors are required to demonstrate compliance with Past Performance information in accordance with the requirements of FAR Clause 52.219-9, Small Business

Subcontracting Plan. Submit up to three (3) Individual Subcontracting Reports (ISR) from **SAM.gov/eSRS**. Supporting documentation may be within the past six (6) years. If this cannot be provided, please explain why and provide other documentation.

Failure to submit the above requirements will be evaluated as unacceptable.

EVALUATION CRITERIA

The Government will evaluate to the extent of each offerors proposed Small Business Participation (SBP) to determine if it meets the requirements of this acquisition. The following criteria will be used in the evaluation.

1. Identification of Small Business including name of company, SB socio-economic category, UEI or CAGE Code, NAICS Code, and type or variety of services to perform.
2. Strength and credibility of the demonstrated commitment to small business, as evidenced by letters of commitment or other verifiable documentation.
3. Total percentage of the contract value allocated to small business participation.
4. Substantiation of the proposed SBP percentages through detailed explanations and supporting documentation.
5. Demonstrated compliance with the requirements of RFO Clause 52.219-8, Utilization of Small Business Concerns.
6. Demonstrated compliance with the requirements of RFO Clause 52.219-9, Small Business Subcontracting Plan.

The Government will evaluate the proposal to determine which offeror proposes the best value in terms of Small Business Participation.

The ratings utilized to evaluate the Small Business Participation (SBP) Factor are:

Outstanding: Proposal indicates an exceptional approach and understanding of small business objectives.

Good: Proposal indicates a thorough approach and understanding of small business objectives.

Acceptable: Proposal indicates an adequate approach and understanding of small business objectives.

Marginal: Proposal has not demonstrated an adequate approach and understanding of the small business objectives.

Unacceptable: Proposal does not meet small business objectives.

SMALL BUSINESS SUBCONTRACTING PLAN (LARGE BUSINESSES ONLY)

***** A Small Business SUBCONTRACTING Plan is NOT required at this time. *****

After the apparent successful offeror is determined for award, the Contracting Officer will request the offeror to submit a Small Business Subcontracting Plan.

In accordance with DFARS 215.304(c)(i) for unrestricted acquisitions that require the use of FAR Clause 52.219-9, Small Business Subcontracting Plan, if the apparent awardee is an Other Than Small (OTS) business the offeror must also submit a small business subcontracting plan meeting the requirements of FAR Clause 52.219-9 and DFARS 252.219-7003.

The SB Subcontracting Plan must reflect and be consistent with the commitments offered within the SB Participation requirements.

The socio-economic dollars should be equal to or greater than the commitments proposed in the SBP.

Small businesses specifically identified in the SBP should be listed in the Small Business Subcontracting Plan.

Failure to submit an **acceptable** Small Business Subcontracting Plan will result in the offeror's ineligibility for award. Subcontracting Plans may be negotiated to achieve acceptability.

The Small Business Subcontracting Plan will be evaluated as "Acceptable" or "Unacceptable".

NOTE: Offerors are reminded:

It is the Government's expectation that the SBP percentages, based on the offer's proposal, will be met. Failure to meet the requirements **without** sufficient justification in terms of the good faith efforts applied may result in the offeror paying liquidated damages to the Government in accordance with FAR 52.219-16, Liquidated Damages and a CPARS rating less than satisfactory during post-award execution and administration of the contract.

Successful offeror is required to notify the Contracting Officer of any substitutions for firms that are **NOT** Small Business, for the Small Business firms specifically identified in the SBP and the Small Business Subcontracting Plan. Notifications must be in writing

and must occur within a reasonable period after award of the subcontract to facilitate compliance with DFARS 252.219-7003(e) during post-award execution and administration of the contract.

The Small Business Subcontracting Plan is **NOT** evaluated as part of the source selection process and is separate from the Small Business *Participation* Factor requirements in this solicitation.

Subcontracting Plan Requirements

In accordance with FAR Overhaul Part 19.109, in negotiated acquisitions that are expected to exceed \$2 million for construction and that have subcontracting possibilities, **must** require the apparent successful offeror selected for award to submit an acceptable small business subcontracting plan.

Subcontracting Plans may be negotiated to achieve acceptability.

It is important to note that if the apparent successful offeror fails to negotiate a subcontracting plan acceptable to the contracting officer within the time limit prescribed by the contracting officer, the offeror will be ineligible for award.