

**SMALL BUSINESS MASTER SUBCONTRACTING PLAN  
DEPARTMENT OF ENERGY**

**FLUOR MARINE PROPULSION, LLC**

**RFP DE-SOL-0011530**

**MANAGEMENT AND OPERATION OF THE NAVAL NUCLEAR LABORATORY**

Contract No. 89233018CNR000004  
Attachment No. 11

## 1.1 CORPORATE COMMITMENT

For Fluor Marine Propulsion (FMP), small business is more than just a goal; it is an integral part of our organization, culture, and business philosophy. We work together with our small businesses to achieve success through workshops, training, financial stewardship, and mentoring. Our small business approach is highly structured and organized, combining best practices and successes from our project history. We maintain a dynamic Small Business Outreach Program, continually augmenting our supplier and subcontractor sources and databases, and managing relationships with small businesses (SB), small disadvantaged businesses [including Alaska Native Corporations/Native American concerns] (SDB), woman-owned small businesses (WOSB), HUB Zone small businesses (HUBZ), veteran-owned small businesses (VOSB), and service-disabled veteran-owned small businesses (SDVOSB) concerns. All references to ‘small business(es)’ in this document are intended to be inclusive of overall small business and each of the socioeconomic categories as defined by the Small Business Administration (SBA) and the Federal Acquisition Regulation (FAR).

In support of the DOE’s on-going commitment to small business and in accordance with FAR 52.219-9, we submit this Master Subcontracting Plan for the management and operation of the Naval Nuclear Laboratory (NNL).

## 1.2 SUBCONTRACTING GOAL SUMMARY

FMP has prepared the NNL subcontracting goals with the commitment to incorporate small businesses to the maximum extent possible within efficient contract performance. We acknowledge that NNL has existing small business contracts that NNL will continue to execute after award. FMP commits to following NNL lead and engaging only at NNL’s request. Small business contracts will be identified based on needs as requested by the NNL General Manager, and will be managed as a direct function with respect to NNL scopes and terms.

Subcontracting goals in terms of both percentages and planned subcontracting dollars will be established for each fiscal year and provided as an Attachment to this Master Subcontracting Plan on an annual basis.

## 1.3 PRINCIPAL SUPPLIES AND SERVICES TO BE SUBCONTRACTED

As with the subcontracting goals, the principal categories to be subcontracted will be identified annually and included as an attachment to this Master Subcontracting Plan.

## 1.4 METHOD USED TO DEVELOP SUBCONTRACTING GOALS

Our small business strategy and small business subcontracting goals for the Naval Laboratory contract are developed through detailed study of NNL and in consideration of the novation of existing small business subcontracts upon award. With limited knowledge of existing subcontractors, we studied various sources, including the Management & Operating Subcontract Reporting Capability (MOSRC), to examine current small business trends at the Laboratory.

Following award, the small business subcontracting goals will be developed based upon the annual forecasted acquisition requirements.

## 1.5 METHOD USED TO IDENTIFY POTENTIAL SOURCES

Fluor employs various methods for identifying potential small business offerors, including company source lists; attendance at conferences and networking events; working with local SBA and Procurement Technical Assistance Centers; and searching in internal and external databases. This ensures a maximum number of small business firms capable of providing the required supplies/services are considered. Specific methods used to identify potential sources include:

- ▶ Acquisition planning to include identification of small business subcontracting opportunities
- ▶ Maintaining company lists to include internal vendor database
- ▶ Contacting sources from external databases such as System for Award Management (SAM) and SBA Dynamic Small Business Search (DSBS) as well as other appropriate websites
- ▶ Interaction as appropriate with the Department of Energy Small Business offices, SBA district offices, Small Business Development Centers, Procurement Technical Assistance Centers, and other organizations in the region that support small and diverse businesses
- ▶ Establishing, maintaining, and using small business source lists, guides, and other data for soliciting sources
- ▶ Execution of a robust outreach program to effectively implement the subcontracting plan
- ▶ Execution of a “*Small Business First*” philosophy. Any new subcontract or material procurement is first sourced through the small business community. If it is determined that the service or material cannot be procured through small business and meet efficient contract execution, only then is it acquired from a large business.

## 1.6 INDIRECT AND OVERHEAD CHARGES

Indirect and overhead costs have not been included in the goals specified in this subcontracting plan.

## 1.7 SMALL BUSINESS PROGRAM ADMINISTRATOR

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Title: Small Business Liaison Officer  
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Fluor’s Small Business Liaison Officer is responsible for monitoring performance relative to contractual subcontracting requirements contained in this plan. These responsibilities will be augmented by a Small Business Program Administrator assigned specifically to this project.

