



A Procurement Technical Assistance Center (PTAC)

# Acquisition hour: eSRS Individual Subcontractor Reporting (ISR) Basics October 4, 2017



# Webinar Etiquette

- Please
  - When logging into go-to-meeting, enter the name that you have registered with
  - Put your phone or computer on mute
  - Use the Chat option to ask your question(s): We will read them and our guest speaker will provide an answer to the group
- Thank you!

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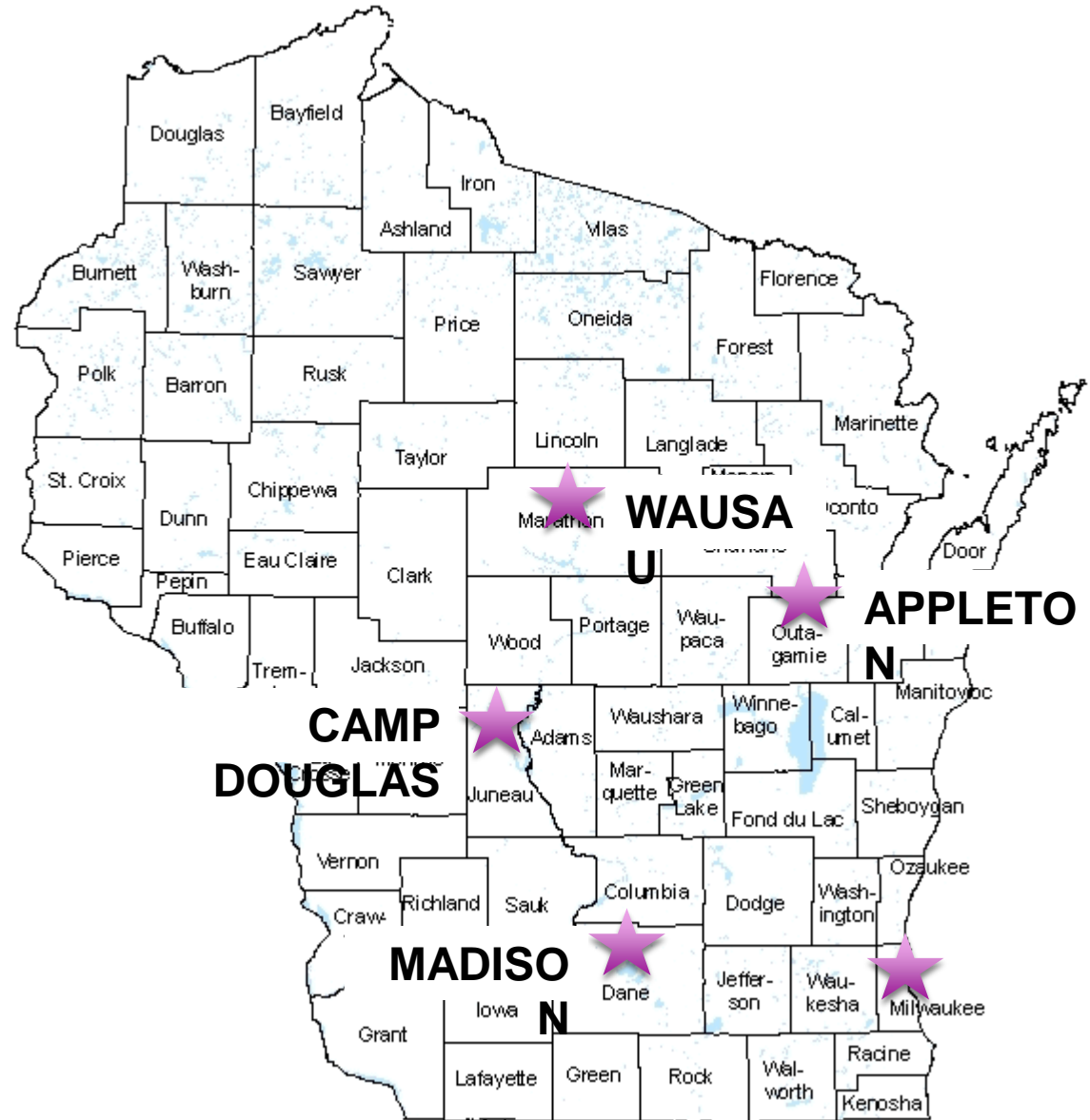
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## Supporting the Mission

Assist businesses in creating,  
development and growing their sales,  
revenue and jobs through Federal, state  
and local government contracts.

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- MADISON –
  - *Madison Enterprise Center*
  - *FEED Kitchens*
- CAMP DOUGLAS – *Juneau County Economic Development Corporation (JCEDC)*
- WAUSAU – *Wausau Region Chamber of Commerce*
- APPLETON – *Fox Valley Technical College*



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**AUGUST 17 2017**  
ACQUISITION HOUR - THE END OF THE FISCAL YEAR IS HERE: WHAT IS HOT AND WHAT IS NOT

