

eSRS Quick Reference for Federal Government Contractors



Filing a Summary Subcontract Report (SSR) for an “Individual” Subcontracting Plan

**Quick Reference for Federal Government Contractors submitting a
Summary Subcontract Report (SSR)
for “Individual” Subcontracting Plan**

Table of Contents

Quick References:

eSRS Introduction

Quick Reference #1: What is a SSR for Individual Subcontracting Plan?

Quick Reference #2: How is the SSR data utilized?

Quick Reference #3: What are the eSRS SSR responsibilities of the Contractor?

Quick Reference #4: What are the eSRS SSR responsibilities of the Government?

Quick Reference #5: What do the terms “Pending”, “Accept”, “Reopen” and “Reject represent?

Quick Reference #6 Things to exclude from the SSR.

Quick Reference #7 How to access eSRS.

Quick Reference #8: How to enter a SSR for Individual Subcontracting Plan

Quick Reference #9: To view an existing SSR for Individual Subcontracting Plan

Quick Reference #10: Understanding the SSR data fields for Individual Subcontracting Plan

Quick Reference #11: How do I correct a report that was previously submitted?

Quick Reference #12: Who to contact when in need of assistance

Quick Reference #13: eSRS Helpdesk

Quick Reference for Federal Government Contractors submitting a Summary Subcontract Report (SSR) for “Individual” Subcontracting Plan

Introduction: In the past, Federal Government Contractors were required to file their Summary Subcontract Report for Individual Subcontracting Plan accomplishments on the standard paper form (SF) 295. The Presidential Management Initiative mandated the development and implementation of an electronic Subcontracting process. Thus the electronic Subcontracting Reporting System (eSRS) was developed and implemented in October of 2005. Federal Government Contractors are required to submit their Subcontracting accomplishments for Federal Government contracts in eSRS.

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, no lost paperwork, and increase in subcontracting.

Quick Reference Objective: To provide guidance to Federal Government **Contractors** submitting **Summary Subcontract Report (SSR) for Individual Subcontracting Plan** in eSRS. This document will provide general information only. To receive information about a specific Federal agency, you should contact that Federal Agency directly.

Quick Reference for Federal Government Contractors submitting a Summary Subcontract Report (SSR) for “Individual” Subcontracting Plan

Quick Reference #1 What is a Summary Subcontract Report (SSR) for Individual Subcontracting Plan?

This report collects prime and subcontractors' subcontract award data for a specific Federal Government Agency when a Prime/Subcontractor: (a) holds one or more contracts over \$550,000 (over \$1,000,000 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 SSR data utilized?

This report provides an annual summary of subcontracts awarded by prime and subcontractors for a specific Federal government agency that required a subcontracting plan for the previous fiscal year. This information is further used for the Small Business Administration's (SBA) Subcontracting Achievement Report prepared for the President and the Congress. The Small Business Administration's (SBA) Subcontracting Achievement Report is run on March 1 of the current fiscal year. 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 SSR responsibilities of the Contractors?

- Prime and higher tier large business subcontractors are required to ensure that their lower tier large business subcontractor's file their SSR's in eSRS.
- These entries must include all “subcontract” awards (See definition at FAR 19.701) resulting from contracts or subcontracts (regardless of the dollar amount), received from the agency to which this report is submitted.
- This report collects subcontracting data not sales data.
- Subcontract award data reported in this report shall be limited to awards made to your company's immediate subcontractors. Your company shall not report subcontract awards made by your subcontractors, except as authorized in special legislation for ANCs and Indian tribes. For more information on the special legislation for ANC and Indian tribe visit <http://www.arnet.gov/far/facframe.html> and select “FAC 05-019”.
- Only report actual subcontracting accomplishments, not good faith estimates or goals.
- Submit all SSR's within 30 days of the close of each reporting period.
- Reporting Periods:
 - For civilian agencies, (non-DoD), annual submission:
October 1st thru September 30
 - For contracts with **DoD** and **NASA** semi-annually submission:
1st reporting period **October 1st thru March 31st**
2nd reporting period **October 1st thru September 30th**
- The report data is reflective of only the reporting period's subcontracting accomplishments.
- Reports are required when due, regardless of whether there has been any subcontracting activity for the reporting period.

