


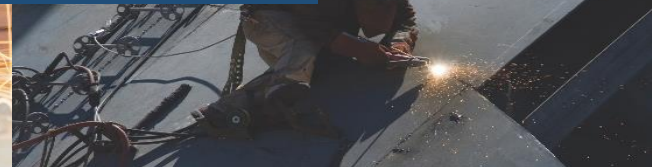


A Procurement Technical  
Assistance Center (PTAC)

A photograph of the Wisconsin State Capitol building at dusk. The building is illuminated with warm lights, and its green dome is a prominent feature. The sky is a deep blue, and trees with autumn foliage are visible in the foreground.

# ESRS INDIVIDUAL SUBCONTRACTOR REPORTING (ISR) BASICS ACQUISITION HOUR WEBINAR

October 3, 2018



# WEBINAR ETIQUETTE

## PLEASE

- Log into the GoToMeeting session with the name that you registered with online
- Place your phone or computer on MUTE
- Use the CHAT option to ask your question(s). We will share the questions with our guest speaker who will respond to the group

## THANK YOU!

# ABOUT WPI SUPPORTING THE MISSION

SERVING WISCONSIN  
COMPANIES FOR 30 YEARS!

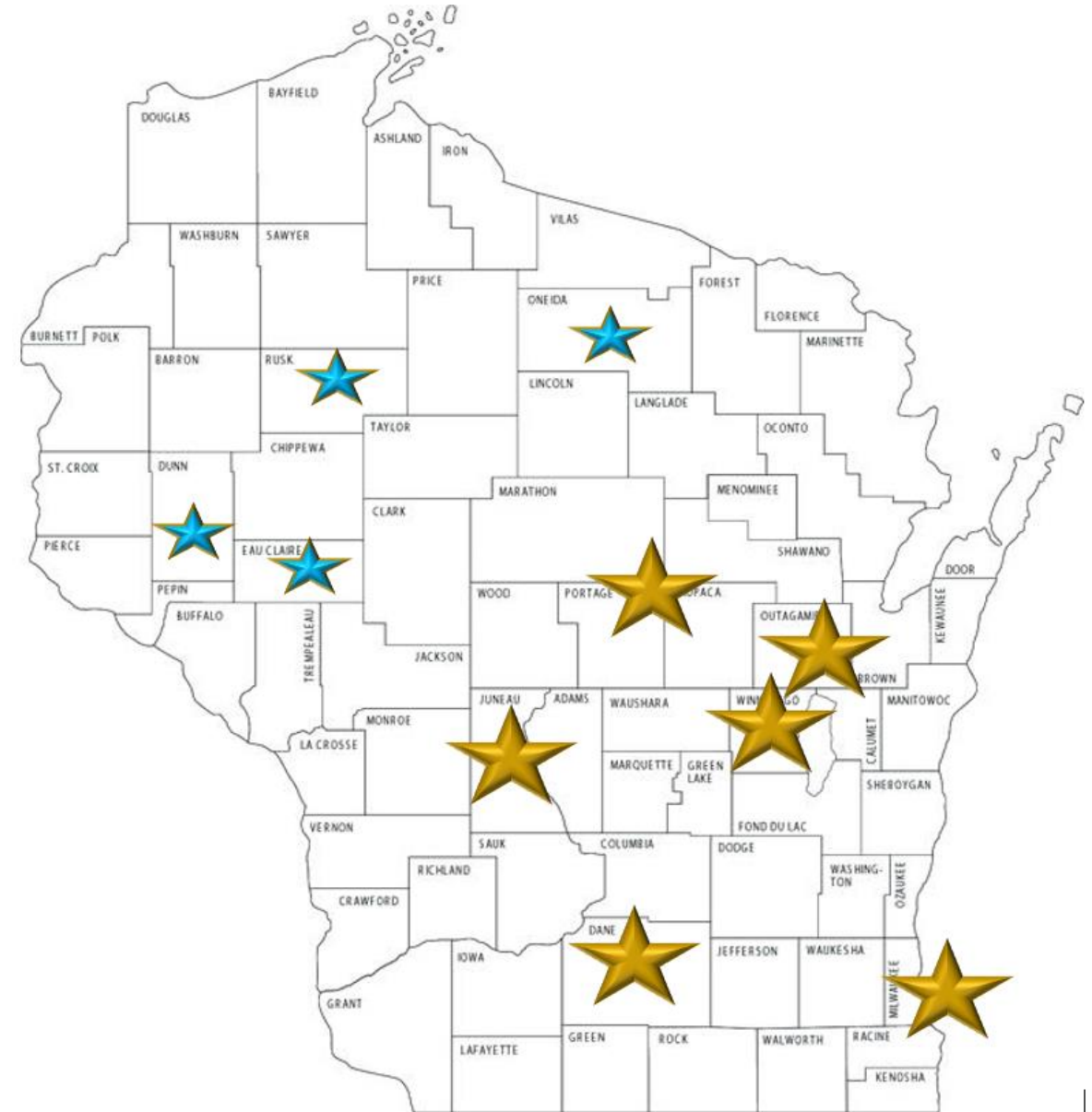
Assist businesses in creating,  
development and growing their  
sales, revenue and jobs through  
Federal, state and local government  
contracts.

