



## INSTRUCTIONS

This form is required annually for VA's large prime contractors with Commercial and Individual Subcontracting Plans.

Item 1 Provide Name and Address of Prime Contractor.

Item 2 Provide Office Telephone Number for the Prime Contractor's Subcontract Administrator.

Item 3 Provide E-mail Address of Prime Contractor's Subcontract Administrator.

Item 4 Provide Name of Individual responsible for Subcontract Administration.

Item 5 Provide Prime Contractor's DUNS Number.

Item 6 Provide Name and Title of Person Certifying Information on Behalf of the Prime Contractor.

Item 7 Provide Signature of Certifying Official.

Item 8 Select Type of Subcontracting Plan(s). If Commercial Plan, Provide name of Federal Agency Responsible for Plan Approval. If Individual Plan, Provide Number of Plans with VA for the Fiscal Year Period.

Item 9A Provide VA Contract Number.

Item 9B Provide Subcontractor Name.

Item 9C Provide Subcontractor's DUNS Number.

Item 9D Provide Brief Description of Work Subcontracted (example: consulting services, accounting services, electrical wiring).

Item 9E Provide NAICS Code Utilized for the Subcontract/Determining Size Status of Subcontractor

Item 9F-K Check socio-economic status for the Subcontractor as appropriate; check all that apply. SDVOSB-Service-Disabled Veteran-Owned Small Business; VOSB-Veteran-Owned Small Business; SDB- Small Disadvantaged Business; HUBZone-Historically Underutilized Business; WOSB-Woman-Owned Small Business; SB- Small Business

Item 9L Indicate Yes or No if Subcontractor was Verified as denoted in VA OSDDBU's Vendor Information Pages (<https://www.vip.vetbiz.gov/>) at time of subcontract award.

Item 9M Provide Subcontract Award Date.

Item 9N Provide Dollar Amount of Subcontract.

Item 9O Provide Name of VA Contracting Officer for the Prime Contract.