*Small Business Subcontracting Plan Preparation - Resource Directory*

**I. Getting Started**


- **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


  - 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 via System for Award Management (SAM)
  - Small Business Administration (SBA) Database
  - Contact Jennifer Barnes, Diversity and Sustainability Coordinator, at jbarnes@cfo.pitt.edu

**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