



## Small Business Subcontracting Plan

Xcel Energy is a prime contractor to the Federal Government and must comply with specific laws and regulations. We are required to flow down certain requirements to our contractors and suppliers to ensure utilization of small businesses in all contracts that offer further subcontracting opportunities. As a contractor or supplier to Xcel Energy, you are required to adopt a subcontracting plan that complies with the requirements of FAR clause 52.219-9.

Contractor Name:	<input type="text"/>	City:	<input type="text"/>		
Address:	<input type="text"/>	State:	<input type="text"/>	Zip Code:	<input type="text"/>
Contract Number:	<input type="text"/>	Contract Start Date:	<input type="text"/>	Contract End Date:	<input type="text"/>
Contract Value:	<input type="text"/>	Total value of project subcontracts (both large and small businesses):			<input type="text"/>
Service/Material:	<input type="text"/>				

### 1. Description of Products and/or Services to be Subcontracted to Small Companies:

Provide a description of all the products and/or services to be subcontracted to companies under this contract, indicating the types of businesses supplying them: disability-owned small business, HUBZone small business, LGBT-owned small business, minority-owned small business, service disabled veteran-owned small business, small business, small disadvantaged business, veteran-owned small business or women-owned small business.

<b>Subcontractor Name:</b>	<input type="text"/>	Type of Business:	<input type="text"/>		
Subcontractor Website:	<input type="text"/>	Percent of Total Subcontracting:	<input type="text"/>	Dollar Value:	<input type="text"/>

Product and/or Services to be Subcontracted:	<input type="text"/>
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Product and/or Services to be Subcontracted:	<input type="text"/>
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**Subcontractor Website:**  **Percent of Total Subcontracting:**  **Dollar Value:**

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**Subcontractor Website:**  **Percent of Total Subcontracting:**  **Dollar Value:**

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**Subcontractor Website:**  **Percent of Total Subcontracting:**  **Dollar Value:**

**Product and/or Services to be Subcontracted:**

**2. Goal Development:**

The following method was used in developing the subcontracting goals:

**3. Identifying Potential Sources:**

The following methods were used to identify potential sources for solicitation purposes (see FAR 52.219-9(d)(5) for examples of methods that may be used):

**4. Indirect Costs:**

Indirect costs are not directly related to Xcel Energy material or projects. Examples of indirect cost could include janitorial services, office supplies or marketing costs.

Indirect costs have/have not been included in the dollar and percentage subcontracting goals stated above:

If "have been" is checked, explain the method used in determining the proportionate share of indirect costs to be incurred with small and diverse businesses:

## 5. Program Administrator:

Name:	<input type="text"/>	Address:	<input type="text"/>
Title:	<input type="text"/>	City:	<input type="text"/>
Phone Number:	<input type="text"/>	State:	<input type="text"/>
Email:	<input type="text"/>	Zip Code:	<input type="text"/>

This individual's specific duties, as they relate to the firm's subcontracting program, are as follows:

## 6. Equitable Opportunity:

The following good faith efforts (internal and external) will be taken to assure that small business, veteran-owned small business, service-disabled small business, small disadvantaged business, women-owned small business, HUBZone small business, LGBT-owned small business, and minority-owned small business concerns will have an equitable opportunity to complete for subcontracts:

## 7. Reporting and Cooperation:

The offeror 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) After November 30, 2017, include subcontracting data for each order when reporting subcontracting achievements for indefinite-delivery, indefinite-quantity contracts intended for use by multiple agencies;
- (iv) Submit the Individual Subcontract Report (ISR) and/or the Summary Subcontract Report (SSR), in accordance with paragraph (I) of this clause using the Electronic Subcontracting Reporting System (eSRS) at <http://www.esrs.gov>. The reports shall provide information on subcontract awards to small business concerns (including ANCs and Indian tribes that are not small businesses), veteran-owned small business concerns, service-disabled veteran-owned small business concerns, HUBZone small business concerns, small disadvantaged business concerns (including ANCs and Indian tribes that have not been certified by SBA as small disadvantaged businesses), women-owned small business concerns, and for NASA only, Historically Black Colleges and Universities and Minority Institutions. Reporting shall be in accordance with this clause, or as provided in agency regulations;
- (v) Ensure that its subcontractors with subcontracting plans agree to submit the ISR and/or the SSR using eSRS;
- (vi) Provide its prime contract number, its DUNS number, and the e-mail address of the Offeror's official responsible for acknowledging receipt of or rejecting the ISRs, to all first-tier subcontractors with subcontracting plans so they can enter this information into the eSRS when submitting their ISRs; and
- (vii) Require that each subcontractor with a subcontracting plan provide the prime contract number, its own DUNS number, and the email address of the subcontractor's official responsible for acknowledging receipt of or rejecting the ISRs, to its subcontractors with subcontracting plans.

