



*Small Business Subcontracting Plan Preparation - Resource Directory

I. Getting Started

- **Quick Start At-a-glance:** A [step-by-step guide](#) to the Small Business Subcontracting Plan development process.
- **Tools:** Small Business Subcontracting Plan [Checklist](#) (always submit this checklist with your final budget)

II. University Reporting of the Approved Small Business Subcontracting Plan Spend

Resources to consult after you have been awarded a federally funded research contract valued over \$700,000:

- Full Text: [Guide to the Preparation of Small Business Subcontracting Plans](#)
- The Importance of Managing Subcontracting Spend and How it is Reported

See [Guide to the Preparation of Small Business Subcontracting Plans](#): Page 5 – “After Submission”
[Individual Subcontract Reports \(ISR\) Sample](#)
[Summary Subcontract Report \(SSR\) Sample](#)
- Finding Small Businesses and DBE Suppliers
Resources to consult if you need to source supplemental DBE suppliers throughout the contract term:

[University of Pittsburgh Non-Contracted DBE Suppliers](#)
[Central Contract Registration \(CCR\) Database](#)
[Small Business Administration \(SBA\) Database](#)
[Contact Dr. Renée Galloway, Supplier Diversity Administrator, for direct assistance](#)

III. Beyond the Basics – An Overview of Small Business and DBE Subcontracting

- Small Business Subcontracting [FAQ](#)

IV. Additional Resources

- Resources for Complex Subcontracting
[Sales Tax Exemption Certificate](#)
[Supplier Verification Form](#)
- Disadvantaged Business Enterprise (DBE) [Program Details](#)