electronic Subcontracting Reporting System (eSRS) Quick Reference for Federal Government Subcontractors

Submitting an

Individual Subcontracting Report (ISR)

Table of Contents

eSRS Introduction

Introduction: In the past, Federal Government contractors were required to file their Individual Subcontracting

Report (ISR) on the standard paper form (SF) 294. The Presidential Management Initiative mandated the development and implementation of an electronic Subcontracting process. Thus, the Initial Operating Capability Phase of the electronic Subcontracting Reporting System (eSRS) was implemented in October of 2005. Federal Government contractors are now required to submit their subcontracting accomplishments for Federal Government contracts in the eSRS, with the exception of some Department of Defense (DoD) contracts.

eSRS is a web-based government-wide subcontracting system that allows electronic submission, management (acceptance, revision, rejection), reports and analyses of subcontracting data in a real-time paperless environment. In turn, there is a reduction in errors and processing time, and no lost paper work, which leaves more time for increasing subcontracting.

Quick Reference Objective: To provide guidance to Federal Government **Subcontractors submitting** Individual Subcontracting Report (ISR) in eSRS. This document will provide general information only. To receive specific information about the eSRS processes of the federal agency that awarded you the contract, contact your Contracting Officer or the eSRS Agency Coordinator (AC) or Point of Contact (POC). **You can obtain the Agency Coordinator or Point of Contact email address by contacting the Federal Service Desk at www.FSD.gov.**

Quick Reference #1: What is an Individual Subcontract Report (ISR)?

This report collects prime contractor and subcontractor subcontract award data for a specific Federal Government agency when a Prime/Subcontractor: (a) holds one or more contracts over

$650,000 (over $1.5 million for construction of a public facility); and (b) is required to report subcontracts awarded to Small Business (SB), Small Disadvantaged Business (SDB), Women-Owned Small Business (WOSB), HUBZone Small Business (HUBZone SB), Veteran-Owned Small Business (VOSB), Service-Disabled Veteran-Owned Small Business (SDVOSB), Alaskan Native Corporations (ANC) and Indian Tribes concerns under a subcontracting plan with the Federal Government.

This report also collects subcontract awards for Historically Black Colleges and Universities (HBCUs) and Minority Institutions (MIs) for the Department of Defense (DoD), the National Aeronautics and Space Administration (NASA), and the Coast Guard.

Quick Reference #2: How is the ISR Data Utilized?

This report provides inception to date subcontracting information for each prime and subcontractor, for a specific contract awarded by a specific Federal Government agency that required an Individual Subcontracting Plan. Therefore, it is important for all contractors and federal agencies to ensure the data in the electronic Subcontracting Reporting System (eSRS) is accurately **entered 30 days after the reporting period.**

Quick Reference #3: What are the eSRS ISR Responsibilities of the Contractors?

- Prime contractors and higher tier large business subcontractors are required to ensure that their lower tier large business subcontractors file their ISRs in eSRS for subcontracts in excess of $650,000 ($1.5 million for construction of public facility) on a Federal Government contract.
- Prime and higher tier large business subcontractors are required to review, and accept and/or reject the large business subcontractor's ISRs in eSRS.
- Only report actual subcontracting accomplishments, from the inception of contract to the end of the reporting period, not good faith estimates in the "Actual Cumulative" column of this report.
- If a prime contractor/subcontractor is performing work under more than one contract requiring an Individual Subcontracting Plan, a separate ISR shall be submitted to each federal agency, covering only subcontracting accomplishments for that contract.
- This report collects subcontracting data not sales data.
- Reports are required when due, regardless of whether there has been any subcontracting activity since the inception of the contract or since the previous report.
- Submit all ISRs within 30 days of the close of each reporting period.
- Reporting Periods:

  o For Department of Defense (DoD), Non DoD, National Aeronautics and Space Administration (NASA) and General Service Administration (GSA) Contracts report annual submission on the Federal Government's fiscal year

    - 1st reporting period **Oct 1–Mar 31**
    - 2nd reporting period **Oct 1–Sep 30**

Quick Reference #3: What are the eSRS ISR Responsibilities of the Contractors? (Continued)

- A pro-rated portion of indirect subcontracts shall not be included on the report unless agreed upon in your approved Individual Subcontracting Plan.
- Keep a signed copy of the report on file.

- **Per 13 Code of Federal Regulations (CFR) 121.404 (e) & 121.410, you must have a supporting written size self-certification for every small business you are counting in the small business and socioeconomic section of this report [**For more information on the special legislation for ANC and Indian Tribes visit http://www.regulations.gov/search/Regs/home.html#documentDetail?R=0900006480277f33 (See FAC 2005-19)] **at the time you submit your proposal**. If you do not have a written size self-certification, you must count these subcontracts in the large business field. **Per 13 CFR 121.411(a),** a subcontractor must qualify and self-certify as a small business at the time it submits its offer as a small business subcontractor. **Do not retroactively apply small business subcontracting accomplishments.**
- The contractor **shall validate** that this firm is HUBZone-certified in the SBA Dynamic SB search at **www.ccr.gov, prior to the award of a contract. Note** that HUBZone is different from some of the State HUB certifications, such as Texas.

Quick Reference #4: What are the eSRS ISR Responsibilities of the Government?

- Federal agencies are responsible for ensuring that Federal Government prime contractors make every attempt to adhere to the approved subcontracting plan and file their reports in a timely manner.
- Further responsibilities are:
  - o to review, accept and/or reject the prime contractors' and subcontractors' ISRs in eSRS;
  - o to ensure that the Prime contractors review, accept and/or reject there subcontractor's ISRs in eSRS; and
  - o to flow down the requirement to there large business subcontractors to review, accept and/or reject the ISRs in eSRS of there large business subcontractors.
- It is recommended that the Federal Government agency review the subcontract reports submitted within 60 days of the contractor's submittal.

Quick Reference #5: What do the Terms "Pending", "Accepted", "Reopened" and "Rejected" Represent?

Pending: This report has been submitted and is awaiting review to be **"Accepted or Rejected"** by the Federal Government agency that awarded the contract.

Accepted: This report has been reviewed by the Federal Government agency that awarded the contract, and it has found no known errors, issues, or concerns and do not require any clarification, information, and/or correction and is, therefore, **"Accepting"** receipt of this report's data.