*WPI is a Procurement Technical Assistance Center (PTAC) funded in part by  
the Defense Logistics Agency (DLA), WEDC and other funding sources.*



## WPI OFFICE LOCATIONS

- MILWAUKEE – *Technology Innovation Center*
- MADISON –
  - *FEED Kitchens*
  - *Dane County Latino Chamber of Commerce*
  - *Wisconsin Manufacturing Extension Partnership (WMEP)*
- CAMP DOUGLAS– *Juneau County Economic Development Corporation (JCEDC)*
- STEVENS POINT – *IDEA Center*
- APPLETON – *Fox Valley Technical College*
- OSHKOSH – *Fox Valley Technical College*
- EAU CLAIRE – *Western Dairyland*
- MENOMONIE – *Dunn County Economic Development Corporation*
- LADYSMITH – *Indianhead Community Action Agency*
- RHINELANDER – *Nicolet Area Technical College*



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**CURRENT EDITION OF THE WPI NEWSLETTER**

[www.wispro.org](http://www.wispro.org)



## UPCOMING EVENTS [→](#)

WED  
03

**Acquisition Hour: eSRS Individual Subcontractor Reporting (ISR) Basics**

October 3 @ 12:00 pm - 1:00 pm

TUE  
09

**Acquisition Hour: Selling to the State of Wisconsin and Local Governments**

October 9 @ 1:00 pm - 2:00 pm

WED  
10

**Acquisition Hour: Overview of CPARS**

October 10 @ 12:00 pm - 1:00 pm

THU  
18

**Growing Your Business in Burnett County Wisconsin**

October 18 @ 1:00 pm - 5:00 pm

Webster WI

[View More...](#)

## CURRENT OPPORTUNITIES (3) [→](#)

## SERVICES OFFERED BY WPI

- FREE Bid Matching Services
- Individual Counseling and Assistance
- Locating Local, State and Federal Opportunities
- Government Market Strategy Development
- Training in use of Government websites and tools
- Assistance with System for Award Management (SAM) Registration
- 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

# ESRS INDIVIDUAL SUBCONTRACTOR REPORTING (ISR) BASICS



# 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

# WHAT ARE AN ISR & SSR?

# 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

# 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.

Report Type	Reporting Period	Due Date
SSR	October 1 – September 30	October 30th
ISR*	Plan Start – March 31 & Plan Start – September 30	April 30 <sup>th</sup> & October 30th

\*ISR should **NEVER** be completed by commercial planholders.



