Show Date

Investigators name(s)
Department of
University of California, Berkeley
Berkeley, California

Re: Small Business Subcontracting Plan, New Proposal
Project: (title)

Dear Professor:

As required under Federal Acquisition Regulations (FARS) 19.702 a Small Business Subcontracting Plan, which prescribes small business utilization target goals for the project, has been created. Once approved by the contracting agency, the Plan becomes part of the project's contractual obligations.

I have carefully reviewed the project's scope of work and cost proposal, and identified goods and services that can be purchased from small businesses. The Plan outlines targeted expenditure goals with all small business concerns for the entire contract period; and the goals were based upon meeting the contracting agency's small business utilization to the best of our ability. As the Principal Investigator, it is your responsibility to make sure that reasonable good faith efforts are made to achieve the Plan's goals.

Please review the attached Master Subcontracting Plan and the addendums. If the Plan and target goals meet your approval, sign off on the Plan and this letter. A signed copy of the Plan must be sent to the Sponsored Project's Office, who will submit the Plan to the contracting agency for approval. Please send me back a copy of the signed Plan and a copy of this letter signed, so I can have a copy for my files.

By signing this letter, you will be agreeing to the Plan's small business target goals. If you feel the goals cannot be met, please contact me and so we can talk about alternatives. I would like to meet and talk with you and the project's purchasing agents before the project begins, so we can talk about the small business vendors who should be used to make purchases in order to achieve the Plan's stated goals. Please let me know at your earliest convenience when you and your team members are able to meet.

Sincerely,

Roesia Gerstein
Supplier Diversity Administrator - Business Services - Procurement Division

Attachment: Master Subcontracting Plan for above-mentioned project; Addendum A - SB Plan outline; Addendum B - Vendor List

cc: Rich Taylor, Director of Procurement Services, Business Services, (name), Sponsored Projects Office - UC Berkeley

SIGNATURE:

Principal Investigator: (name) __________________________ Date __________________________

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