

UC Santa Barbara
Policies
Issuing Unit: Academic Affairs

Policy 1625
Date: May 1, 1990

COORDINATING SUBCONTRACTING PLANS FOR RESEARCH
CONTRACTS FUNDED BY EXTRAMURAL AGENCIES

I. References:

- A. University of California Materiel Management/Purchasing Subcontracting Plan Format (available from the Small Business Coordinator, Purchasing)
- B. Federal Acquisitions Regulations (FAR) 52.219-09; (available in the Office of Research Development and Administration)
- C. Department of Defense Federal Acquisitions Regulations Supplement (DFARS) 252.215-7000 (available in the Office of Research Development Administration)

II. POLICY:

Federal regulations require the University to prepare a subcontracting plan for each federally funded research contract of \$500,000 and greater. The aim of a subcontracting plan is to give small business concerns and those businesses owned and controlled by socially and economically disadvantaged individuals a fair and equitable opportunity to compete for business. Often included in these research contracts are subagreements with outside universities.

The subcontracting plan, prepared by the Small Business Coordinator in the Purchasing Department, will designate an estimated portion of the contract awarded for travel, equipment, supplies, maintenance, publication and related costs.

III. PROCEDURE:

Office of Research Development and Administration (ORDA):

A Contracts and Grants officer in the Office of Research Development and Administration will inform the originating department when an agency has requested any alterations to the existing contract proposal and/or its budget.

Originating Department:

The originating department should forward a copy of their completed contract proposal for \$500,000 or greater, or any revised budget for such proposal to the Small Business Coordinator at the time it is submitted to the Office of Research Development and Administration. In addition, the originating department should forward a copy of their supplement to an existing proposal, award, or request for renewal, totaling \$500,000 or greater when added to the existing awards, to the Small Business Coordinator at the time it is forwarded to the Office of Research Development and Administration.

It is the originating department's responsibility to contact the

Small Business Coordinator in the Purchasing Department if a subcontracting plan is required. The originating department should identify areas within the budget where subcontracting is realistically available. A "Subcontracting Budget Summary" form, located at the end of this policy, should be completed for each contract proposal. The Small Business Coordinator will provide assistance as needed.

Purchasing Department:

Following the originating department's request, a subcontracting plan will be prepared by the Small Business Coordinator for proposals of \$500,000 or greater, or proposal revisions bringing the total cost to \$500,000 or greater. Subcontracting plans may need to be prepared for proposals less than \$500,000 if requested by an awarding agency.

In the absence of the Small Business Coordinator the Purchasing Supervisor will provide assistance.

Please direct questions about these policies to Meta.Clow@vadmin.ucsb.edu. For questions or comments regarding the format of the above information, please contact webcontact@ucsbuxa.ucsb.edu.

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