Quick Reference #5: What do the Terms "Pending", "Accepted", "Reopened" and "Rejected" Represent? (Continued)

- o Although receipt of the report's data has been **"Accepted",** if upon further review, errors, issues, or concerns are found with the report, the Federal Government agency that awarded the contract will "**Reopen or Reject"** the report to obtain clarification, additional information, and/or correction.

Reopened: This report's data was previously **"Accepted"** by the Federal Government agency that awarded the contract. However, upon further review of the report's data, the agency found errors,

issues, and concerns and requires clarification, additional information, and/or correction. Once the report concerns have been addressed and/or corrected sufficiently by the contractor and resubmitted, the federal agency will **"Accept"** receipt of the report's data.

Rejected: This report has been reviewed by the Federal Government agency that awarded the contract, and it has found errors, issues and concerns. The report requires clarification, additional information, and/or correction. Thus, the agency will not accept receipt of the subcontracting report's data at this time. Once the report concerns have been addressed and/or corrected sufficiently, the federal agency will **"Accept"** receipt of the report's data.

> **Examples of a "Reject" notification:** Your report states that the sales attributable to this agency is $23,000. The ISR report doesn't collect sales data. Please resubmit the report using your subcontract award data. OR

> The Individual Subcontracting Plan goals you have entered do not match the approved Individual Subcontracting Plan goals in your Small Business Individual Subcontracting Plan. Please resubmit the report using the subcontracting goals in your Small Business Individual Subcontracting Plan.

Additional "Reopen and Reject" information:
- o An explanation explaining why your report was **"Rejected or Reopened"** will be sent to the email address of the person submitting the report.
- o The **"Rejected or Reopened"** report will appear in the **"Alerts"** box of the report submitter.
- o Click on the link within the **"Alerts"** box to view the report.
- o Resolve the issue brought forth by the Federal Government agency and resubmit the report.

## Quick Reference # 6: Things to Exclude from the ISR

- Subcontracts performed outside the U.S. or its outlying areas. **NOTE**: The State Department and the Agency for International Development may require subcontracting plans for contracts awarded domestically, but performed overseas. For additional information, contact the agency directly.
- Purchases from a corporation, company, or subdivision that is an affiliate of the prime/subcontractor

Quick Reference #7: How to Access eSRS
- Go to **www.esrs.gov**
- Click on **"Contractors"**
- Click on **"Register"** tab
- Complete the registration
- Your user ID and password will be emailed to you confirming your registration.
- You must validate your registration by **clicking on the link within the e-mail to activate your eSRS account**.

The following information referencing Screen 1 thru 6 is the view you will see in eSRS and is in the Contractor's Training Material.

myESRS Screen
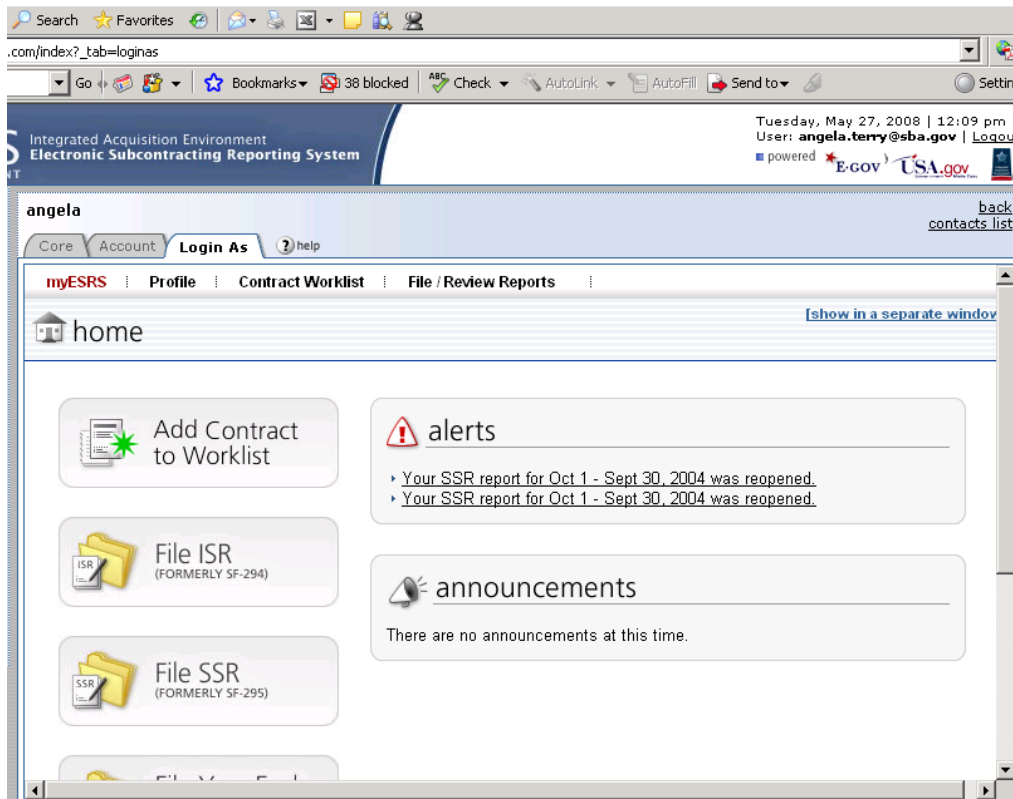
Quick Reference #8: How to Enter an ISR

