Electronic Subcontracting Reporting System (eSRS)

http://www.esrs.gov

Department of Defense Government Training

Submitting an Individual Subcontracting Report (ISR)

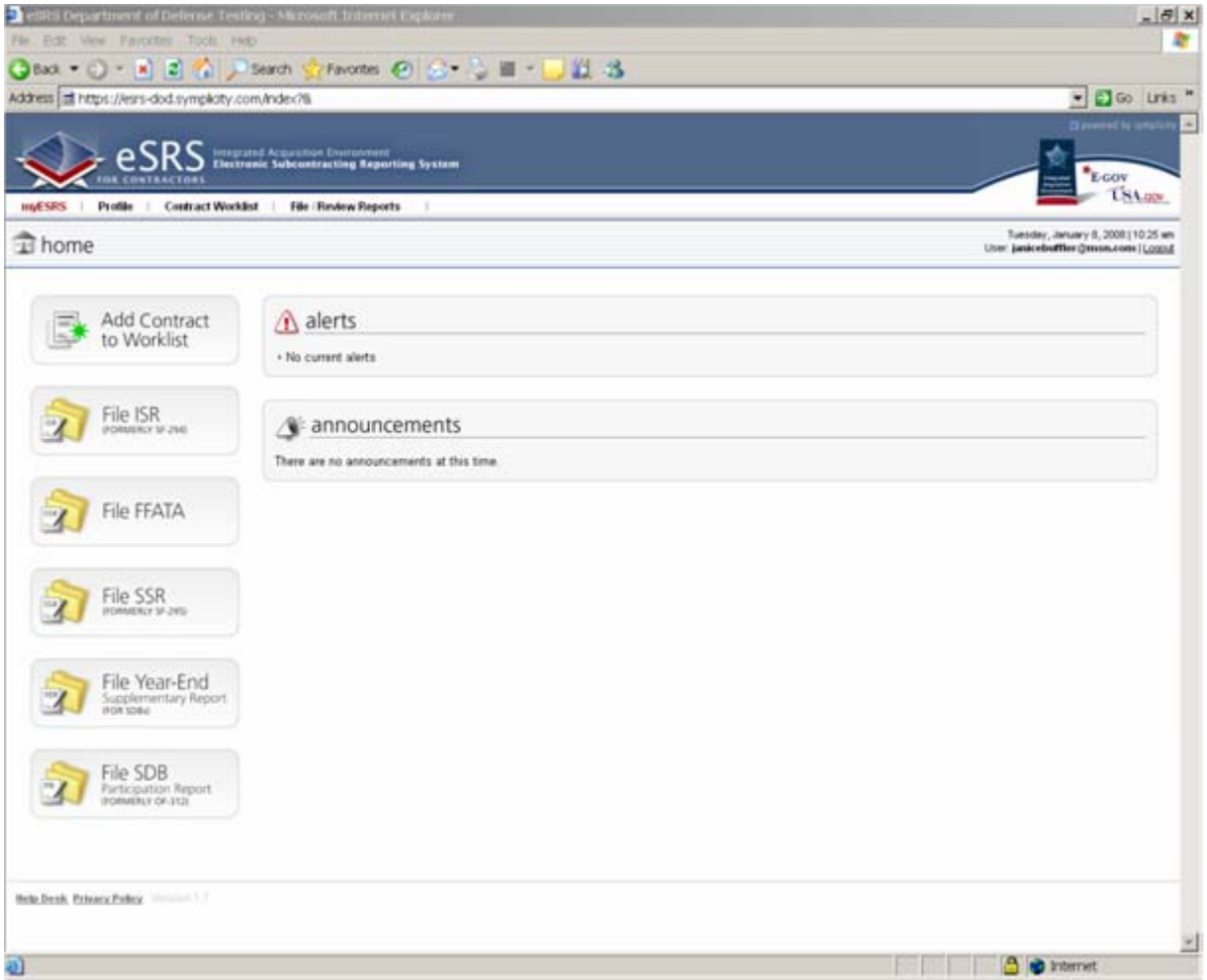
Subcontracting Program: The Basics - Regulatory Requirements

- **A Subcontracting Plan is required when:**
  - Contracts > $550 K ($1M construction) AND subcontracting opportunities exist
  - Modifications > $550 K with new work AND subcontracting opportunities exist
  - Contract is a multi-year contract

- **A Subcontracting Plan is NOT required:**
  - When contract performance is entirely outside the United States and outlying areas
  - For personal services contracts
  - When modifications within general scope do not contain FAR Clause 52.291-8 (or prior clauses for contracts awarded before PL 95-507)