# REGISTERING TO USE THE SYSTEM

# 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](#)

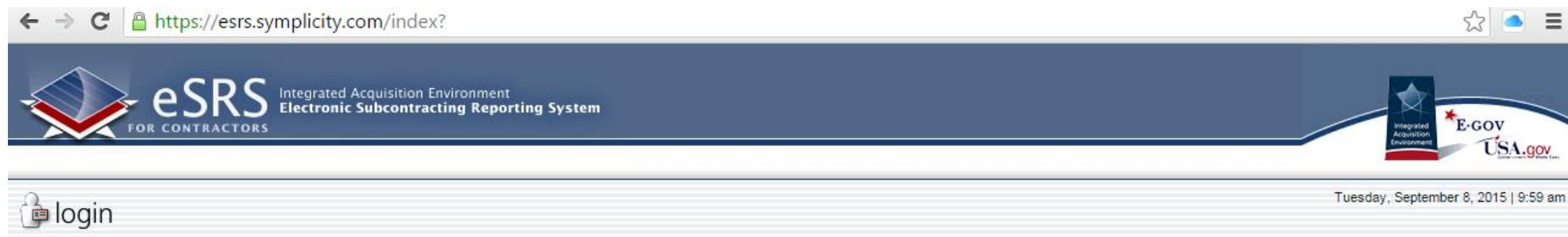
**Training Materials**

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

**Sample Reports**

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

# RETURNING USER OR NEW REGISTRATION



## returning contractors: login

Email:

Password:

## new contractors: register

Register for a new account

 [Registration instructions for Contractors](#)

 [Contract](#)

[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](#) [SDB Participation Report](#) [SDB Year End Report](#) [Generating Reports](#) [SDB Participation Report](#) [SDB Year End Report](#) [Generating Reports](#) [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@symplicity.com | Log-in to ESRS | Logout

add contract to worklist

alerts  
• No current alerts

announcements  
Click here to open Individual Subcontracting Report  
There are no announcements at this time.

file ISR (FORMERLY SF-294)

file SSR (FORMERLY SF-295)

file year-end supplementary report (FOR SDBs)

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 Generating Reports Contractor Submitting an Individual Subcontract Report (ISR) Contractor Submitting an Summary Subcontract Report (SSR - Individual) Version 3.4

# PREPARATION



# 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

# GOING THROUGH THE PROCESS

# 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-██████████5

[+ BACK TO LIST](#)

**1** Instructions

**2** Enter Contract #

**3** Contract Details

Back Cancel Save Save & Continue

**Contract Details**

Contract Type\*:  
 prime  sub

\* indicates a required field

**Prime Contract Info**

Number: D-██████████015

Agency: ██████████

## individual subcontract reports

# 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

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

1. DUNS #\*:

04-88

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:

a. Vendor Name\*:

CORPORATION

b. Vendor Physical Address\*:

Street Address\*:

City\*:

State\*:

(USA and Canada only)  
Pennsylvania

Foreign Province:

Zip+4\*:

18407

Country:



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

**Street Address\*:**

PO Box 1000

10000 ST

**City\*:**

CAMERON

**State\*:**

(USA and Canada only)

Pennsylvania

**Foreign Province:**

**Zip+4\*:**

17000-0005

**Country:**

United States

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

DEPT OF DEFENSE (9700)

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

2700

**6. Contracting Office Agency Name:**

DEPT OF DEFENSE

**7. Contracting Office ID:**

W1000Y

**8. Contracting Office Name:**

NAVAL AIR STATION

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

D1000005

**10. Product/Service Code:**

8465

**11. Current Contract Value:**

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

2000000.00

**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\*:

[REDACTED]

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

[help](#)

Mar 31  Sept 30

a. Year\*:

[help](#)

[REDACTED]

#### 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	

# INDIRECT COST INCLUSIONS CHANGES

## FY'17

**Plan Goals Requirement:** Both commercial and individual plan types continue to be given the choice of whether or not to include indirect costs in their plan goals [FAR 52.219-9(d)(1) and (d)(6)].

**New eSRS Requirements:** Final Rule *effective November 1, 2016 (FY17)*

- **Commercial Plans:** Your actual dollar achievements reported in the SSR must include indirect spend, regardless of whether or not you included indirect costs in your approved plan goals [52.219-9(l)(2)(ii)(A)].
- **Individual Plans**
  - **ISR:** If your plan goals include indirect costs, then you must continue to report indirect costs in your actual achievements in the ISR [FAR 52.219-9(l)(1)(iii)].
  - **SSR:** Indirect costs must be included in the SSR on a pro-rated basis regardless of whether or not they were included in your approved plan goals [52.219-9(l)(2)(i)(A)].

