

**U.S. DEPARTMENT OF ENERGY - BONNEVILLE POWER ADMINISTRATION (BPA)**  
**SUBCONTRACTING REPORT FOR INDIVIDUAL CONTRACTS**

**1. CORPORATION, COMPANY, OR SUBDIVISION COVERED**

|                          |                   |             |
|--------------------------|-------------------|-------------|
| a. Prime Contractor Name | b. Street Address |             |
| c. City                  | d. State          | e. Zip Code |

|   |                   |
|---|-------------------|
| 2. Contractor Identification Number (D-U-N-S) | 3. Date Submitted |
|---|-------------------|

|   |         |   |
|---|---------|---|
| 4. Reporting Period from Inception of Contract thru | Year    | 5. Type of Report                                       |
| MAR 31  | SEPT 30 | Regular                  Final                  Revised |

|   |  |
|---|--|
| 6. Report Submitted as (check and provide appropriate number) | 7. Name of Contracting Officer:            |
| Prime Contractor  | <b>Bonneville Power administration-NSS</b> |
| Subcontract Number  | <b>P.O. Box 3621</b>                       |
|   | <b>Portland, OR 97208</b>                  |

|   |                           |                               |
|---|---------------------------|-------------------------------|
| 8. Dollars and Percentages in the following blocks: | Do Include Indirect Costs | Do Not Include Indirect Costs |
|---|---------------------------|-------------------------------|

**SUBCONTRACT AWARDS**

For each type of award specific instructions are provided on page 2. Please enter both the dollar amount and the percentage.

| TYPE   | CURRENT GOAL  |         | ACTUAL CUMULATIVE |         |
|--|---------------|---------|-------------------|---------|
|  | Whole Dollars | Percent | Whole Dollars     | Percent |
| 9. Small Businesses (SB)                                     |               |         |                   |         |
| 10. Disadvantaged Small Businesses (DSB) Concerns            |               |         |                   |         |
| 11. Women-Owned Small Businesses (WOSB)                      |               |         |                   |         |
| 12. Veteran-Owned Small Businesses (VOSB)                    |               |         |                   |         |
| 13. Service-Disabled Veteran-Owned Small Businesses (SDVOSB) |               |         |                   |         |
| 14. Large Businesses   |               |         |                   |         |
| 15. Indian Tribes (TR)                                       |               |         |                   |         |

16. Comments (attach additional sheets if more room is needed)

|  |                      |                        |
|--|----------------------|------------------------|
| a. Name of Contractor Individual Administering Subcontracting Plan | b. Work Phone Number | c. Work E-mail Address |
|--|----------------------|------------------------|

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## GENERAL INFORMATION

1. This report is not required from small businesses.
2. This form collects subcontract award data from prime contractors that: (a) hold one or more contracts over \$700,000 (over \$1,500,000 for construction); and (b) are required to report subcontracts awarded to Small Business (SB), Disadvantaged Small Businesses (DSB), Women-Owned Small Businesses (WOSB), Veteran-Owned Small Businesses (VOSB) and Service-Disabled Veteran-Owned Small Businesses under a subcontracting plan.
3. This report is required for each contract containing a subcontracting plan and must be submitted to the contracting officer (CO) semi-annually, during contract performance for the periods ended March 31<sup>st</sup> and September 30<sup>th</sup>. A separate report is required for each contract at contract completion. Reports are due no later than 25 days after the close of each reporting period unless otherwise directed by the contracting officer. Reports are required when due, regardless of whether there has been any subcontracting activity since the inception of the contract or since the previous report.
4. Only subcontracts involving performance in the U.S., or its outlying areas should be included in this report.
5. Purchases from a corporation, company, or subdivision that is an affiliate of the prime/subcontractor are not included in this report.
6. Subcontract award data reported on this form by prime contractors shall be limited to awards made to their immediate subcontractors.
7. BPI Part 8.3 sets forth the eligibility requirements for participating in the subcontracting program.
8. Actual achievements must be reported on the same basis as the goals set forth in the contract. For example, if goals in the plan do not include indirect and overhead items, the achievements shown on this report should not include them either.

## SPECIFIC INSTRUCTIONS

**BLOCK 2:** For the Contractor Identification Number, enter the nine-digit Data Universal Numbering System (DUNS) number that identifies the specific contractor establishment. If there is no DUNS number available that identifies the exact name and address entered in Block 1, contact Dun and Bradstreet Information Services at 1-866-705-5711 or via the Internet at <http://www.dnb.com>. The contractor should be prepared to provide the following information: (i) Company legal business name. (ii) Tradestyle, doing business, or other name by which your entity is commonly recognized. (iii) Company physical street address, city, state, and ZIP Code. (iv) Company mailing address, city, state, and ZIP Code (if separate from physical). (v) Company telephone number. (vi) Date the company was started. (vii) Number of employees at your location.

