GEORGIA INSTITUTE OF TECHNOLOGY
GEORGIA TECH RESEARCH CORPORATION
GEORGIA TECH APPLIED RESEARCH CORPORATION
Office of Sponsored Programs
Atlanta, Georgia 30332-0420

MASTER SUBCONTRACTING PLAN
SUBMITTED IN ACCORDANCE WITH PL 95-507,
PL 99-661, Section 1207 and PL 100-180, Section 806, PL 105-135

This Master Subcontracting Plan is submitted to the Office of Naval Research, the cognizant
Administrative Contracting Office, as the FY2007 plan by Georgia Tech Research Corporation,
Georgia Tech Applied Research Corporation/Georgia Institute of Technology, hereinafter
referred to as Georgia Tech, for subcontracting with small business concerns, small
disadvantaged business concerns, women-owned small businesses, HUBZone small business
concerns, veteran-owned small businesses, service disabled veteran-owned small businesses,
historically black colleges and universities, and minority institutions. Georgia Tech will
periodically prepare individual subcontracting plan goals as addenda to this Master
Subcontracting Plan. It is understood that this Master Subcontracting Plan may be incorporated
by reference into the individual subcontracting plans, and that any deviations from this Master
Plan will be clearly set forth in the individual subcontracting plan. This Master Subcontracting
Plan, once approved, will be effective for three years and will be utilized for all federal contracts
requiring the submission of a small business-subcontracting plan.

1. GOALS

Goals for the use of small business concerns (SBs), small disadvantaged business concerns
(SDBs), women-owned small business concerns (WOSBs), HUBZone small business concerns,
veteran-owned small businesses (VOSBs), service-disabled veteran-owned small businesses
(SDVOSBs), historically black colleges and universities (HBCUs) and minority institutions
(MIs) will be provided for each individual subcontracting plan and will be expressed in terms of
percentages and dollars of the total planned subcontracting dollars, as indicated by Exhibit A.

The majority of contracts performed by Georgia Tech are for Research and Development,
wherein a significant portion of subcontracting (dollars) involves procurement of very high
technology, state-of-the-art parts and hardware. The known sources for this type of equipment are
limited and generally provide less of an opportunity for participation by SBs, SDBs, WOSBs,
HUBZone small businesses, VOSBs, SDVOSBs, HBCUs and MIs than one would find in
commercial, industrial, or production type contracts.
2. DOLLARS

The goal statement will include total dollars to be subcontracted, clearly stating for each individual plan total dollars to be subcontracted to SBs, SDBs, WOSBs, HUBZone small businesses, VOSBs, SDVOSBs, HBCUs, and MIs.

3. DESCRIPTION OF SUPPLIES AND SERVICES

The goal statement for each individual plan will also include a description of the principal types of supplies and services to be subcontracted to SBs, SDBs, WOSBs, HUBZone small businesses, VOSBs, SDVOSBs, HBCUs, and MIs.

4. METHOD FOR DEVELOPMENT OF SUBCONTRACTING GOALS

A thorough examination will be made of every opportunity for subcontracting to SBs, SDBs, WOSBs, HUBZone small businesses, VOSBs, SDVOSBs, HBCUs and MIs. ("Subcontracting" as used herein includes all materials, supplies and services which, to the best of Georgia Tech's knowledge, will be procured as part of the work under any contract). This examination will include careful consideration of all materials, supplies and services that could potentially be subcontracted. Specifically excluded is work to be accomplished by Georgia Tech "in-house", direct labor, and travel (which as a matter of policy is not procured by Georgia Tech but rather is the responsibility of individual employees, subject to reimbursement). Each individual subcontracting plan will specify materials, supplies and services potentially subject to subcontracting to SBs, SDBs, WOSBs, HUBZone small businesses, VOSBs, SDVOSBs, HBCUs and MIs. As a State of Georgia policy directs, utilization of small business and small disadvantaged set-asides is prohibited; therefore, this method will not be used.

5. IDENTIFICATION OF POTENTIAL SOURCES

To identify potential sources among SBs, SDBs, WOSBs, HUBZone small businesses, VOSBs, SDVOSBs, HBCUs and MIs, Georgia Tech has available, uses, and will continue to use in the future, as appropriate, trade associations, federal agencies, and local sources, as follows:

(a). National Contract Management Association
(b). National Minority Purchasing Council
(c). Office of Minority Business Administration
(d). Small Business Administration
(e). National Association of Black Manufacturers
(f). Southeast Association of Minority Manufacturers
(g). Georgia Minority Supplier Development Council

(h). Alliance for Business Development

(i). Technology Commercialization Center, Economic Development Laboratory, Georgia Institute of Technology

(j). Council of Governmental Relations, National Association of University and College Business Officers

(k). American Council on Education

(l). Office of Federal Programs, American Association of State Colleges and Universities

(m). MOLIS - The Minority On-Line Information Service

(n). Try Us - A publication listing minority businesses, nationwide

(o). CCR Dynamic Small Business Search

Georgia Tech continually strives to learn about other agencies, associations and organizations, which might be helpful in identifying potential sources. MOLIS, the Minority On-Line Information Service, is an on-line database retrieval service of HBCU and MI capabilities and contains information on federal agency education, research equipment and employment opportunities. Georgia Tech researchers will be encouraged to utilize this database to identify HBCUs and MIs with the capability to provide high technology services in research and development.