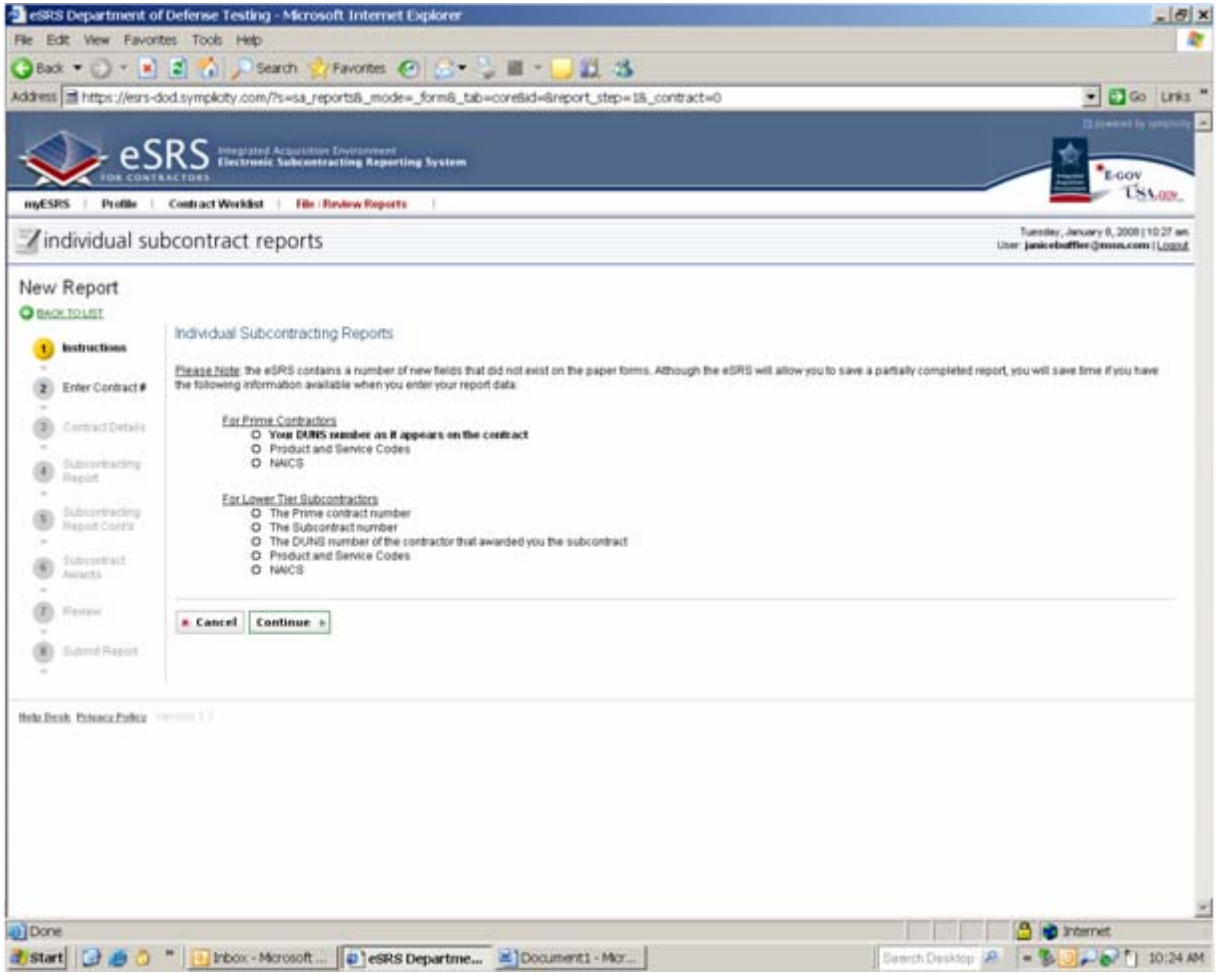
Note: If you are unsure as to whether or not you should be filing a subcontracting report, contact your government contracting official to discuss.

ISR Reporting



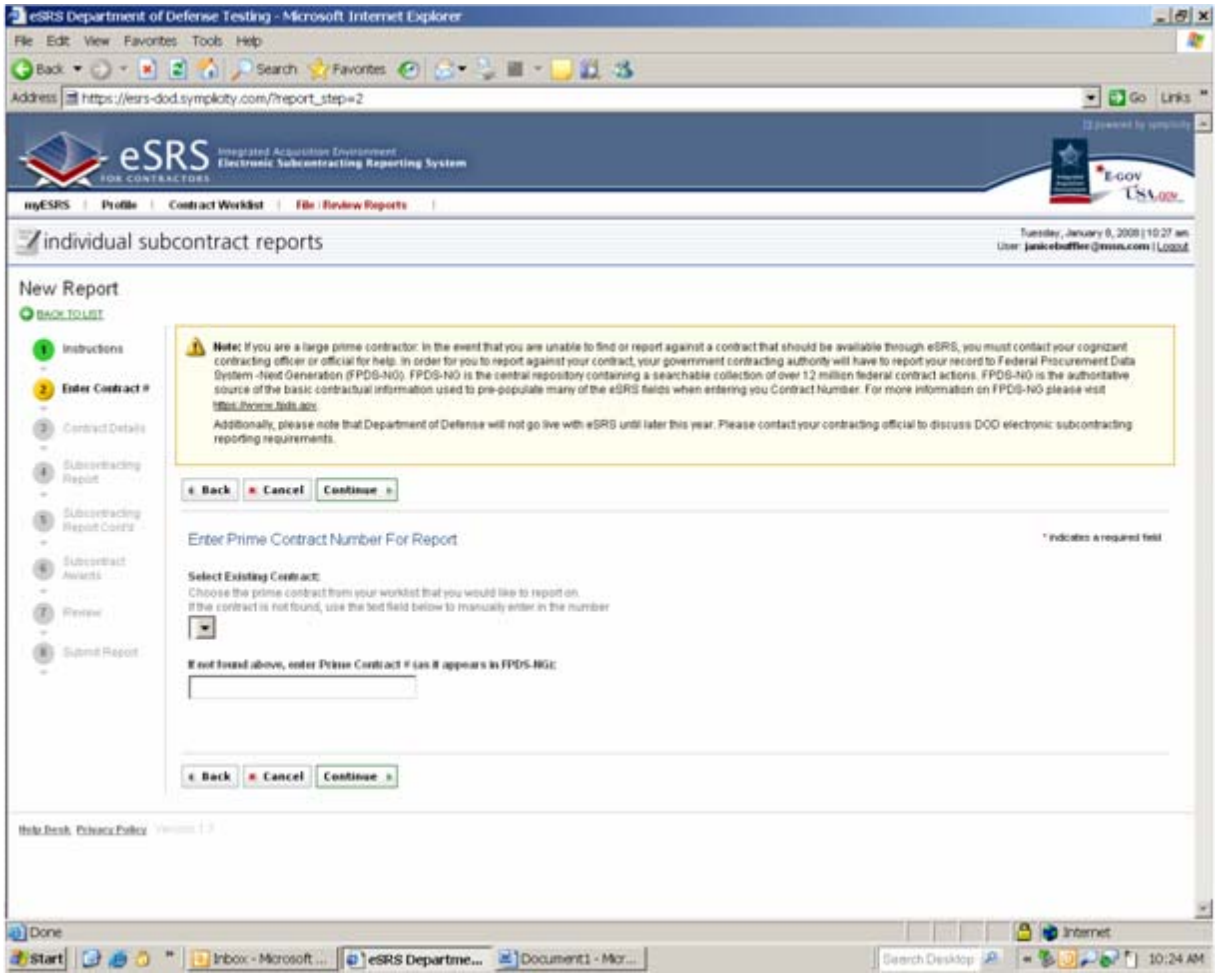
- **When you log into eSRS, you will come to this home page.**
- From the home page, you can:
  - File and review reports
  - Get system announcements
  - Review your profile
- **To file a report, click on the link on the left of the page that corresponds with the report you are filing.**
- **To see reports that have been filed under the DUNS # you registered with, select "Contract Worklist" from the top page navigation.**

