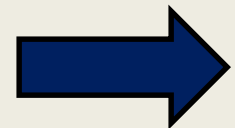




October 2015

Preparing Small Business Subcontracting Plans

Step-by-Step

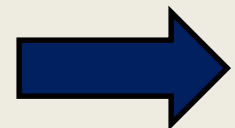
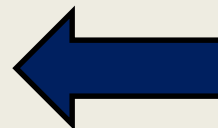




Brief Overview

Subcontracting is federally mandated for federal research contracts that exceed \$700,000. Therefore, the University of Pittsburgh must develop a subcontracting plan during the pre-award stage for each federal proposal that is submitted to federal agencies. View [Federal Acquisition Regulations \(FAR\) Subpart 19.7](#) for further details.

If you are responding to a federal solicitation for a sponsored research project that exceeds \$700,000, proceed to the next slide.





Step 1: Office of Research

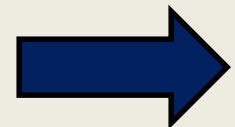
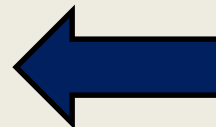
Have you contacted the Office of Research?

If Yes: Proceed to Step 2

If **No: Contact the Office of Research Before Proceeding**

Office of Research Federal Contract Services:

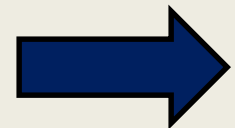
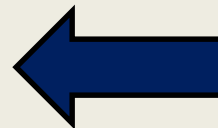
- Contact: orfedcon@pitt.edu or (412) 624-7400
- Constituency Listing: [located under "Federal Contract Services"](#)





Preparing Documents for Purchasing Services

If the Office of Research has informed you that you need to contact Purchasing Services to develop a small business subcontracting plan or a research subcontracting plan, follow steps 2-3 to ensure the quickest turn-around time.





Step 2: Prepare Documents for Purchasing Services

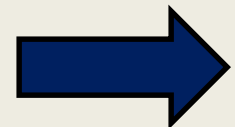
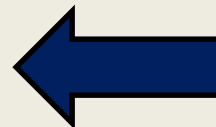
Prepare two documents for Purchasing Services:

1. A final budget in excel format ([see sample budget](#))

Important: Your final budget must include details as illustrated in the sample summary of materials worksheet. Please use the summary of materials worksheet to identify or highlight anything that must be sole-sourced ([see sample summary of materials worksheet](#)).

2. A completed [Small Business Subcontracting Plan Checklist](#)

Important: Send your Small Business Subcontracting Plan Checklist, along with your final budget to subcontractingplans@cfo.pitt.edu at least **10 days prior** to your budget deadline.



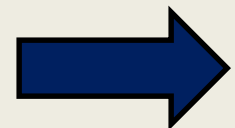
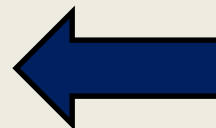


Step 3: Send Documents to a Dedicated Inbox

Send your two documents (1. your final budget complete with a summary of materials worksheet identifying anything that must be sole sourced; and 2. your completed Small Business Subcontracting Plan Checklist) to this dedicated inbox: subcontractingplans@cfo.pitt.edu

Important: For the quickest turn-around time

- label your final budget **NEW** or **REVISED**;
- highlight sole source suppliers on your summary of materials worksheet; and
- send your two documents (described above) to subcontractingplans@cfo.pitt.edu at least **10 days prior** to your budget deadline.



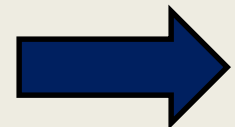
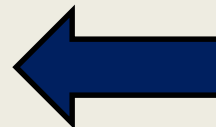


What Happens Next?

Once you have submitted your final budget and Small Business Subcontracting Plan Checklist (at least **10 days prior** to your budget deadline) to subcontractingplans@cfo.pitt.edu, a Procurement Specialist will review your documents and work with you to develop a subcontracting plan.

