

## Electronic Subcontract Reporting System (eSRS)

**Policy** - Effective October 1, 2008, all subcontract reports submitted by contractors are required to be submitted using the electronic Subcontracting Reporting System (eSRS). eSRS is an electronic, web-based system for subcontract reporting that replaces the manual paper forms (SF 294 and SF 295) and provides a single point of entry for subcontracting requirements and reports. eSRS gets some direct electronic feed from Central Contract Registration (CCR) when the DUNS number is entered and some information is directly fed from FPDS-NG when the contract number is entered. eSRS is used to submit subcontracting reports. It is not designed to process the subcontracting plan.

**eSRS Registration:** A company will need to register in eSRS in order to electronically submit the required subcontracting reports. A summary of what is needed to register is as follows:

- Go to <http://www.esrs.gov>. Click on “Contractor”.
- Under “New Contractors – Register” –Click on “Register”.
- Dun & Bradstreet Number (DUNS): Include the DUNS number that is listed on the contract (cover page SF 1449). If the information that self-populates in eSRS is incorrect it must be corrected in CCR by accessing <http://www.ccr.gov>. Please coordinate with the Contracting Officer if you feel the DUNS number being used is incorrect.
- You are not quite finished. You will receive an e-mail indicating that your application for an account has been received and requesting your verification. **You will need to click on the link provided in order for the registration process to continue.**
- Upon approval a second e-mail will notify you that you have been approved. At this point you are finished with the registration.

**Training:** The official DoD website for the electronic Subcontract Reporting System (esRS) is at: <http://www.esrs.gov>. In addition to being the site where contractors will register and submit reports, it includes detailed training user guides as follows:

**Commercial Plans:** Training guides include “eSRS Contractor Guide” and “eSRS Quick Reference for Federal Government Contractor filing SSR for CP” (CP = Commercial Plan).

**Individual Plans:** Training guides when using include “eSRS Quick Reference for Federal Government Contractors filing ISR” and “eSRS Quick Reference for Federal Government Contractors filing SSR for Individual Subcontract Plan”.

## **Submission of Reports:**

**Commercial Subcontracting Plans:** When Commercial Subcontracting plans are approved, the contractor is only required to submit one (1) Summary Subcontract Report (SSR) annually. This report is required to be submitted NLT October 30 to cover the period of October 1 through September 30 each year.

The SSR applies to the entire production of commercial items sold by either the entire company or a portion thereof (e.g. division, plant, or product line) as approved in the commercial subcontracting plan. The SSR is to include all subcontracting activities regardless of dollar amount or whether activity is for a federal or non-federal agency. The goals negotiated in the Commercial Plan are applicable to all Government agencies that require this plan. The SSR allows your company to include multiple Federal Agencies that may be covered under the same commercial subcontracting plan.

In addition to the training material mentioned previously, our agency has developed and attached some helpful tips for use when submitting the SSR as follows: [Helpful Tips – SSR for Commercial Plans](#).

**Individual Subcontract Plans:** - This type of subcontracting plan covers the entire contract period (including option periods), applies to a specific contract, and has goals that are based on the offeror's planned subcontracting in support of a specific contract. The plan shall include separate goals for the base award and each option period. A separate Individual Contract Plan is required for each new contract. Both Individual Subcontracting Reports (ISR) and Summary Subcontract Reports (SSR) are required on a Semi-Annual basis (i.e. Total of 4 per year) as follows:

- 1st semi-annual - Period ending March 30 (Due by April 30).
- 2nd semi-annual - Period ending September 30 (Due by October 30)
- Completion (Final )Report - NLT 30 days after contract completion, the contractor shall submit both ISR and SSR.

In addition to the training material mentioned previously, our agency has developed and attached some helpful tips for use when submitting the Individual Subcontract Report (ISR) as follows: [Helpful Tips – ISR and SSR for Individual Subcontract Plans](#).

Note: The SSR submitted under an Individual Subcontract Plan must be submitted to each federal agency covering only that federal agency's total contracts subcontracting data for the specific reporting period (Oct-Sept). The SSR covers all subcontracting activity on all contracts, regardless of whether or not a particular contract contains a subcontracting plan (i.e. All actions not just large dollar contracts).

[Helpful Tips – SSR for Commercial Plans](#)

[Helpful Tips – ISR and SSR for Individual Subcontract Plans](#)

**FAR 52.219-9 (APR 2008)** - The Contracting Officer is to include FAR 52.219-9, Small Business Subcontracting Plan, in solicitations and contracts that offer subcontracting possibilities and are expected to exceed \$550,000 (\$1,000,000 for construction). If this clause is included in the contract, the contractor (except for small business concerns) are required to submit a subcontracting plan of proposed participation with small business concerns as well as subcontracting reports to record actual achievement. A full text copy of this clause is available in .pdf by clicking on: [52.219-9](#).

**Subcontracting Plan Templates:** [Click here](#) to see templates that may be used by contractors for submitting Commercial or Individual Subcontracting Plans.