Quick Reference for Federal Government Contractors submitting a Summary Subcontract Report (SSR) for “Individual” Subcontracting Plan

Quick Reference #3: What are the SSR responsibilities of the Contractors? (continued)

- If a prime contractor/subcontractor is performing work for more than one Federal agency, a **separate** report shall be submitted to each Federal agency covering only subcontracting accomplishments for that agency’s contracts.
- Keep a signed copy of the report on file.
- **Per 13 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 ANCs and Indian Tribes, see the authorized special legislation at <http://www.arnet.gov/far/facframe.html> see [FAC 05-019](#)) at the time they 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 retro actively apply small business subcontracting accomplishments.**
- The contractor **shall validate** that this firm is SBA SDB and HUBZone-certified in the 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 SSR responsibilities of the Government?

Federal agencies are responsible for ensuring that Federal Government Prime and Subcontractors’ make every attempt to adhere to the approved subcontracting plan, file their reports in a timely manner, and review, accept and/or reject both the Prime and Subcontractor’s SSRs in eSRS.

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 whom awarded you the contract.

Accept: This report has been reviewed by the Federal Government Agency whom awarded you a 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 data.

- Although a report has been **“Accepted,”** if upon further review errors, issues, or concerns are found with the report, the Federal Government Agency whom awarded you a contract will **“Reopen or Reject”** the report to obtain clarification, additional information, and/or correction.

Reopen: This report was previously **“Accepted”** by the Federal Government Agency whom awarded you a contract however, upon further review of the report, 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 the report will be **“Accepted.”**

Reject: This report has been reviewed by Federal Government Agency whom awarded you a contract, and they have found errors, issues and concerns. The report requires clarification, additional information, and/or correction. Thus, they will not accept the subcontracting report data at this time. Once the report concerns have been addressed and/or corrected sufficiently, the report will be **“Accepted.”**

Example of a “Reject” notification: Your report states that the sales attributable to this agency is \$23,000. The SSR report doesn’t collect sales data. Please resubmit the report using your subcontract award data.

Quick Reference for Federal Government Contractors submitting a Summary Subcontract Report (SSR) for “Individual” Subcontracting Plan

Quick Reference #5: What do the terms “Pending”, “Accept”, “Reopen” and “Reject” represent? (continued)

Additional “Reopen and Reject” information:

- An explanation explaining why your report was “**Rejected or Reopened**” will be sent to the e-mail 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 SSR:

- Subcontracts performed outside the U.S. or its outlying areas. **NOTE:** The State Department and the Agency for International Development **requires** 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 e-mailed to you confirming your registration.
- To validate and activate your registration, click on the link within the e-mail.

Quick Reference #8: How to enter a (SSR) for

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

- At the main Screen click on  File SSR (FORMERLY SF-295)
- Follow the steps in **Quick Reference #10**

Quick Reference for Federal Government Contractors submitting a Summary Subcontract Report (SSR) for “Individual” Subcontracting Plan

Quick Reference #9: How to view an existing SSR for plan type “Individual,” submitted by your company:

- At the top of eSRS home page, click on “**File/Review Report**”
- Select (**SSR**) from the drop-down menu;
- At the top of the next screen, choose the report “**Status**” (pending, accepted, rejected, reopened, revised) you wish to review;
- Proceed to “**Plan Type**” (also at the top of the screen) **and** select “**Individual**”;
- You may enter any portion of the Federal Government Agency name you submitted the report to in “**keyword**” to narrow your search; and
- Click on “**Apply Search.**”
- This will display a list of existing SSRs for Individual Subcontracting Plan in your work list based on your status preference.
- To select and view a report click on the following icon: 

Quick Reference #10: Understanding the SSR for “Individual” Subcontracting Plan data fields

Screen 1: Summary Subcontract Report

Summary Subcontract Reports

Please Note: the eSRS contains a number of new fields that did not exist on the paper forms. Although the eSRS will allow you to save a partially completed report, you will save time if you have the following information available when you enter your report data:

- Product and Service Codes
- NAICS
- Email address of the Federal Government Agency Representative responsible for reviewing the report.

