



SMALL BUSINESS/SUPPLIER DIVERSITY PROGRAM

Vigor Industrial (Vigor) is fully committed to using Small Businesses (including Alaskan Native Corporations and Indian Tribes), Veteran-Owned Small Businesses, Service Disabled Veteran-Owned Small Businesses, HUBZone Small Businesses, Small Disadvantaged Businesses, Women-Owned Business Concerns, and Historically Black Colleges or Universities and Minority Institutions (small business concerns) in performance of our contracts. We seek companies that provide products and services that meet our high standards of quality, competitive pricing and service. We encourage all such suppliers to provide their qualifications via our Supplier Registration Process, available via <http://vigorindustrial.com/contact/supplier-resources>.

The objective of the Vigor Small Business Program is to promote, encourage, and support opportunities for small businesses to participate in our purchases and subcontracting carried out in support of our contracts with the U.S. Government. Vigor considers small businesses for all subcontracting opportunities, but an increased emphasis is put on opportunities associated with federal government contracts awarded to Vigor exceeding the simplified acquisition threshold of \$650,000 which are required to have an associated individual small business subcontracting plan per FAR 52.219-8, as well as DOT-Assisted Contracts which incorporate CFR 49, Part 26. Such plans are not intended to mandate that a certain amount of small business subcontracting takes place, but rather that for the work that is planned to be subcontracted for there to be a good faith effort to achieve small business utilization goals for that subcontracted work.

Vigor's Small Business Program Administrator contact information is as follows:

Steve Allen,
Director Supply Chain Management
steve.allen@vigorindustrial.com
Cell: (503) 805-2773

The Program Administrator ensures that the following functions are performed for all Federal Project procurements:

1. Ensure that adequate time is given for the preparation of bids so as to facilitate the participation of small business concerns. In the event that Vigor's list of potential concerns are excessively long, reasonable effort shall be made to give all such small businesses an opportunity to compete over a period of time.

2. Ensure that adequate and timely consideration is given to small business concerns in all 'make-or-buy' decisions.
3. Counsel and discuss subcontracting opportunities with representatives of small business concerns. This shall be facilitated by hosting 'Doing Business with Vigor' open houses for the small business community, and by attending Business Opportunity Workshops, Minority Business Enterprise Seminars, and Trade Fairs where applicable.
4. Confirm that a subcontractor representing itself as a HUBZone small business concern is identified accordingly in the Central Contractor Registration (CCR) database.
5. Provide notice to subcontractors concerning penalties and remedies for misrepresentations of business status as SB, VOSB, SDVOSB, HUBZone, SDB and WOSB for the purpose of obtaining a subcontract that is to be included as part or all of a goal contained in Vigor's subcontracting plans.
6. Develop and maintain a bidders list of all small business concerns from all possible sources.
7. Ensure that small business concerns are included on the bidders' list for every subcontract solicitation for products and services they are capable of providing.
8. Ensure that individual small business subcontracting plans are developed for each applicable government project stipulating small business utilization goals in accordance with FAR clause 52.219-9.
9. Ensure that subcontracts to large businesses in excess of \$650,000 where a small business subcontracting plan is needed, also incorporates the requirements for a small business subcontracting plan from the subcontractor.
10. Oversee the establishment and maintenance of subcontract award records.
11. Monitor the company's performance related to its small business subcontracting goals and recommend any adjustments necessary.
12. Prepare and submit Individual Subcontracting Reports (ISRs) twice per year upon 30 days of the close of the March 31 and Sept 30 reporting periods for each applicable project which has an associated small business subcontracting plan, as well as a Summary Subcontract Report (SSR) once per year upon 30 days of close of the Sept 30 reporting period for each applicable government agency for which small business subcontracting plans were established.
13. Submit monthly reports of amounts credited as DBE Participation for pertinent DOT-Assisted Contracts (WSF contracts for example).
14. Coordinate the company's activities during compliance reviews by Federal agencies.

ELIGIBILITY

To qualify for participation in our Small Business/ Supplier Diversity Program, contractors must meet the Small Business Administration (SBA) definition of a small business and meet at least one of the following criteria:

- **Veteran-Owned Business (VO):** a small business that is at least 51% unconditionally owned by one or more veterans, or any publicly owned business in which at least 51% of the stock is unconditionally owned by one or more veterans; and whose management and daily business operations are controlled by one or more veterans.
- **Service-Disabled Veteran-Owned Business (SDVO):** a small business that is at least 51% unconditionally owned by one or more service-disabled veterans, with a disability that is service connected, or a publicly owned business in which at least 51% of the stock is unconditionally owned by one or more service-disabled veterans; and whose management and daily business operations are controlled by one or more service-disabled veterans or the spouse or permanent caregiver of a veteran with a permanent and severe disability.
- **Small Disadvantaged Business (SDB):** is a small business at least 51 percent unconditionally owned by one or more socially and economically disadvantaged individuals.
- **HUBZone Business:** a small business located in a “historically underutilized business zone,” owned and controlled by one or more U.S. citizens, and with at least 35% of its employees residing in a HUBZone. The SBA must certify small businesses that claim HubZone status.
- **Woman-Owned Business (WOSB):** a small business concern that is at least 51% owned by one or more women, or a publicly-owned business of which at least 51% of the stock is owned by one or more women; and whose management and daily business operations are controlled by one or more women.

All U.S. suppliers should register at the Central Contractor Registration (CCR) site at www.ccr.gov. Business size and classification may vary depending on the applicable industry NAICS code. Suppliers and Contractors may visit www.sba.gov or contact the U.S. Small Business Administration office for assistance in determining classification.