- Go to **www.esrs.gov**
- Click on **"Contractor"**
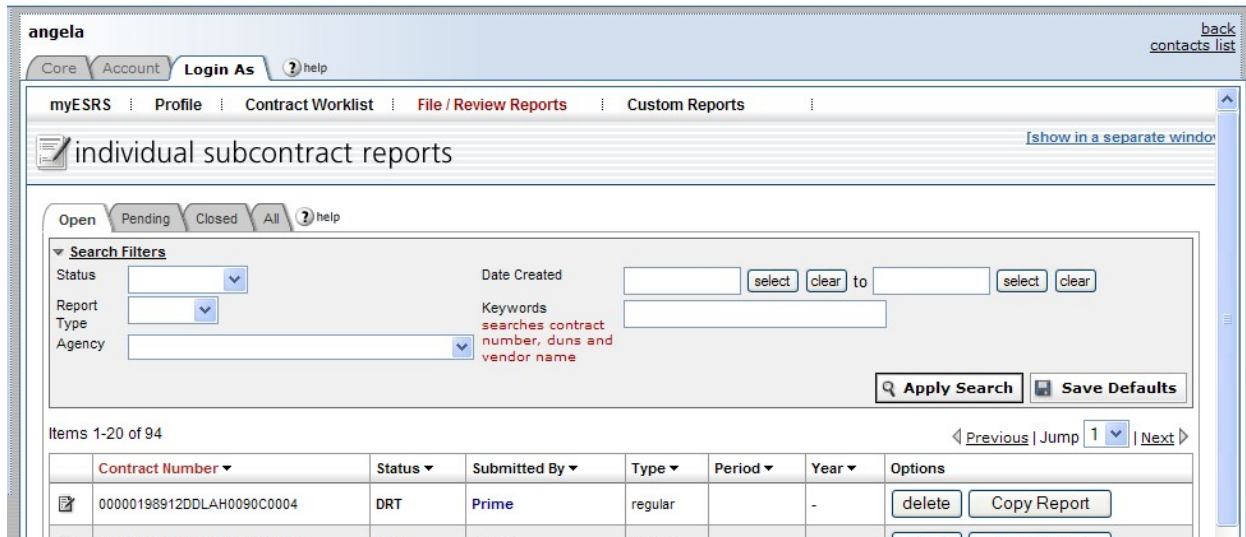- Login to eSRS using your user ID and Password
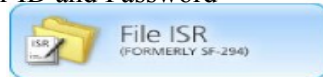
- At the main screen click on
- Follow the steps in **Quick Reference #10**

Quick Reference #9: How to View an existing ISR Submitted to the Government

- At the top of eSRS home page, click on **"File/Review Report"**
- Select "**Individual Subcontract Reports**" from the drop-down menu
- Select the tab you want: **"Open", "Pending", "Closed", "All"**
- Click on the **"Search Filters"** link
- Choose the report **"Status":** "Draft", "Pending", "Revised", "Accepted", "Rejected", "Reopened"
- Select **"Regula**r" or **"Final"** for the **"Report Type"**
- You may select an **"Agency"** from the drop-down menu
- You may select the **"Date Created"** from one date to the next by clicking on **"select"** beside each blank. A calendar will appear and you can click on the date
- You may enter any portion of the Federal Government contractor's name who submitted the report in **"Keywords"** to narrow your search. It searches for DUNS, contract number, and vendor name
- Click on **"Apply Search"**
- This will display a list of existing ISRs in your worklist based on your status preference

- To select and view a report click on the following icon:

Search Filters Screen

Quick References #10: Understanding the ISR Data Fields

1st Screen: Individual Subcontracting Report

Data needed to file this report as a Prime Contractor
- o Your DUNS number as it appears on the contract
- o NAICS
- o Product and Service Description
- o Email address of Federal Government agency responsible for reviewing your report
- o Approved Small Business Individual Subcontracting Plan

Data needed to file this report as a Lower Tier Subcontractor
- o The Prime contract number
- o The Subcontract number
- o The DUNS number of the contractor that awarded you the subcontract
- o Email address of the contractor's employee who awarded you the contract and has the responsibility to review your subcontracting report
- o Product and Service Description
- o NAICS
- o Approved Small Business Individual Subcontracting Plan

Copy Report Feature: The **"Copy Existing Report"** feature can only be used if you have previously entered a report in eSRS. **If you are not using the "Copy Existing Report" feature, click "Continue".**

- This feature will pull general information from a previous report into the new report you are submitting:
- Select the report you would like from the drop down menu.
- The report screen will be displayed partially filled out.

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Quick References #10: Understanding the ISR Data Fields (Continued)

2nd Screen: Enter Prime Contract Number for Report

Select Existing Contract: To use this feature you shall have previously entered a contract in your worklist. If you have not done this, go to the box below and manually enter in the contract number.

- Choose the prime contract that you would like to report on from your worklist. If the contract is not found, use the text field below to enter the "**Prime Contract #**" (as it appears in FPDS-NG with out any dashes).
- Once you have selected or entered a prime contract number, click **"Continue."**
- The system will search eSRS and FPDS-NG for the latest contract information.
- Click on the contract information you would like to be displayed on the screen.
- Click on **"Display Contract Information"**.
- The **"View Contract Summary"** box will be displayed. Within the box, click **"Continue"**

Quick References #10: Understanding the ISR Data Fields (Continued)

3rd Screen: Contract Details

Contract Type: Select the type of contract for the report.

- **Prime:** Your company was awarded a contract from the Federal Government.

- **Subcontractor:** Your company received a subcontract from a prime contractor who was awarded a government contract **or** large business higher tier subcontractor who was awarded a government subcontract.

DUNS# of next Higher Tier Contractor: Enter the DUNS# of the Large Business contractor that awarded you the contract.

E-mail address of the next Higher tier: Enter the email address of the Large Business Contractor's Representative responsible for reviewing your subcontracting report. This will route the report to that person's eSRS account for review. If you enter an incorrect address, go to **"Update E-mail"** and make the correction.

Contract Amount: Enter the amount of your subcontract

Quick References #10: Understanding the ISR Data Fields (Continued)

4th Screen: Subcontracting Reports for Individual Contracts

1. DUNS#: A unique identifier that identifies your organization.

This field is pre-populated based on the information in FPDS-NG for the contract number you have selected.

- DUNS # is a nine-digit unique identification number issued by Dun & Bradstreet to identify a contractor's specific establishment's exact name and address.
- eSRS has an **"Auto Fill your Company's info from DUNS"** button. If used, the contractor's information will be automatically pre-populated from information in the CCR database.

2. Verify Data: If the pre-populated data provided on this report from FPDS-NG is correct, please choose **"Yes"**. Otherwise, choose **"No"** and contact your contracting officer to correct the problem. This information is on the face of the contract.

The following fields are automatically populated from CCR and FPDS-NG
- **Verify that the pre-populated data is correct.**

3. Corporation, Company or Subdivision Covered: This field indicates the Corporation, Company or Subdivision that is associated with the DUNS number for this contract. The Corporation, Company or Subdivision's address is pre-filled, based on the DUNS number entered. If this information is incorrect, it should be noted in the **"Remarks"** field of this report and the Contracting Officer should be notified.