**SEPTEMBER 19 2017**  
ACQUISITION HOUR: SELLING TO THE STATE OF WISCONSIN AND LOCAL GOVERNMENTS

**SEPTEMBER 20 2017**  
ACQUISITION HOUR: OVERVIEW OF THE FEDERAL ACQUISITION REGULATIONS (FAR)

**OCTOBER 4 2017**  
ACQUISITION HOUR: ESRS INDIVIDUAL SUBCONTRACTOR REPORTING (ISR) BASICS

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- FREE Bid Matching Services
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- Training in use of Government websites and tools
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- Assisting in Market Research Process
- Development of Market Profile
- Small Business Subcontracting Plans Development, Outreach and Reporting
- Small Group Training
- Outreach and training with Local, State and Federal agencies
- Assist with Pre and Post Award Functions
- Assistance with Agency Specific Contracting Requirements
- Assistance with Contracting Regulations and Requirements, including FAR, DFAR, CFR
- Assistance with GSA Schedule Preparation and Administration
- Assistance with Local, State and Federal Certifications, including:
  - Service Disabled & Veteran Owned Small Business, HUBZone, Woman Owned Small Business, 8(a) Business Development Program
  - State
  - Local
  - DBE
- Bid review and Submission Assistance
- Proposal review and Submission Assistance
- Capabilities Statement and Related Government Marketing Material Development
- Assistance in Locating and Developing Teaming Partners and Subcontractors
- Updated Government Market Information





# ACQUISITION HOUR: ESRS SUBCONTRACTOR REPORTING BASICS

October 4, 2017

*Presented by the Wisconsin Procurement Institute*



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**Providing expert technical  
assistance to  
FEDERAL, STATE and LOCAL  
GOVERNMENT  
Contractors  
And Subcontractors**

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**A Procurement Technical  
Assistance Center (PTAC)  
Serving the Wisconsin Business  
Community**

Wisconsin Procurement Institute

**WPI Offices located at:**

**Milwaukee County Research Park**

10437 Innovation Drive, Suite 320

Milwaukee, WI 53226

414-270-3600 FAX: 414-270-3610

**Juneau County Economic Development Corp.**

122 Main St - Camp Douglas, WI 54618

608-427-2455 FAX: 608-427-2086

**Western Dairyland EOC, Inc.**

418 Wisconsin St. - Eau Claire WI 54703

608-427-2455 FAX: 608-427-2086

**Fox Valley Technical College – DJ Bordini Center**

5 Systems Drive – Appleton WI 54912

920-840-3771 FAX: 414-270-3610

**Racine County Economic Development Corporation – Launch Box**

141 Main Street, Suite 2, Racine, WI 53403

414-270-3600 FAX: 414-270-3610

**Madison Enterprise Center**

100 S. Baldwin St., Madison, WI 53703

608-444-0047 FAX: 414-270-3610

**Food Enterprise & Economic Development (FEED)**

1219 N. Sherman Ave., Madison, WI 53704

608-444-0047 FAX: 414-270-3610

**Wausau Region Chamber of Commerce**

200 Washington Street, Wausau, WI 54403

920-456-9990 FAX: 414-270-3610

**[www.wispro.org](http://www.wispro.org) - [info@wispro.org](mailto:info@wispro.org)**

# What will we cover today

- Understanding What are Commercial SSR and an Individual Subcontract Report (ISR) and Summary Subcontract Report (SSR)
- Registering to use the system
- Preparation prior to filing
- Going through the process
- Terms to understand
- What to include and not to include and common mistakes

# ISR & SSR – What's the difference

| Individual Subcontracting Report (ISR)                                     | Summary Subcontracting Report (SSR) Individual Plans   | Summary Subcontracting Report (SSR) - Commercial  |
|--|--|---|
| Specific to one contract   | Summary required from each prime contractor and subcontractor with at least 1 contract supporting DOD which includes an Individual Subcontracting Plan   | Required annually from each prime contractor with a Commercial Subcontracting Plan that applies to entire production of commercial items sold by either the entire company or a division/plant/product line |
| Required for each contract containing an Individual Subcontracting Plan    | Submit one SSR based on government fiscal year to: <ul style="list-style-type: none"> <li>• Department/Agency that administers majority of subcontracting plans; or</li> <li>• Each Department/Agency that awards construction and related maintenance repair contracts</li> </ul> | Includes all subcontracting under federal government contracts and non-government contracts   |
| Not required for Commercial or DOD Comprehensive Subcontracting Plan (CSP) |  | Identifies % of total subcontracting \$ attributable to each federal agency that awarded contracts using the Commercial Subcontracting Plan <sup>12</sup>   |

# When is an ISR required

- Prime/Subcontractor: (a) holds one or more contracts over \$700,000 (over \$1,500,000 for construction of a public facility); and (b) is required to report subcontracts awarded to Small Business (SB), Small Disadvantaged Business (SDB), Women-Owned Small Business (WOSB), HUBZone Small Business (HUBZone SB), Veteran-Owned Small Business (VOSB), Service-Disabled Veteran-Owned Small Business (SDVOSB), Alaskan Native Corporations (ANC) and Indian Tribes concerns under a subcontracting plan with the Federal Government.
- Must be entered 30 days after the reporting period.
- Prime contractors & higher tier LB subcontractors are required to review, and accept and/or reject the LB subcontractor's ISR's in eSRS.
- Only report actual subcontracting \$ from the inception of the contract to the end of the reporting period. Not Good Faith estimates!
- Report Subcontracting data only – not sales data.