Copy Report Feature: The “**Copy Report**” feature can only be used if you have previously entered a report in eSRS. **If you are not using the “Copy 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.
- Click “**Continue.**” The report screen will be displayed partially filled out.

Screen 2: Summary Subcontract Report

Type of Plan: Select “Individual”

- You are filing the “Summary Subcontract Report for “Individual” Subcontracting Plan because the Federal Agency to which you are reporting has approved one or more Individual (contract-specific) Subcontracting Plans. If you are unsure of which report to file, review your subcontracting plan or contact your Contracting Officer.

Quick Reference for Federal Government Contractors submitting a Summary Subcontract Report (SSR) for “Individual” Subcontracting Plan

Quick Reference #10: Understanding the SSR for “Individual” Subcontracting Plan data fields (Continued)

Screen 2: Summary Subcontract Report

DUNS#: Enter your 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.
- If you click on “**Auto Fill your Company’s info from DUNS**”, your information will be automatically pre-populated from information in the CCR database. Verify that the information that is “**Auto Filled**” by the DUNS# is accurate. If it is not accurate contact the Central Contractor Registration Assistance Center at 1-888-227-2423
- If you choose not to use the “**auto fill**” function, you may manually enter your company’s information were appropriate below.

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.

Date Submitted: This date represents the date that you are submitting your report

- Click on “**Select**” to view a calendar.
- Click on the month and day you are submitting the report.

Contact Information: This is the name and contact information for the individual that can be contacted in the event that the 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.**

Reporting Period: The reporting period is:

Civilian Contractors annual submission

- Oct -Sept (annual)

DOD or NASA Contractors semi-annual submission:

- Oct-Mar (1st reporting period)
- Oct-Sept (2nd reporting period).
- Click on the  for the appropriate reporting months
- **a Year** use the drop-down arrow to select the reporting period fiscal year (e.g.: 2004).

**Quick Reference for Federal Government Contractors submitting a
Summary Subcontract Report (SSR)
for “Individual” Subcontracting Plan**

**Quick Reference #10: Understanding the SSR for “Individual” Subcontracting Plan data fields
(Continued)**

Screen 2: Summary Subcontract Report (continued)

Agency to which the report is being submitted: From the drop down menu, select the agency in which this report is being prepared for/submitted to. If you are not sure what agency to select contact your Contracting Officer.

Report Submitted As: Select the appropriate contractor type in which you are submitting this report. Click on the  that represents your filing status

- **Prime contractor:** Select "**Prime Contractor**" if the company submitting this report has only subcontracting plans under prime contracts with the federal government
- **Subcontractor:** Select "**Subcontractor**" if the large business company submitting this report has only flow-down subcontracting plans (i.e. subcontracting plans with other large business contractors).
- **Both:** Select "**Both**" if the large business company submitting this report has subcontracting plans as a prime and subcontractor for the Federal agency in which you are submitting this report to.

Contractors Major Product or Service Lines:

- Enter the two major products and/or services, and the NAICS codes for the product/services lines under the approved subcontracting plan that the contractor provides to the agency for which this report is being submitted to. This NAICS codes is different from GSA’s “Special Item Number (SIN)”.