- ▶ Maintenance of a capabilities database of small business concerns for compiling bidders lists
- ▶ Ensuring that procurement and contracting policies and procedures are structured to permit all Small Business concerns to participate to the maximum extent possible

- ▶ Promoting inclusion of small business concerns in all solicitations for products or services for which they are capable of providing
- ▶ Monitoring solicitations to ensure statements, clauses, etc., which may tend to restrict or prohibit small business participation are not included
- ▶ Ensuring periodic rotation of potential suppliers and subcontractors in internal capabilities database
- ▶ Conducting or arranging for the training of Procurement and Contracts personnel regarding the requirements of the subcontracting plan
- ▶ Attending or arranging for attendance of company counselors at small business outreach and networking events
- ▶ Monitoring attainment of proposed goals and recommending corrective action as necessary
- ▶ Preparing and submitting required subcontracting reports
- ▶ Coordinating Fluor's activities during the conducting of small business compliance reviews

If FMP decides to change the person in this position, we will notify the contracting officer.

## 1.8 EQUAL OPPORTUNITY STATEMENT

It is Fluor's policy to comply with all government regulations and public law, including those concerning small business concerns. It is an established Fluor policy that small businesses have an equitable opportunity to compete for Fluor purchases consistent with the efficient performance of Fluor's business as detailed in our Acquisition Manual and standard practices.

Other efforts to assure that small business concerns will have an equitable opportunity to compete for subcontracts include but are not limited to:

- ▶ Viable programs have been established to effectively implement the Small Business Subcontracting Plan. Project Managers and Supply Chain personnel are kept informed and current through department reviews and on-going training programs.
- ▶ Access to databases and source lists of small businesses are available to all procurement and contracting personnel.
- ▶ An explanation of the absence of small business sources on any award over \$150,000 must be noted in the award file.
- ▶ Fluor staff is available to assist small business concerns.
- ▶ Special payment terms may to be arranged if necessary for small business concerns.

## 1.9 SUBCONTRACTOR FLOW-DOWN REQUIREMENTS

The clause 52.219-8, Utilization of Small Business Concerns will be inserted in request for proposals and subcontracts offering further subcontracting opportunities when the amount is expected to exceed the simplified acquisition threshold unless it is a personal services subcontract or is being performed entirely outside of the U.S. and its outlying areas.

The Clause 52.219-9, Small Business Subcontracting Plan, will be inserted in solicitations and contracts that offer further subcontracting opportunities when the contract amount is expected to

exceed \$700,000 or \$1,500,000 for construction unless (a) the contract is for personal services or (b) issued to a small business.

### 1.10 REPORTS AND SURVEYS

Fluor will provide periodic reports and cooperate in any studies or surveys as may be required by the contracting agency or other federal government agency in order to determine the extent of compliance with the subcontracting plan or small business requirements in general.

- ▶ Fluor will submit the Individual Subcontract Report (ISR) and the Summary Subcontract Report (SSR) using the Electronic Subcontracting Reporting System (eSRS), per the requirements set forth in FAR 52.219-9(1) and in accordance with the instructions provided in eSRS.
- ▶ Fluor will ensure that its subcontractors, who are subject to Section 9 above, agree to submit the ISR and the SSR using eSRS. Additionally, Fluor will provide to those subcontractors its prime contract number, DUNS number and email address of official responsible for acknowledging the reports.

### 1.11 RECORDS MAINTENANCE

During the progress of the project, a continuous documentation effort will be conducted to measure small business participation. The following indicates the type of records that will be maintained:

- ▶ 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 and (b) if applicable, the reason the award was not made to a small business concern.
- ▶ Outreach efforts (such as attendance at small business conferences, etc.) taken to identify small businesses in support of the Subcontracting Plan
- ▶ Internal guidance and encouragement provided to procurement and contract administrators through (a) workshops, seminars, training, etc., and (b) monitoring performance to evaluate compliance with the program's requirements.

### 1.12 ASSURANCES IN USE OF SMALL BUSINESSES

There were no small businesses used in the preparation of this proposal. However, on those occasions we make every effort consistent with efficient contract execution to acquire goods and services from small businesses when used in the preparation of our proposals in the same or greater scope, amount and quantity used in preparing the proposal. This includes small businesses listed in the proposal and/or Subcontracting Plan, and when the small business's pricing, cost information or technical expertise was used in the preparation of the proposal.

### 1.13 WRITTEN EXPLANATIONS

Although no small businesses were used in the preparation of this proposal, Fluor provides the Department of Energy assurance that a written explanation is submitted to the Contracting

Officer if we are unable to fulfill the requirements of paragraph 12 above during execution of those contracts in which small businesses were used in the preparation of the proposal. The explanation, if required, is submitted within 30 days of contract completion.