**MAKE SURE THAT THE GOALS YOU INPUT MATCH THOSE APPROVED UNDER YOUR CURRENT INDIVIDUAL PLAN. WE WILL BE COMPARING YOUR RESPONSE HERE TO YOUR ACTUAL PLAN.**

	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		

The actual achievements you enter for all categories are cumulative, a running total of your achievements since the inception of your individual plan. In other words, your achievements for each 6-month period will be added to the previous ISR total

	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	0

- If you have a VA contract containing the clause 852.219-9 VA Small Business Subcontracting Plan Minimum Requirements (not applicable to FSS administered plans), then Vet-owned (VO) and Service Disabled Vet-owned (SDVO) small businesses must be verified as eligible on VetBiz.gov in the Vendor Information Pages database in order for their dollars to count towards your goals. Additionally, you are also required to submit to OSDBU an annual list of any VO or SDVO businesses you have counted in your achievements

- Select all agencies (use “Add Item” to enter more than one) with which you have government contracts. At a minimum, you **must** select the Dept. of Veterans Affairs (3600). If an agency is not selected, then its representatives cannot view the report.
- Federal Supply Service (4730) is **NOT** the VA’s Federal Supply Schedule. It is a code used by GSA.

10. Specify agencies to which you are submitting this report and percentages of dollars attributable to each\*:

Agency*	Percentage*	Approver
<input type="text"/> <input type="button" value="v"/>	<input type="text"/> %	<input type="text"/>
<input type="button" value="Add Item"/>		

Screenshot for commercial planholders

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



Screenshot for individual planholders



# \*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/fac/facframe.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. Contractors 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.

# PRINTING & SUBMITTING

# 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

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

## SUBCONTRACTING REPORT FOR INDIVIDUAL CONTRACTS

[+ BACK TO LIST](#)

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

2. Verify Data:

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

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


b. Vendor Physical Address: [? help](#)

Street Address:

[+ 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](#)

# TERMS TO UNDERSTAND

# 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 REPORT



# SSR SUMMARY SUBCONTRACT REPORTS

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

contract worklist

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

Wednesday, July 1, 2015 | 6:18 pm | zjohnson@simplicity.com | Log-in to eSRS | Logout

Search Filters  
Keywords

Apply Search Save Defaults

Search For And Add Contract To Worklist Items 1-1 of 1

Contract #	Agency	Contract Type	Options
00000199011DQLAH0001D00003	DEFENSE LOGISTICS AGENCY	sub	Remove My ISRs

Search For And Add Contract To Worklist Items 1-1 of 1

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 Generating Reports Contractor Submitting an Individual Subcontract Report (ISR) Contractor Submitting an Summary Subcontract Report (SSR - Individual) Version 3.4

# SUMMARY SUBCONTRACT REPORT EXISTING REPORTS

The screenshot shows the eSRS (Integrated Acquisition Environment Electronic Subcontracting Reporting System) interface. The main heading is "summary subcontract reports". Below this, there are tabs for "Open", "Pending", "Closed", and "All", along with a "help" icon. A "Search Filters" section is visible, containing an "Add New" button with a green plus icon, which is highlighted by a blue arrow. Below the search filters, a yellow message box displays "No records found." At the bottom of the page, there is a legend for report statuses: DRT = Draft, PEN = Pending, REV = Revised, ACC = Accepted, REJ = Rejected, and RPN = Reopened. The footer contains various links for help and reporting, and indicates the system is Version 3.4.

# SUMMARY SUBCONTRACT REPORT NEW REPORTS

The screenshot shows the eSRS (Electronic Subcontracting Reporting System) interface. The user is logged in as 'angela'. The main navigation menu on the left includes Home, Announcements, Reports (Individual, FFATA, Summary, Year-End SDB, SDB Participation), Contractors (Organizations, Contacts), Agencies (Organizations, Contacts), Contracts, Reporting, Tools, and My Account. The current page is titled 'summary subcontract reports' and contains a 'New Report' form.

