



U.S. Department of Justice
Justice Management Division
Management and Planning Staff

Washington, D.C. 20530

NOV 9 2005

MEMORANDUM FOR BUREAU PROCUREMENT CHIEFS

Wilson L. Silvis
FROM: H.B. Myers
Assistant Director
Procurement Policy and Review Group

SUBJECT: DOJ Procurement Guidance Document (PGD) 05-10
Electronic Subcontracting Reporting System (eSRS)

As part of Integrated Acquisition Environment (IAE), the Electronic Subcontracting Reporting System (eSRS) is a single government-wide electronic e-government tool that will improve accountability, transparency and communication of Small Business Subcontracting. The eSRS eliminates both Standard Forms (SFs) 294, "Individual Subcontracting Report (ISR)" and 295, "Summary Subcontracting Report (SSR)" paper submissions and will streamline the process and provide the government with immediate access to the data. Contractors will benefit from the improved data accuracy, as the system eliminates the need for manual data entry, computations and multiple requests from agency personnel to validate percentages. The system is located at: www.esrs.gov.

Listed below are the eSRS report guidelines, as stated in the Office of Management and Budget memorandum dated, November .3, 2005:

- Except as indicated below, all contractors with subcontract reporting requirements related to contracts with civilian agencies must submit their SSRs for Fiscal Year (FY) 2004 into eSRS. Contractors of the General Services Administration (GSA) holding contracts with the Federal Supply Schedule (FSS) and contractors of the National Aeronautics and Space Administration (NASA) that have entered their FY 2004 reports into the GSA and NASA electronic reporting systems, respectively, will be exempt from this requirement.
- No contractors of any agency will be required to submit the semi-annual ISRs into the eSRS for the FY 2004 (i.e., for the periods ending March 31 and September 30, 2004).
- No contractors of any agency will be required to submit mid-year reports for FY 2005 (normally due April 30 for the period ending March 31) into the eSRS. This exemption applies to both the ISRs and SSRs.

- All contractors for civilian agencies, including contractors of GSA and NASA, must use the eSRS to submit both the ISRs and SSRs for FY 2005.
- The Federal Acquisition Regulation (FAR) currently requires a final ISR report at contract completion. Contractors for civilian agencies that have not yet submitted a final report for any contracts closed during FY 2004 or FY 2005 should do so now using the eSRS.
- DOD contractors should continue to submit paper reports (i.e., the SF 294 and 295) until they receive official notification to begin using the eSRS.

Responsibilities are as listed below:

- Contractors are responsible for entering accurate, timely and complete reports in the eSRS. The eSRS links subcontracting reports on individual contracts to the prime contract number to facilitate lower-tier reporting and provides subcontracting data down to buying activity level. Prime contractors are responsible in passing down subcontracting reporting requirements to their subcontractors and lower tier subcontractors. Contractors must verify that their Central Contractor Registration (CCR) information is accurate, as the eSRS is pre-populated with select CCR contractor information. Contractors will need to use the appropriate Data Universal Numbering System (DUNS) and related contract number to enter the ISRs.
- Contracting Officers (COs) must ensure they enter the accurate data in the Federal Procurement Data System - Next Generation (FPDS-NG). The FPDS-NG identifies contracts that have subcontracting requirements and sends that information to the eSRS. COs must provide contractors the email address of the ISRs and SSRs reviewer (i.e., CO; Small Business Specialist), as the contractor must enter the reviewer's email address on the eSRS report so the system can properly notify them. COs must review the accuracy of the ISRs for the contracts they administer. The eSRS will automatically generate reminder and delinquent notices to contractors. The eSRS can only send notices to contractors registered in eSRS with identified contracts through FPDS-NG for a specific reporting period. The reminder feature will be most effective once eSRS has experienced the first reporting period and has the necessary data to send notices.
- Bureau Small Business Specialists (SBSs) must review all SSRs and report any issues to the the Office of Small and Disadvantaged Business Utilization (OSDBU).
- The OSDBU has the overall responsibility for the SSRs. The OSDBU should ensure that the SBSs review the SSRs for completeness and accuracy prior to the Small Business Administration (SBA) extracting the government-wide subcontracting goal report.
- Each Bureau eSRS Administrator will approve and administer DOJ CO and SBS registrations.

