APD ALERT

ELECTRONIC SUBCONTRACT REPORTING SYSTEM (eSRS)

The Electronic Subcontract Reporting System (eSRS) is now available at www.esrs.gov for use by civilian agencies and prime contractors to report subcontracting achievements on an annual and semiannual basis. The eSRS is the latest system under the Integrated Acquisition Environment and it is linked to the Federal Procurement Data System—Next Generation. All small business achievements under contracts containing subcontracting plans are required to be reported into eSRS by the prime contractor. The review and approval of all subcontracting reports will be accomplished by the Contracting Officer (CO) using eSRS. All subcontracting reporting is required to be made through eSRS.

Effective immediately, prime contractors are required to enter the data for the *Subcontracting Reports for Individual Contracts* (formerly the SF-294) and *Summary Subcontract Reports* (formerly the SF-295) into eSRS. CO's shall:

- Advise prime contractors of their electronic subcontracting reporting responsibilities;

- Inform prime contractors of submission deadlines. The reports are required to be entered into eSRS by December 30, 2005;

- Require prime contractors to file annual reports for the periods of FYs 2004 and 2005. Semi-annual reports (SF-294) for these periods will not be required.

- Advise prime contractors that final reports are required for all contracts that were completed in FY 2004 or 2005. Contractors that have not submitted final reports for contracts closed during this period should be advised to do so now.

The eSRS will be providing automatic reminder notices to contractors when reports are due. It will also generate delinquent notices when contractors fail to submit reports by the due date.

CO's will be the first line of approval for the contractors' submission. Each subcontract submission entered into eSRS by the prime contractor shall be reviewed by the CO and approved if appropriate.

Information about registering to use this system can be found at http://esrs.gov/government_registration. The HCAD will exercise oversight to assure that all submissions have been reviewed and approved.

Instruction manuals have been developed for the eSRS. There are guides for the point of contact, CO, agency coordinator, and the system administrator. These documents are available at www.esrs.gov along with the "Frequently Asked Questions."

If you should have any questions, contact Theresa Stephens, 301-504-1729.

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