

Lower-Tier Subcontracting Plans



CH2M'S Lower-Tier Subcontracting Plan Process

- Review subcontract awards every 2 months
 - Identify Awards to Large Business in excess of:
 - \$650K (Services/Commodities)
 - \$1.5M (Construction)
 - Contact Subcontract Administrators verifying (via email):
 - Award amount and business size
 - If Large Business awardee will be subcontracting any scope:
 - If No – request email from Large Business stating they do not anticipate any subcontract activity
 - If Yes – request FAR compliant Small Business Subcontracting Plan

Instructions to Large Business Subcontractor for: “No Subcontract Activity”

CH2M acknowledges that Large Business Subcontractor will not be subcontracting any work under subcontract #_____. In the event it is determined that subcontracting opportunities are identified, Large Business Subcontractor shall submit a compliant Small Business Subcontracting Plan pursuant to Federal Acquisition Regulation 52.219-9 and will obtain acceptance from CH2M prior to any subcontract awards.

Instructions to Large Business Subcontractor for: “Small Business Subcontracting Plan”

The Small Business Subcontracting Plan is accepted.

Our Federal Client requires contractors and subcontractors with an accepted Small Business Subcontracting Plan to report their subcontracting performance on the Individual Subcontracting Report (ISR) located in the Electronic Subcontract Reporting System (eSRS). The ISRs are due twice a year, the schedule is:

April 30th: Subcontracting performance from October 1st – March 31st

October 30th: Subcontracting performance from April 1st – September 30th

The reporting webpage is www.esrs.gov.

Firms that are registered in eSRS, are able to submit their ISR against CH2M’s contract using the information listed below. When first reporting against this subcontracting plan, you will need to type in our Contract Number and then follow the prompts.

Prime Contract Number: _____

CH2M DUNS Number: _____

Email address of persons to be notified when reports are submitted: Contract administrator: willie.franklin@ch2m.com

When submitting each ISR, please note: If the small business subcontracting goals have not yet been achieved, provide rational for not obtaining the goals and discuss plan of action (information is required in the “Remarks” section).

If you need assistance, please don’t hesitate to contact Willie Franklin, Manager, Supplier Diversity and Small Business Program - 720.286.2274.