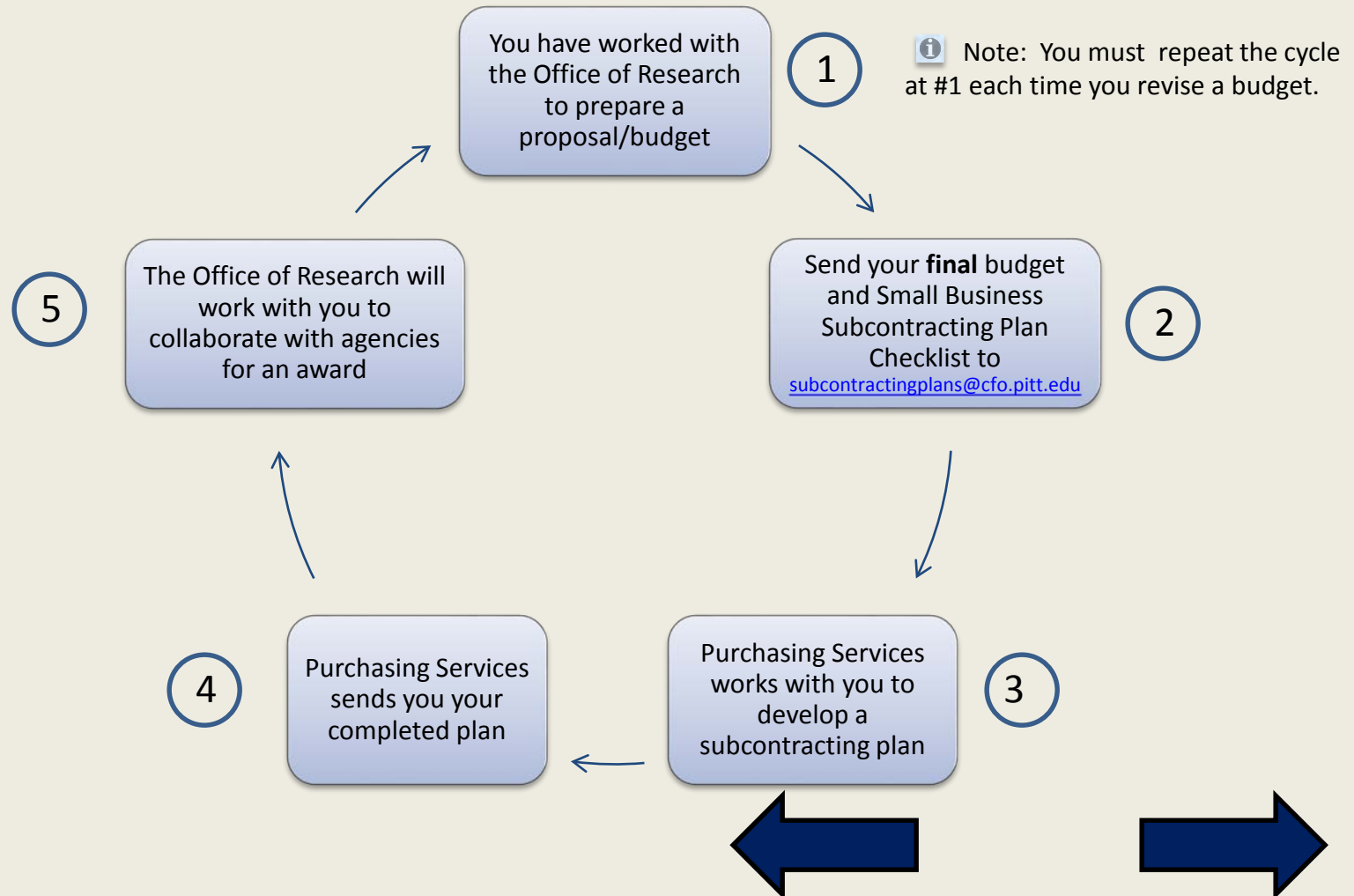
Important: For the quickest turn-around time

- label your final budget **NEW** or **REVISED**;
- highlight sole source suppliers on your summary of materials worksheet; and
- send your final budget and Small Business Subcontracting Plan Checklist to subcontractingplans@cfo.pitt.edu at least **10 days prior** to your budget deadline.





University Process At-a-Glance





A Final Note:

Managing Subcontracting Spend

Question: Once awarded, who is responsible for tracking and managing small business subcontracting spend?

Answer: Your department is responsible for managing subcontracting spend according to your small business subcontracting plan.

- Return to the [Quick Start](#) Resource Directory

