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

1. **You have worked with the Office of Research to prepare a proposal/budget**

2. **Send your final budget and Small Business Subcontracting Plan Checklist to subcontractingplans@cfo.pitt.edu**

3. **Purchasing Services works with you to develop a subcontracting plan**

4. **Purchasing Services sends you your completed plan**

5. **The Office of Research will work with you to collaborate with agencies for an award**

Note: You must repeat the cycle at #1 each time you revise a budget.
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](#)