# Due Dates

The following table shows the various subcontract reports required by the each subcontracting plan, the submission and review due dates for the contractor to submit the various subcontract reports and for the department/agency to take action.

| Type Report | Type Subcontracting Plan | Due Date from Contractor | Reviewer                        |   | Due Date for Department/ Agency Action |
|-------------|--------------------------|--------------------------|---------------------------------|---|--|
|             |                          |                          | Prime Contract                  | Lower Tier Subcontract                    |  |
| ISR/SF 294  | Individual               | Apr 30 / Oct 30          | PCO who awarded contract        | SBLO, Contractor awarding the subcontract | Jun 15 / Dec 15                        |
|             | Commercial               | Not required             | Not required                    | Not required                              | Not required                           |
|             | Comprehensive            | Not required             | Not required                    | Not required                              | Not required                           |
| SSR         | Individual               | Oct 30                   | DoD SSR Review Team             | DoD SSR Review Team                       | Dec 15                                 |
|             | Commercial               | Oct 30                   | CO who approved commercial plan | Not applicable                            | Dec 15                                 |
|             | Comprehensive            | Apr 30 / Oct 30          | DCMA CSP Team                   | DCMA CSP Team                             | Jun 15 / Dec 15                        |

# eSRS.gov

## Electronic Subcontracting Reporting System



Home

**Log-In or Register Now:**

 [GOVERNMENT](#)  [CONTRACTORS](#)

**Important Password Update** - Users and Interfacing Systems must reset their passwords as required every 90 days or the account will be disabled IAW GSA IT Security Policy, (CIO P 2100.1). Registered users will receive an email notification to remind them of this requirement. If your account has been disabled, contact the Federal Service Desk at [866-606-8220](tel:866-606-8220) (Monday - Friday 8 a.m. to 8 p.m. ET).

**Documents**

**User Guides**

- » [eSRS Contractor Guide](#)
- » [eSRS Agency Coordinator Guide](#)
- » [eSRS CO Guide](#)
- » [eSRS POC Guide](#)
- » [eSRS DGU Guide](#)

**Training Materials**


- » [Quick Reference Guides](#)
- » [Webinars](#)


**Sample Reports**

- » [Sample ISR](#)
- » [Sample ISR Step by Step](#)
- » [Sample SSR](#)

# Returning User or New Registration


← → ↻ <https://esrs.symlicity.com/index?>

 **eSRS** Integrated Acquisition Environment  
Electronic Subcontracting Reporting System




login Tuesday, September 8, 2015 | 9:59 am

---



 **returning contractors: login**

Email:

Password:

 **new contractors: register**

Register for a new account

 [Registration instructions for Contractors](#)  [Contractor User Guide](#)

[Not a contractor user? Click here.](#)

For Help: [Federal Service Desk](#) [Turn Accessibility Mode On](#) [Contractor User Guide](#) [Registration Instructions for Contractors](#) [SSR for Individual Pl](#)  
[SDB Participation Report](#) [SDB Year End Report](#) [Generating Reports](#) [SDB Participation Report](#) [SDB Year End Report](#) [Generating Reports](#) [Contr](#)  
[Summary Subcontract Report \(SSR - Individual\)](#)

Passwords are good for 90 days  
New Passwords – must contain:  
10-14 characters  
Contain 2 of each

- Lower case letters
- Upper case letters
- Numbers
- Special characters



# Filing eSRS

powered by simplicity

myESRS | Profile | Contract Worklist | **File / Review Reports** | Custom Reports

home

Wednesday, July 1, 2015 | 6:13 pm | zjohnson@simplicity.com | Log-in to FSRS | Logout

add contract to worklist

alerts  
• No current alerts

announcements  
There are no announcements at this time.

file ISR  
(FORMERLY SF-294)

file SSR  
(FORMERLY SF-295)

file year-end supplementary report  
(FOR SDB)

file SDB  
participation report  
(FORMERLY OF-312)

For Help: [Federal Service Desk](#) [Turn Accessibility Mode On](#) [Contractor User Guide](#) [Registration Instructions for Contractors](#) [SSR for Individual Plan](#) [Prime Filing ISR](#) [SSR for Commercial Plan](#) [Subcontractor Filing ISR](#) [SDB Participation Report](#) [SDB Year End Report](#) [Generat](#) 17 Version 3.4

Reports [Contractor Submitting an Individual Subcontract Report \(ISR\)](#) [Contractor Submitting an Summary Subcontract Report \(SSR - Individual\)](#)

# Preparation before the reporting

individual subcontract reports [Close](#)

# D [REDACTED] 5

[BACK TO LIST](#)

- 1 Instructions
- 2 Enter Contract #
- 3 Contract Details
- 4 Subcontracting Report
- 5 Subcontracting Report Conf'd
- 6 Subcontract Awards
- 7 Review
- 8 Submit Report

### Individual Subcontracting Reports

Please Note: the eSRS contains a number of new fields that did not exist on the paper forms. Although the eSRS will allow you to save a partially completed report, you will save time if you have the following information available when you enter your report data:

For Prime Contractors

- Your DUNS number as it appears on the contract
- Product and Service Description
- NAICS
- E-mail address of Federal Government Agency responsible for reviewing your report
- Current Contract Value
- Approved Small Business Individual Subcontracting Plan
- Be sure to keep a signed copy of the report on file

For Lower Tier Subcontractors

- The Prime contract number
- The Subcontract number
- The DUNS number of the contractor that awarded you the subcontract
- E-mail address of the contractor's employee who awarded you the contract and has the responsibility to review your subcontracting report
- Product and Service Description
- NAICS
- Approved Small Business Individual Subcontracting Plan
- Be sure to keep a signed copy of the report on file

[Help Desk](#) [Privacy Policy](#) [Contractor User Guide](#) [Registration Instructions for Contractors](#) Vers

# Getting Started – Entering the Contract for Report

**New Report**

[+ BACK TO LIST](#)

- 1 Instructions
- 2 Enter Contract #**
- 3 Contract Details
- 4 Subcontracting Report
- 5 Subcontracting Report Conf'd
- 6 Subcontract Awards
- 7 Review
- 8 Submit Report

---

**Enter Prime Contract Number For Report** \* indicates a required field

**Select Existing Contract:**  
If not found above, enter Prime Contract # (as it appears in FPDS-NG without any dashes):