4. Agency Awarding Contract: This is the name of the federal agency that awarded the contract to the prime contractor. This information will be pre-filled from information in FPDS/NG.

Quick Reference for Federal Government Subcontractors submitting an Individual Subcontracting Report (ISR)

Quick References #10: Understanding the ISR Data Fields (Continued)

4th Screen: Subcontracting Reports for Individual Contracts (Continued)

5. Contracting Office Agency ID: This is the identification number for the contracting agency's office indicated above.

6. Contracting Office Agency Name: This is the name of the contracting office in the federal agency that awarded the contract to the prime contractor.

7. Contracting Office ID: This is the identification code of the contracting office that awarded the contract to the prime contractor.

8. Contracting Office Name: This is the name of the contracting office (under the "**Agency Awarding the Contract**" and the "**Contracting Agency Office**" above) that awarded the contract to the prime contractor.

9. Prime Contract Number: This is the number that the Contracting Officer assigned to this contract when he/she entered the contract information into FPDS-NG. Most often, this contract number should match the contract number that is shown on the face page of your contract award document.

10. Product &/or Service Code: Product/Service Codes (PSCs) are four-digit alpha/numeric codes that classify the type of product/service/research being procured by the government. This information will be pre-filled by information entered by FPDS-NG.

11. Dollar Obligated: This is the amount of money that the funding agency has obligated to fund this prime contract.

12, Current Contract Value: The contract value for the base contract and any options that have been exercised.

13. Is your contract administered by an office other than the Contracting Office that awarded the contract: If the contract was awarded by one government agency and that agency has requested another agency to administer the contract, the contractor would select **"Yes"** here, and then select the type of **"Administering Agency"** and a dropdown menu will appear. Use the dropdown menu to select the actual **"Administering Agency"**.

<u>5th Screen: Subcontracting Reports for Individual Contracts Cont'd (Continued)</u>

1. Contact Info: This is the name and contact information for the individual that can be contacted in the event that the government agency has questions regarding this report. The system will automatically populate the contractor's contact name based on registration information. **You must enter your telephone number and email address.**

2. Reporting Period from Inception of Contract Thru: This report should only reflect subcontracting accomplishments on a cumulative basis since the inception of the contract to the reporting period for a specific contract for a specific Federal Government agency. Select the reporting period you are reporting on by clicking the bullet for the appropriate reporting months:

- o For Department of Defense (DoD), Non DoD, National Aeronautics and Space Administration (NASA) and General Service Administration (GSA) Contracts report annual submission on the Federal Government's fiscal year

    - § 1st reporting period **Oct 1–Mar 31**
    - § 2nd reporting period **Oct 1–Sep 30**

3. Type of Report:

- Regular - A **"Regular"** report is submitted starting with the first reporting period after contract award (even if no subcontracting has yet occurred).
- Final - A **"Final"** report is only filed if the contractor has completed the contract or subcontract. This report is used to signify that your company will not be submitting any additional reports under this contract number.

4. Agency Awarding Contract: This field is pre-populated from data entered at the beginning of filling this report.

5. Report Submitted: This field is pre-populated from data entered at the beginning of filling this report.

6th Screen: Subcontract Awards

The following information will help you understand the "Subcontract Award" section of this report.

- This report includes the Small Business Subcontracting goals set forth in the contractor's approved Individual Subcontracting Plan. Goals for the base contract should be entered as they are on the approved subcontracting plan. The contractors **should not** break it out by years (i.e., if their base goals are $100,000.00 for 5 years, they enter $100,000.00 in the current goal section).

- **Note:** The goal dollar and percentage columns within the report will not automatically add or calculate percentages. The **"Current Goal"** columns are all manual entry so that they mirror the approved Individual Subcontracting Plan goals.

- Contractors should report only subcontracting accomplishments from the inception of contract through the end of the reporting period.

- For more information about the special legislation for ANC and Indian Tribes visit http://www.regulations.gov/search/Regs/home.html#documentDetail?R=0900006480277f33 (See FAC 2005-19).

CONCERNS

SUBCONTRACT AWARDS   * indicates a required field

1. Dollars and Percentages in the Following Blocks:*:

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○ **Includes Indirect Dollars** - If the approved Individual Subcontracting Plan indicates that Indirect Subcontracts were included in the dollars and percentage goals.

○ **Does Not Include Indirect Dollars** - If the approved Individual Subcontracting Plan did not indicate that Indirect Subcontract were included in the dollars and percentage goals?

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	Current Goal:			Actual Cumulative:		
	Whole Dollars	**Percentage of Total Subcontract Awards**	**Percentage of Total Contract Value**	**Whole Dollars**	**Percentage of Total Subcontract Awards**	**Percentage of Current Contract Value**
2a. SMALL BUSINESS CONCERNS	[___]*	[___]*	[___]*	[___]*		
2b. LARGE BUSINESS CONCERNS	[___]*	[___]	[___]	[___]*		

6th Screen: Subcontract Awards (Continued)

- **Whole Dollars:** Dollars with no cents.
- **Percentage of Total Subcontract Awards:** Percentages should be rounded to the nearest 10th of a percent.
- **Percentage of Total Contract Value:** This is an optional field. The denominator will be calculated using the **"Current Contract Value"** from FPDS-NG.
- **Actual Cumulative:** The **"Actual Cumulative"** column on the right of the report represents the actual subcontracts awarded from inception of the contract through the reporting period. Enter the subcontracting dollars placed/paid from inception of the contract through the reporting period beside each size and socio-economic category from your company's records, rounding each figure to the nearest whole dollar. You may report subcontracts using a **"Commitment" or "Payment"** method but this method shall be used consistently throughout the life of the contract.
- **Commitment Basis:** Is the process of capturing subcontract dollars when you execute the subcontract award documents
- **Payment Basis:** Is the process of capturing subcontract dollars when you pay the invoices.
- **Other:** A hybrid of the two above.
- **Current Goals:** The **"Current Goal"** (are goals from the inception of the contract to the reporting period) column on the left of the report represents the goals established in the approved Individual Subcontracting Plan. Enter the dollar and percentage goals in each category beside each size and socio-economic category exactly as they appear in the Individual Subcontracting Plan for this contract. **There are no goals for large business, ANC and Indian Tribes.** If your Individual Subcontracting Plan has option years, you should roll each option year goals into the base year goals, as the option years are executed.

