

**PART III – SECTION J, ATTACHMENT J**

**SMALL BUSINESS SUBCONTRACTING PLAN**

*Effective October 1, 2023 – September 30, 2024*

**Idaho National Laboratory  
Small Business Subcontracting Plan**

Contractor: Battelle Energy Alliance, LLC  
Address: 2525 Fremont Avenue  
Idaho Falls, Idaho 83415

Period of Performance: Fiscal Year 2024 (10/01/2023-09/30/2024)

**Total Dollars Planned to be Subcontracted to Small Business under the Idaho National Laboratory (INL)  
Small Business Subcontracting Plan: \$368,518,580**

1. **Introduction**

Battelle Energy Alliance, LLC (BEA) is committed to supporting the small business objectives of the United States (U.S.) Government and the Department of Energy (DOE) and recognizes that diversity in subcontracting provides a vital link to the local community, strengthens the economy, and represents best business practices. This commitment is communicated through the goals outlined in the Small Business Subcontracting plan for Fiscal Year (FY) 2024 and will remain in effect for the period of performance specified above.

2. **Goals**

Consistent with BEA historical small business goal performance and anticipated laboratory procurement needs, 55% of the adjusted dollars projected to be subcontracted by BEA from October 1, 2023 through September 30, 2024, will be targeted for small business. The adjusted procurement volume excludes contracts for work outside the U.S., miscellaneous vouchers, BEA affiliates, utilities, and airfare as allowed by the Federal Acquisition Regulations, decrements negotiated with the DOE-ID Contracting Officer and identified acquisitions with no opportunity for small business participation.

In addition to the Small Business goal, BEA has established percentage goals for four socioeconomic categories. Included below is the percentage goal and the corresponding estimated dollar amount based on the projected spend for reference.

<b>Small Business Goals</b>	<b>Percentage Goal</b>	<b>Estimated Dollar Volume</b>
Small Business	55%	\$368,518,580
<b>Socioeconomic Goals</b>		
Small Disadvantaged Business (SDB) - includes Native American-owned and Alaskan Native Corporation and 8(a)	5%	\$33,501,689
Women-Owned Small Business (WOSB)	8%	\$53,602,702
HUBZone Small Business	3%	\$20,101,013
Veteran-Owned Small Business	3%	\$20,101,013
Service-Disabled Veteran-Owned Small Business (SDVOSB)	3%	\$20,101,013

BEA will emphasize use of Idaho-based businesses through the Idaho Business Concerns goal. The Idaho Business Concerns Goal includes subcontracting to small and other than small businesses with operations in the state of Idaho.

Idaho Business Concerns Goal	Percentage Goal	Estimated Dollar Volume
Idaho Business Concerns	30%	\$201,010,134

3. **Principal Types of Supplies and Services to be Subcontracted**

The principal products and services to be procured in support of the small business subcontracting plan are those associated with an extremely diverse research and development environment and are vital to accomplishment of INL mission objectives.

BEA will track and communicate opportunities within five principal procurement categories: commodities, construction, equipment (major), information technology, and services. These five principal procurement categories will be presented to small businesses that align with the socioeconomic categories in the subcontracting plan.

Supply or Service	SB	SDB	HUBZone	WOSB	Veteran	SDVOSB
Commodities	X	X	X	X	X	X
Construction	X	*	*	X	*	*
Equipment (major)	X	*	*	X	*	*
Information Technology	X	*	X	X	X	X
Services	X	X	*	X	*	*
*BEA will strive to find small businesses in these categories.						

4. **Method Used to Develop Subcontracting Goals**

Methods used to establish the small business subcontracting goals are based on historical spend analysis, industry research, and internal forecasts. The methodology behind the goals also includes key factors based on DOE directives and current contractual obligations. Based on past performance and future projections, the percentage goals in this plan represent a realistic yet challenging objective for the staff that is ultimately responsible for making the goal achievement.

The adjusted procurement volume includes all anticipated contractual agreements between BEA and external performers, excluding subcontracts involving performance outside the U.S., miscellaneous voucher payments, purchases from a corporation, company, or subdivision that is an affiliate of BEA, and categories of purchases with limited or no opportunity for small business participation such as research and development performed by universities.

5. **Method Used to Identify Potential Sources**

BEA will use the following resources to target and research potential small businesses, focusing on small businesses within the established socioeconomic categories.

- The federal government's System for Award Management (SAM) database, the U.S. Small Business Administration's (SBA) Dynamic Small Business Search database, and the DOE Office of Small Disadvantaged Business Utilization (OSDBU) small business database.
- Historical procurement records from procurement actions where small businesses were successful.
- Advertise significant procurement actions externally through the INL Small Business Procurement Opportunities Web page and SAM.gov.
- Issue Expressions of Interest through email, newspaper/publication advertising, SAM.gov, and/or web site posting to seek small business interest in potential procurement actions.
- Sponsor small business matchmaking events, Supplier Engagement Webinar series and Industry Days to encourage the use of small business teaming and small business participation in subcontract award and performance.
- Use the Battelle family of DOE Laboratories Small Business Program Offices and Battelle corporate Office of Supplier Diversity to research, identify, and validate small business sources.
- Electronic and/or hard copy small business promotional materials and correspondence.

6. **Indirect Costs**

Indirect costs have not been included in the dollar and percentage subcontracting goals.