ISR Reporting



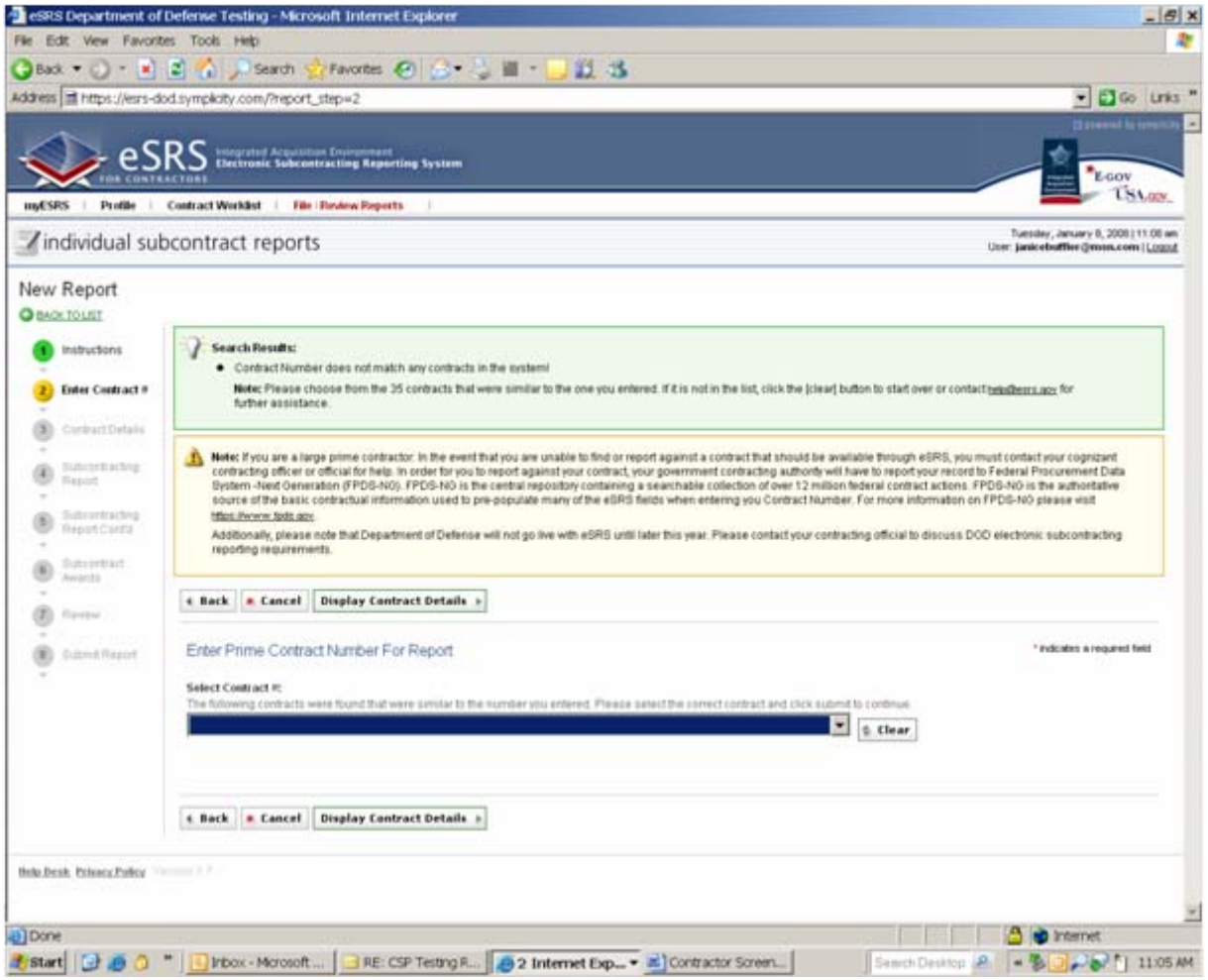
- **eSRS contains a number of new fields that do not exist on the paper form. Before you begin the report filing process, you should have the following items for referral:**
  - DUNS number as it appears on your contract
  - Product and Service Codes
  - NAICS
- **Once you have those documents, click “Continue”.**
- **Quick Tip:** The left side navigation bar will show you where you are in the process of filing a report.

ISR Reporting



- **Enter the contract number that corresponds to the report you are filing.**
  - If there are existing contracts under your DUNS, they should appear in the dropdown menu.
  - If the corresponding contract number is not located in the drop-down menu, simply type it in.
- **Quick Tip:** You do not need to include dashes in the contract number.

ISR Reporting



- **If you get an error message that the contract number you are entering does not match any contracts in the system:**
  - Contact your government contracting official.
  - The contract information is being pulled from FPDS-NG and your contract has not been tagged in FPDS-NG as having a subcontracting plan.
  - The contracting official must change this in the system before you can submit your report.
  - Once this change is made in the system, you should wait at least one business day for the system to update the information passed to eSRS.