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**Quick Reference for Federal Government Contractors submitting a
Summary Subcontract Report (SSR)
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**Quick Reference #10: Understanding the SSR for “Individual” Subcontracting Plan data fields
(Continued)**

Screen 3: Cumulative Fiscal Year Subcontract Award (continued)

	Whole Dollars	Percent
1a. SMALL BUSINESS CONCERNS	<input type="text" value="0"/> *	<input type="text" value="0"/>
1b. LARGE BUSINESS CONCERNS	<input type="text" value="10350"/> *	<input type="text" value="100.0"/>
1c. TOTAL	<input type="text" value="10350.0"/>	

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.

Large Business (LB) Concerns: Enter the subcontracting accomplishments awarded to large business in whole dollars for each perspective 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 a ANCs and Indian tribes that have been reported in the “Small Business Concern” field above.**

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.”) but 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.

**Quick Reference for Federal Government Contractors submitting a
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for “Individual” Subcontracting Plan**

**Quick Reference #10: Understanding the SSR for “Individual” Subcontracting Plan data fields
(Continued)**

Screen 3: Cumulative Fiscal Year Subcontract Award (continued)

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.**

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

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

HUBZone Small Business Concerns: Report all subcontracts awarded to HUBZone Small Business Concerns (including HUBZones that are also SDB, WOSB, VOSB, and SDVOSB).

	Whole Dollars	Percent
2. SMALL DISADVANTAGED BUSINESS (SDB) CONCERNS	<input type="text"/> *	<input type="text"/>
3. WOMEN-OWNED SMALL BUSINESS (WOSB) CONCERNS	<input type="text"/> *	<input type="text"/>
4. HISTORICALLY BLACK COLLEGES AND UNIVERSITIES (HBCU) AND MINORITY INSTITUTIONS (MI)	<input type="text"/> *	<input type="text"/>
5. HUBZone SMALL BUSINESS (HUBZone SB) CONCERNS	<input type="text"/> *	<input type="text"/>

**Quick Reference for Federal Government Contractors submitting a
Summary Subcontract Report (SSR)
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**Quick Reference #10: Understanding the SSR for “Individual” Subcontracting Plan data fields
(Continued)**

Screen 3: Cumulative Fiscal Year Subcontract Award (continued)

	Whole Dollars	Percent
6. VETERAN-OWNED SMALL BUSINESS CONCERNS	<input type="text" value="0"/> *	<input type="text" value="0"/>
7. SERVICE-DISABLED VETERAN-OWNED SMALL BUSINESS CONCERNS	<input type="text" value="0"/> *	<input type="text" value="0"/>
8. ALASKA NATIVE CORPORATIONS SMALL BUSINESS CONCERNS	<input type="text"/>	<input type="text"/>

VOSB Concerns: Report 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.

SDVOSB Concerns: Report all subcontracts awarded to service-disabled veteran-owned SB concerns (including those that are also SDBs, WOSBs, and HUBZones).

ANCs & Indian Tribes that have not been certified by SBA as SDB : Report all subcontracts awarded to ANCs and Indian Tribes that are reported in the “SDB” section of this report but have not been certified by SBA as “SDBs”.

ANCs & Indian Tribes that are not SBs: Report all subcontracts awarded to ANCs and Indian Tribes that are reported in the “SB” section of this report but are not small businesses.

Remarks: If you entered (0) zero percent in the small business section, enter an explanation as to why. You may also enter explanations and/or comments you think will be helpful to the Government official who reviews this report. The following is an example of **inappropriate** remark:

- “These are Good faith estimates”— this is inappropriate because the information in this report must be actual dollars.

Contractor Official Who Administer Subcontracting Program: Enter the name and contact information (telephone number and email address) for the individual who administers the contractor’s Small Business Subcontracting Program.

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 visit <http://www.arnet.gov/far/facframe.html> see FAC 05-019). If you select “No” your report will be rejected.

Quick Reference for Federal Government Contractors submitting a Summary Subcontract Report (SSR) for “Individual” Subcontracting Plan

**Quick Reference #10: Understanding the SSR for “Individual” Subcontracting Plan data fields
(Continued)**

Screen 3: Cumulative Fiscal Year Subcontract Award (continued)

Chief Executive Officer (CEO): Enter the full name and title of the CEO for the company submitting this report. Also enter the date the report is signed by the CEO, or the senior-most person of the entity submitting this report (such as the President of a University). No delegation of authority is accepted.

