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

Submitting a Small Disadvantaged Business (SDB) Participation Report

Quick Reference for Federal Government Contractors Submitting an SDB Participation Report

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eSRS Introduction

Quick Reference for Federal Government Contractors Submitting an SDB Participation Report

Introduction: In the past, Federal Government contractors were required to file their **S**mall Disadvantaged Business (SDB) Participation Report accomplishments on the Optional Form 312 or by submitting the same information in their own format. This requirement was incorporated into the Federal Acquisition Regulation (FAR) in Fiscal Year 1998 by means of a new clause at 52.219-25, which is used in conjunction with the procedures in Subpart 19.12, Small Disadvantaged Business Participation Program. 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.

The SDB Participation Report is the only subcontracting report that a small business is sometimes required to file. If the prime contract contains the FAR clause at 52.219-25, the report is required, regardless of whether the prime contractor is a large business or a small business.

The eSRS is a web-based government-wide subcontracting system that allows electronic submission, management (acceptance, revision, and 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 **Contractors** submitting an SDB Participation Report 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 for Federal Government Contractors Submitting an SDB Participation Report

Quick Reference #1: What is a Small Disadvantaged Business (SDB) Participation Report?

Contracts containing the FAR clause 52.219-25 require the contractor to submit the Small Disadvantaged Business (SDB) Participation Report (formerly Optional Form 312) providing a breakdown of subcontracts to small disadvantaged businesses (SDBs) by three-digit North American Industry Classification System (NAICS) subsector, to submit the same information in their own format, or to submit the same information using the eSRS.

Quick Reference #2: How is the SDB Participation Report Data Utilized?

This data is used to inform the contracting officer of the SDB subcontracting accomplishments for a specific contract by providing a breakdown of subcontracts to small disadvantaged businesses (SDBs) by three-digit NAICS subsector. The report is intended to document the contractor's subcontracting accomplishments to SDBs by industry subsector to ensure that the contractor honored the commitments in its original proposal (NOT the subcontracting plan) as set forth in subparts 19.1202 and 19.1203 of the Federal Acquisition Regulation. 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 SDB Participation Report Responsibilities of the Contractor?

- An SDB Participation Report is submitted per Prime Contract number for all contracts containing the above-referenced FAR clause and usually at the conclusion of the contract with submission of the Final Individual Subcontract Report (ISR).
- There can only be one SDB Participation Report, including DRAFTS, created per Prime Contract number.
- Subcontracts awarded by lower-tier subcontractors. The contractor should report only those subcontracts that it awards to its immediate subcontractors, not subcontracts awarded to lower-tier subcontractors by the contractor's subcontractors.
- This report collects subcontracting data, not sales data
- Submit all SDB Participation Reports **within 30 days of the contract completion**. This report is required only once, at contract completion, by the prime contractor. **Subcontractors, even those with formal subcontracting plans, are NEVER required to file this report.**
- Keep a signed copy of the report on file.

Quick Reference for Federal Government Contractors Submitting an SDB Participation Report

Quick Reference #3: What are the eSRS SDB Participation Report Responsibilities of the Contractor?

- **Per the 13 Code of Federal Regulations (CFR) 121.404 (e) & 121.410 you must have a supporting written size self-certification for every small business contractor 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=090000648027f33 (See FAC 2005-19)] **at the time you submit their 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 SDB Participation Report Responsibilities of the Government?

- Federal agencies are responsible for ensuring that Federal Government prime contractors and subcontractors make every attempt to adhere to the approved subcontracting plan and file their reports in a timely manner.
- Federal agencies are also responsible for reviewing, accepting and/or rejecting both the prime contractors' and subcontractors' Summary Subcontract Reports (including the Year-End Supplementary Reports for SDB Participation) and the SDB Participation Report.
- While not a regulatory requirement, it is strongly recommended that all subcontract reports be reviewed and accepted or rejected within 60 days of the contractor's submittal.

Quick Reference #5: What do the Terms "Pending", "Accept", "Reopen" and "Reject" 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.

Accept: This report has been reviewed by the Federal Government agency that awarded the contract, and they have 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.

- 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.

Quick Reference for Federal Government Contractors Submitting an SDB Participation Report

Quick Reference #5: What do the Terms "Pending", "Accept", "Reopen" and "Reject" Represent? (Continued)

Reopen: 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.

Reject: This report has been reviewed by the Federal Government agency that awarded the contract, and they have found errors, issues and concerns. The report requires clarification, additional information, and/or correction. Thus, they 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.

> **Example of a "Reject" notification:** The data in your report includes last fiscal year's data, please resubmit your report with just the reporting periods subcontracting accomplishments.