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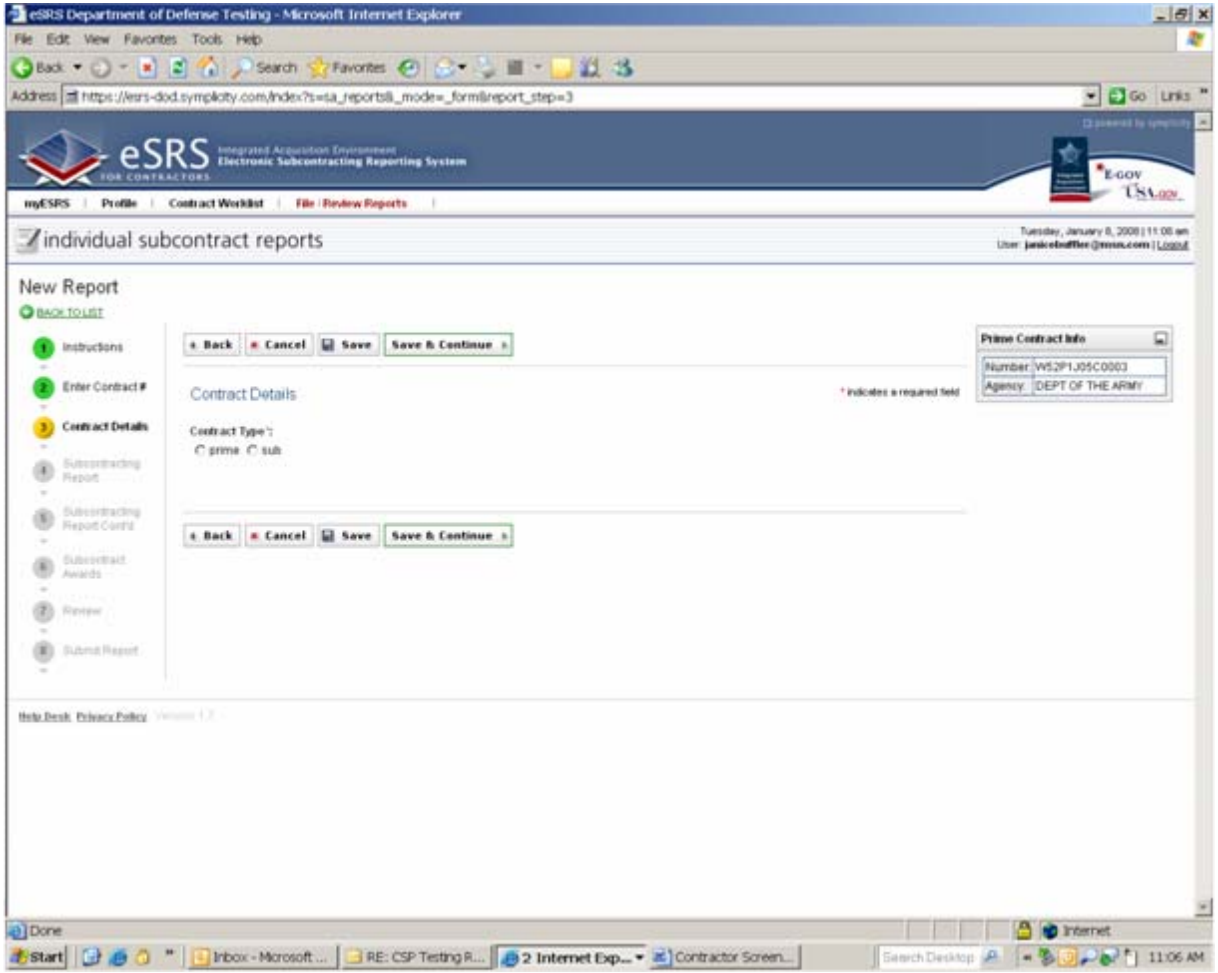

- **From this page, you will indicate whether this contract is a prime or sub.**
  - Prime means that your company is lead on the contract.
  - Subs are the companies the lead contractor may have subcontracted out activities to**.**
- **The box on the right side of the page shows you the contract number you are working with and the Service/Agency that owns that contract.**
- **Quick Tip:** All mandatory fields in the system are marked with a red *****.

