



United States
Department of
Agriculture

Farm and Foreign
Agricultural Services

Farm Service
Agency

Kansas City
Commodity Office
P.O. Box 419205
Kansas City,
Missouri
64141-6205

August 31, 2007

Dear Contractor:

All prime contractors that hold one or more contracts over \$550,000 are required to submit their Summary Subcontract Reports for the previous fiscal year's subcontract award activity under their commercial subcontracting plan in effect for the period October 1, 2006 through September 30, 2007. The report should be prepared in the Electronic Subcontracting Reporting System (eSRS) at www.esrs.gov not later than October 30, 2007. The report should be prepared to reflect the actual performance in regard to small business concerns, small disadvantaged business concerns, women-owned small business concerns, HUBZone small business concerns, veteran-owned small business concerns and service-disabled veteran-owned small business concerns.

You can find the Electronic Subcontracting Reporting System Contractor Guide, Contractor User Training Power Point, frequently asked questions about eSRS and other information about eSRS at the above website.

The Small Business Administration (SBA) will offer simultaneous dial-in and on-line ("Ready Talk") computer monitor viewing subcontracting/eSRS training for contractors. The training sessions will start September 27 (projected date) and end some time in December. The training sessions will be offered once a week for several months.

Any questions regarding subcontracting policy should be directed to the appropriate area SBA Commercial Market Representative (CMR) located at: <http://www.sba.gov/GC/cmr.html>. The eSRS Help Desk will handle all technical questions regarding the use of the eSRS at their E-mail address Help@esrs.gov. Other problems/issues can be sent to betty.kunkel@kcc.usda.gov.

/s/ *Betty Kunkel*

Betty Kunkel
Small and Disadvantaged Business Specialist