<p style="text-align:center">For example,</p>

	5 year Base Goals	Option Year One	5 year Base + 1yr option Goals
Total Subcontracting	$100,000 100%	$25,000 100%	$125,000 100%
SB	$30,000 30%	$3,000 12%	$33,000 26.4% ($30,000 + $3,000)
SDB	$15,000 15%	$1,000 4%	$16,000 12.8% ($15,000 + $1,000)
WOSB	$15,000 15%	$2,000 8%	$17,000 13.6 % ($15,000 + $2,000)
HZ	$5,000 5%	$500 2%	$5,500 4.4% ($5,000 + $500)
VOSB	$3,000 3%	$500 2%	$3,500 2.8% ($3,000 + $500)
SDVOSB	$2,000 2%	$120 0.48%	$2,120 1.7% ($2,000 + $120)

In this example, the contractor's first five years of ISR reporting would reflect the base year goals. If option one is exercised by the awarding agency, the option year goals are rolled in (added in), during the next reporting period. Once option one is exercised, the new goals on the ISR would appear as represented in the **5 year Base + 1yr option Goals** column. This process would continue for all options, when and if they are exercised.

Quick References #10: Understanding the ISR Data Fields (Continued)

6th Screen: Subcontract Awards (Continued)

When viewing this section it is recommended to have the approved subcontracting plan

available.

1. Dollars and Percentages in the Following Blocks: Indicate here if indirect subcontract awards were approved on your subcontracting plan to be included in your reported subcontracting accomplishments. Indirect subcontracts are subcontracts that are not directly tied to a particular contract; they are generally shared expenses amongst all contracts or overhead subcontracts. Examples are landscaping, office supplies, janitorial services, window washing, courier services, etc. Note that indirect subcontracts are different from allowable indirect costs under cost reimbursement type contracts.

Indicate if you are including "Indirect Subcontracting Dollars"
- **Include Indirect Dollars** -If the Individual Subcontracting Plan indicated a pro-rated portion of indirect subcontracts were included in the goals.
- **Do Not Include Indirect Dollars -** If the Individual Subcontracting Plan **did not** indicate a prorated portion of indirect subcontracts were included in the goals.

2a. Small Business (SB) Concerns: Enter the subcontracting accomplishments awarded to small business in whole dollars for each perspective column (including SBs that are also SDB, WOSB, HUBZone, VOSB, and/or SDVOSB). Also in this section include subcontracts awarded to ANCs and Indian Tribes that are not small businesses and that are not certified by the SBA as SDBs only **if you have been designated by the ANC or Indian tribe to receive their SB and SDB credit.** When your company has been designated by an ANC or Indian tribe to receive SB and SDB credit for a subcontract awarded to the ANC or Indian tribe, report only the portion of the total amount of the subcontract that has been designated to your company.

Quick References #10: Understanding the ISR Data Fields (Continued)

6th Screen: Subcontract Awards (Continued)

2b. Large Business (LB) Concerns: Enter the subcontracting accomplishments awarded to large business in whole dollars for each respective column. Report all subcontracts to large businesses or entities that are "other than small" such as non-profits, educational institutions, etc. **Do not**

include subcontracts awarded to or designated by ANCs and Indian Tribes that have been reported in the "Small Business Concern" field above.

2c. Total: This field represents the combined total of SB and LB subcontracts. This total will become the denominator for all of the **"Percentage of Total Subcontract Awards"** shown on this report.

Socioeconomic Categories: Each of these items is a subcategory of **"Small Business Concerns" and may not add to** match the total in "Small Business Concern" due to the following: In some cases the same dollars may be reported in more than one block (i.e., a $10,000 subcontract to a small business owned by a woman that is certified by SBA as an SDB should be entered on three rows: $10,000 under **"Small Business"**, $10,000 **"Small Disadvantaged Business"**, and $10,000 **"Women-Owned Small Business".).** However, be sure the dollars are counted in the "Small Business Concern" field, only once and not three times (not $30,000). **Percentages** will be calculated automatically.

	Current Goal:			Actual Cumulative:		
	Whole Dollars	Percentage of Total Subcontract Awards	Percentage of Total Contract Value	Whole Dollars	Percentage of Total Subcontract Awards	Percentage of Current Contract Value
2a. SMALL BUSINESS CONCERNS	840,131	10	0	4,251,914	14.1	4.5
2b. LARGE BUSINESS CONCERNS	7,561,180	0	0	25,991,402	85.9	27.5
2c. TOTAL	8,401,311	100	0	30,243,316		

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<u>6th Screen: Subcontract Awards (Continued)</u>

3. SDB Concerns: Report all subcontracts awarded to SBA-certified SDBs, including SDBs that are also WOSB, HUBZone, VOSB, and SDVOSB. Also include subcontracts awarded to ANCs and Indian Tribes that have not been certified by SBA as SDBs **AND** where you have been designated to receive all, or a portion of, their SDB credit, **report only the portion of the total amount of the subcontract that has been designated to your company.**

4. WOSB Concerns: Report all subcontracts awarded to Women-Owned Small Businesses.

5. HBCU/MIs: (For contracts with DoD, NASA, and Coast Guard): Report all subcontracts with HBCUs/MIs.

6. HUBZone Small Business Concerns: Report all subcontracts awarded to HUBZone Small Business Concerns (including HUBZones that are also SDB, WOSB, VOSB, and SDVOSB). **Note** that HUBZone is different from some of the State HUB certifications, such as Texas.