#### 1.14 SUBCONTRACTOR COMMUNICATION ASSURANCES

Fluor does not prohibit subcontractors from discussing with the Contracting Officer any material matter pertaining to payment to or utilization of a subcontractor.

#### 1.15 SMALL BUSINESS PAYMENT FOR WORK PERFORMED

It is Fluor policy to pay our small business subcontractors on time and in accordance with the terms and conditions of the underlying subcontract. The Contracting Officer will be notified if we make either a reduced or an untimely payment to a small business subcontractor.

#### 1.16 SMALL BUSINESS COMMITMENT SUMMARY

The Small Business Program staff will prepare regular summary reports for the management team detailing small business performance. This includes cumulative and period of performance evaluations, thereby ensuring that the project's management remains cognizant of small business activities.

Drawing on our past performance executing subcontracting plans for projects of similar size, scope and complexity, Fluor is confident that opportunities exist to meet or exceed the subcontracting goals established.

#### SOLICITATION DE-SOL-0011350 MANAGEMENT AND OPERATION OF THE NAVAL NUCLEAR LABORATORY

##### Subcontracting Plan Submitted By:

Signed:  Date: 3/5/2018

Printed Name: Debra Sampson

Title: Small Business Liaison Officer

##### Subcontracting Plan Approved By:

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

**ATTACHMENT 01 TO MASTER SUBCONTRACTING PLAN****DEPARTMENT OF ENERGY RFP DE-SOL-0011350  
MANAGEMENT AND OPERATION OF THE NAVAL NUCLEAR LABORATORY**

The Base Year small business subcontracting goals (Figure 1.1) and services to be subcontracted (Figure 1.2) were developed through study of NNL and in consideration of the novation of existing small business subcontracts upon award. We studied various sources, including the funding values found in the RFP Attachment L-2 and the Management & Operating Subcontract Reporting Capability (MOSRC), to examine current small business trends at the Laboratory. Following award, the small business subcontracting dollars will be revised based upon the annual forecasted acquisition requirements. However, the percentage commitments found in Figure 1.1 will be honored.

**1.1 BASE YEAR SMALL BUSINESS SUBCONTRACTING GOALS**

BASE YEAR SUBCONTRACTING GOALS		
Business Type	Anticipated Dollars Subcontracted	Percent Subcontracted Dollars
Total Subcontracted Dollars	\$765,000,000	100%
To Large Business	\$459,000,000	40%
To Small Business	\$306,000,000	60%
To Small Disadvantaged Business	\$38,250,000	5%
To Woman-Owned Small Business	\$38,250,000	5%
To HUBZ Small Business	\$22,950,000	3%
To Veteran-Owned Small Business	\$22,950,000	3%
To Service-Disabled Veteran-Owned	\$22,950,000	3%

**Figure 1.1.** Base Year Small Business Subcontracting Goals for Department of Energy Naval Laboratory Contract.

**1.2 PRINCIPAL SUPPLIES AND SERVICES TO BE SUBCONTRACTED**

Following award, the anticipated supplies and services to be subcontracted will be revised based upon the annual forecasted acquisitions.

SUPPLIES AND SERVICES TO BE SUBCONTRACTED						
Supplies and Services	SB	SDB	WOSB	HUBZ	VOSB	SDVOSB
Analytical Laboratory Equipment & Supplies	✓					
Electronic & Precision Equipment Repair & Maintenance	✓					
Remediation Services	✓					

SUPPLIES AND SERVICES TO BE SUBCONTRACTED						
Supplies and Services	SB	SDB	WOSB	HUBZ	VOSB	SDVOSB
Industrial, Commercial and Institutional Building Construction	✓	✓	✓	✓	✓	
Heavy and Civil Engineering Construction	✓					
Specialty Trade Contractors	✓					
Industrial Machinery & Equipment Purchase/ Lease	✓					
Machinery & Equipment Repair & Maintenance	✓					
Facilities Maintenance & Repair Services						
Computers, Peripherals & Software	✓	✓	✓	✓	✓	✓
Computers Systems Programming & Design Services	✓		✓		✓	
IT and Communications Equipment Maintenance & Service	✓					
Building Leasing/Renovations	✓		✓			
Professional Services						
Administrative and Support Services	✓		✓		✓	✓
Maintenance, Repair and Operation Equipment & Supplies	✓					
Electrical Equipment & Supplies	✓	✓	✓		✓	✓
Office Equipment & Supplies	✓		✓		✓	✓

**Figure 1.2.** *Supplies & Services Anticipated to Support the Naval Laboratory Contract*