**New Report**

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

**SUMMARY SUBCONTRACT REPORT** \* indicates a required field

1. Type of Plan\*:  
 individual  commercial

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

3. Corporation, Company or Subdivision Covered:  
 help

a. Vendor Name\*:

b. Vendor Physical Address:  
  
 Street Address\*:

**Progress**

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

**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
1b. LARGE BUSINESS CONCERNS	10350 *	100.0
1c. TOTAL	10350.0	

Things to exclude: subcontracts outside the US & purchases from an affiliate of the prime/subcontractor

# SMALL BUSINESS SPEND – WHOLE \$

The report data is reflective of only the reporting period's subcontracting accomplishments.

2. SMALL DISADVANTAGED BUSINESS (SDB) CONCERNS	<input type="text"/>		<p>Clicking 'Save' or 'Save and Continue,' will save your report and allow you to leave and continue your report later.</p> <p>Click 'Save and Continue' to save information on the current page and go to the next page of the form.</p>
3. WOMEN-OWNED SMALL BUSINESS (WOSB) CONCERNS	<input type="text"/>		
4. HISTORICALLY BLACK COLLEGES AND UNIVERSITIES (HBCU) AND MINORITY INSTITUTIONS (MI)	<input type="text"/>		<p>Click 'Save' if you want to save and stay on the current page.</p> <p>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.</p> <p>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.</p> <p>Quickly skip to any page by clicking the steps in the left column.</p>
5. HUBZone SMALL BUSINESS (HUBZone SB) CONCERNS	<input type="text"/>		
6. VETERAN-OWNED SMALL BUSINESS CONCERNS	<input type="text"/>		
7. SERVICE-DISABLED VETERAN-OWNED SMALL BUSINESS CONCERNS	<input type="text"/>		
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

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.

# WHAT TO INCLUDE & COMMON QUESTIONS/ISSUES

# IF THE REPORT IS FOR A VA CONTRACT, WHAT IF I NEGLECTED TO INCLUDE THE VA'S AGENCY CODE (3600) IN THE SSR?

- This will prohibit the VA from being able to view your SSR, even if you included a VA e-mail address in the notification section.
- You will need to contact a representative from the agency you designated as the approver and request that they reject the report so that you can properly include the VA's code and percentage attributed.
- If you don't know who to contact at the designated approving agency, you will need to call the eSRS help desk and ask that they "escalate" (their term) your issue to Tier II. The help desk staff are not permitted to reject reports. You will later receive an e-mail from Tier II help. Unfortunately, there is no way to speak with Tier II by phone.

# HOW DOES A NEW EMPLOYEE FILE NEW REPORTS AND VIEW EXISTING/PREVIOUS REPORTS IN ESRS?

- Have the new employee register in eSRS.
- Send an eSRS Technical Helpdesk ticket that includes the name and e-mail address of the new & old employee, requesting to have the historical data migrated over to the new employee.
- Example: Angela Terry [angela@abc.com](mailto:angela@abc.com) is the new eSRS representative for ABC corporation. Pam Jones [pjones@abc.com](mailto:pjones@abc.com) will no longer have the responsibility of filing reports in eSRS for ABC Corporation. Therefore, transfer the historical data for ABC Corporation from Pam Jones eSRS account to Angela Terry's.

# COMMON ISSUES

- 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
- What if the contracting officer is stating they can't see the report. Make sure it's not in draft mode. It must be submitted.

# 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.

# FAR UPDATE – NOV. 1, 2016

**AGENCY:**

Department of Defense (DoD), General Services Administration (GSA), and the National Aeronautics and Space Administration (NASA).

**ACTION:**

Final rule.

**SUMMARY:**

DoD, GSA, and NASA are issuing a final rule amending the Federal Acquisition Regulation (FAR) to implement regulatory changes made by the Small Business Administration, which provide for a Governmentwide policy on small business subcontracting.

**DATES:**

*Effective:* November 1, 2016.