	Current Goal:			Actual Cumulative:		
	Whole Dollars	**Percentage of Total Subcontract Awards**	**Percentage of Total Contract Value**	**Whole Dollars**	**Percentage of Total Subcontract Awards**	**Percentage of Current Contract Value**
3. SMALL DISADVANTAGED BUSINESS (SDB) CONCERNS	18,439,078	89.08299926	0	27,595,682	92.0	16.2
4. WOMEN-OWNED SMALL BUSINESS (WOSB) CONCERNS	909,684	4.394871539	0	2,847,800	9.5	1.7
5. HISTORICALLY BLACK COLLEGES AND UNIVERSITIES (HBCU) AND MINORITY INSTITUTIONS (MI)*This field is required only for contracts with DoD, NASA, and Coast Guard.*	0	0	0	0	0	0

Quick Reference #10: Understanding the ISR Data Fields (Continued)

6th Screen: <u>Subcontract Awards (Continued)</u>

7. VOSB Concerns: This is all subcontracts awarded to VOSBs, including VOSBs that are also SDBs, WOSBs and HUBZones. Any company that is counted as SDVOSB should also be counted in this row as Veteran-Owned.

8. SDVOSB Concerns: This is all subcontracts awarded to Service-Disabled Veteran-Owned SB concerns, including those that are also SDBs, WOSBs, and HUBZones).

9. ANCs & Indian Tribes that have not been certified by SBA as SDB: This is all subcontracts awarded to ANCs and Indian Tribes that are reported in the "SDB" section of this report.

10. ANCs & Indian Tribes that are not SBs: This is all subcontracts awarded to ANCs and Indian Tribes that are reported in the "SB" section of this report, but are not small businesses.

	Current Goal:			Actual Cumulative:		
	Whole Dollars	**Percentage of Total Subcontract Awards**	**Percentage of Total Contract Value**	**Whole Dollars**	**Percentage of Total Subcontract Awards**	**Percentage of Current Contract Value**
6. HUBZone SMALL BUSINESS (HUBZone SB) CONERNS	0	0	0	1,854,370	6.2	1.1
7. VETERAN-OWNED SMALL BUSINESS CONCERNS	0	0	0	25,194,691	84.0	14.8
8. SERVICE-DISABLED VETERAN-OWNED SMALL BUSINESS CONCERNS	0	0	0	0	0	0
9. ALASKA NATIVE CORPORATIONS SMALL BUSINESS CONCERNS	0	0	0	0	0	0

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Quick Reference #10: Understanding the ISR Data Fields (Continued)

6th Screen: <u>Subcontract Awards (Continued)</u>

11. Which method do you use to collect subcontracting data for this report? Note that the same reporting method shall be used for the entire contract. Click on the bullet beside the method you use to capture subcontracting. See page 10 for a description of the terms to choose from.

- **Commitment Basis:** Is the process of capturing subcontract dollars when you execute the subcontract award documents
- **Payment Basis:** Is the process of capturing subcontract dollars when you pay the invoices.
- **Other:** A hybrid of the two above.

12. Certification: This is a testament that the data being submitted on the report is accurate and that the dollars and percentages reported do not include lower tier subcontracts (except as set forth for ANC and Indian Tribes. For more information on the special legislation for ANC and Indian Tribes visit http://www.regulations.gov/search/Regs/home.html#documentDetail? R=0900006480277f33 (See FAC 2005-19). If you select **"No"** your report will be rejected.

13. Remarks: If you entered zero (0) in the small business section of this report or failed to meet the dollar or percentage goals in the Individual Subcontracting Plan, use this section to explain the reason for any shortfalls and your future plan of action. You may also enter explanations and/or comments you think will be helpful to the government official who reviews this report.

14. Contractor's Subcontracting Plan Administering: Enter the name and contact information of the individual who is responsible for the contractor's compliance with the approved Individual Subcontracting Plan.

15. Please enter the email address of the Government employee(s) and/or other person(s) to be notified that you have submitted this report: By listing this email address, a notification will be sent to listed parties advising them that a subcontracting report is in eSRS for their review. The Federal Government agency will not be notified via email unless you enter a notification email address. However, they will see the report when they log into eSRS.

o The awarding agency may have given you an email address for which to submit this report. If so, enter that email address here.
o If the Federal Government agency that awarded you a contract has not provided this information, contact them immediately.

Quick Reference #11: How do I Correct an ISR that was Previously Submitted?

Contact your Federal Government agency and inform them of the error. They will **"Reject" or "Reopen"** the report depending on the report status at the time.

o If the report is **"Pending", then** the report will be **"Rejected"**
o If the report has been **"Accepted",** then the report will be **"Reopened"**

The report will then be sent back to your SRS account, so that you can make the necessary changes.

Quick Reference #12: Who to Contact When in Need of Assistance

Non-technical Questions:
- Non-technical Questions are policy, processes and procedures related to Subcontracting and Subcontracting Reporting and information related to the contract. These questions will not be handled by the Federal Service Desk (FSD).
- Non-technical Question Examples:
  - Any questions pertaining to subcontracting and subcontracting reporting
  - Any questions pertaining to the data in a subcontracting report you submitted or have the responsibility to review
  - Any question related to the contract or subcontracting plan
  - Any questions related to data within eSRS or eSRS user responsibilities
  - eSRS agency contact information (i.e. Agency Coordinator or Point of Contact) for FOIA request and assistance on items with which the technical help desk cannot assist you
- Using the FSD website at www.fsd.gov, you can submit a non-technical help desk issue by selecting **"Submit a Question"** tab and select **"Policy"**. When you submit the webform, the SBA Procurement Analyst assigned to answer subcontracting questions will respond with an answer.
- If you call the FSD 800 number with a non-technical question, the FSD representative will not be able to answer your question, but will provide you with the email address of the SBA Procurement Analyst assigned to answer subcontracting questions and the eSRS Agency Coordinator and Point of Contact for the agency to which you report.
- You may also contact the contracting officer (CO) of the Federal Government agency that awarded the contract for questions, concerns, or issues pertaining to subcontracting and subcontracting reporting.
- For training and subcontracting policy questions, contact the SBA Commercial Marketing Representative (CMR) for your area/state. You may locate your CMR's contact information at http://www.sba.gov/aboutsba/sbaprograms/gcbd/GC_PCRD1.html

Technical Questions:
- Technical Questions will be handled by FSD. You may submit a technical help desk question by going directly to FSD at www.fsd.gov and choosing to chat live with a representative, submit a question, search the answer center or call and speak to a representative. You may also reach the FSD website by logging on to eSRS at www.esrs.gov. Click the "**For Help Federal Service Desk"** and you will be forwarded to the FSD website. Remember, FSD will not answer any non-technical or subcontracting/subcontracting reporting questions related to policies, processes and procedures.

