





6. **Q In General, How do I know whether I will need to prepare a small business subcontracting plan?**

**A** If you are submitting a proposal for a federally sponsored research project that exceeds \$700,000, regardless of the federal agency (NIH, DOD, etc...), contact the University of Pittsburgh [Office of Research](#) for guidance in determining whether you need to prepare a subcontracting plan.

If the Office of Research directs you to the Purchasing Services department, you will need to email your **final** budget and a [Small Business Subcontracting Plan Checklist](#) to the Purchasing Services Department to: [subcontractingplans@cfo.pitt.edu](mailto:subcontractingplans@cfo.pitt.edu). For more information, view this [step-by-step](#) guide for working with the Purchasing Services department to develop a small business subcontracting plan.

7. **Q Why does the University require small business subcontracting plans?**

**A** In accordance with the law - [FAR Subpart 19.7](#), all federally sponsored contracts in excess of \$700,000 require implementation of a subcontracting plan with established goals for expenditures to Small Businesses or DBE suppliers. See [FAR Subpart 19.7](#) for further details.

8. **Q How do I prepare a small business subcontracting plan?**

**A** See the first [Q&A](#)

9. **Q How do I find a certified Small Business or DBE?**

**A** Refer to following resources if you need to source supplemental DBE suppliers throughout the contract term:

[University of Pittsburgh Non-Contracted DBE Suppliers System for Award Management \(formerly the Central Contract Registration or CCR Database Small Business Administration \(SBA\) Database Contact \[?\].”... \[?\]](#)

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**10. Q Whom should I contact if I have questions?**

**A** Send all small business subcontracting plan inquiries to [subcontractingplans@cfo.pitt.edu](mailto:subcontractingplans@cfo.pitt.edu).

**A** Contact Paula Carpinelli with inquiries regarding Diversity or Disadvantaged Business Enterprises (DBE). Renee Galloway has retired from the University as of April 1, 2019.

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**Contact Information**

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