Additional "Reopen and Reject" information:

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

Quick Reference # 6: Things to Exclude from the SDB Participation Report

- Subcontracts performed outside the U.S. or its outlying areas. NOTE: The Department of State and the Agency for International Development may require subcontracting reports 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.
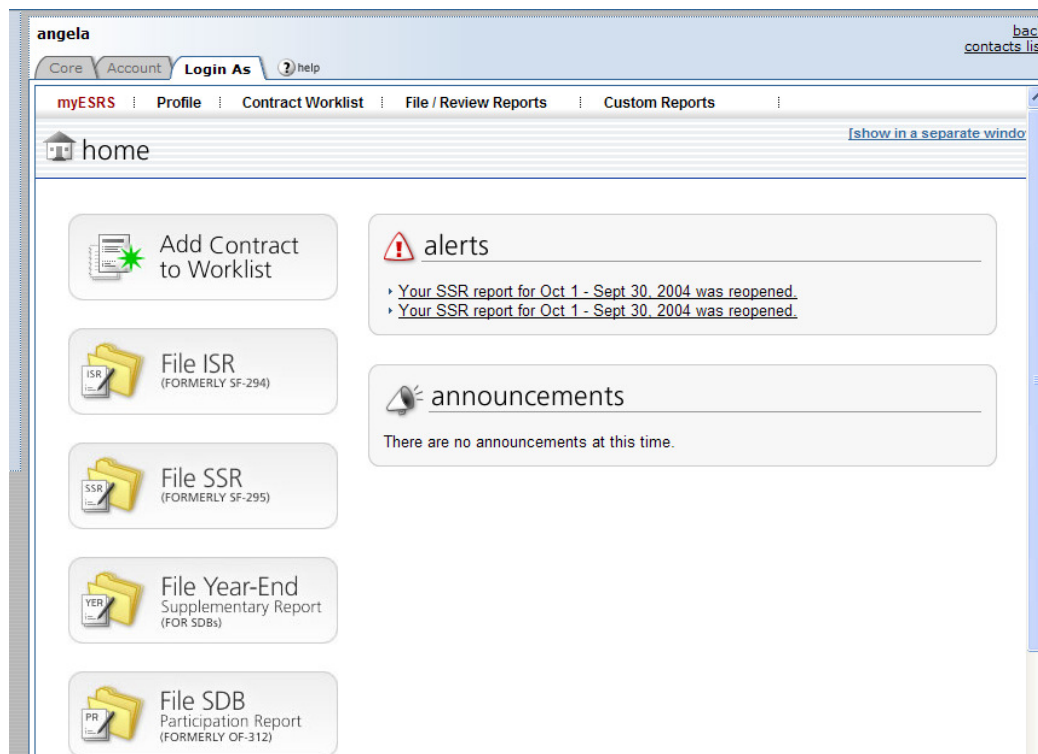
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Quick Reference for Federal Government Contractors Submitting an SDB Participation Report

Quick Reference #7: How to Access eSRS

- Go to www.esrs.gov
- Click on **"Contractor"**
- Click on the **"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 4 is the view you will see in eSRS and is in the Contractor's Training Material.

myESRS Screen

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Quick Reference #8: How to Enter an SDB Participation Report

- Go to **www.esrs.gov**
- Click on **"Contractor"**
- Login to eSRS using your user ID and Password

- At the main screen click on [File SDB Participation Report (FORMERLY OF-312)]

- Follow the steps in **Quick Reference #10**

Quick Reference #9: How to View an Existing SDB Participation Report Submitted to the Government

- At the top of eSRS home page, click on **"File/Review Report"**
- Select **"SDB Participation Report (Form 312)"**
- Select the tab for **"Open", "Pending", "Closed", or "All",** depending on what you are trying to view
- Click on the **"Search Filters"** link
- Choose the report **"Status": "Draft", "Pending", "Revised", "Accepted", "Rejected", "Reopened"**
- 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.
- Click on **"Apply Search"**
- This will display a list of existing SDB Participation Reports in your worklist based on your status preference

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

Search Filters Screen

Quick Reference for Federal Government Contractors Submitting an SDB Participation Report

Quick Reference #10: Understanding the SDB Participation Report Data Fields

1st Screen: SDB Participation by NAICS Subsector Report

Contracts containing the FAR clause at 52.219-25 require the contractor to submit the SDB Participation Report (formerly Optional Form 312) providing a breakdown of subcontracts to small disadvantaged businesses (SDBs) by three-digit NAICS subsector to submit the same information using the eSRS.

