

UNIVERSITY OF CALIFORNIA, BERKELEY

SANTA BARBARA • SANTA CRUZ

BERKELEY • DAVIS • IRVINE • LOS ANGELES • MERCED • RIVERSIDE • SAN DIEGO • SAN FRANCISCO

Date:

Professor:

Department:

Re: Small Business Subcontracting Plan

Project:

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.

You and your project team have reviewed the project's scope of work and cost proposal, and identified goods, equipment, 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 throughout the duration of the plan.

Since federal agencies are becoming much more stringent about tracking spend as projected in small business subcontracting plans, I will be asking you to provide a written explanation when the project is not makig progress toward its goals by March 31st and October 30th of each year, when I am required to file periodic reports to the funding organization.

Please review the attached Individual Subcontracting Plan.. If the Plan and target goals meet your approval, sign off on this letter, scan and email to me. A copy of the Plan must be sent to the Sponsored Project's Office, which will submit the Plan to the contracting agency for approval.

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 so we can talk about alternatives.

Sincerely,

Carl Di Giorgio

Interim Supplier Program Manager - Supply Chain Management

cc: Services - Sponsored Projects Office - UC Berkeley

**SIGNATURE:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 Principal Investigator Date