



# VA SUBCONTRACTING REPORT

## FOR SERVICE-DISABLED VETERAN-OWNED SMALL BUSINESS AND VETERAN-OWNED SMALL BUSINESS CONCERNS

**PAPERWORK REDUCTION ACT NOTICE:** The information collected on this form is in accordance with Public Law (P.L.) 109-461(a)(4), "The Secretary of the Department of Veterans Affairs shall establish a review mechanism to ensure that, in the case of a subcontract of a Department contract that is counted for purposes of meeting a goal established pursuant to this section, the subcontract was actually awarded to a business concern that may be counted for purposes of meeting that goal."

In order to implement the review mechanism requirement, the Department of Veterans Affairs (VA), Office of Small and Disadvantaged Business Utilization (OSDBU) will utilize a new VA Form 0896a to collect information from prime contractors.

The consequence of not implementing this new data collection process would be the failure of the VA to adhere to federal law. P.L. 109-461 specifically requires that the VA review data that is currently not collected. This new data collection process would enable the OSDBU office to compile the data necessary to report on prime contractor adherence to their approved subcontracting plan and to analyze reasons for deviations, conduct trend analysis, and to make recommendations to VA leadership on how to improve subcontracting goal accomplishments. This will allow the VA OSDBU to comply with the "review mechanism" requirement of P.L. 109-461.

The collection of information meets the requirement of P.L. 109-461(a)(4). We estimate the time to fill out the form to be about 2 hours. VA cannot conduct or sponsor a collection of information unless a valid OMB control number is displayed. You are not required to respond to a collection of information if this number is not displayed. Your obligation to respond to this form is mandatory.

**INSTRUCTIONS:** Please complete the information below and return to: Department of Veterans Affairs, Office of Small and Disadvantaged Business Utilization (OOSB), 810 Vermont Avenue, N.W., Washington, DC 20420; or you can email to

### PRIME CONTRACTORS' INFORMATION

NAME AND ADDRESS OF PRIME CONTRACTOR <i>(Provide street, city, state, and ZIP code)</i>	OFFICE TELEPHONE NO.
	E-MAIL ADDRESS
NAME AND TITLE OF PERSON CERTIFYING INFORMATION	PRIME CONTRACTOR'S DUNS NO.
INDIVIDUAL RESPONSIBLE FOR CONTRACT	SIGNATURE OF CERTIFYING OFFICIAL

### SERVICE-DISABLED VETERAN-OWNED SMALL BUSINESS INFORMATION

NAME AND ADDRESS OF SUB CONTRACTOR <i>(Provide street, city, state, and ZIP code)</i>	OFFICE TELEPHONE NO.	SUBCONTRACTOR'S DUNS NO.
	E-MAIL ADDRESS	PRIME CONTRACTOR'S DUNS NO.
POINT OF CONTACT RESPONSIBLE FOR CONTRACT	IS COMPANY REGISTERED IN VENDOR INFORMATION PAGE VETBIZ DATABASE?	
	<input type="checkbox"/> YES <input type="checkbox"/> NO	

DOLLAR AMOUNT AWARDED FROM PRIME CONTRACTOR LISTED ABOVE \$	NAME AND TITLE OF PERSON CERTIFYING INFORMATION	SIGNATURE OF CERTIFYING OFFICIAL
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### VETERAN-OWNED SMALL BUSINESS INFORMATION

NAME AND ADDRESS OF SUB CONTRACTOR <i>(Provide street, city, state, and ZIP code)</i>	OFFICE TELEPHONE NO.	SUBCONTRACTOR'S DUNS NO.
	E-MAIL ADDRESS	
	PRIME CONTRACTOR'S DUNS NO.	
POINT OF CONTACT RESPONSIBLE FOR CONTRACT	IS COMPANY REGISTERED IN VENDOR INFORMATION PAGE VETBIZ DATABASE?	
	<input type="checkbox"/> YES <input type="checkbox"/> NO	

TOTAL DOLLAR AMOUNT OF CONTRACT AWARDED FROM PRIME CONTRACTOR \$	NAME AND TITLE OF PERSON CERTIFYING INFORMATION	SIGNATURE OF CERTIFYING OFFICIAL
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