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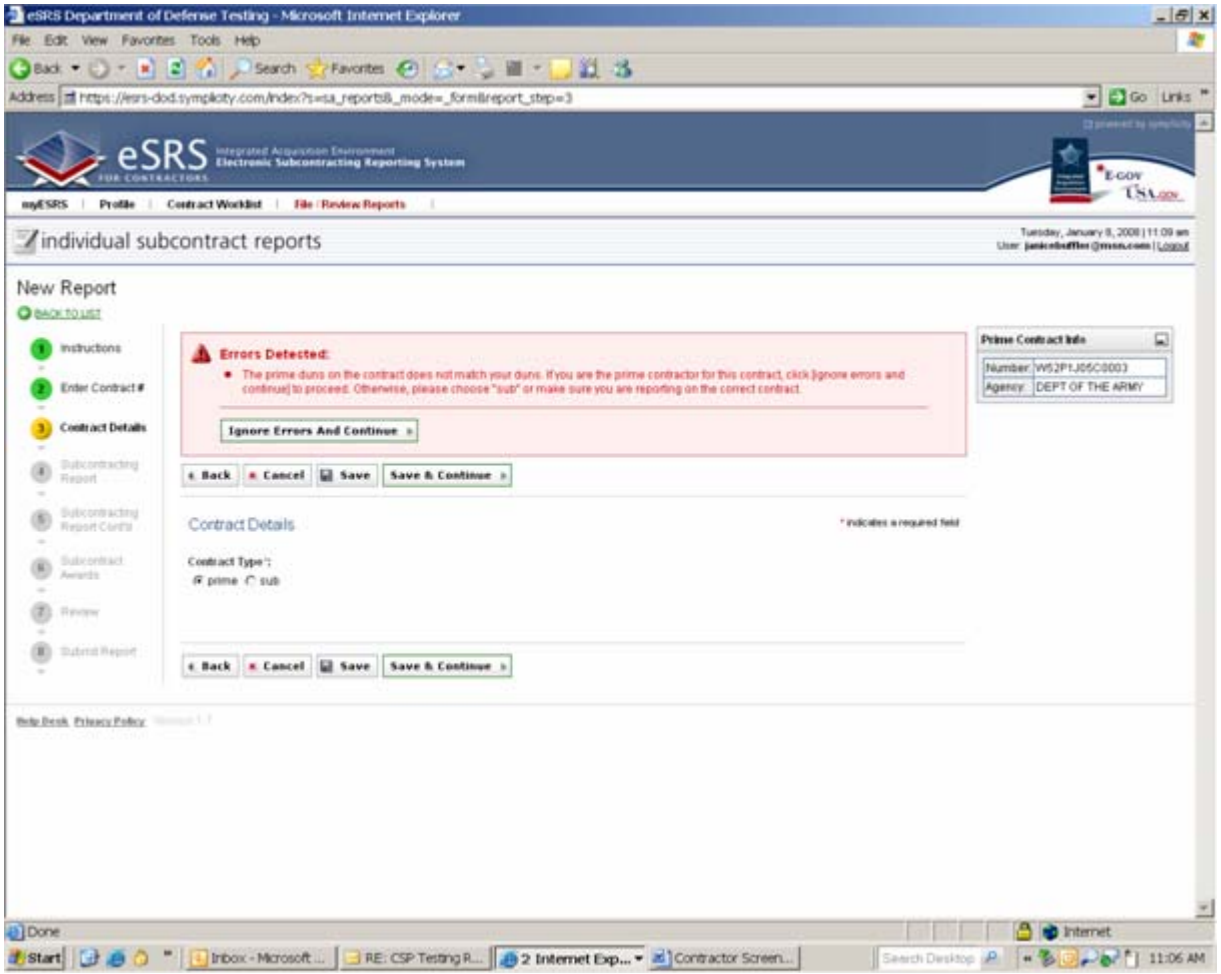

- **If you get an error message that the DUNS # on the contract does not match the DUNS # you used to register:**
  - Make sure the company information is correct.
  - Make sure you are using the right contract number.
- You may receive this error message if the company information at the beginning of the contract has changed during the life of the contract:
  - i.e. companies have merged or changed names
- Select “Ignore Errors and Continue”