<https://www.federalregister.gov/documents/2016/07/14/2016-16245/federal-acquisition-regulation-small-business-subcontracting-improvements>

# UPCOMING TRAINING - EVENTS

## WHAT IS WPI'S CURRENT WEBINAR SCHEDULE?

October 9, 2018 – **Selling to the State of Wisconsin and Local Governments** – [CLICK HERE](#) for additional information – presented by Kate Hill, Heartland Information Research, Inc

October 10, 2018 – **Overview of CPARS** – [CLICK HERE](#) for additional information – presented by Carol Murphy, Wisconsin Procurement Institute (WPI)

October 23, 2018 – **The HUBZone Program – Certification Benefits and Regulations** – [CLICK HERE](#) for additional information – presented by Shane Mahaffy, U.S. Small Business Administration (SBA) and Benjamin Blanc, Wisconsin Procurement Institute (WPI)

October 24, 2018 – **The SBA 8(a) Certification Program** – [CLICK HERE](#) for additional information – presented by Shane Mahaffy, U.S. Small Business Administration (SBA) and Benjamin Blanc, Wisconsin Procurement Institute (WPI)

October 24, 2018 – **The NEW WAWF – The Procurement Integrated Enterprise Environment (PIEE)** – [CLICK HERE](#) for additional information – presented by Benjamin Blanc, Wisconsin Procurement Institute (WPI)

November 7, 2018 – **Responding to a Sources Sought Announcement and the Interested Vendor List** – [CLICK HERE](#) – for additional information – presented by Carol Murphy, Wisconsin Procurement Institute (WPI)

December 4, 2018 – **Preparing for a CPSR Audit** – [CLICK HERE](#) – for additional information – presented by Phil Bail, Phil Bail & Associates

<https://www.wispro.org/faqs/what-is-wpis-webinar-schedule/>

# NATIONAL DEFENSE INDUSTRIAL ASSOCIATION (NDIA) GREAT LAKES ANNUAL MEETING – LAKE GENEVA, WI

October 16

## Organizer

Dawn Hjelmgren

Phone:  
1-630-735-3558

Email:  
dawnh@darley.com

## Additional Information

Event Details  
[Read More](#)

Presented By  
**National Defense Industrial  
Association (NDIA) Great Lakes  
Chapter**

Event Registration  
[Register for Event](#)

Join the NDIA Great Lakes Chapter for an Annual Meeting that will include golf, networking, dinner and keynote presentations. Sponsorship opportunities are available!

### Speakers:

- Senator Tammy Baldwin
- Major General Donald P. Dunbar

<https://www.wispro.org/event/ndia-great-lakes-annual-mtg-lake-geneva-wi/>

## Venue

Grand Geneva

7036 Grand Geneva Way  
Lake Geneva, WI 53147 United States  
[+ Google Map](#)





WISCONSIN ECONOMIC  
DEVELOPMENT CORPORATION

Governor's Conference on Minority Business Development  
Welcoming minority, woman and veteran-owned businesses  
December 12 - 13, 2018

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# 2018

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[NOMINATE A BUSINESS](#)

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Welcoming minority, woman and veteran-owned businesses

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2018

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# MARKETPLACE WISCONSIN

POTAWATOMI HOTEL & CONFERENCE CENTER  
MILWAUKEE, WI



# END OF YEAR FEDERAL CONTRACTOR UPDATE – MILWAUKEE, WI

January 24, 2019

## Organizer

Cassie Hutzler

Phone:  
(414) 270-3600

Email:  
cassieh@wispro.org

## Additional Information

Presented By

National Contract Management  
Association (NCMA) - Wisconsin

Chapter

Wisconsin Procurement Institute (WPI)

SAVE THE DATE!

Join Wisconsin's Federal contractors for a series of briefings focusing on changes and challenges.

<https://www.wispro.org/event/end-of-year-federal-contractor-update-milwaukee-wi/>

## Venue

Crowne Plaza – Wauwatosa

10499 W Innovation Dr  
Wauwatosa, WI 53226 United States

+ Google Map





# QUESTIONS?



# SURVEY



# CONTINUING PROFESSIONAL EDUCATION

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CPE Certificate available, please contact:

**Benjamin Blanc**

[benjaminb@wispro.org](mailto:benjaminb@wispro.org)

# PRESENTED BY

Wisconsin Procurement Institute (WPI)

[www.wispro.org](http://www.wispro.org)

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Wisconsin Procurement Institute

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