**If not found above, enter Prime Contract # (as it appears in FPDS-NG without any dashes):**

# Are you the Prime or the Subcontractor?

individual subcontract reports [Close Window](#)

# D [redacted] 5

[BACK TO LIST](#)

**1** Instructions

**2** Enter Contract #

**3** Contract Details

**Contract Details**

Contract Type\*:  
 prime  sub

\* indicates a required field

**Prime Contract Info**

Number: D-[redacted]015

Agency: [redacted]

# D. 15

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- 1 Instructions
- 2 Enter Contract #
- 3 Contract Details
- 4 Subcontracting Report**
- 5 Subcontracting Report Conf'd
- 6 Subcontract Awards
- 7 Review
- 8 Submit Report

### SUBCONTRACTING REPORT FOR INDIVIDUAL CONTRACTS \* indicates a required field

1. DUNS #\*:

help

2. Verify Data\*:

If the data provided on this step from FPDS is correct, please choose "yes". Otherwise, choose "no" and contact your contracting officer to correct the problem.

yes  no

3. Corporation, Company or Subdivision Covered:

help

a. Vendor Name\*:

help

b. Vendor Physical Address\*:

help

Street Address\*:

help

City\*:

help

State\*:

help  
(USA and Canada only)

Foreign Province:

Zip+4\*:

help

Country:

help

**c. Vendor Mailing Address\*:**

**Street Address\*:**

[? help](#)

PO Box 12345

Washington ST

**City\*:**

[? help](#)

Cambridge

**State\*:**

[? help](#)

(USA and Canada only)

Pennsylvania

**Foreign Province:**

**Zip+4\*:**

[? help](#)

12345-6789

**Country:**

[? help](#)

United States

**4. Agency Awarding Contract\*:**

DEPT OF DEFENSE (9700)

**5. Contracting Office Agency ID\*:**

2345

**6. Contracting Office Agency Name:**

DEPT OF DEFENSE

**7. Contracting Office ID:**

W12345

**8. Contracting Office Name:**

Washington DC

**9. Prime Contract Number\*:**

D123456789

**10. Product/Service Code:**

8465

**11. Current Contract Value:**

**12. Ultimate Contract Value\*:**

2345678.00

**13. Is your contract administered by an office other than the Contracting Office that awarded the contract?:**

yes  no

# individual subcontract reports

# D [REDACTED] 15

[BACK TO LIST](#)

- 1 Instructions
- 2 Enter Contract #
- 3 Contract Details
- 4 Subcontracting Report
- 5 **Subcontracting Report Cont'd**
- 6 Subcontract Awards
- 7 Review
- 8 Submit Report

Save & Go Back Cancel Save Save & Continue

## SUBCONTRACTING REPORT FOR INDIVIDUAL CONTRACTS CONT'D

\* indicates a required field

### 1. Contact Information\*:

### 2. Reporting Period From Inception of Contract Thru\*:

[help](#)

Mar 31  Sept 30

a. Year\*:

[help](#)

### 3. Type of Report\*:

regular

final

### 4. Agency Awarding Contract\*:

RDECOM (RDECOM)

### 5. Report Submitted As\*:

prime contractor

Save & Go Back Cancel Save Save & Continue

# Entering the Dollars

# D/ 15

[BACK TO LIST](#)

1 Instructions

2 Enter Contract #

3 Contract Details

4 Subcontracting Report

5 Subcontracting Report Conf'd

6 Subcontract Awards

7 Review

8 Submit Report

Save & Go Back

Cancel

Save

Save & Continue

## SUBCONTRACT AWARDS \* indicates a required field

### 1. Dollars and Percentages in the Following Blocks:\*

[help](#)

**Includes Indirect Dollars** - If the approved Individual Subcontracting Plan indicates that Indirect Subcontracts were included in the dollars and percentage goals.

**Does Not Include Indirect Dollars** - If the approved Individual Subcontracting Plan did not indicate that Indirect Subcontracts were included in the dollars and percentage goals?

[help](#)

|                             | Current Goal:        |  |                                    | Actual Cumulative:   |  |                                      |
|-----------------------------|----------------------|--|------------------------------------|----------------------|--|--------------------------------------|
|                             | Whole Dollars        | Percentage of Total Subcontract Awards | Percentage of Total Contract Value | Whole Dollars        | Percentage of Total Subcontract Awards | Percentage of Current Contract Value |
| 2a. SMALL BUSINESS CONCERNS | <input type="text"/> | <input type="text"/>                   | <input type="text"/>               | <input type="text"/> |  |                                      |
| 2b. LARGE BUSINESS CONCERNS | <input type="text"/> | <input type="text"/>                   | <input type="text"/>               | <input type="text"/> |  |                                      |
| 2c. TOTAL                   | <input type="text"/> | 100                                    | <input type="text"/>               |                      | 100                                    |                                      |



|                                    | Current Goal: |  |                                    | Actual Cumulative: |  |                                      |
|------------------------------------|---------------|--|------------------------------------|--------------------|--|--------------------------------------|
|                                    | Whole Dollars | Percentage of Total Subcontract Awards | Percentage of Total Contract Value | Whole Dollars      | Percentage of Total Subcontract Awards | Percentage of Current Contract Value |
| <b>2a. SMALL BUSINESS CONCERNS</b> | 840,131       | 10                                     | 0                                  | 4,251,914          | 14.1                                   | 4.5                                  |
| <b>2b. LARGE BUSINESS CONCERNS</b> | 7,561,180     | 0                                      | 0                                  | 25,991,402         | 85.9                                   | 27.5                                 |
| <b>2c. TOTAL</b>                   | 8,401,311     | 100                                    | 0                                  | 30,243,316         |  |                                      |

