



Company Name: \_\_\_\_\_

Purchase Order (PO) Number: \_\_\_\_\_

## **CPS ENERGY SUBCONTRACTING DOCUMENTS**

It is the policy of CPS Energy to ensure that small, veteran, service-disabled veteran, HUBZone, minority and woman owned businesses have the maximum practicable opportunity to participate as contractors and suppliers. It is CPS Energy's policy to assist these businesses to overcome barriers that may have, in the past, kept them from full and equal participation in the mainstream of the American Business Enterprise System.

In response to its belief of equality of opportunity, CPS Energy has extended the concept of equal opportunity and affirmative action to include efforts toward increasing the amount of business conducted with small, veteran, service-disabled veteran, HUBZone, minority and woman owned businesses.

A policy and formal program have been created for this purpose, and all CPS Energy employees involved with the program are responsible and accountable for the attainment of these goals and objectives.

### **IMPORTANT PLEASE READ**

Contractors classified by CPS Energy as a **large** business are required to furnish the subcontracting goals when their awarded contract is expected to meet or exceed \$700,000 or \$1,500,000 for construction of a public facility at the time the bid or proposal award. Failure to provide these documents may result in the award being cancelled.

Subcontracting opportunities exist when **any** part of the services to be performed or goods to be provided entail the use of any other business other than the business contracted to perform the work directly with CPS Energy.

Contractors are asked to contact Supplier Diversity Office at (210) 353-2474 or via email at [cpsenergysubcontracting@cpsenergy.com](mailto:cpsenergysubcontracting@cpsenergy.com) for assistance when needed in determining when subcontracting opportunities may or may not exist and completing any of the attached documents.



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**THIS DOCUMENT MUST BE COMPLETED  
AND RETURNED AT THE TIME OF AWARD**

**Please select one of the following options and complete the applicable requirements:**

- 1. \_\_\_\_\_ **Contractor is submitting a plan**
- 2. \_\_\_\_\_ **Contractor is a small business, so no plan is required.** To qualify as a small business, a contractor must be classified as a small business by CPS Energy. If a contractor is a small business, select one of the two following statements.

\_\_\_\_\_ A contractor has previously been classified as a small business by CPS Energy.

\_\_\_\_\_ A contractor is enclosing a completed CPS Energy questionnaire certifying that it is a small business.

- 3. \_\_\_\_\_ **This contract is for construction of a public facility and is estimated below \$1,500,000, so no plan is required.**
- 4. \_\_\_\_\_ **This contract does not offer subcontracting possibilities, so no plan is required.**

A contractor must state below the specific reasons why the contract does not offer subcontracting possibilities and that all work will be performed by awarded contractor.

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Contractors submitting a Subcontracting Plan must also prepare and submit either Summary Subcontract Report Standard Form 294 or 295 semi-annually or annually respectively to CPS Energy and the General Services Administration, upon request (see Section F.) at the commencement of the contract. Copies of these forms will be provided at the time they are due.

Standard Form 295 is required to be submitted if the contractor sells or otherwise provides "**commercial products**" to CPS Energy. Standard Form 294 is required to be submitted by all other contractors.



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”Commercial products” are products or services sold

- 1.) In substantial quantities
- 2.) To the general public and/or industry
- 3.) At established catalog prices or at established market prices

**1. Sold in substantial quantities.** Products are considered to be "**sold in substantial quantities**" only when the quantities regularly sold are sufficient to constitute a real commercial market. Thus, models, samples, prototypes, experimental units, and products specially made only for CPS Energy (i.e., to CPS Energy specifications) do not meet this requirement. For services to be considered "**sold in substantial quantities**," they must be customarily provided by the contractor, using personnel regularly employed and equipment (if any is necessary) regularly maintained solely or principally to provide the services.

**2. To the general public or industry.** A product or service is considered to be sold **to the general public or industry** if there are a significant number of buyers of the product or service other than CPS Energy.

**3. Established catalog and market prices.** **Established catalog prices** are prices that are recorded in a form regularly maintained by the contractor. This form (a) must be a verifiable and established record, such as a catalog, price list, schedule, or rate tariff; (b) must be published or available for customer inspection; and (c) must state current or last sales prices to the general public.

**Established market prices** are current prices that (a) are established in the course of ordinary and usual trade between buyers and sellers free to bargain; and (b) can be substantiated by data from sources independent from the contractor.

Any questions regarding this aforementioned information, please contact Supplier Diversity Office at (210) 353-2474.

**Submitted by:**

\_\_\_\_\_  
Printed Name Title

\_\_\_\_\_  
Email address Phone Number

\_\_\_\_\_  
Signature Date



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**THE FOLLOWING DOCUMENTS DO NOT NEED TO BE COMPLETED IF THE CONTRACTOR HAS DETERMINED NO SUBCONTRACTING OPPORTUNITIES EXIST OR IF THE COMPANY IS A SMALL BUSINESS.**

### **SUBCONTRACTING PLAN**

The following Subcontracting Plan is hereby submitted to CPS Energy, Gas and Electric Utility of San Antonio, Texas, by \_\_\_\_\_ (*Contractor*) in conjunction with CPS Energy's Purchase Order (PO) No. \_\_\_\_\_.