The contractor's designated Program Administrator will be solicited by Xcel Energy on a quarterly basis to report all spend with diverse and small businesses, both direct and indirect. This reporting is required per the terms and conditions of the Contractor's agreement with Xcel Energy.

## 8. Record Keeping:

The following is 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 small business, veteran-owned small business, service-disabled veteran-owned small business, HUBZone small business, small disadvantaged business, women-owned small business, LGBT-owned small business, and minority-owned small business 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):

- (i) Source lists (e.g., SAM), guides, and other data that identify small business, veteran-owned small business, service-disabled veteran-owned small business, HUBZone small business, small disadvantaged business, women-owned small business, LGBT-owned small business, and minority-owned small business concerns.
- (ii) Organizations contacted in an attempt to locate sources that are small business, veteran-owned small business, service-disabled veteran-owned small business, HUBZone small business, small disadvantaged business, women-owned small business, LGBT-owned small business, or minority-owned small business concerns.
- (iii) Records on each subcontract solicitation resulting in an award of more than \$150,000, 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.
- (iv) 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, service-disabled veteran-owned, women-owned small business, LGBT-owned small business, and minority-owned small business sources; and
  - (D) Veterans service organizations.
- (v) 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.
- (vi) 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. Contractors having commercial plans need not comply with this requirement.

## 9. Utilization of Small Business Concerns Used in Bid/Proposal:

The offeror agrees to make a good faith effort to acquire articles, equipment, supplies, services, or materials, or obtain the performance of construction work from the small business concerns that it used in preparing the bid or proposal, in the same or greater scope, amount, and quality used in preparing and submitting the bid or proposal. Responding to a request for a quote does not constitute use in preparing a bid or proposal.

The Offeror used a small business concern in preparing the bid or proposal if -

- (i) The Offeror identifies the small business concern as a subcontractor in the bid or proposal or associated small business subcontracting plan, to furnish certain supplies or perform a portion of the subcontract; or
- (ii) The Offeror used the small business concern's pricing or cost information or technical expertise in preparing the bid or proposal, where there is written evidence of an intent or understanding that the small business concern will be awarded a subcontract for the related work if the Offeror is awarded the contract.

The Contractor agrees to provide the Contracting Officer with a written explanation if the Contractor fails to acquire articles, equipment, supplies, services or materials or obtain the performance of construction work as described above. This written explanation must be submitted to the Contracting Officer within 30 days of contract completion.

## 10. Subcontractor Discussions with Contracting Officer:

The Contractor agrees not to prohibit a subcontractor from discussing with the Contracting Officer any material matter pertaining to payment to or utilization of a subcontractor.

## 11. Prompt Payment of Small and Diverse Business Subcontractors:

The Contractor agrees to pay its small and diverse business subcontractors on time and in accordance with the terms and conditions of the underlying subcontract, and notify the contracting officer when the prime contractor makes either a reduced or an untimely payment to small and diverse business subcontractors (see FAR 52.242-5).

Subcontracting Plan submitted by:

Name:	<input type="text"/>	Phone Number:	<input type="text"/>
Title:	<input type="text"/>	Email:	<input type="text"/>

By checking this box you certify that all reported information submitted in this form has been provided by a duly authorized company representative and is accurate.

Date:	<input type="text"/>	Digital Signature:	<input type="text"/>
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Xcel Energy strives to broaden our business partnerships to be inclusive of the diverse communities we serve. To learn more about our Supplier Diversity program visit [https://www.xcelenergy.com/working\\_with\\_us/suppliers/supplier\\_diversity](https://www.xcelenergy.com/working_with_us/suppliers/supplier_diversity).