

ACQUISITION HOUR: ESRS INDIVIDUAL SUBCONTRACTOR REPORTING (ISR) BASICS

February 24, 2016

Presented by the Wisconsin Procurement Institute



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

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

Wisconsin Procurement Institute

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122 Main St - Camp Douglas, WI 54618

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Fox Valley Technical College – DJ Bordini Center

5 Systems Drive – Appleton WI 54912

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Racine County Economic Development Corporation – Launch Box

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Madison Enterprise Center

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Food Enterprise & Economic Development (FEED)

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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 - info@wispro.org

SOCIETY OF AMERICAN MILITARY ENGINEERS (SAME) MIDWEST SMALL BUSINESS EXPO – MARCH 9TH AND 10TH, NORTHBROOK, IL



UPCOMING EVENTS 

FEBRUARY 23 2016
ACQUISITION HOUR - FLOW-DOWN CLAUSES - MANAGEMENT AND RESPONSIBILITIES FOR FEDERAL CONTRACTORS

FEBRUARY 24 2016
ACQUISITION HOUR - ESRS INDIVIDUAL SUBCONTRACTOR REPORTING (ISR) BASICS WEBINAR »

FEBRUARY 25 2016
USFS FOREST PRODUCTS LABORATORY AND NORTHERN RESEARCH STATION INDUSTRY DAY MADISON »

MARCH 2 2016
INCREASING ACCESS TO GOVERNMENT OPPORTUNITIES: HUBZONE SMALL BUSINESS PROGRAM MILWAUKEE »

MARCH 9 2016
SOCIETY OF AMERICAN MILITARY ENGINEERS (SAME) MIDWEST SMALL BUSINESS EXPO NORTHBROOK, IL »

CURRENT OPPORTUNITIES (14) 

GET STARTED WITH THE BASICS

Questions & answers on how to get started.

GET STARTED

SIGN-UP FOR OUR NEWSLETTER

Stay up-to-date with the latest WPI news.

SIGN UP

HAVE A QUESTION? WE'RE HERE TO HELP.

One of our staff of experts is available to answer your questions.

GET HELP

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10437 INNOVATION DR., SUITE 320
MILWAUKEE, WI 53226

P: 414-270-3800
F: 414-270-3810
INFO@WISPRO.ORG
WISPRO.ORG



CONTACT US
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GET STARTED WITH THE BASICS

Questions & answers on how to get started.

[GET STARTED](#)

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HAVE A QUESTION? WE'RE HERE TO HELP.

One of our staff of experts is available to answer your questions.

[GET HELP](#)

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 and Assistance, 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

What will we cover today

- Understanding What is 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

eSRS.gov Electronic Subcontracting Reporting System

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

 **E-GOV**
Integrated Acquisition Environment
 **USA.gov**
Government Made Easy

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 (Monday - Friday 8 a.m. to 8 p.m. ET).

NOTE: If your account was re-enabled after contacting the FSD, you must reset your password before midnight on the day of the call to prevent it from being disabled once again.

Important Threshold Update - Effective October 1, 2015, the Department of Defense (DOD), General Services Administration (GSA), and National Aeronautics Administration (NASA) are issuing [FAR Case 2014-022](#) as a final rule amending the Federal Acquisition Regulation (FAR) to implement the inflation adjustment of acquisition-related dollar thresholds.

Please use Internet Explorer 6.0+, Mozilla Firefox 2.0+, or Apple Safari 3.0+ to access FSRS.

[Training](#) [About eSRS](#) [FAQs](#)

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](#)
- » [Sample SSR Step by Step](#)

News

What's New

- » Updated Batch Upload
- » [Training Webinars](#)

eSRS contract was awarded to Symplicity Corporation, a certified 8(a) Small Business on January 5, 2005.

Viewer Software:
Some documents linked from this page are in PDF, Flash, or PowerPoint format. To view these files, you may need to download:
» [Adobe Acrobat Reader](#)

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.

Returning User or New Registration

The screenshot shows the eSRS (Integrated Acquisition Environment Electronic Subcontracting Reporting System) website. The browser address bar displays <https://esrs.symlicity.com/index?>. The page header includes the eSRS logo and the text "FOR CONTRACTORS". On the right side of the header, there are logos for "Integrated Acquisition Environment", "E-GOV", and "USA.gov". Below the header, a navigation bar contains a "login" link with a user icon and the date "Tuesday, September 8, 2015 | 9:59 am". The main content area is divided into two sections: "returning contractors: login" and "new contractors: register". The login section has fields for "Email:" and "Password:", a "Login" button, and a "Forgot Password" link. The registration section has a "Register for a new account" label and a "Register" button. Below these sections are links for "Registration instructions for Contractors" and "Contractor User Guide". A link "Not a contractor user? Click here." is also present. At the bottom of the page, there is a footer with various links including "For Help: Federal Service Desk", "Turn Accessibility Mode On", "Contractor User Guide", "Registration Instructions for Contractors", "SSR for Individual PI", "SDB Participation Report", "SDB Year End Report", and "Generating Reports".

