



Division of Financial and Business Services
Supplier Diversity Services
SUBK FORM

PI Name: \_\_\_\_\_ Date: \_\_\_\_\_

Department: \_\_\_\_\_ Department Contact: \_\_\_\_\_
Administering Unit

Sponsor: \_\_\_\_\_ No.: \_\_\_\_\_ Project Dates: \_\_\_\_\_ to \_\_\_\_\_
Sponsoring Agency Name Proposal /Award Number Start Date End Date

To insure the timely processing of each subcontract plan, please complete the below information for direct spend with Small Business Concerns. Once the form is completed and signed, please forward the signed form to Supplier Diversity Services attention Rhonda Thornton (rhondat@usc.edu) or Anita Woo (yuenwoo@usc.edu), MC 8015, for the preparation and submission of your subcontract plan. Any special instructions that should be included in the subcontract plan, beyond USC's standard terms and conditions, should be attached to this form when it is returned to Supplier Diversity Services.

Please indicate the total amount of funding (incl. F&A): \$\_\_\_\_\_
Please designate what amount of the total funding for subcontractable dollars are designated to Small Business Concerns (S, SDB, WOSB, HUBZone, VOSB, SBVOSB) or to be allocated to a subawardee for the performance period noted above.
• M&S: \$\_\_\_\_\_
• Travel: \$\_\_\_\_\_ (airfare, car or other rentals)
• Equipment: \$\_\_\_\_\_
• All other services or commodities: \$\_\_\_\_\_
• Subawardee: \_\_\_\_\_
Has a supplier/subawardee been selected?
[ ] Competitive Solicitation
[ ] Sole Source:
[ ] Unique Qualification, Facilities, Equipment or Know How
[ ] Integral Part of Collaborative Research Team
Please have all new suppliers complete a USC supplier application form on the link below.
Supplier Application Forms
Does anyone involve in the decision to secure services from the subcontract recipient have an employee-vendor or near-relative relationship with the supplier?
[ ] Yes [ ] No
See USC Conflict of Interest Policy for details:
http://policies.usc.edu/policies/purchasing\_policies/P15\_Ethics\_Policies.pdf

By signing, the Principal Investigator "PI" certifies that the information provided is compliant and accurate to the best of his/her knowledge. In addition, the PI's signature indicates that he/she has determined that the subcontractable dollars or proposed costs are reasonable given the projected scope of work, and that the level and types of resources proposed on the subcontract plan are needed and appropriate for carrying out the scope of work.

Signature (P.I.)

This form is initiated by USC Business Services unit Supplier Diversity Services for the above referenced subcontract plan and in compliance with FAR 52.219.9 "Small Business Subcontracting Plan" and regulations under the terms and conditions of the Prime Award.