|   | Current Goal: |  |                                    | Actual Cumulative: |  |                                      |
|---|---------------|--|------------------------------------|--------------------|--|--------------------------------------|
|   | Whole Dollars | Percentage of Total Subcontract Awards | Percentage of Total Contract Value | Whole Dollars      | Percentage of Total Subcontract Awards | Percentage of Current Contract Value |
| <b>3. SMALL DISADVANTAGED BUSINESS (SDB) CONCERNS</b> | 18,439,078    | 89.08299926                            | 0                                  | 27,595,682         | 92.0                                   | 16.2                                 |
| <b>4. WOMEN-OWNED SMALL BUSINESS (WOSB) CONCERNS</b>  | 909,684       | 4.394871539                            | 0                                  | 2,847,800          | 9.5                                    | 1.7                                  |
| <b>5. HISTORICALLY BLACK COLLEGES</b>                 |               |  |                                    |                    |  |                                      |

|  | Current Goal: |  |                                    | Actual Cumulative: |  |                                      |
|--|---------------|--|------------------------------------|--------------------|--|--------------------------------------|
|  | Whole Dollars | Percentage of Total Subcontract Awards | Percentage of Total Contract Value | Whole Dollars      | Percentage of Total Subcontract Awards | Percentage of Current Contract Value |
| <b>6. HUBZone SMALL BUSINESS (HUBZone SB) CONCERNS</b>           | 0             | 0                                      | 0                                  | 1,854,370          | 6.2                                    | 1.1                                  |
| <b>7. VETERAN-OWNED SMALL BUSINESS CONCERNS</b>                  | 0             | 0                                      | 0                                  | 25,194,691         | 84.0                                   | 14.8                                 |
| <b>8. SERVICE-DISABLED VETERAN-OWNED SMALL BUSINESS CONCERNS</b> | 0             | 0                                      | 0                                  | 0                  | 0                                      | 26.0                                 |

# \*Remarks are important\*

|   |                      |                      |                      |                      |  |  |
|---|----------------------|----------------------|----------------------|----------------------|--|--|
| <b>9. ALASKA NATIVE CORPORATIONS (ANCs) AND INDIAN TRIBES THAT HAVE NOT BEEN CERTIFIED BY THE SMALL BUSINESS ADMINISTRATION AS SMALL DISADVANTAGED BUSINESSES</b> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |  |  |
| <b>10. ALASKA NATIVE CORPORATIONS (ANCs) AND INDIAN TRIBES THAT ARE NOT SMALL BUSINESSES</b>  | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |  |  |

**11. Which method do you use to collect subcontracting data for this report?\***

- help
- payment basis
- commitment basis
- other

**12. Certification\***

This is a testament that the data being submitted on the report is accurate and that the dollars and percentages reported do not include lower tier subcontracts (except as set forth for ANC and Indian Tribes for more information visit <http://www.arnet.gov/arnetframe.html> see FAC 05-019). If "No" is selected the report will be "Rejected"

- Yes  No

**13. Remarks:**

help

If you entered (0) zero in the small business section of this report or failed to meet the dollar or percentage goals in the individual Subcontracting Plan, use this section to explain the reason for any shortfalls and your future plan of action. You may also enter explanations and/or comments you think will be helpful to the Government official who reviews this report.

# Almost done...

## 14. Contractor's Subcontracting Plan Administrator:

 help

This is the name and contact information of the Contractor's employee who is responsible for ensuring the contractor's compliance with its subcontracting plan.

### a. Contractor's Official who Administers this Subcontracting Plan\*:

 help

### b. Phone Number of Individual who Administers this Subcontracting Plan:

### c. E-mail address of Individual who Administers this Subcontracting Plan:

## 15. Please enter the email address of the Government employee(s) and/or other person(s) to be notified that you have submitted this report.\*:

 help

By listing an e-mail address, a notification will be sent to listed parties advising them that a subcontracting report has been submitted in eSRS for the Government's review. The Federal Government Agency will not be notified via email unless you enter a notification e-mail address.

Save & Go Back

Cancel

Save

Save & Continue

# Printing & Submitting

# D. 15

[+ BACK TO LIST](#)

- 1 Instructions
- 2 Enter Contract #
- 3 Contract Details
- 4 Subcontracting Report
- 5 Subcontracting Report Cont'd
- 6 Subcontract Awards
- 7 Review
- 8 Submit Report

[View Printable Report](#) [Save PDF](#)

## SUBCONTRACTING REPORT FOR INDIVIDUAL CONTRACTS

1. DUNS #:  [? help](#)

2. Verify Data:

3. Corporation, Company or Subdivision Covered: [? help](#)

a. Vendor Name:  [? help](#)


b. Vendor Physical Address:

Street Address:  [? help](#)

[+ BACK TO LIST](#)

- 1 Instructions
- 2 Enter Contract #
- 3 Contract Details
- 4 Subcontracting Report
- 5 Subcontracting Report Cont'd
- 6 Subcontract Awards
- 7 Review
- 8 Submit Report

### Submit Report

 **Submission Instructions**  
Please click **submit** to submit your report for review. Once the report is approved or rejected, you will receive an email notification about how to proceed.