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
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 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**

Back Cancel Save Save & Continue

Contract Details * indicates a required field

Contract Type*:
 prime sub

Prime Contract Info

Number: D [redacted] 015

Agency: [redacted]

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 #*:

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:

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

Reporting Periods:

For Non Department of Defense (DOD), National Aeronautics and Space Administration (NASA) and General Service Administration (GSA) Contracts report annual submission on the Federal Government's fiscal year

1st reporting period Oct 1-March 31

2nd reporting period Oct 1-Sept 30

For contracts with DoD, NASA and GSA Multiple Award Schedule Contracts report semi-annually on the Federal Government's fiscal year:

1st reporting period October 1st thru March 31st

2nd reporting period October 1st thru September 30th

For General Service Administration (GSA) non-Multiple Award Scheduled Contracts, report quarterly on the Federal Government's fiscal year

1st reporting period Oct 1-Dec 31

2nd reporting period Oct 1-March 31

3rd reporting period Oct 1-Jun 30

4th reporting period Oct 1-Sept 30

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
2a. SMALL BUSINESS CONCERNS	840,131	10	0	4,251,914	14.1	4.5
2b. LARGE BUSINESS CONCERNS	7,561,180	0	0	25,991,402	85.9	27.5
2c. TOTAL	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
3. SMALL DISADVANTAGED BUSINESS (SDB) CONCERNS	18,439,078	89.08299926	0	27,595,682	92.0	16.2
4. WOMEN-OWNED SMALL BUSINESS (WOSB) CONCERNS	909,684	4.394871539	0	2,847,800	9.5	1.7
5. HISTORICALLY BLACK COLLEGES						

	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
6. HUBZone SMALL BUSINESS (HUBZone SB) CONCERNS	0	0	0	1,854,370	6.2	1.1
7. VETERAN-OWNED SMALL BUSINESS CONCERNS	0	0	0	25,194,691	84.0	14.8
8. SERVICE-DISABLED VETERAN-OWNED SMALL BUSINESS CONCERNS	0	0	0	0	0	18.0

Remarks are important

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

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"> • Department/Agency that administers majority of subcontracting plans; or • Each Department/Agency that awards construction and related maintenance repair contracts 	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

SSR - Summary Subcontract Reports

The screenshot displays the eSRS (Electronic Subcontracting Reporting System) interface. At the top, the logo for eSRS is visible, along with the text 'Integrated Acquisition Environment Electronic Subcontracting Reporting System FOR CONTRACTORS'. The user is logged in as 'zjohnson@simplicity.com' on Wednesday, July 1, 2015, at 6:18 pm. The main navigation bar includes 'myESRS', 'Profile', 'Contract Worklist', 'File / Review Reports', and 'Custom Reports'. The 'Contract Worklist' section is active, showing a search filter and a table of contracts. A dropdown menu is open under 'File / Review Reports', highlighting 'Summary Subcontract Reports'. Other options in the menu include 'Individual Subcontract Reports', 'Year-End Supplementary Report for SDBs', 'SDB Participation Report (Form 312)', and 'Batch Upload Reports'. The table below shows one contract entry with the following details:

Contract #	Agency	Contract Type	Options
00000199011DCLAH0091D0003	DEFENSE LOGISTICS AGENCY	sub	Remove My ISRs

At the bottom of the page, there is a footer with links for help and reporting instructions, including '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', and 'Generating Reports'. The version number 'Version 3.4' is also displayed.

Summary Subcontract Report Existing Reports

The screenshot shows the eSRS (Electronic Subcontracting Reporting System) interface. The header includes the eSRS logo and navigation links: myESRS, Profile, Contract Worklist, File / Review Reports, and Custom Reports. The page title is 'summary subcontract reports'. Below the title, there are tabs for 'Open', 'Pending', 'Closed', and 'All', along with a 'help' icon. A 'Search Filters' section is visible, followed by an 'Add New' button. A yellow message box states 'No records found.' To the right of this message is a legend for report statuses: DRT = Draft, PEN = Pending, REV = Revised, ACC = Accepted, REJ = Rejected, and RPN = Reopened. The footer contains a list of help links and the version number 3.4.

powered by simplicity

Integrated Acquisition Environment
Electronic Subcontracting Reporting System

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

summary subcontract reports

Wednesday, July 1, 2015 | 6:18 pm | zjohnson@simplicity.com | [Log in to eSRS](#) | [Logout](#)

Open Pending Closed All help

Search Filters

Add New

No records found.

DRT = Draft PEN = Pending REV = Revised ACC = Accepted REJ = Rejected RPN = Reopened

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 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](#)

2008

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

The screenshot displays a web interface for submitting a report. On the left is a vertical sidebar with a progress indicator consisting of five numbered steps: 1. Instructions, 2. Subcontracting Report, 3. Subcontract Awards, 4. Review, and 5. Submit Report. The 'Submit Report' step is highlighted with a yellow circle. At the top of the sidebar is a green 'BACK TO LIST' link. The main content area is titled 'Submit Report' and contains a light green box with a lightbulb icon and the heading 'Submission Instructions'. The text inside the box reads: '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.' Below this box are three buttons: 'cancel', 'back', and 'submit'.

[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.

cancel back submit

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.

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

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Upcoming WPI Events

- ***Acquisition Hour Live Webinar Series - Tuesdays and Wednesdays including:***
 - Protest In Federal Procurement – An Overview – March 15, 2016*
 - Intellectual Property and Government Contracts – March 29, 2016*
- ***Virtual FAR Training Webinar Series – Wednesday evenings - Starting February 17, 2016***
- ***USFS Forest Products Laboratory and Northern Research Station Industry Day – February 25, 2016 – Madison, WI***
- ***Increasing Access to Government Opportunities: HUBZone Small Business Program – March 2, 2016 – Milwaukee, WI***

Upcoming WPI Events

- ***SAME Small Business Expo – March 9 – 10, 2016 – Northbrook, IL***
- ***Government Contracting Opportunities for Small Business – March 24, 2016 – Ladysmith, WI***
- ***4th Annual US Department of Veterans Affairs Business Conference – May 12, 2016 – Brown Deer, WI***
- ***10th Annual Volk Field Small Business Conference – June 15-16, 2016 – Camp Douglas, WI***



QUESTIONS???

Continuing Professional Education



CPE Certificate available, please contact:

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benjaminb@wispro.org





For Assistance or Additional Information - Contact

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