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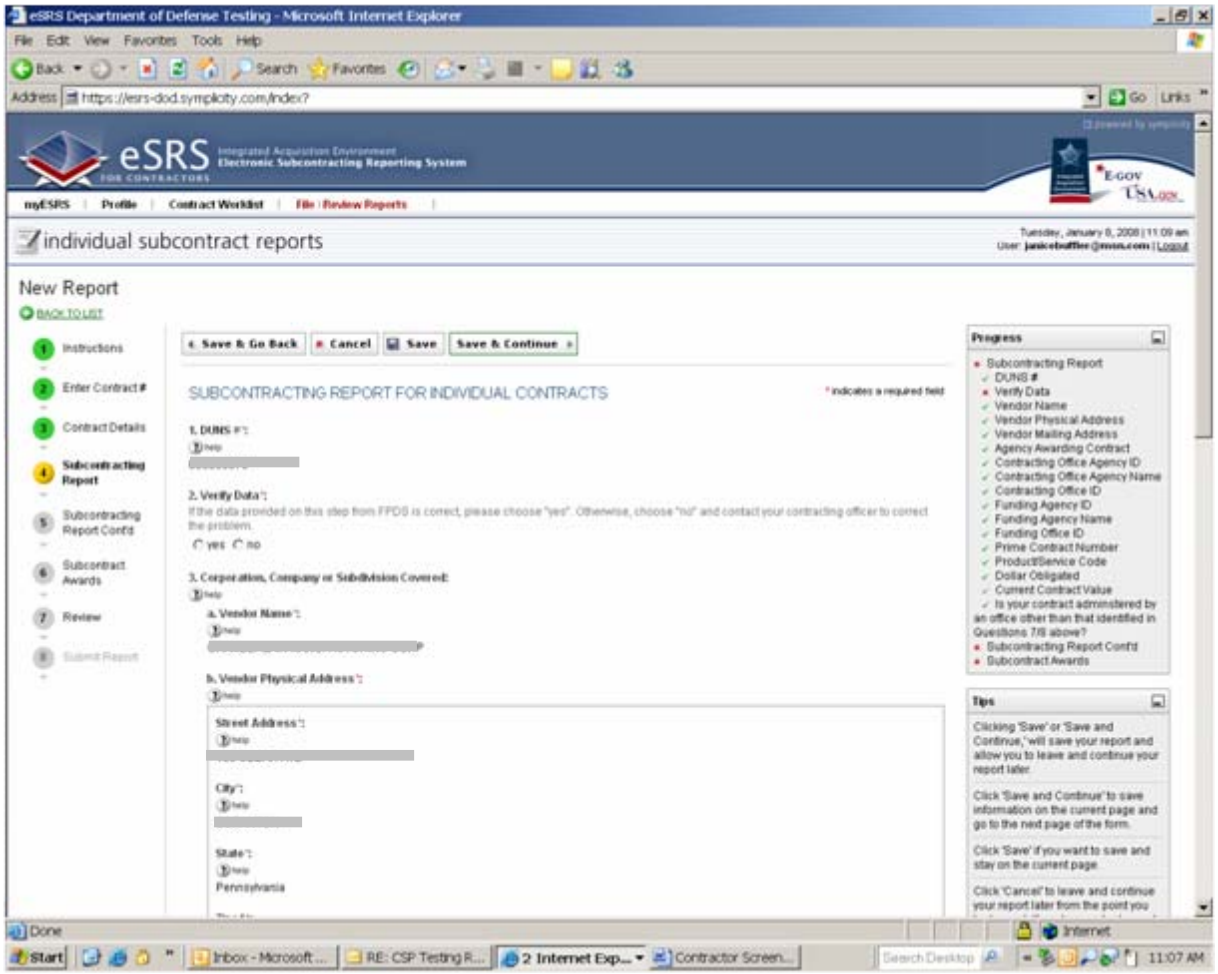
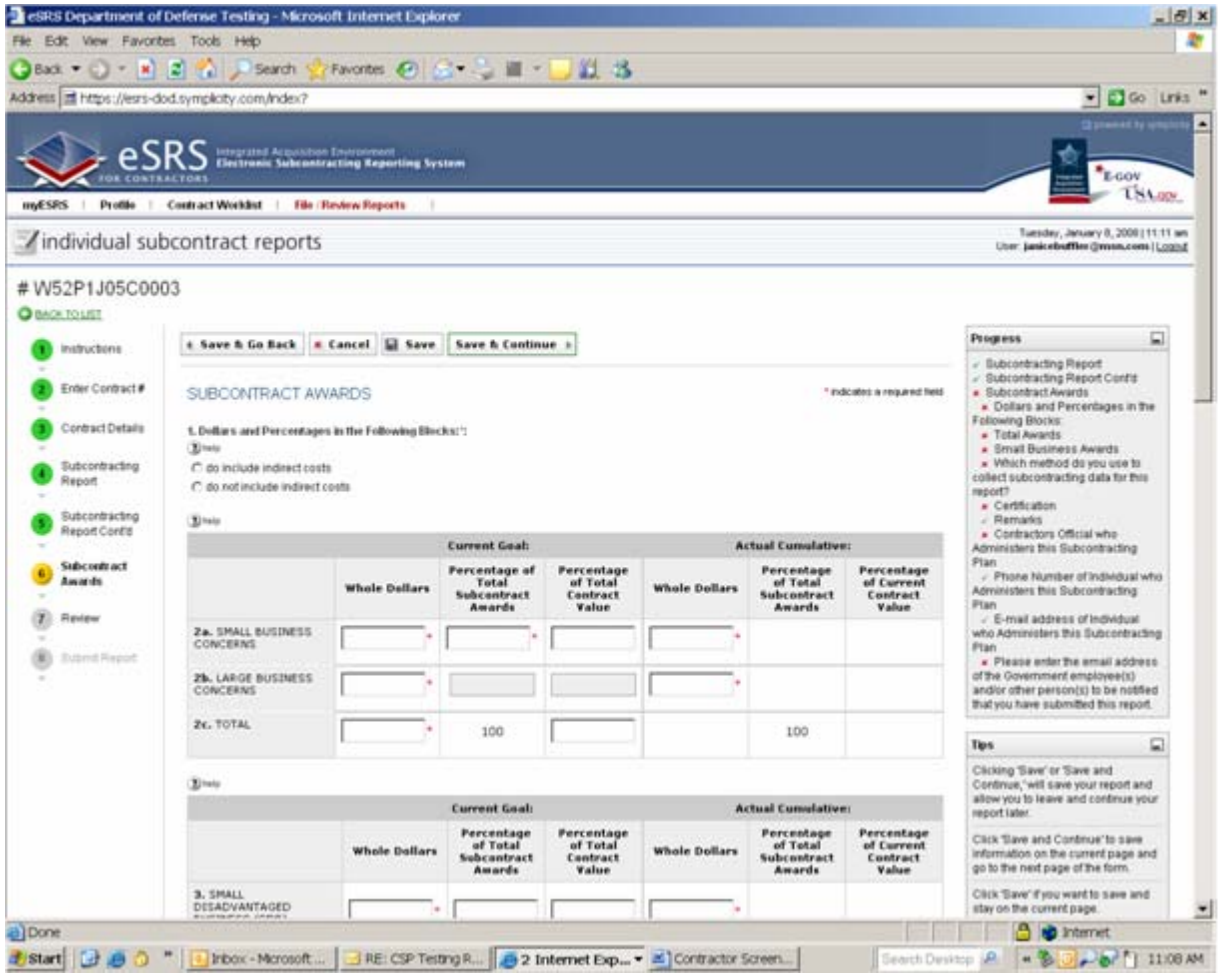


- **The contract information is pulled directly from FPDS-NG so most data fields will be pre-populated.**
- **Your progress through the system is indicated in the box on the right-hand side of the page.**
  - √ indicates information has been input in the system.
  - **X** indicates information that is still needed to complete the

ISR Reporting

- **Most of the basic contract information will be completed for you as it is being pulled from FPDS-NG.**
- **You will only need to fill in the sections indicated by a** [ ]

ISR Reporting



- **Enter your dollar values on this page**
  - All mandatory fields will be marked with a red *
  - The system will automatically calculate percentages for you.

