Electronic Subcontracting Reporting System (eSRS)

http://www.esrs.gov

Department of Defense Government Training
April 2008

Report Types

▸ **Individual Subcontract Report (ISR) – Formerly 294**

  – Who Needs to File a Report:

    ▪ All Other Than Small Businesses (OTSB) that have one or more price contract and/or subcontract in excess of $550,000 ($1 million for construction of public facility) with the federal government and have an Individual Subcontract Plan.

  – Reports are:

    ▪ Submitted semi-annually during contract performance

    ▪ Due April 30 and Oct 30 (30 days after the reporting period ends)

    ▪ Due at the completion of contract performance

▸ **Summary Subcontract Reports (SSR) – Formerly 295**

  – Who Needs to File a Report:

    ▪ All Other Than Small Businesses (OTSB) that have one or more price contract and/or subcontract in excess of $550,000 ($1 million for construction of public facility) with the federal government and have Individual Subcontract Plan.

  – Reports are:

    ▪ Required semi-annually for DoD and NASA

    ▪ Due April 30 and October 30 (30 days after the reporting period ends)

    ▪ Due at the completion of contract performance

Reviewing your Reports

▸ **To see your report actions:**
  - Log into the system at http://www.esrs.gov
  - You will be taken to the "Home" page
  - Under "Pending Actions" you will find:
  - Pending Reports
    ▪ Reports that have not been reviewed and accepted or rejected
  - Accepted Reports
    ▪ Reports that have been reviewed and accepted into the system

Individual Subcontracting Report (ISR)

▸ **All ISR's under the organization in which you registered under are listed here.**

  – These are the only reports in the system that you can take action on.

▸ **You can look at all reports, accepted reports or pending reports.**

▸ **Reports can be sorted based on the column headings.**

  – Simply click on the header of the column you would like to sort by and the entire list will be sorted based on that selected criteria.

  – To sort that column in ascending order, simply click on the column header again.

  – The text in the column heading you selected will change to maroon, indicating you are sorting on that selection.

Summary Subcontracting Report (SSR)

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Report Status Descriptions

▸ **Pending (PEN)**

  – The report has been submitted by the contractor and is waiting to be "accepted" or "rejected" by the appropriate government contracting official.

▸ **Accepted (ACC)**

  – A government contracting official has reviewed the report and has found no known errors, issues or concerns and doesn't require any clarification, information, or corrections **at this time**. They acknowledge receipt of the report. **Even though a report has been "accepted" it can be reviewed again and rejected at any time**.

▸ **Rejected (REJ)**

  – A government contracting official has reviewed the report and has found errors, issues, or concerns and requires clarification, information or corrections to the report. They are not acknowledging receipt.

▸ **Revised (REV)**

  – The original report was rejected by the appropriate government contracting official. The report has been revised by the contractor, resubmitted, and is awaiting to be "accepted" or "rejected" by the appropriate government contracting official.