#### **1. Policy Statement**

The Contractor will provide a competitive opportunity for suppliers who are small, veteran, service-disabled veteran, HUBZone, non-minority, minority and woman owned businesses, to qualify for and earn a share of the business current or long-term purchase volume, commensurate with the merits of their offerings and their proven qualifications or demonstrated performance as suppliers.

The Contractor has and will continue to utilize small, veteran, service-disabled veteran, HUBZone, non-minority, minority and woman owned businesses to the greatest extent practicable consistent with efficient performance of all contracts or subcontracts.

#### **2. Measures to Promote Equal Opportunities**

In order to ensure that small, veteran, service-disabled veteran, HUBZone, non-minority, minority and woman owned businesses owned and controlled by socially and economically disadvantaged individuals will have an equitable opportunity to compete for subcontracts, the Contractor will:

- 2.1 Maintain a program designed to locate capable small, veteran, service-disabled veteran, HUBZone, non-minority, minority and woman owned businesses for current and future subcontracting opportunities.
- 2.2 Review company policies and procedures to assure and encourage equitable opportunity to small, veteran, service-disabled veteran, HUBZone, non-minority, minority and woman owned businesses in letting subcontracts.
- 2.3 Coordinate inquiries and requests for advice from small, veteran, service-disabled veteran, HUBZone, non-minority, minority and woman owned businesses.
- 2.3 Assure that participation of both large and small, veteran, service-disabled veteran, HUBZone, non-minority, minority and woman owned businesses are accurately reported.
- 2.5 Review acquisition programs for possible breakout of items suitable for acquisition from both large and small, veteran-owned businesses, service-disabled veteran-owned businesses, HUBZone businesses, non-minority, minority and woman owned businesses.



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**3. Small, Service-Disabled Veteran, Veteran, HUBZone, Non-Minority, Minority and Woman Owned Businesses**

View the [Supplier Classification List](http://www.cpsenergy.com) on [www.cpsenergy.com](http://www.cpsenergy.com) to review CPS Energy registered suppliers to identify small, veteran, service-disabled veteran, HUBZone, minority and woman owned businesses.

For an approved listing of CPS Energy Suppliers by products or capabilities email your request to [cpsenergysubcontracting@cpsenergy.com](mailto:cpsenergysubcontracting@cpsenergy.com)

Which of the following sources listed were used to identify small, veteran-owned small businesses, service-disabled veteran-owned small businesses, HUBZone small businesses, minority and woman owned businesses, only those marked were used in this contract:

- \_\_\_\_\_ Company resource lists
- \_\_\_\_\_ Referrals by other small business firms
- \_\_\_\_\_ CPS Energy, Supplier Listings
- \_\_\_\_\_ CPS Energy, Supplier Classification List
- \_\_\_\_\_ Other \_\_\_\_\_

The administrator of this Subcontracting Plan who is responsible for compiling data for the Plan and for the regular reviewing, updating and implementation of this Subcontracting Plan throughout the duration of this contract is:

Name of Administrator: \_\_\_\_\_

Address of Administrator: \_\_\_\_\_

City/ST/Zip: \_\_\_\_\_

Phone No. of Administrator: \_\_\_\_\_

Email Address of Administrator: \_\_\_\_\_



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**4. Estimated subcontracting goals for this contract**

Total estimated subcontracting for this Contract (*only that portion of the overall contract that offers subcontracting opportunities*)

\$\_\_\_\_\_ 100%

**Estimated subcontracting Large Businesses:**                      **Amount**                      **Percentage**

Large Non-Minority Owned	\$_____	_____
Large Minority Owned	\$_____	_____
Large Woman Owned	\$_____	_____
Large Service-Disabled Veteran Owned	\$_____	_____
Large Veteran Owned	\$_____	_____
HUBZone Large Business	\$_____	_____

**Estimated subcontracting Small Businesses:**

Small Non-Minority Owned	\$_____	_____
Small Minority Owned	\$_____	_____
Small Woman Owned	\$_____	_____
Small Service-Disabled Veteran Owned	\$_____	_____
Small Veteran Owned	\$_____	_____
HUBZone Small Business	\$_____	_____

**5. Principal Subcontractors -**

View the [Supplier Classification List](http://www.cpsenergy.com) on [www.cpsenergy.com](http://www.cpsenergy.com) to review CPS Energy registered suppliers to identify small, veteran-owned small businesses, service-disabled veteran-owned small businesses, HUBZone small businesses, minority and woman owned businesses.

