

ACQUISITION HOUR: ESRS INDIVIDUAL SUBCONTRACTOR REPORTING (ISR) BASICS

September 10 2015

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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Milwaukee County Research Park

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Milwaukee, WI 53226

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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 - info@wispro.org

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GRANTS](#)

[FAQS](#)

8 WAYS A SHUTDOWN WOULD DAMAGE HOMELAND SECURITY



UPCOMING EVENTS

02/26/2015
FEDERAL PRIME CONTRACTOR GROUP MEETING
ST. FRANCIS (MILWAUKEE) »

03/03/2015
SMALL BUSINESS GOVERNMENT CONTRACTING
SERIES: SELLING TO THE DEPARTMENT OF VETERANS
AFFAIRS
WAUWATOSA »

03/04/2015
ACQUISITION HOUR: LEARNING ABOUT WAWF - IRAPT
WEBINAR »

03/09/2015
ENTERING THE GOVERNMENT MARKET - A PRIMER
RACINE »

03/11/2015
ACQUISITION HOUR: PREPARING FOR CSPR AUDIT
WEBINAR »

CURRENT OPPORTUNITIES (7)

GET STARTED WITH THE BASICS

Questions & answers on how to get started.

Wisconsin Procurement Institute

[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](#)

GET STARTED WITH THE BASICS

Questions & answers on how to get started.

[GET STARTED](#)

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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

eSRS.gov

Electronic Subcontracting Reporting System

Home

Log-In or Register Now:

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

Important Password Update - Mandatory reset of passwords is required every 90 days. 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)

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

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

[Training Webinars](#) are now available to assist users in completing and reviewing submitted eSRS reports. Users can also follow the steps in the User Guides listed below to learn how to successfully complete a report and accept a report in eSRS.

[eSRS Quick Reference for Federal Government Prime Contractors filing an Individual Subcontracting Report](#)

The Individual Subcontracting Report (ISR) is the former SF-294. This guide will

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

When is an ISR required

- Prime/Subcontractor: (a) holds one or more contracts over \$650,000 (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 website 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". To the right of the logo, there are logos for "E-GOV" and "USA.gov". Below the navigation bar, there is a "login" link with a user icon. The main content area is divided into two sections: "returning contractors: login" and "new contractors: register". The "returning contractors: login" section has an "Email:" field, a "Password:" field, a "Login" button, and a "Forgot Password" link. The "new contractors: register" section has a "Register for a new account" link and a "Register" button. Below these sections, there are links for "Registration instructions for Contractors" and "Contractor User Guide". At the bottom, 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".

https://esrs.symlicity.com/index?

eSRS Integrated Acquisition Environment Electronic Subcontracting Reporting System FOR CONTRACTORS

E-GOV USA.gov

login

Tuesday, September 8, 2015 | 9:59 am

returning contractors: login

Email:

Password:

Login [Forgot Password](#)

new contractors: register

Register for a new account

Register

[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 PI](#) [SDB Participation Report](#) [SDB Year End Report](#) [Generating Reports](#) [SDB Participation Report](#) [SDB Year End Report](#) [Generating Reports](#) [Contractor User Guide](#) [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
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

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- 1 Instructions
- 2 Enter Contract #**
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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

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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 #*:

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

individual subcontract reports

D [redacted] 15

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- 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](#)
[dropdown]

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
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- 5 Subcontracting Report Conf'd
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- 7 Review
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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	17.0

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.armet.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
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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 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@symplicity.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', listing options: 'Individual Subcontract Reports', 'Summary Subcontract Reports' (highlighted), '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 present.

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

New Report

[BACK TO LIST](#)

- Instructions
- Subcontracting Report**
- Subcontract Awards
- Review
- 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"/>	
3. WOMEN-OWNED SMALL BUSINESS (WOSB) CONCERNS	<input type="text"/>	
4. HISTORICALLY BLACK COLLEGES AND UNIVERSITIES (HBCU) AND MINORITY INSTITUTIONS (MI)	<input type="text"/>	
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"/>	

Clicking 'Save' or 'Save and Continue,' will save your report and allow you to leave and continue your report later.

Click 'Save and Continue' to save information on the current page and go to the next page of the form.

Click 'Save' if you want to save and stay on the current page.

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.

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.

Quickly skip to any page by clicking the steps in the left column.

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 shows 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'.

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1 Instructions

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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

The screenshot shows the myESRS web application interface. At the top, there is a navigation bar with links for "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 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 items, both with the text "Your SSR report for Oct 1 - Sept 30, 2004 was reopened." The "announcements" section contains the text "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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QUESTIONS???

Upcoming WPI Events

- *Acquisition Hour (Bi-monthly webinars) through December, 2015*
- *Successful Growth Strategies in the Government Marketplace – September 16, 2015 – Milwaukee, WI*
- *Successful Growth Strategies in the Government Marketplace – September 17, 2015 – Green Bay, WI*
- *Successful Growth Strategies in the Government Marketplace– September 22, 2015 – Wausau, WI*
- *Successful Growth Strategies in the Government Marketplace– September 24, Lac du Flambeau, WI*
- *Successful Growth Strategies in the Government Marketplace– September 29, Racine, WI*
- *Marketplace 2015 – October 29-30, 2015 – Milwaukee, WI*