▸ **Reopened (RPN)**

  – The report has been opened by a government contracting official after previously being "accepted" into the system. This may occur when the government contracting official finds error or issues with the original report. Once the report has been reopened, it may be "accepted" or "rejected" again.
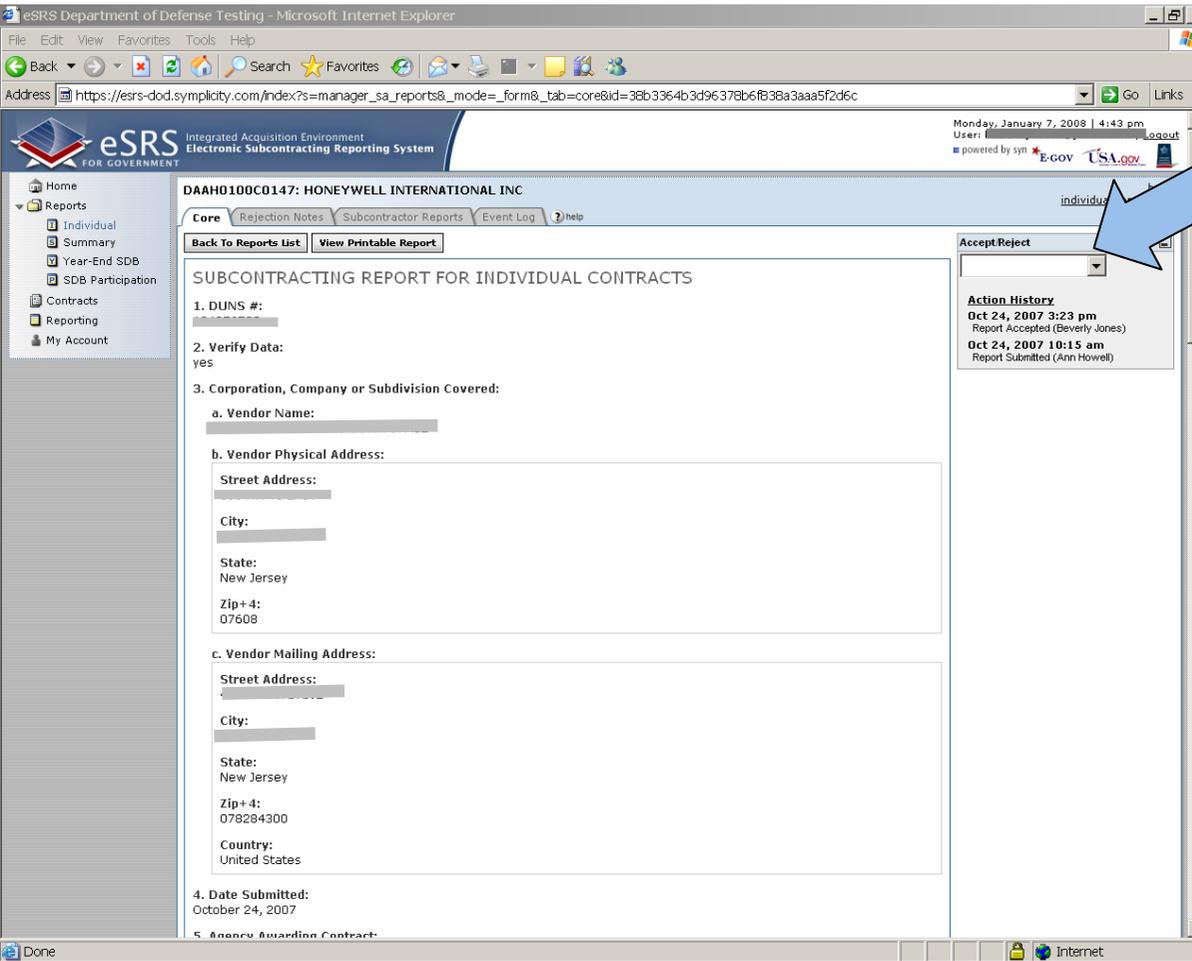
Accepting an ISR or SSR

- ▸ **Steps for Government Contracting Official**
  - – Click the [icon] icon on left side of report listing
  - – Review the report content
  - – Select "Accept" from the pull-down menu
  - – **NOTE:** You can only "accept" a report that is in "pending" or "revised" status.
  - – "Acceptance" of the report means that you are accepting it into the system and acknowledging that the report was filed. You are not "accepting" the content as complete or accurate.
  - – At any time in the future, you can take a look at the report in more depth by "reopening" the report.

- ▸ **Contractor View**
  - – Once you have "accepted" the report, the contractor will receive an e-mail from the system letting them know that this action has been taken.
  - – The report screen they see when registered in the system will also highlight that the report has been accepted.

Rejecting an ISR or SSR

▸ **Steps for Government Contracting Official**

– Click the ⬚ icon on left side of report listing

– Review the report content

– Select "Reject" from the pull-down menu

– **NOTE:** You can only "Reject" a report that is in "pending" or "revised" status.

– You will then have an opportunity to include comments back to the contractor outlining the reason(s) the report is being rejected.

– Hit "Submit"

– You cannot reject the report again until the contractor has made edits and resubmitted the report into the system.

▸ **Contractor View**

– Once you have "rejected" the report, the contractor will receive an e-mail letting them know that this action has been taken. Your comments will be included in that e-mail.

– They must edit the content of the report and resubmit in order for you to take any further action on the report.

Report Action History

- **The Report Action History outlines:**
  - Date the report was submitted into the system
  - Date the report was "Accepted" or "Rejected"
  - If Rejected, notes sent to contractor explaining why the report was rejected are included
  - Date the report was "reopened" following the report being accepted
  - Name of contractor who submitted the report
  - Name of government contracting official taking action on the report

Contracts

Click on "contracts" on the left hand navigation menu.

This list contains all the contracts associated with your Service/Agency and below.

Click on the ▣ icon or the contract number to review the details of the contract sent from FPDS-NG.

- You can also search through the contracts using the Keywords search located above the contracts list.

Delinquent Contracts

- If there are contracts in the system that have had a report filed and another report was not filed in the following reporting period, a list will be created showing those contracts.

- A contract will also be tagged this way if a final report was not submitted when a contract ended.