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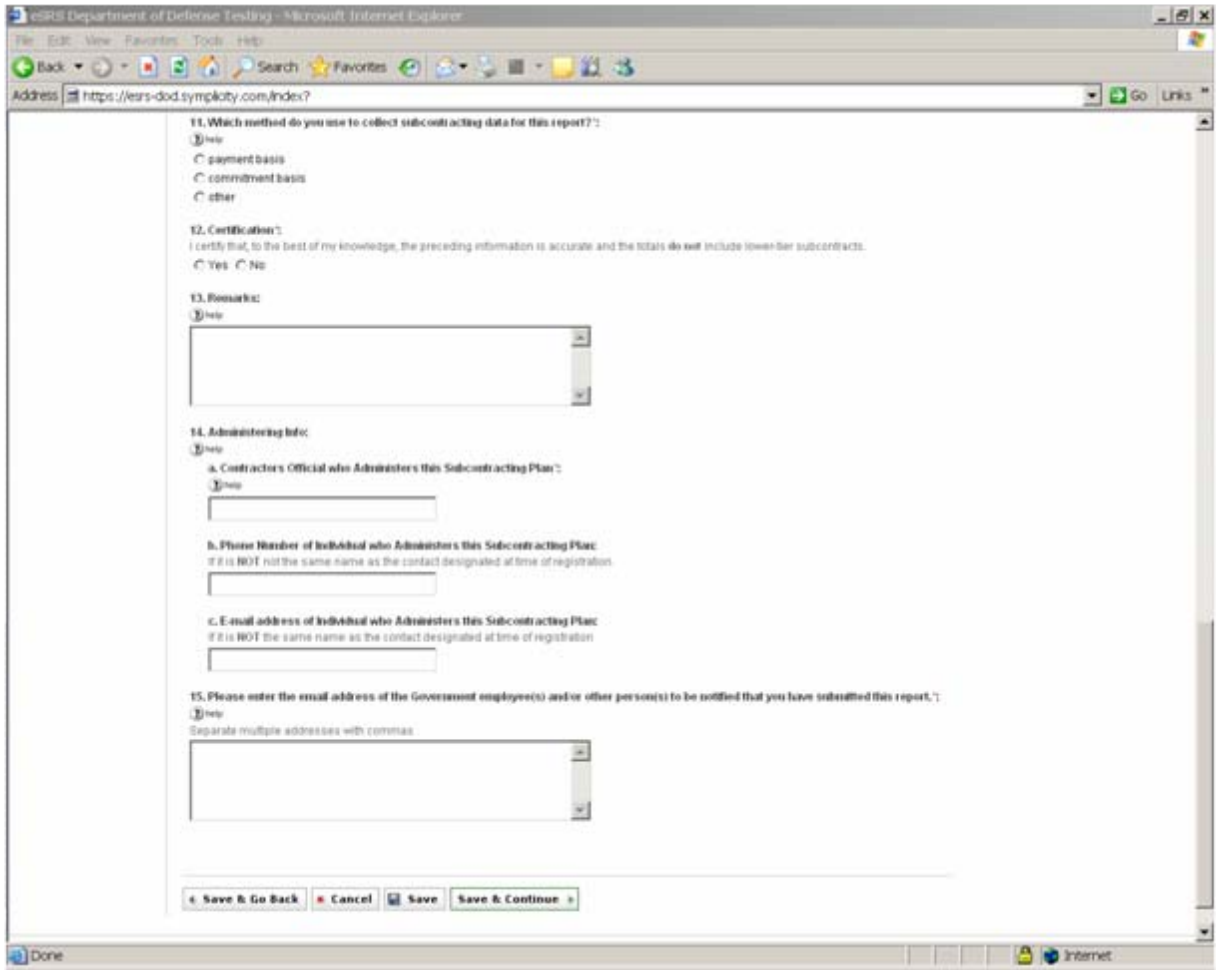
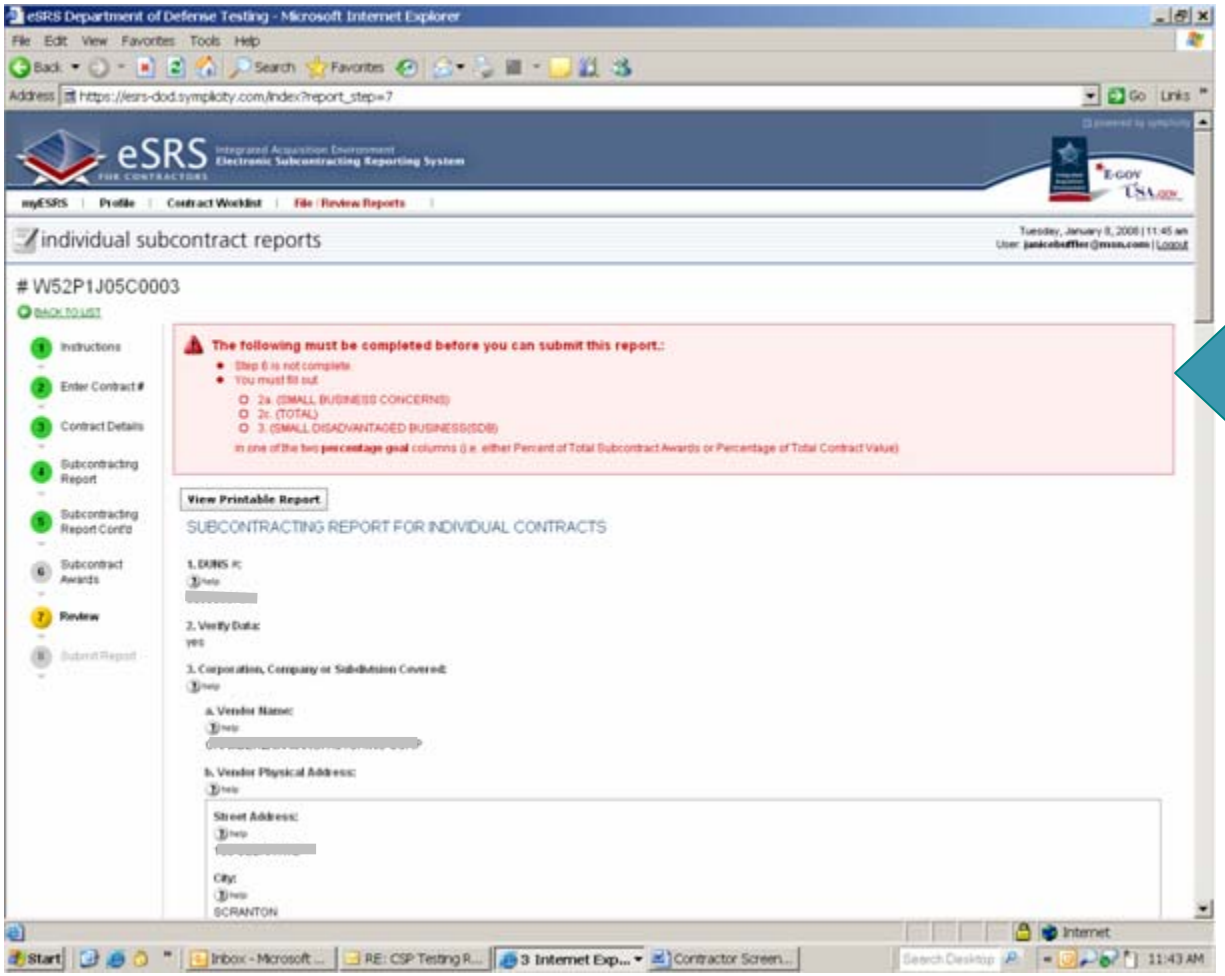