[cancel](#) [back](#) [submit](#)

# What do the “Terms” mean?

- Pending – Report has been submitted and awaiting review by the Agency that awarded the contract.
- Accepted – The report has been reviewed by the agency and found with no issues.
- Reopened – The report was previously Accepted by the agency, however, after further review the agency found issues that require clarification/correction.
- Rejected – The report was reviewed by the agency and is found with errors. Once the report concerns have been addressed the agency will Accept receipt of the data. Example – Your report states the sales to this agency is \$20,000. The ISR does not collect sales data, OR the ISR goals you entered do not match the approved IS plan goals in your plan.
- These reports will appear in your “Alerts” box.

# Other important details

- Exclude subcontracts performed outside the U.S. & purchases from a corporation, company, or subdivision that is an affiliate of the Prime/subcontractor.
- A pro-rated portion of indirect subcontracts shall NOT be included on the reports unless agreed upon in your approved ISR Plan.
- Keep a signed copy of the report on file – for audits.
- Per 13 Code of CFR 121.404 (3) & 121.410, you must have a supporting written size self-certification for every small business you are counting in the small business and socioeconomic section of this report at the time you submit your proposal. If not, you must count them as a LB. Do not retroactively apply small business subcontracting accomplishments.
- The contractor shall validate a firm is HUBZone certified in the SBA Dynamic SB search.

# SSR - Summary Subcontract Reports

The screenshot shows the eSRS (Electronic Subcontracting Reporting System) interface. At the top, there is a navigation bar with the eSRS logo and the text "Integrated Acquisition Environment Electronic Subcontracting Reporting System FOR CONTRACTORS". On the right, it says "powered by simplicity" and features the E-GOV USA.GOV logo.

The main navigation menu includes: myESRS | Profile | **Contract Worklist** | File / Review Reports | Custom Reports |

The "contract worklist" section is active, displaying a dropdown menu with the following options:

- Individual Subcontract Reports
- Summary Subcontract Reports** (highlighted)
- Year-End Supplementary Report for SDBs
- SDB Participation Report (Form 312)
- Batch Upload Reports

Below the menu, there is a search filter section with a "Keywords" input field and buttons for "Apply Search" and "Save Defaults".

The main content area shows a table with one item:

| Contract #                | Agency                   | Contract Type | Options        |
|---------------------------|--------------------------|---------------|----------------|
| 00000199011DQLAH0091D0003 | DEFENSE LOGISTICS AGENCY | sub           | Remove My ISRs |

At the bottom, there is a footer with various links and the text "Version 3.4".



# Summary Subcontract Report Existing Reports

The screenshot shows the eSRS (Electronic Subcontracting Reporting System) interface. The header features the eSRS logo and the text "Integrated Acquisition Environment Electronic Subcontracting Reporting System FOR CONTRACTORS". Navigation links include "myESRS", "Profile", "Contract Worklist", "File / Review Reports", and "Custom Reports". The user is logged in as "zjohnson@symplicity.com" on Wednesday, July 1, 2015, at 6:18 pm. The main content area is titled "summary subcontract reports" and includes a search filter section with a "No records found" message. A legend at the bottom right of the main area defines report statuses: DRT = Draft, PEN = Pending, REV = Revised, ACC = Accepted, REJ = Rejected, and RPN = Reopened. The footer contains various help links and the version number "Version 3.4".

# Summary Subcontract Report New Reports

eSRS Integrated Acquisition Environment  
FOR GOVERNMENT Electronic Subcontracting Reporting System powered by simplicity

E-gov USA.gov

angela Core Account Login As help

myESRS Profile Contract Worklist File / Review Reports Custom Reports

summary subcontract reports [show in a separate window]

### New Report

[+ BACK TO LIST](#)

- 1 Instructions
- 2 Subcontracting Report**
- 3 Subcontract Awards
- 4 Review
- 5 Submit Report

Save & Go Back Cancel Save Save & Continue

### SUMMARY SUBCONTRACT REPORT

\* indicates a required field

1. Type of Plan\*:  
help  
 individual  commercial

2. DUNS #\*:  
help  
 [Auto-Fill Company Info From Duns](#)

3. Corporation, Company or Subdivision Covered:  
help

a. Vendor Name\*:  
help

b. Vendor Physical Address:  
help  
Street Address\*:

#### Progress

- × Subcontract Report
- × Type of Plan
- × DUNS #
- × Vendor Name
- × Vendor Physical Address
- × Vendor Mailing Address
- × Date Submitted
- ✓ Contact Information
- × Agency to which the report is being submitted
- × Report Submitted As
- × Product or Service #1
- ✓ Product or Service #2
- × Subcontract

If auto fill info is incorrect – make note in the remarks section and notify CO.

# Summary Subcontract Report cont.

## 5. Contact Information\*:

[? help](#)

## 6. Reporting Period\*:

[? help](#)

Oct 1 - Mar 31  Oct 1 - Sept 30

### a. Year\*:

[? help](#)

## 7. Agency to which the report is being submitted\*:

## 8. Report Submitted As\*:

[? help](#)

- prime contractor  
 subcontractor  
 both

## 9. Contractor's Major Products or Service Lines:

[? help](#)

This reflects the description of the two major products and/or services, and the NAICS codes for the product/services lines under the approved subcontracting plan that the contractor provides to the agency for which this report is being submitted to.