(viii) Chief executive officer/key manager. (ix) Line of business (industry). (x) Company Headquarters name and address (reporting relationship within your entity).

**BLOCK 4:** Check only one. Note that all subcontract award data reported on this form represents activity since the inception of the contract through the date indicated on this block.

**BLOCK 5:** Check whether this report is a "Regular," "Final," and/or "Revised" report. A "Final" report should be checked only if the contractor has completed the contract or subcontract reported in Block 6. A "Revised" report is a change to a report previously submitted for the same period.

**BLOCK 6:** Indicate that the reporting contractor is submitting this information as a prime contractor and the prime contract number.

**BLOCK 7:** Return completed form to BPA Contracting Officer.

**BLOCK 8:** Check the appropriate block to indicate whether indirect costs are included in the dollar amounts in blocks 9 through 14. To ensure comparability between the goal and actual columns, the contractor may include indirect costs in the actual column only if the subcontracting plan included indirect costs in the goal.

**BLOCKS 9 thru 14:** Under "Current Goal," enter the dollar and percent goals in each category (SB, DSB, WOSB, VOSB, SDVOSB, Indian Tribe) from the subcontracting plan approved for this contract. (The amounts entered in Blocks 9 through 15 should reflect any revised goals.). Under "Actual Cumulative," enter actual subcontract achievements (dollars and percent) from the inception of the contract through the date of the report shown in Block 4. In cases where indirect costs are included, the amounts should include both direct awards and an appropriate prorated portion of indirect awards. However, the dollar amounts reported under "Actual Cumulative" must be for the same period of time as the dollar amounts shown under "Current Goal" For a contract with options, the current goal should represent the aggregate goal since the inception of the contract. For example, if the contractor is submitting the report during Option 2 of a multiple year contract, the current goal would be the cumulative goal for the base period plus the goal for Option 1 and the goal for Option 2.

**BLOCK 9:** Report all subcontracts awarded to Small Businesses (SBs). This category includes awards to small businesses that do not belong in another category on this list.

**BLOCK 10:** Report all subcontracts awarded to Disadvantaged Small Businesses (DSB's). This category includes Native American Small Businesses, 8-A Certified Small Businesses, and Hub-Zone Disadvantaged Small Businesses.

**BLOCK 11:** Report all subcontracts awarded to Women-Owned Small Businesses (WOSB's).

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**BLOCK 12:** Report all subcontracts awarded to Veteran-Owned Small Businesses (VOSBs).

**BLOCK 13:** Report all subcontracts awarded to Service-Disabled Veteran-Owned Small Businesses (SDVOSB's).

**BLOCK 14:** Report all subcontracts awarded to large businesses and any other-than-small businesses.

**BLOCK 15:** Report all subcontracts awarded to Indian Tribes (TR).

**BLOCK 16:** Enter a short narrative explanation if (a) SB, DSB, WOSB, VOSB, SDVOSB, and TR accomplishments fall below that which would be expected using a straight-line projection of goals through the period of contract performance, or (b) if this a final report, any one of the six goals were not met.

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#### DEFINITIONS

Indirect Costs – those costs which because of incurrence for common or joint purposes, are not identified with specific BPA contracts.

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#### DISTRIBUTION OF THIS REPORT

For the Awarding Agency or Contractor, the original copy of this report should be provided to the contracting officer at the agency identified in Block 7.

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#### Paperwork Reduction Act Burden Statement

This data is being collected pursuant to Bonneville Purchasing Instructions § 8.3 in order to ensure equitable purchasing. The information you supply will be used for reporting. Public reporting burden for this collection of information is estimated to average 30 minutes (.5 hours) per response, including the time for reviewing instructions, searching existing data sources, gathering, and maintaining that data needed, and completing and reviewing the collection of information.

Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Office of the Chief Information Officer, Enterprise Policy Development & Implementation Office, IM-22, Paperwork Reduction Project (OMB control number 1910-5190), U.S. Department of Energy, 1000 Independence Ave SW, Washington, DC, 20585-1290; and to the Office of Management and Budget (OMB), OIRA, Paperwork Reduction Project (OMB control number 1910-5190), Washington, DC 20503.

Notwithstanding any other provision of the law, no person is required to respond to, nor shall any person be subject to a penalty for failure to comply with a collection of information subject to the requirements of the Paperwork Reduction Act unless that collection of information displays a currently valid OMB control number.

The Paperwork Reduction Act (PRA) of 1995 requires each Federal agency to seek and obtain approval from the Office of Management and Budget (OMB) before undertaking a collection of information directed to 10 or more persons of the general public, including persons involved in or supporting the operations of Government-owned, contractor-operated facilities.

Submission of this data is required.

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File Code: PB-1205; Retention: Destroy 6 years after final payment or cancellation, but longer retention is authorized if required for business use.