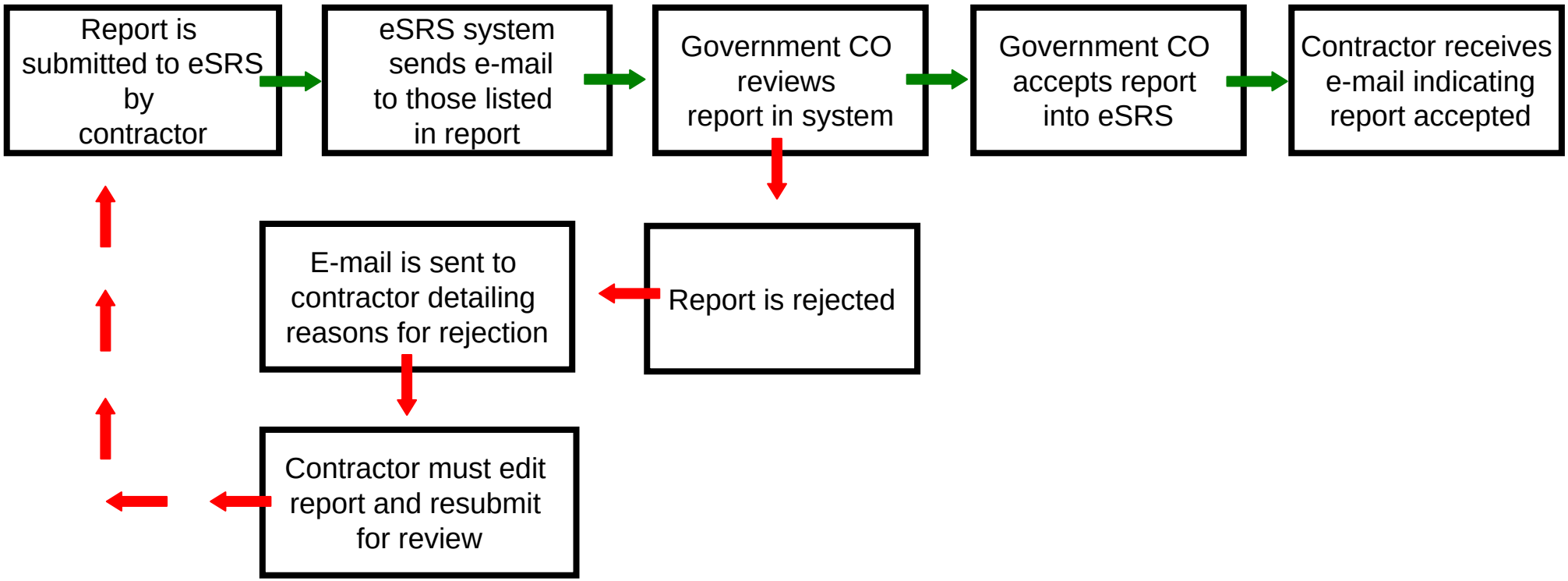
- **Certification:**
  - As the contractor, you are certifying that the information you have included in the report is accurate.
- **Contractors Official who Administers this Subcontracting Plan:**
  - This would be the person at your company that administers the contract. This may be different than the person submitting the report.
- **E-mail address of government employee(s) or others to be notified you have submitted the report:**
  - This should include the person directly responsible for your contract as well as any others who may need to know that the report has been submitted.

ISR Reporting



- **Be sure to review all the information in your report before filing.**
  - If mandatory information boxes have not been filled in, you will be given this error message, which outlines the information you must fill in before the system will allow you to file your report.
- **Once you have filled in the remaining information, select "Submit" and your report will be filed in the system.**
  - Those you have designated with e-mail addresses in the report will be sent an e-mail notification that your report has been filed.

What Happens to the Report Once it is Submitted to eSRS?



Reporting an ISR - Data Fields Dictionary

- **Agency Awarding Contract** – Federal agency that awarded the contract to the prime contractor
- **Contracting Office Agency ID** – Identification number for the contracting agency's office
- **Contracting Office Agency Name** – Contracting office in the federal agency that awarded the contract to the prime contractor
- **Contracting Office ID** – Identification code of the contracting office that awarded the contract to the prime contractor
- **Contracting Office Name** – Name of the contracting office (under Agency Awarding the Contract and the Contracting Agency Office) that awarded the contract to the prime contractor
- **Funding Agency ID** – Identification number of the agency providing the funding for the contract
- **Funding Office ID and Name** – Agency that is providing a majority of the contract funding.
- **Prime Contract Number** – Number the government contracting official assigned to the contract and entered into FPDS-NG
- **Product &/or Service Code** – Four digit alpha numeric codes that classify the type of product/service/research being procured
- **Dollar Obligated** – Amounts of money that the funding agency has obligated to fund this prime contract.
- **Current Contract Value** – Contract value for the base contract and any options that have been exercised.

Step-by-step filing instructions can be found in the "eSRS Quick Reference for Federal Government Prime Contractors Filing an ISR" located on the home page at http://www.esrs.gov.