### a. Product or Service #1\*:

[? help](#)

#### i. NAICS Code # 1\*:

# Cumulative Fiscal Year Subcontract Award

|                             | Whole Dollars | Percent |
|-----------------------------|---------------|---------|
| 1a. SMALL BUSINESS CONCERNS | 0 *           | 0       |
| 1c. LARGE BUSINESS CONCERNS | 10350 *       | 100.0   |
| 1c. TOTAL                   | 10350.0       |         |

# Small Business Spend – Whole \$

|  |                      |  |  |   |
|--|----------------------|--|--|---|
| 2. SMALL DISADVANTAGED BUSINESS (SDB) CONCERNS   | <input type="text"/> |  | Clicking 'Save' or 'Save and Continue,' will save your report and allow you to leave and continue your report later.   |   |
| 3. WOMEN-OWNED SMALL BUSINESS (WOSB) CONCERNS  | <input type="text"/> |  |  | Click 'Save and Continue' to save information on the current page and go to the next page of the form.  |
| 4. HISTORICALLY BLACK COLLEGES AND UNIVERSITIES (HBCU) AND MINORITY INSTITUTIONS (MI)  | <input type="text"/> |  | Click 'Save' if you want to save and stay on the current page.   |   |
| 5. HUBZone SMALL BUSINESS (HUBZone SB) CONCERNS  | <input type="text"/> |  |  | Click 'Cancel' to leave and continue your report later from the point you last saved. If you have not yet saved the report, clicking cancel will simply return to the reports list. |
| 6. VETERAN-OWNED SMALL BUSINESS CONCERNS   | <input type="text"/> |  | If you receive an error notification: You can ignore errors and save your current information. You will be required to resolve all invalid form fields before you can review and submit your report. |   |
| 7. SERVICE-DISABLED VETERAN-OWNED SMALL BUSINESS CONCERNS  | <input type="text"/> |  |  | Quickly skip to any page by clicking the steps in the left column.  |
| 8. ALASKA NATIVE CORPORATIONS (ANCs) AND INDIAN TRIBES THAT HAVE NOT BEEN CERTIFIED BY THE SMALL BUSINESS ADMINISTRATION AS SMALL DISADVANTAGED BUSINESSES | <input type="text"/> |  |  |   |
| 9. ALASKA NATIVE CORPORATIONS (ANCs) AND INDIAN TRIBES THAT ARE NOT SMALL BUSINESSES   | <input type="text"/> |  |  |   |

# CEO Approval

## 12. Certification\*:

This is a testament that the data being submitted on the report is accurate and that the dollars and percentages reported do not include lower tier subcontracts (except as set forth for ANC and Indian Tribes for more information visit <http://www.arnet.gov/far/facframe.html> see FAC 05-019). If "No" is selected the report will be "Rejected"

Yes  No

## 13. Chief Executive Officer(CEO):

This is the full name and title of the CEO (if you do not use the title CEO this is the most Senior Executive in your organization) for the company submitting this report. **No delegation of authority is accepted.**

### a. Name\*:

### b. Title\*:

### c. Date\*:

select

clear

## 14. CEO Approval\*:

This is a self-certification that the individual whom is listed as the CEO on this report will sign a paper print-out of this report and keep it on file.

Yes  No

## 15. Please enter the email address of the Government employee(s) and/or other person(s) to be notified that you have submitted this report.\*:

By listing an e-mail address, a notification will be sent to listed

# Submitting the Report

[BACK TO LIST](#)

- 1 Instructions
- 2 Subcontracting Report
- 3 Subcontract Awards
- 4 Review
- 5 **Submit Report**

## Submit Report

 **Submission Instructions**

Please click **Submit** to submit your report for review. Once the report is approved or rejected, you will receive an email notification about how to proceed.

# Alerts

The screenshot displays the myESRS web application interface. At the top, there is a navigation bar with tabs for "myESRS", "Profile", "Contract Worklist", and "File / Review Reports". Below the navigation bar is a "home" button with a house icon and a link to "show in a separate window". The main content area is divided into two columns. The left column contains three large buttons: "Add Contract to Worklist" (with a document icon and a green star), "File ISR (FORMERLY SF-294)" (with a folder icon and a document labeled "ISR"), and "File SSR (FORMERLY SF-295)" (with a folder icon and a document labeled "SSR"). The right column contains two sections: "alerts" (with a red warning triangle icon) and "announcements" (with a megaphone icon). The "alerts" section contains two bullet points, both stating "Your SSR report for Oct 1 - Sept 30, 2004 was reopened." The "announcements" section states "There are no announcements at this time."

myESRS : Profile : Contract Worklist : File / Review Reports

home [show in a separate window](#)

Add Contract to Worklist

File ISR  
(FORMERLY SF-294)

File SSR  
(FORMERLY SF-295)

alerts

- Your SSR report for Oct 1 - Sept 30, 2004 was reopened.
- Your SSR report for Oct 1 - Sept 30, 2004 was reopened.

announcements

There are no announcements at this time.

The Federal Agency should review the subcontract reports within 60 days of the contractor's submittal.



# Commercial Plan

- A Commercial Subcontracting Plan as defined in Federal Acquisition Regulation Subpart 19.701: “Commercial Subcontracting Plan” is a subcontracting plan (including goals) that covers the offeror’s fiscal year and that applies to the entire production of commercial items sold by either the entire company or a portion thereof (e.g., division, plant, or product line).”
  - Example: Garber Pharmaceuticals Company. Garber’s is a company that provides commercial items (pharmaceuticals) to government and nongovernmental customers. Garber’s fiscal year is from February until January. Garber’s produces a company-wide subcontracting plan for products and services needed to resale, manufacture and/or distribute pharmaceuticals during the fiscal year. The products and services that Garber’s procures are used to produce pharmaceuticals used to fulfill orders for both its government and non-government customers. Garber’s allocates the overall percent of subcontracting dollars attributable to each customer (government and non-government) based on the products or services the customer purchases. Therefore, the percent of Garber’s subcontracting to the Federal Government in whole or for any agency should never be 100%, unless Garber’s only supplied pharmaceuticals to the Federal Government, in which case the product or service would not fit the definition of a “commercial item” as set forth in FAR 2.101. If that were the case, the government should not have approved a Commercial Subcontracting Plan for Garber’s Pharmaceuticals.