The eSRS Initial Operational Capability (IOC) occurred October 28, 2005. During IOC contractors and their subcontractors will need to report data through a web browser, which requires logging on the eSRS site and reporting accomplishments using a data entry process. The Full Operating Capability (FOC) will include a back office interface for those businesses that collect their accomplishments electronically. FOC is scheduled for eight weeks after IOC.

The standard time frame for contractors to submit their subcontracting reports to the Government is 30 days after the close of each reporting period. For the first reporting period under the new system, contractors will have 60 days after the launch of eSRS to submit their data for the following periods:

- FY04 - SF 295s only. Contractors must enter the data into eSRS, even if they previously submitted in paper copy;
- FY05 - SF 295s; and
- FY05 (September 30th report) - SF294s.

COs and SBSs have 30 days beyond the 60 days contractor reporting period to review the reports. There will be no extensions granted thereafter.

The COs, SBSs and OSDBU will be able to view contractors' subcontracting reports and run standard and ad hoc subcontracting reports for achievements on eSRS. The system will provide a variety of standard reports, including Analysis of Subcontracting Plan Attainment (e.g., SBA Form 1907), as well as ad hoc reporting tools for users to design their own reports. **DOJ** will not prepare a subcontracting achievements report for SBA. Instead, SBA will run an annual eSRS report that will provide subcontracting achievements government-wide. COs must review all SSRs in eSRS prior to SBA running the achievements report so the DOJ subcontracting achievements will be reported correctly.

Currently FAR 52.219-9(j) requires contractors to submit SFs 294 and 295 and ensure that its subcontractors agree to submit SFs 294 and 295. SBA has submitted a formal FAR case to revise the paragraphs and clauses in FAR that need to be changed to accommodate eSRS requirements. Until FAR is modified, COs should include a clause similar to the sample attached in all solicitations and contracts where a subcontracting plan is contemplated.

If contractors have issues with their CCR data, they should contact the CCR Assistance Center at 888-227-2423. COs should resolve all issues pertaining to FPDS-NG data (i.e., eSRS not locating the contract number entered for reporting purposes). Questions concerning the SSRs should be directed to the DOJ OSDBU on 202/616-0521. COs and SBSs should contact their Bureau eSRS Administrator if they have issues registering and using eSRS. If there are any policy issues, contact Anne D. Hudson, DOJ Electronic Commerce Manager on 202/616-3759. Bureau Procurement Chiefs should nominate a Bureau eSRS Administrator by forwarding an email to anne.d.hudson@smojmd.usdoj.gov, no later than close of business November 14, 2005.

Attachments

Attachment - Sample Clause

Electronic Subcontracting Reporting System (eSRS)

The requirement for the submittal of paper versions of the Standard Form (SF) 294, Subcontracting Reports for Individual Contracts, and SF 295, Summary Subcontract Reports, as provided in the Federal Acquisition Regulation (FAR) 52.219-9(j) is hereby deleted and is replaced with the electronic submittal of data under the Electronic Subcontract Reporting System (eSRS).

The offeror's subcontracting plan shall include assurances that the offeror will (1) submit the Individual Subcontracting Reports and Summary Subcontracting Reports under the eSRS and (2) ensure that its subcontractors agree to submit Individual Subcontracting Reports and Summary Subcontracting Reports at all tiers, in eSRS.

The contractor or subcontractor shall provide such information that will allow applicable lower tier subcontractors to fully comply with the statutory requirements of FAR 19.702.



OFFICE OF FEDERAL
PROCUREMENT POLICY

EXECUTIVE OFFICE OF THE PRESIDENT
OFFICE OF MANAGEMENT AND BUDGET
WASHINGTON, D.C. 20503

November 3, 2005

MEMORANDUM FOR: CHIEF ACQUISITION OFFICERS
SENIOR PROCUREMENT EXECUTIVES
DIRECTORS, OFFICES OF SMALL AND
DISADVANTAGED BUSINESS UTILIZATION

FROM:

Robert A. Burton
Associate Administrator

Handwritten signature of Robert A. Burton in black ink.

