



## *eSRS Subcontracting Newsletter*

### *Did you know that you must report your subcontracting activities on your DoD contracts twice a year using eSRS?*

All unclassified individual contracts worth \$550,000 or more, as well as construction contracts that are worth \$1 million or more that have a subcontracting plan attached require reports to be submitted.

There is now a more efficient way to submit these reports each April and October and have them accepted by your government contracting officials (CO). The Electronic Subcontracting Reporting System (eSRS) is the online source for subcontracting data for the federal government. This web-based application replaces the paper Standard Form (SF) 294 and 295 with the Individual Subcontracting Report (ISR) and the Summary Subcontract Report (SSR). This system enhances the ability for you to submit reports, as well as contracting officials to acknowledge receipt of those reports.

Did you know that submitting these reports is required by law? Submitting ISRs and SSRs is required by FAR 19.704(a)(10)(iii) and 52.219-9(d)(10)(iii). Submitting your ISRs and SSR via eSRS is outlined in FAR 52.219-9. Please check your contract and work with you government contracting official to ensure that this is addressed properly.

### *Registration is simple!*

Go to [www.esrs.gov](http://www.esrs.gov) and click on the "Contractor" link at the top, and follow the instructions to register. You will need your DUNS number to complete your initial registration. When you enter your DUNS number, your company information is self-populated through a link to Central Contractor Registration (CCR). If the information is incorrect, log onto CCR at <http://www.ccr.gov> and correct the data prior to registering in eSRS. Note: Once you correct the data in CCR, it will take approximately 48 hours before eSRS is refreshed with the new data.

If you have multiple DUNS numbers, you'll only need to register with one of the DUNS. When you log in to file a report, enter the DUNS number connected to the report you would like to file. If you get an error message when putting in a DUNS number to submit a report, select "Ignore and Continue" and continue inputting the data. This will allow you to register under one DUNS number but submit reports for others.

Inside this newsletter you will find a quick reference for Contractors to use when submitting reports. If you have any questions, please contact your government contracting official or the DoD eSRS Help Desk at [DoDeSRShelpdesk@bta.mil](mailto:DoDeSRShelpdesk@bta.mil).



## **eSRS Contractor Quick Reference**

### **Contractor Roles**

- Prime Contractors should submit their ISRs to the contracting office of the DoD Service or Agency that issued the contract.
- Sub-contractors should submit their ISRs to the Prime Contractor for approval.
- Sub and the Prime contractors should submit their SSRs to the appropriate government agency for approval.

### **Individual Subcontracting Reports (ISR)**

- An Individual Subcontracting Report, or ISR, is required for each contract containing an individual subcontract plan, and is submitted to the contracting officer at the issuing or procuring contracting office responsible for the contract. ISRs should be submitted semi-annually during contract performance for the periods ending March 31 and September 30. This report is not required for commercial plans.
- A report is also required for each contract within 30 days of contract completion. Reports are due 30 days after the close of each reporting period, unless otherwise directed by the contracting officer.
- Reports are required when due, regardless of whether there has been any subcontracting activity since the inception of the contract or the previous reporting period.
- When entering an ISR, you may get an error message that tells you that the contract number does not exist. If you get this error message, contact your government contracting official. They will need to update your contract in FPDS to show that a subcontracting plan was required. This will then allow you to enter the report.
- When a subcontracting plan contains separate goals for the basic contract and each option, the dollar goal inserted on this report should be the sum of the base period through the current option.
  - For example, for a report submitted after the second option is exercised, the dollar goal would be the sum of the goals for the basic contract, the first option, and the second option.
- It is the responsibility of the government contracting official to acknowledge receipt or reject the reports submitted by the prime contractor.
- It is the prime contractor's responsibility to acknowledge receipt or reject the reports submitted by their subcontractors.

### **Reports Submitted under a Commercial Plan**

- Reports submitted under a commercial plan should include all subcontract awards in effect during the government's fiscal year.
- These reports should be submitted annually during the October reporting period.
- If you have a commercial plan and are performing work for more than one federal agency, you should specify the percentage of dollars attributable to each agency from which contracts for commercial items were received.
- The authority to acknowledge or reject SSRs for commercial plans resides with the **government contracting official who approved the commercial plan.**



## **eSRS Contractor Quick Reference**

### **Summary Subcontracting Reports (SSR)**

- A Summary Subcontracting Report, or SSR, encompasses **all subcontracting** under prime contracts and subcontracts with the awarding agency (within DoD), regardless of the dollar value of the subcontracts.
- The report may be submitted on a corporate, company or subdivision (e.g. plant or division operating as a separate profit center) basis, unless otherwise directed by the agency.
- **One consolidated report** should be submitted for all contracts awarded by military departments/agencies and/or subcontracts awarded by DoD prime Contractors. This report should not be submitted to the Department of Defense. You should select the DoD Service/Agency that has the preponderance of your subcontracting plans.
- For construction and related maintenance and repair, a separate report should be submitted for each DoD Service/Agency.
- For DoD and NASA, the SSR should be submitted semi-annually for the six months ending March 31 and the twelve months ending September 30. For civilian agencies, except NASA, it should be submitted annually for the twelve month period ending September 30. Reports are due 30 days after the close of each reporting period.
- The authority to acknowledge or reject SSRs in eSRS, including SSRs submitted by subcontractors with subcontracting plans, resides with the government agency awarding the prime contracts.

### **SDB Participation**

- If you have a contract that contains SDB participation targets, you should report on the participation of SDB concerns at contract completion, or as otherwise provided in the contract.
- This report is required for each contract containing SDB participation targets. If this contract contains an individual Small Business Subcontracting Plan, the report should be submitted with the final Individual Subcontract Report at the completion of the contract.

### **Year-End SDB**

- All reports submitted at the close of each fiscal year (both individual and commercial plans) should include a Year-End Supplementary Report for Small Disadvantaged Businesses.
- This report includes subcontract awards, in whole dollars, to small disadvantaged business concerns by North American Industry Classification System (NAICS) Industry Subsector.
- If the data is not available when the year-end SSR is submitted, the prime Contractor and/or subcontractor should submit the Year-End Supplementary Report for Small Disadvantaged Businesses within 90 days of submitting the year-end SSR.
- For a commercial plan, you may obtain from each of your subcontractors a predominant NAICS Industry Subsector and report all awards to that subcontractor under its predominant NAICS Industry Subsector.



## ***Resources***

**[www.esrs.gov](http://www.esrs.gov)**

**<https://acc.dau.mil/esrs>**

**[www.acq.osd.mil/dpap/pdi/eb/](http://www.acq.osd.mil/dpap/pdi/eb/)**

**[dodesrshelpdesk@bta.mil](mailto:dodesrshelpdesk@bta.mil)**