# Commercial Plan basic guidelines different than Individual Plans

- In eSRS, only one SSR for Commercial Subcontracting Plan is filed regardless of how many federal agencies you hold a contract with that require you to report subcontracting accomplishments under your approved Commercial Subcontracting Plan. eSRS allows you to allocate subcontracting accomplishments to each agency within one report by using the “percent (%) attributable field.”
- Subcontracting awards shall include both direct and indirect cost as set forth in your approved Commercial Subcontracting Plan.
- The subcontracting data reported should include subcontracts of all amounts to the degree that your commercial subcontracting plan covered (e.g., division, plant, or product line). The totals in this section represent the total amount of subcontract awards in whole dollars awarded for the items under the approved Commercial Subcontracting Plan.
  - These totals do not represent subcontracting dollars spent exclusively on government contracts.

# Recent Changes – not implemented in eSRS currently

- (1) Requiring prime contractors to make good faith efforts to utilize their proposed small business subcontractors during performance of a contract to the same degree the prime contractor relied on the small business in preparing and submitting its bid or proposal. To the extent a prime contractor is unable to make a good faith effort to utilize its small business subcontractors as described above, the prime contractor is required to explain, in writing, within 30 days of contract completion, to the contracting officer the reasons why it is unable to do so.
- (2) Authorizing contracting officers to calculate subcontracting goals in terms of total contract dollars in addition to the required goals in terms of total subcontracted dollars.
- (3) Providing contracting officers with the discretion to require a subcontracting plan in instances where a small business represents its size as an other than small business.
- (4) Requiring subcontracting plans even for modifications under the subcontracting plan threshold if said modifications would cause the contract to exceed the plan threshold.
- (5) Requiring prime contractors to assign North American Industry Classification System (NAICS) codes to subcontracts.
- (6) Restricting prime contractors from prohibiting a subcontractor from discussing payment or utilization matters with the contracting officer.
- (7) Requiring prime contractors to resubmit a corrected subcontracting report within 30 days of receiving the contracting officer's notice of report rejection.
- (8) Requiring prime contractors to provide the socioeconomic status of the subcontractor in the notification to unsuccessful offerors for subcontracts.
- (9) Requiring prime contracts with subcontracting plans on task and delivery order contracts to report order level subcontracting information after November 2017.
- (10) Funding agencies receiving small business subcontracting credit.
- (11) On indefinite-delivery, indefinite-quantity contracts, the contracting officer may establish subcontracting goals at the order level (but not a new subcontracting plan).

# Common Mistakes

- Block 2: Wrong or incomplete DUNS Number
- Block 6: Administering Activity. If you are reporting to NASA or Civilian Agencies, you will have to issue a SSR to those agencies. DCMA does not collect data for the Corps of Engineers – they have their own reporting mechanism.
- Block 7: Report on both subcontract number, if applicable, and appropriate contract #
- Block 8: Use most recent address and street number for the Buying Activity.
- Ensure data is cumulative on an annual basis for the SSR for the life of the contract for the ISR

# Acquisition Hour Live Webinar Series

- October 17, 2017 – **Packaging Shipping and Invoicing Using WAWF I-RAPT** – [CLICK HERE](#) for additional information – presented by Pat Hotton, Bentley World Packaging Ltd. & Ben Blanc, Wisconsin Procurement Institute (WPI)
- October 18, 2017 – **Cyber Security for Current and Prospective DOD Contractors and Subcontractors** – [CLICK HERE](#) for additional information – presented by Marc Violante – Wisconsin Procurement Institute (WPI)
- October 24, 2017 – **The Contractor Purchasing System Review (CPSR) Series part 1 of 4** – [CLICK HERE](#) for additional information – presented by Phil Bail, Phil Bail and Associates
- October 31, 2017 – **The Contractor Purchasing System Review (CPSR) Series part 2 of 4** – [CLICK HERE](#) for additional information – presented by Phil Bail, Phil Bail and Associates

# Acquisition Hour Live Webinar Series

- November 1, 2017 – **Flow-down Clauses – Management and Responsibilities for Federal Contractors** – [CLICK HERE](#) for additional information – presented by Carol Murphy – Wisconsin Procurement Institute (WPI)
- November 7, 2017 – **The Contractor Purchasing System Review (CPSR) Series part 3 of 4** – [CLICK HERE](#) for additional information – presented by Phil Bail, Phil Bail and Associates
- November 8, 2017 – **Cyber Security for Current and Prospective DOD Contractors and Subcontractors** – [CLICK HERE](#) for additional information – presented by Marc Violante – Wisconsin Procurement Institute (WPI)
- November 14, 2017 – **The Contractor Purchasing System Review (CPSR) Series part 4 of 4** – [CLICK HERE](#) for additional information – presented by Phil Bail, Phil Bail and Associates
- November 28, 2017 – **The HUBZone Program – Certification Benefits and New Regulations** – [CLICK HERE](#) for additional information – presented by Shane Mahaffy, Lead Business Opportunity Specialist, US Small Business Administration (SBA)



# Marketplace 2017

Save the date: December 13 – 14

PRE-MARKETPLACE Series presented by WPI <https://premarketplacewi.org/>



**QUESTIONS?**



# SURVEY



Today's Presentation was done by

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Wisconsin Procurement Institute

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