SUBJECT:

Update on the Electronic Subcontracting Reporting System

I am pleased to announce that the Electronic Subcontracting Reporting System (eSRS) became operational on October 28, 2005, and is currently available for use by all civilian agencies and their contractors. The eSRS is now functioning at the Initial Operating Capability (IOC) level, which will allow the civilian contractors to enter their *Subcontracting Reports for Individual Contracts* (formerly the SF-294) and *Summary Subcontract Reports* (formerly the SF-295). The eSRS is the latest system under the umbrella of the Integrated Acquisition Environment (IAE).

Implementation of the eSRS for the Department of Defense (DOD) contractors is targeted for the second quarter of fiscal year 2006. Accordingly, all DOD contractors are to continue to submit paper SF-294s and/or SF-295s in accordance with the instructions in their contract clauses. We will provide a formal notice, similar to this, when the eSRS becomes available for use by DOD contractors.

On October 18, 2004, and March 18, 2005, this office issued guidance regarding the status of the eSRS. The March 18, 2005 memorandum authorized agencies to grant, at their discretion, a 60-day extension for contractors to file their reports for the periods ending September 30, 2004, and April 30, 2005. This memorandum extends that authorization to cover the reports due on October 30, 2005, for the period ending September 30, 2005. Where agencies choose to exercise this authorization, their contractors' reports would be due on December 31, 2005 (60 days after IOC with an additional allowance for three holidays).

We recognize that some confusion is bound to occur regarding the due dates and submission of reports for fiscal years 2004 and 2005, especially since DOD contractors will continue to submit paper reports in accordance with the corresponding submission schedule. In order to minimize this confusion, we have coordinated with the Small Business Administration (SBA) on the following guidance:

- Except as indicated below, all contractors with subcontract reporting requirements related to contracts with civilian agencies must submit their *Summary Subcontract Reports* for fiscal year 2004 into the eSRS. Contractors of the General Services Administration (GSA) holding contracts with the Federal Supply Schedule (FSS) and contractors of the National Aeronautics and Space Administration (NASA) that have entered their fiscal year 2004 reports into the GSA and NASA electronic reporting systems, respectively, will be exempt from this requirement.
- No contractors of any agency will be required to submit the semi-annual *Subcontracting Reports for Individual Contracts* into the eSRS for fiscal year 2004 (i.e., for the periods ending March 31 and September 30, 2004).
- No contractors of any agency will be required to submit mid-year reports for fiscal year 2005 (normally due April 30 for the period ending March 31) into the eSRS. This exemption applies to both the *Subcontracting Reports for Individual Contracts* and the *Summary Subcontract Reports*.
- All contractors for civilian agencies, including contractors of GSA and NASA, must use the eSRS to submit both the *Summary Subcontract Reports* and *Subcontracting Reports for Individual Contracts* for fiscal year 2005.
- The Federal Acquisition Regulation currently requires a final report (*Subcontracting Report for Individual Contracts*) at contract completion. Contractors for civilian agencies that have not yet submitted a final report for any contracts closed during FY 2004 or FY 2005 should do so now using the eSRS.
- As noted above, DOD contractors should continue to submit paper reports (i.e., the SF-294 and SF-295) until they receive official notification to begin using the eSRS.

Frequently Asked Questions and other information are available on the eSRS website at www.esrs.gov. If you have any further questions or comments, you may contact the SBA at eSRS@sba.gov or the IAE at integrated.acquisition@gsa.gov.




EXECUTIVE OFFICE OF THE PRESIDENT
OFFICE OF MANAGEMENT AND BUDGET
WASHINGTON, D. C. 20503

OFFICE OF FEDERAL
PROCUREMENT POLICY

March 18, 2005

MEMORANDUM FOR: CHIEF ACQUISITION OFFICERS
SENIOR PROCUREMENT EXECUTIVES
DIRECTORS, OFFICES OF SMALL AND DISADVANTAGED
BUSINESS UTILIZATION

FROM: David H. Safavian 
Administrator

SUBJECT: Update on Implementation Plan for the Electronic Subcontracting Reporting System

I am pleased to inform you that the contract for the Electronic Subcontracting Reporting System (eSRS) was awarded to Symplicity Corporation, a certified 8(a) firm based in Arlington, Virginia, on January 5, 2005. When fully implemented, eSRS will replace the paper SF-294, *Subcontracting Report for Individual Contracts*, and SF-295, *Summary Subcontract Report*, with an electronic business process supported by an easy to use state-of-the-art commercial service.