7. **Administrator of Subcontracting Program**

The administrator of the Small Business Program is:

Contact: Stacey Francis  
Title: Small Business Program Manager  
Address: P.O. Box 1625  
Idaho Falls, Idaho 83415  
Email: stacey.francis@inl.gov  
Phone: (208) 526-8564

The vision of the Small Business Program is to target, shape and retain small businesses to sustain a preeminent nuclear laboratory with world-class capabilities. This vision can be met by using capable and reliable small business as well as new and improved business practices inclusive of inreach and outreach activities.

Inreach activities include communicating the Small Business Program objectives and working with internal customer base, including program and procurement personnel, to define procurement needs and collaborate on potential opportunities for small business. Outreach activities will focus on developing programs to

connect INL to external audiences, primarily small businesses.

#### **Inreach Activities**

- Work with INL Directors and program managers to communicate laboratory goals and to identify small business opportunities within the technical programs, specifically through advanced acquisition planning initiatives managed through the Small Business Office.
- Hold periodic training and other meetings with the procurement staff on the Small Business Program, company goal status, and to introduce innovative ideas on how to use small businesses for procurement activities.
- Develop useful and informative small business aides for procurement and program staff that highlight small business requirements and BEA's commitment to small business.

#### **Outreach Activities**

- Participate in small business trade fairs, specifically to engage small business, communicate the INL vision and mission, and promote potential procurement opportunities.
- Attend DOE-sponsored Small Business Program Manager meetings and participate in the annual DOE Small Business Forum and Expo.
- Partner with trade associations, business development organizations, and conferences to target and identify small businesses.
- Counsel and communicate subcontracting opportunities with potential small businesses and mentor and arrange appropriate assistance to these firms as required and practicable.
- Participate in regional and national small business and economic development conferences, i.e., the Idaho Business Opportunity Conference, Greater Idaho Falls Chamber of Commerce Business Forums, Idaho Association of Cities conference, and the annual DOE Small Business Conference, as appropriate.

#### 8. **Providing Equitable Opportunity**

BEA agrees to ensure that small businesses will have an equitable opportunity to compete for subcontracting opportunities.

- The Small Business Program Manager may review purchase requisitions and solicitation lists, and as appropriate, add small businesses or remove proposed large businesses as potential sources.
- Small Business Program Manager assists and encourages the programs and procurement staff to identify and target small businesses using the DOE OSDBU small business database, SBA database, SAM.gov, and INL's supplier database.
- Staff will post solicitations and forecasted procurement opportunities to the extent practicable on INL Procurement Opportunities web pages to maximize exposure to the small business community.

- When appropriate, procurements may be synopsisized on SAM.gov to locate additional qualified small businesses for participation.

9. **Flow-Down Provisions**

Each purchase order and subcontract issued under the BEA Prime Contract will include the applicable clauses relating to small business subcontracting at the prescribed thresholds.

BEA's approved purchasing system requires procurement staff to include mandatory small business clauses in all solicitations for negotiated procurements to other than small business, exceeding \$750,000 (\$1,500,000 for construction) which may offer subcontracting opportunities.

Lower tier subcontracting plans from other than small business concerns will be reviewed and approved by BEA's Small Business Program Manager. The Small Business Program Manager will aid in identifying potential small business opportunities and to monitor semi-annual reporting requirements.

10. **Reporting and Cooperation**

BEA gives assurance to (1) submit such periodic reports, as may be required by DOE or SBA; (2) cooperate in any studies or surveys conducted by DOE or SBA; (3) submit small business subcontracting achievement data using the Individual Subcontract Reports and Summary Subcontract Reports within the Electronic Subcontracting Reporting System (eSRS); and (4) ensure that large business subcontractors with subcontracting plans agree to input into the eSRS.

11. **Document Retention**

The following is a list of the types of documents BEA will maintain to demonstrate procedures adopted to comply with requirements and goals in the Small Business Subcontracting Plan.

- A. Documentation in the procurement file on each solicitation resulting in an award of more than \$250,000 indicating whether small businesses within the established socioeconomic categories were solicited and, if not, why not, and the reason for not including small business concerns in the solicitation list.
- B. Documentation of any outreach efforts.
  - Trade associations
  - Business and economic development organizations
  - Conferences and trade fairs to locate small businesses
- C. Documentation of internal guidance and encouragement provided to BEA personnel through various inreach activities.
  - Workshops, seminars, and training programs
  - Monitoring performance to evaluate compliance with the program's requirements
- D. Representations and Certifications of small businesses.
  - Verification of small business size status through SAM to ensure subcontractors are certified by size and North American Industry Classification System (NAICS)
- E. Documentation of formal or informal semi-annual progress reviews of goals, adjusting subcontracting opportunities as needed to ensure goals are achieved.

12. **Good Faith Effort**

BEA will make a good faith effort to acquire articles, equipment, supplies, services, or materials, or obtain the performance of construction work from the small business concern(s) that we 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. BEA understands that the meaning of “used a small business concern in preparing the bid or proposal” applies if:

- BEA 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 contract; or
- BEA 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 BEA is awarded the contract.

13. **Written Explanation(s)**

BEA will provide the contracting officer with a written explanation if we fail to acquire articles, equipment, supplies, services, or materials or obtain the performance of construction work from the small business concern(s) used in preparing the bid or proposal. This written explanation will be submitted to the contracting officer within 30 days of contract completion.

14. **Subcontractor Non-Prohibition**

BEA will not prohibit a subcontractor from discussing with the contracting officer any material matter pertaining to payment to or utilization of a subcontractor.

15. **Payment of Subcontracts**

BEA will pay its small business subcontractors on time and in accordance with the terms and conditions of the underlying subcontract and notify the contracting officer when BEA makes either a reduced or an untimely payment to a small business subcontractor.