1. Name of Subcontractor: \_\_\_\_\_

Address of Subcontractor: \_\_\_\_\_

City/ST/Zip: \_\_\_\_\_

Phone No. of Subcontractor: \_\_\_\_\_

Email Address of Subcontractor: \_\_\_\_\_

Type of material/service to be provided: \_\_\_\_\_

\_\_\_\_\_ Dollars estimated to be subcontracted: \_\_\_\_\_



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Check one of the following for each question:

Size: \_\_\_\_\_ Small Business or \_\_\_\_\_ Large Business

Non-Minority Owned \_\_\_\_\_ Yes or \_\_\_\_\_ No

Minority Owned \_\_\_\_\_ Yes or \_\_\_\_\_ No

Woman Owned \_\_\_\_\_ Yes or \_\_\_\_\_ No

Veteran Owned \_\_\_\_\_ Yes or \_\_\_\_\_ No

Service-Disabled Veteran Owned \_\_\_\_\_ Yes or \_\_\_\_\_ No

HUBZone Business \_\_\_\_\_ Yes or \_\_\_\_\_ No

2. Name of Subcontractor: \_\_\_\_\_

Address of Subcontractor: \_\_\_\_\_

City/ST/Zip: \_\_\_\_\_

Phone No. of Subcontractor: \_\_\_\_\_

Email Address of Subcontractor: \_\_\_\_\_

Type of material/service to be provided: \_\_\_\_\_

Dollars estimated to be subcontracted: \_\_\_\_\_

Check one of the following for each question:

Size: \_\_\_\_\_ Small Business or \_\_\_\_\_ Large Business

Non-Minority Owned \_\_\_\_\_ Yes or \_\_\_\_\_ No

Minority Owned \_\_\_\_\_ Yes or \_\_\_\_\_ No

Woman Owned \_\_\_\_\_ Yes or \_\_\_\_\_ No

Veteran Owned \_\_\_\_\_ Yes or \_\_\_\_\_ No

Service-Disabled Veteran Owned \_\_\_\_\_ Yes or \_\_\_\_\_ No

HUBZone Business \_\_\_\_\_ Yes or \_\_\_\_\_ No



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3. Name of Subcontractor: \_\_\_\_\_  
 Address of Subcontractor: \_\_\_\_\_  
 City/ST/Zip: \_\_\_\_\_  
 Phone No. of Subcontractor: \_\_\_\_\_  
 Email Address of Subcontractor: \_\_\_\_\_  
 Type of material/service to be provided: \_\_\_\_\_

Check one of the following for each question:

Size: \_\_\_\_\_ Small Business or \_\_\_\_\_ Large Business

- |                                |           |    |          |
|--------------------------------|-----------|----|----------|
| Non-Minority Owned             | _____ Yes | or | _____ No |
| Minority Owned                 | _____ Yes | or | _____ No |
| Woman Owned                    | _____ Yes | or | _____ No |
| Veteran Owned                  | _____ Yes | or | _____ No |
| Service-Disabled Veteran Owned | _____ Yes | or | _____ No |
| HUBZone Business               | _____ Yes | or | _____ No |

Dollars estimated to be subcontracted: \_\_\_\_\_

4. Name of Subcontractor: \_\_\_\_\_  
 Address of Subcontractor: \_\_\_\_\_  
 City/ST/Zip: \_\_\_\_\_  
 Phone No. of Subcontractor: \_\_\_\_\_  
 Email Address of Subcontractor: \_\_\_\_\_  
 Type of material/service to be provided: \_\_\_\_\_

Check one of the following for each question:

Size: \_\_\_\_\_ Small Business or \_\_\_\_\_ Large Business

- |                                |           |    |          |
|--------------------------------|-----------|----|----------|
| Non-Minority Owned             | _____ Yes | or | _____ No |
| Minority Owned                 | _____ Yes | or | _____ No |
| Woman Owned                    | _____ Yes | or | _____ No |
| Veteran Owned                  | _____ Yes | or | _____ No |
| Service-Disabled Veteran Owned | _____ Yes | or | _____ No |
| HUBZone Business               | _____ Yes | or | _____ No |

Dollars estimated to be subcontracted: \_\_\_\_\_





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(Please use additional sheets if necessary)

**5. Records to be Maintained**

The Contractor, in regard to this Subcontracting Plan, will maintain the following records:

1. Small, veteran, service-disabled veteran, HUBZone, non-minority, minority and woman owned businesses source lists, guides and other data identifying small, veteran, service-disabled veteran, HUBZone, non-minority, minority and woman owned businesses contractors and suppliers.
2. Organizations contacted for small, veteran-owned businesses, service-disabled veteran-owned businesses, HUBZone businesses, non-minority, minority and woman owned businesses sources.
3. On a contract-by-contract basis, records to support award data submitted to CPS Energy, to **include name and address of subcontractor(s)** and General Service Administration upon request.

**Submitted by:** \_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name Title

Date: \_\_\_\_\_

**Accepted by:** \_\_\_\_\_  
Signature

Richard J. Urrutia Jr. Interim Sr. Director of Supply Chain  
\_\_\_\_\_  
Printed Name Title

Date: \_\_\_\_\_