On October 18, 2004, we informed each agency about the status of the new eSRS and explained how we intended to use the new system for fiscal year 2004 subcontracting reports. We also indicated that the eSRS would replace the paper SF-294 and SF-295. We further indicated that agencies were authorized to extend the deadline for submission of all fiscal year 2004 subcontracting reports until February 28, 2005. The October 18, 2004 memorandum is attached.

Subsequently, there was a delay in awarding the new eSRS contract. As a result, the new eSRS will not be operational until the third quarter of fiscal year 2005. Accordingly, we are authorizing agencies to grant, at their discretion, an additional extension for all federal contractors not to exceed 60 days after the eSRS initial operating capability has been achieved. This extension may be applied to both the year-end reports for fiscal year 2004 and the semi-annual reports normally due on April 30, 2005, for the period ending March 31, 2005. During this period, agencies may continue to require SF-294 semi-annual reports. However, once initial operating capability is achieved, contractors meeting the subcontracting thresholds are required to begin reporting using the new eSRS. Agency CAOs, SPEs, and OSDDBU Directors will be notified when eSRS obtains its initial operating capability as well as when full certification and accreditation is achieved.

We anticipate that training on the use of the eSRS will be made available to both Government employees and industry representatives. In addition, the eSRS will provide on-line help tools and other types of assistance. Training and any special announcements will be posted on the AcqNet website <http://www.acqnet.gov> until the new eSRS website (<http://www.esrs.gov>) becomes available.

We need your agency's full cooperation in planning for and facilitating an orderly transition to the new eSRS. Please contact the Small Business Administration at eSRS@sba.gov and copy the Integrated Acquisition Environment at integrated.acquisition@gsa.gov, if you have any questions or concerns.

Attachment



EXECUTIVE OFFICE OF THE PRESIDENT
OFFICE OF MANAGEMENT AND BUDGET
WASHINGTON, D.C. 20503

OFFICE OF FEDERAL
PROCUREMENT POLICY

October 18, 2004

MEMORANDUM FOR CHIEF ACQUISITION OFFICERS
SENIOR PROCUREMENT EXECUTIVES
DIRECTORS, OFFICES OF SMALL AND
DISADVANTAGED BUSINESS UTILIZATION

FROM:

Robert A. Burton
Associate Administrator

SUBJECT:

Implementation Plan for the Electronic Subcontracting
Reporting System

The contract for the Electronic Subcontracting Reporting System (eSRS) will be awarded October 2004. The eSRS will replace the paper Standard Form-294 (SF-294), *Subcontracting Report for Individual Contracts*, and Standard Form-295 (SF-295), *Summary Subcontract Report*.

Historically, government contractors submitted the SF-295 to the procuring agency, in most cases to the Offices of Small and Disadvantaged Business Utilization, which in turn provided the data to the Federal Procurement Data System (FPDS). Government contractors submitted the SF-294 for *specific contracts to the contracting office* and the data from those submittals was never consolidated government-wide. The eSRS, which is part of the integrated acquisition environment, will provide a paperless system allowing contractors to enter both of these reports into a web site (<http://www.srs.gov>). All contractors required to file both types of subcontracting reports will do so using the eSRS.

Since the original FPDS has been replaced by FPDS-Next Generation, which does not include subcontracting data, we want to make use of the improved functionality of eSRS for fiscal year (FY) 2004 subcontracting reports. Accordingly, we are extending the deadline for submission of all FY 2004 reports to February 28, 2005. This will allow the Small Business Administration to receive subcontracting data for FY 2004 in March 2005, several months earlier than they received the data from the FPDS.

Please notify contractors of this change immediately, so they do not begin preparing paper SF-294s and SF-295s. All contractors will be required to enter the data into the eSRS, and the government will not accept paper reports for the period ending September 30, 2004.