Additionally, Georgia Tech surveyed each of the HBCUs and MIs listed within the MOLIS database and provided them with a description of the types of technical work performed by Georgia Tech. The HBCUs and MIs were invited to indicate any interest they might have in forming partnerships or undertaking other collaborative efforts with Georgia Tech.

6. USE OF INDIRECT COSTS AND METHOD FOR DETERMINING PROPORTIONATE SHARE

The goals included in each subcontracting plan do include indirect costs. These costs are calculated by analyzing historical procurement activity of purchases made to SBs, SDBs, WOSBs, HUBZone small businesses, VOSBs, SDVOSBs, HBCUs and MIs utilizing a percentage of those overhead dollars that are used for purchases.

7. SUBCONTRACTING PLAN ADMINISTRATOR
Lonnie Moore, Assistant to the Associate Vice Provost/General Manager of Georgia Tech Research Corporation and Georgia Tech Applied Research Corporation will serve as the subcontracting plan administrator. She is directly responsible for the preparation of subcontracting plans. She coordinates with the Purchasing Office and provides information on goods and services needed by the Project Directors/Principal Investigators (PDs/PIs) for their projects. Coordinating with the PDs/PIs, she develops goals for SBs, SDBs, WOSBs, HUBZone small businesses, VOSBs, SDVOSBs, HBCUs and MIs. She also provides the required liaison between PDs/PIs and the Office of Sponsored Programs.

8. EFFORTS TO ASSURE EQUITABLE OPPORTUNITY FOR COMPETITION

As an agency of the State of Georgia, it is the policy of Georgia Tech that small and minority businesses shall have the maximum practicable opportunity to participate in the performance of subcontracts let by any Georgia Tech unit, and that Georgia Tech will fully comply with the requirements of PL 95-507; PL 99-661, section 1207; PL 100-180, section 806, and PL 105-135, in implementing directives issued by federal agencies. As a subcontractor to the United States Government, Georgia Tech supports the programs which promote the development of small business concerns, small business concerns owned and controlled by socially and economically disadvantaged individuals and small businesses owned and controlled by women, in addition to historically black colleges and universities and minority institutions.

The following statement is attached to all Requests for Quotations from Georgia Tech:

"It is the policy of the State of Georgia that minority business enterprises shall have the maximum opportunity to participate in the State purchasing process. Therefore, the State of Georgia encourages all minority business enterprises to compete for, win and receive contracts for goods, services and construction. Also, the State encourages all companies to subcontract portions of any State contract to minority enterprises. For information, contact the small and minority business coordinator referenced below:

Georgia Institute of Technology
Small and Minority Business Coordinator
Procurement Department
711 Marietta Street
Atlanta, Georgia 30318
Telephone: (404) 894-5000"

Further, former Governor Zell Miller, State of Georgia, issued on April 16, 1992, an Executive Order directing increased minority participation in the State contracting Process. Georgia Tech, as a unit of the State of Georgia, complies with this Order.

As directed by the State of Georgia Executive Order, Georgia Tech includes on all Requests for Quotations the following statement:
"Bidders interested in taking advantage of the Georgia income tax incentives provided for by the Official Code of Georgia Annotated 48-7-38, relative to the use of minority subcontractors in the performance of contracts awarded by the State of Georgia, should contact the State small and minority business coordinator at the following address:

Small and Minority Business Coordinator
Department of Administrative Services
Executive Operations
200 Piedmont Avenue, S.E.
Suite 1304, West Tower, Floyd Building
Atlanta, Georgia 30334
Telephone: (404) 656-6315."

Furthermore, Georgia Tech has appointed the Small and Minority Business Coordinator to serve as liaison between Georgia Tech and minority vendors. The Small and Minority Business Coordinator provides one-on-one assistance to small business concerns, small disadvantaged business concerns, women-owned small business concerns, HUBZone small business concerns, and veteran-owned small business concerns; this liaison also ensures that bid information is widely and appropriately disseminated.

9. ASSURANCE OF CLAUSE INCLUSION

Georgia Tech warrants that it will include FAR clauses 52.219-8 entitled, "Utilization of Small Business Concerns" in all subcontracts which offer further subcontracting opportunities and will require all subcontractors (except small business concerns) who receive subcontracts in excess of $550,000, or in the case of a contract for the construction of any public facility, $1,000,000, to adopt a plan similar to the plan agreed to by Georgia Tech, and 52.219-9 entitled, "Small Business Subcontracting Plan."

10. STUDIES, SURVEYS, SUBMISSION OF SF 294 and SF 295

Georgia Tech warrants that it will submit such periodic reports as the SF 294 and SF 295, and will cooperate in any studies or surveys as may be required by the contracting agency or the Small Business Administration in order to determine the extent of compliance by Georgia Tech with this Master Subcontracting Plan. Georgia Tech requires its subcontractors to agree to submit Standard Forms 294 and 295, where appropriate.