2nd Screen: Enter Prime Contract Number for Report

Note: If you are a large prime contractor: In the event that you are unable to find or report against a contract that should be available through eSRS, you must contact your cognizant contracting officer or official for help. In order for you to report against your contract, your government contracting authority will have to report your record to Federal Procurement Data System -Next Generation (FPDS-NG). FPDS-NG is the central repository containing a searchable collection of over 12 million federal contract actions. FPDS-NG is the authoritative source of the basic contractual information used to pre-populate many of the eSRS fields when entering you Contract Number. For more information on FPDS-NG please visit https://www.fpds.gov.

Quick Reference #10: Understanding the SDB Participation Report Data Fields (Continued)

2nd Screen: Enter Prime Contract Number for Report (Continued)

Enter Prime Contract Number for Report
- **Select Existing Contract:** Choose the prime contract that you would like to report on from your worklist
- If the contract is not found, use the text field to manually enter the Prime Contract number (as it appears in FPDS-NG). **Note:** This report is usually submitted at contract completion, with the final Individual Subcontract Report.

3rd Screen: Contract Details

Contract Type

- Enter **Contract Type**: **"Prime".** If another contractor is ready designated as the prime contractor, the Prime Contract Info is displayed with the contract number, the agency, and the current contract value. The "Prime" radio button will be grayed out and unavailable.

4th Screen: Small Disadvantaged Business (SDB) Participation Report

1. **DUNS#:**

- 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. Corporation, Company or Subdivision Covered: This field indicates the Corporation, Company or Subdivision that is associated with the DUNS number entered in eSRS.

- **Contact Vendor Information:** This is the name and contact information for the contractor's employee that can be contacted in the event that the agency has questions regarding this report.

3. SDB participation at Prime Contract Level: Please report the participation, if any, of small disadvantaged business concerns in this contract <u>at the prime contract level</u>. **All prime contract dollars must be reported under the NAICS Industry subsector assigned to the prime contract**. The NAICS subsector is the first 3 digits of the six-digit NAICS code. Each entry should represent the subcontract awards to the nearest whole dollar.

Quick Reference for Federal Government Contractors Submitting an SDB Participation Report

Quick Reference #10: Understanding the SDB Participation Report Data Fields (Continued)

4th Screen: Small Disadvantaged Business (SDB) Participation Report (Continued)

NAICS Industry Subsector*	Dollars Attributed*	Percent of Current Contract Value*

4. Breakdown of SDB dollars by NAICS Industry Sector for Subcontractor Level: Please report the participation of small disadvantaged business concerns in this contract <u>at the subcontract level</u>. Please enter the NAICS Industry Subsector (the first 3 digits of the six-digit NAICS code) and dollars attributed. Each entry should represent the subcontract awards to the nearest whole dollar.

5. Total SDB Dollars: Please enter the total dollar amount of participation of small disadvantaged business concerns (SDBs) under this contract. Participation may be through subcontracting, teaming arrangements, joint ventures, or as the prime contractor if the prime contractor is an SDB (provided that the prime contractor waived its right to a price evaluation adjustment).

6.-9. Submitter information: Please enter Name, Date Submitted, Phone Number, and Email Address.

Administering Info: This is the name and contact information of the individual within the contractor's organization that is responsible for ensuring the contractor's compliance with its subcontracting plan.

10. 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 an email address, a notification will be sent to listed parties advising them that a subcontracting report has been submitted in eSRS for the government's review. The Federal Government agency will not be notified via email unless you enter a notification email address. The awarding agency must provide an email address for which to submit this report.

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Quick Reference for Federal Government Contractors Submitting an SDB Participation Report

Quick Reference #11: How do I Correct an SDB Participation Report that was Previously Submitted?

Contact the Federal Government agency and inform them of the error. The Federal Government agency must "**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 eSRS account, so that the necessary changes can be made..

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:
  - o Any questions pertaining to subcontracting and subcontracting reporting
  - o Any questions pertaining to the data in a subcontracting report you submitted or have the responsibility to review
  - o Any question related to the contract or subcontracting plan
  - o Any questions related to data within eSRS or eSRS user responsibilities
  - o 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

Quick Reference for Federal Government Contractors Submitting an SDB Participation Report

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

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.
- Technical Questions Examples:
  - o Questions pertaining to how the system functions (i.e., Do I need a contract number to file an SDB Participation Report?)
  - o Questions pertaining to user functionality (i.e., add a role, registration, contract work list, can't view report)
  - o 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
  - o General information on the subcontracting reports being filed (i.e., When is the SDB Participation Report 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:
  - o Keep historical information on your help desk inquiries
  - o 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 SDB Participation Report?

- After reviewing the report, the government agency is satisfied with the information provided by you
- If the government agency accepts a report, you will receive an email notification.

Quick Reference for Federal Government Contractors Submitting an SDB Participation Report

Quick Reference #14: When is it Recommended to "Reject" an SDB Participation Report?

- 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 Summary Contract Report.

Quick Reference #15: Can I Delete a Report?

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