Training on the use of the eSRS will be provided to both government employees and industry representatives during the first quarter of FY 2005. In addition, the eSRS will provide on-line help tools and a fully staffed help desk. An application interface will be available so that contractors with their own automated system can download their data, in most cases, with little difficulty.

The eSRS will benefit us in many ways. In addition to eliminating tens of thousands of semi-annual paper reports, the eSRS will provide access to subcontracting data not previously available, including standard reports for determining contractor achievement of socio-economic goals and other analytical tools. The system will automatically generate delinquent notices to contractors that have not submitted timely reports and identify contractors who are delinquent on specific reports. The numerous other advantages and features will be demonstrated during the training sessions mentioned above.

Please direct any questions to Julie Basile of the Office of Federal Procurement Policy, ibasile@omb.eop.gov, or at (202) 395-4821.

Hudson, Anne D

From: notifier@fbo.gov
Sent: Monday, November 07, 2005 3:17 PM
To: Hudson, Anne D
Subject: The new Subcontracting reporting system has gone live. What does this mean to you?

Mime-Version: 1.0
Content-Type: text/plain; charset=us-ascii
Content-Transfer-Encoding: 7bit

As of October 28, 2005 the Electronic Subcontract Reporting System (eSRS) is available for use by all civilian agencies and their contractors at www.esrs.gov. The eSRS is now functioning at the Initial Operating Capability (IOC) level, which will allow the civilian contractors to enter their Subcontracting Reports for Individual Contracts (formerly the SF-294) and Summary Subcontract Reports (formerly the SF-295). The eSRS is the latest system under the umbrella of the Integrated Acquisition Environment (IAE).

On October 18, 2004, and March 18, 2005, the Office of Federal Procurement Policy issued guidance regarding the status of the Electronic Subcontract Reporting System (eSRS). The second memorandum authorized agencies to grant, at their discretion, a 60-day extension for contractors to file their reports. Where agencies choose to exercise this authorization, their contractors' reports would be due 60 days after IOC.

However, implementation of the eSRS for the Department of Defense contractors is targeted for the third quarter of fiscal year 2006. Accordingly, all Department of Defense contractors are to continue to submit SF-294s and/or SF-295s in accordance with the instructions in their contract clauses. We will provide a formal notice, similar to this, when the eSRS becomes available for the use by the Department of Defense contractors.

We do recognize that some confusion may occur regarding the due dates and submission of reports for fiscal years 2004 and 2005, especially since Department of Defense contractors will continue to submit paper reports in accordance with the corresponding submission schedules. In order to minimize this confusion, we have coordinated with the Small Business Administration (SBA) on the following guidance:

Except as noted above, all civilian agency contractors must now submit their Summary Subcontract Reports for fiscal year 2004 into the eSRS. Contractors of the General Services Administration (GSA) holding contracts with the Federal Supply Schedule (FSS) and contractors of the National Aeronautics and Space Administration (NASA) that have entered their fiscal year 2004 reports into the respective electronic reporting systems are exempt from this requirement.

No contractors of any agency will be required to submit the Subcontracting Reports for Individual Contract into the eSRS for fiscal year 2004.

No contractors of any agency will be required to submit mid-year reports for fiscal year 2005 (normally due April 30 for the period ended March 31st) into the eSRS. This exemption applies to both the Subcontracting Reports for Individual Contract and the Summary Subcontract Reports.

All civilian agency contractors required to report subcontracting accomplishments, will now submit end of year reports for both the Summary Subcontract Reports and Subcontracting Reports for Individual Contract for fiscal year 2005 (normally due October 30 for the period ended September 30th) into the eSRS, within 60 days of the eSRS becoming available for use, i.e. by December 31.

The Federal Acquisition Regulation requires a final report (SF-294) at contract completion. Your contractors that have not yet submitted a final report (SF-294) should now submit using the eSRS.

Department of Defense contractors should continue to submit paper reports. Department of Defense Contracting Officers will be advised when they should instruct their impacted vendors when to begin using the eSRS.

Frequently Asked Questions and other information are available on the eSRS web site at www.esrs.gov. If you have any further questions or comments, you may contact the SBA at eSRS@sba.gov or the IAE at integrated.acquisition@gsa.gov.