Quick Reference #12: Who to Contact When in Need of Assistance (Continued)

- Technical Questions Examples:
  - Questions pertaining to how the system functions (i.e., Do I need a contract number to file an ISR?)
  - Questions pertaining to user functionality (i.e., add a role, registration, contract work list, can't view report)
  - eSRS agency contact information (i.e., Agency Coordinator or Point of Contact) for FOIA request and assistance on items with which the technical help desk cannot assist you
  - General information on the subcontracting reports being filed (i.e., When is the ISR due?)

At the Federal Service Desk (www.fsd.gov) you can:

- Obtain a user id and password (not required) by registering at the www.fsd.gov website. This will allow you to:
  - Keep historical information on your help desk inquiries
  - Check the status of your help desk ticket
- Find information you need by searching several ways in the Answer Center
- Submit a help desk request online
- Give feedback through a customer satisfaction survey
- Chat live with a Customer Service Representative
- Speak to a help desk representative by calling within the U.S. toll free at 1-866-606-8220 or outside the U.S. at 334-206-7828
- Contact FSD at www.fsd.gov, if the information pulled from your DUNS # is incorrect

For all other concerns, contact Integrated Acquisition Environment at integrated.acquisition@gsa.gov.

Quick Reference #13: When is it Recommended for the Government Agency to "Accept" an ISR?

- After reviewing the report, the government agency is satisfied with the information provided, your report will be **"Accepted"**.
- If the government agency accepts a report, you will receive an email notification.

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Quick Reference #14: When is it Recommended for the Government Agency to "Reject" an ISR?

- After reviewing the report, the government agency determines it requires additional information for clarity, and/or the information provided is not accurate or sufficient
- If the government agency rejects a report, you will receive an email notification.
- An explanation for the rejection will be available in the **"Notes"** box on the right side of the screen displaying the ISR.

> **Examples of a "Reject" notification:** The Individual Subcontracting Plan goals the submitter has entered do not match the approved Individual Subcontracting Plan goals in their Small Business Individual Subcontracting Plan. The submitter is required to resubmit the report using the subcontracting goals in their Small Business Individual Subcontracting Plan.

- Once the issues has been corrected by you, the government agency will **"Accept"** the report

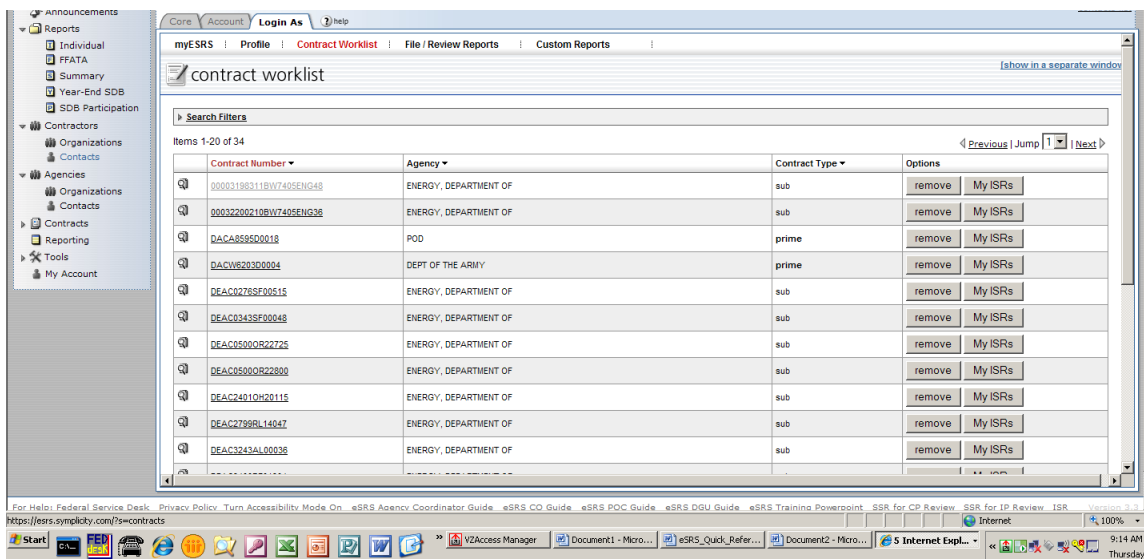## Quick Reference #15: Can I Delete a Report?

- Only your draft reports can be deleted
- Click on **"Deleted"** by the report you would like to have deleted

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Quick Reference #16: How to Review Large Business Lower Tier Subcontract Reports Submitted to Your Company
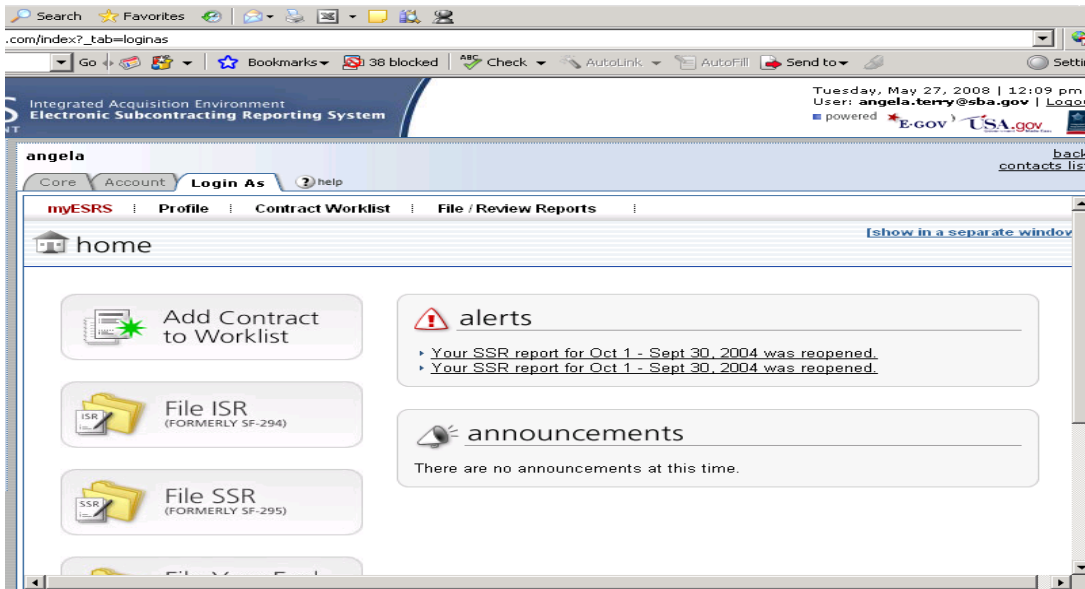
- Click on **"Contract Worklist"**

- A listing of existing contracts you have reported on will appear. If the contract you are searching for is not listed, click **"add new",** and you will be able to enter the contract number. This will pull the contract data from FPDS-NG to allow you to add the contract to your worklist.
- Once you have identified the prime contract for which you would like to see large business lower tier subcontract reports, click on the icon, .