11. RECORDS MAINTENANCE, SOURCE LISTS

Georgia Tech will maintain complete records, which will demonstrate compliance with subcontracting goals and plans. Those records will include:
(a). Source lists, guides and other data that identify SBs, SDBs, WOSBs, HUBZone small businesses, and VOSBs, SDVOSBs as follows:


(2). National Minority Purchasing Council Vendor Information Service Directory

(3). Office of Minority Business Development Agency, Department of Commerce Listing


(5). State of Georgia, Department of Administrative Services, Small Business, Small Minority Business Listing Service

(6). Atlanta Area Minority Business Directory

(7). Southeast Association of Minority Manufacturer's Participant Directory

(8). National Association for Equal Opportunity in Higher Education, NAFEO/DOD Project HBCUW Liaison Officer's Source List

(b). Organizations contacted in attempt to locate additional sources that are small, small disadvantaged, women-owned business concerns, HUBZone small businesses, veteran-owned small business concerns, service-disabled veteran owned small business are as follows:

(1). Atlanta Office of the Small Business Administration

(2). The Georgia Tech Purchasing Department maintains close liaison with the Georgia Procurement Assistance Center (GPAC), an outreach center headquartered at Georgia Tech with field offices statewide. The GPAC participates in and sponsors procurement outreach conferences on a quarterly basis. This outreach effort shall continue in the future.

(c). Records on each subcontract solicitation resulting in an award greater than $100,000, and indicating whether SBs, SDBs, WOSBs, HUBZone small businesses, VOSBs, SDVOSBs, HBCUs, and MIs were solicited and if not, why not, and if applicable, the reason award was not made to a SB, SDB, WOSB, HUBZone small business, VOSBs, SDVOSBs, HBCU or MI. Georgia Tech currently maintains for each procurement a record of bid summary, which
provides the classification of each bidding concern and the basis for award, such as lowest bid, sole source, and reasonableness.

(d). Records will be kept concerning on-going and continuous outreach efforts, such as contact with trade associations, business development organizations, and conferences or trade fairs to locate small, small disadvantaged business, women-owned small business, HUBZone small business, veteran-owned small business and sources. In an attempt to increase the number of small business sources, including small disadvantaged business, women-owned small business, HUBZone small business, and veteran-owned small business, service-disabled veteran-owned small business sources awarded subcontracts, Georgia Tech participates in vendor fairs, attends seminars, and maintains an active listing of vendor profiles identifying small businesses, small disadvantaged businesses, women-owned small businesses, HUBZone small businesses, veteran-owned small businesses and service-disabled veteran-owned small businesses.

12. IMPLEMENTATION OF THIS MASTER SUBCONTRACTING PLAN

To effectively implement this plan to the extent consistent with efficient contract performance, Georgia Tech will perform the following functions:

(a). Facilitate participation of SBs, SDBs, WOSBs, HUBZone small businesses, VOSBs, and SDVOSBs by contacting prospective vendors and ascertaining their capabilities. Requests for Quotations are mailed to those concerns, which appear to have the appropriate capabilities. Information on SBs, SDBs, WOSBs, HUBZone small businesses, VOSBs, SDVOSBs is sought out by searching SBA's on-line PRO-NET System and searching the Georgia Minority Supplier Directory, http://www.sbdc.uga.edu/minority/gmsd_index.html, which is published annually by the State of Georgia; RFQs are mailed to them, as appropriate.

(b). Regarding "make or buy" decisions: Research and development work, by its very nature, does not involve any significant "make or buy" decisions, as might be common in an industrial production environment. Georgia Tech's facilities are limited to laboratory/experiment capabilities and, thus, wherever requirements exist for supplies or services beyond this laboratory/experimental level; the decision is automatically "to buy." The goals expressed in individual plans, therefore, maximize the decision "to buy."

(c). All SBs, SDBs, WOSBs, HUBZone small businesses, VOSBs, and SDVOSBs who express an interest in subcontracting with Georgia Tech are encouraged to prepare a vendor profile. Their capabilities and facilities are recorded into the vendor database, and all appropriate subcontracting opportunities that exist are described to them.
(d). Subcontractors to Georgia Tech who are small disadvantaged businesses will be reminded that they need to certify with the Small Business Administration (SBA) or a private certifier, as outlined in 13 CFR part 124. HUBZone small business concerns will also be reminded that they must be certified by SBA and must appear on the “HUBZone List of Qualified HUBZone Small Business Concerns,” which can be accessed from http://www.sba.gov/hubzone/.

(e). All subcontractors to Georgia Tech are advised of the penalties and remedies for misrepresentations for business status as a small business, small disadvantaged business, women-owned small business, HUBZone small business, veteran-owned small business or service-disabled veteran-owned small business for the purpose of obtaining a subcontract.

13. CHANGES

Because the prime contract for which this Master Plan will apply is for research and development, there may be changes in the direction or scope of the work of individual prime contracts, which necessitate changes to fiscal budgets. Nothing in this plan will preclude changes otherwise authorized by the individual prime contract.

Signed:

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Approved:

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