Quick Reference #16: How to Review Large Business Lower Tier Subcontract Reports Submitted to Your Company (Continued)
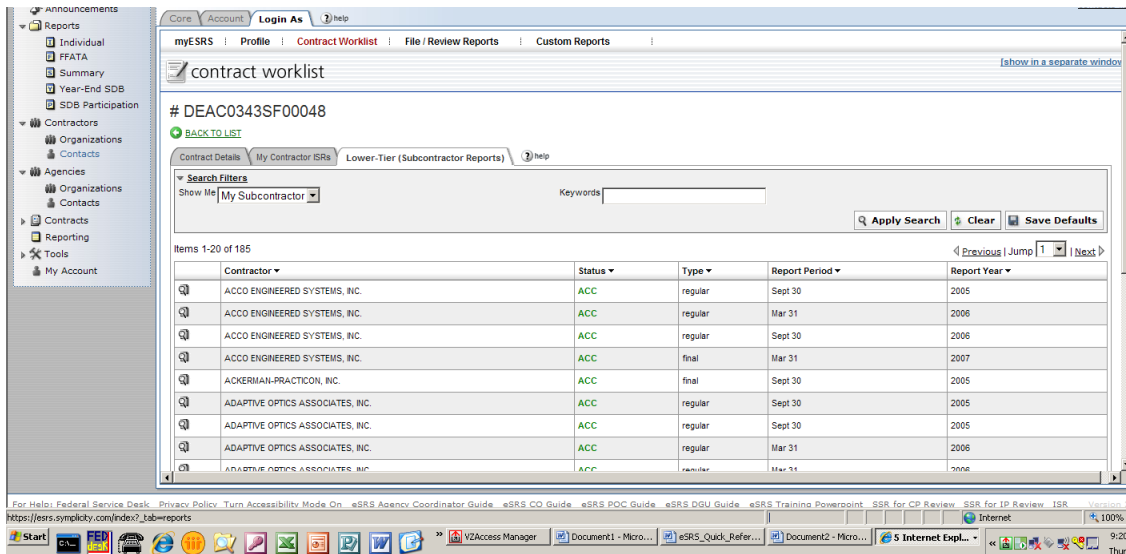
- Reports associated with the contract you have selected will be displayed. Click on the **"Lower Tier Subcontracting Report"** tab.
- Click on the **"Search Filters"** link from the **"Show Me"** dropdown menu. Select **"My Subcontractors"**.
- Choose the subcontractor report you would like to review by clicking on the icon,
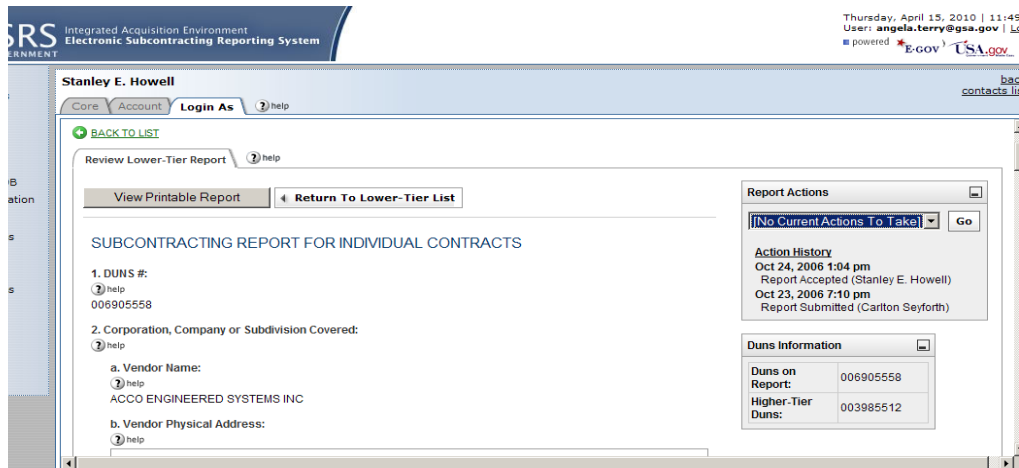
- The report will open for your review. Once you have reviewed the report, look over to the right of the report for **"Report Actions".** Use the dropdown menu to select "Accept", "Reject", or "Reopened".
- The subcontractor will see the report in its alert box upon logging into eSRS.

Quick Reference #17: How do I Change an Incorrect Email Address for my Reviewer that I Entered?

- Click on "Individual Subcontract Reports" from the "File/Review Reports" drop-down in the main navigation.
- Navigate to the Pending tab and locate the desired report.
- Click the "Update Email Target" button located in the "Options" column in the right.

	Contract Number ▼	Status ▼	Submitted By ▼	Type ▼	Period ▼	Year ▼	Options
📝	00001199310BAC0191RW00134	PEN	Sub (# 1234567891111)	regular	Mar 31	2010	Update Email Target Save PDF Copy Report
📝	DEAC0298CH10886	PEN	Sub (# 11112222)	regular	Sept 30	2009	Update Email Target Save PDF Copy Report

- Enter the email addresses for the next higher tier in the field provided and click "save changes".

Update Email Target   ☒

⚠ You may update the email address of the next higher tier.

Note: Saving this form will not resend alert email(s) to the email address(es) specified.

[save changes]   [cancel]

Update Report Notification Recipient(s)   * indicates a required field

Higher Tier Email*: Please enter a single email address

[   ]