CEO Approval: This is a self-certification that the individual in the CEO field of this report will sign a paper print-out of this report and that the report will be kept on file. If you select “No” your report will be rejected.

Administering Info: Enter the name and contact information for the individual who is responsible for ensuring the contractor's compliance with its subcontracting plan.

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 e-mail 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 e-mail address.

- The awarding agency may have given you an email address for which to submit this report. If so, enter that email address here.
- 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 a report 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.

- If the report is “**Pending**” than the report will be “**Rejected**”
- If the report has been “**Accepted**” than the report will be “**Reopened**”

The report will then be sent back to the contractor's eSRS account, so that they can make the necessary changes.

Quick Reference for Federal Government Contractors submitting a Summary Subcontract Report (SSR) for “Individual” Subcontracting Plan

Quick Reference #12: Who to contact when in need of assistance:

- Contact the Federal Government agency that awarded the contract for questions, concerns or issues pertaining to the subcontracting plan and filing or reviewing subcontracting reports.
- If the information pulled from your DUNS# is incorrect, contact the CCR Assistance Center at 1-888- 227-2423.
- 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/gc/contacts/gc_cmr.html .

Quick Reference #13: eSRS Helpdesk

eSRS Helpdesk only handles technical questions/concerns/issues pertaining to the eSRS system. **The helpdesk will not assist you with subcontracting questions, concerns, or comments.**

- The link for the eSRS helpdesk is located at www.esrs.gov in the bottom left-hand corner of any screen.
- eSRS **registration and system functionality** issues/concerns and/or comments should be e-mailed to the “**eSRS technical helpdesk**”; be sure to click **Technical** when filling out the data form.
- Question on understanding the eSRS **data fields** click on the help button located at the top of the field  help or send an e-mail to eSRS non-technical helpdesk; be sure to click Non-technical when filling out the data form.
- For all other concerns, contact Integrated Acquisition Environment at integrated.acquisition@gsa.gov.



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summary subcontract reports

Friday, July 13, 2007 | 5:25 pm

SUMMARY SUBCONTRACT REPORT

1. Type of Plan:

individual

2. DUNS #:

123456789

3. Corporation, Company or Subdivision Covered:**a. Vendor Name:**

ABC Company

b. Vendor Physical Address:**Street Address:**

3015 Valky Drive

City:

Dickinson

State:

Texas

Zip+4:

77539

Country:

United States

c. Vendor Mailing Address:**Street Address:**

3015 Valky Drive

City:

Dickinson

State:

Texas

Zip+4:

77539

Country:

United States

4. Date Submitted:July 13, 2007

5. Contact Information:Test User

6. Reporting Period::

Oct 1 - Mar 31

a. Year:2007

7. Agency to which the report is being submitted:AGRICULTURE, DEPARTMENT OF (1200)

8. Report Submitted As:prime contractor

9. Contractors Major Products or Service Lines:**a. Product or Service #1:**

123456789

i. NAICS Code # 1:click [here](#) for description of naics codes123

CUMULATIVE FISCAL YEAR SUBCONTRACT AWARDS

	Whole Dollars	Percent
1a. SMALL BUSINESS CONCERNS	200	50
1b. LARGE BUSINESS CONCERNS	200	50
1c. TOTAL	400	100

	Whole Dollars	Percent
2. SMALL DISADVANTAGED BUSINESS (SDB) CONCERNS	100	25
3. WOMEN-OWNED SMALL BUSINESS (WOSB) CONCERNS	100	25
4. HISTORICALLY BLACK COLLEGES AND UNIVERSITIES (HBCU) AND MINORITY INSTITUTIONS (MI)	100	25
5. HUBZone SMALL BUSINESS (HUBZone SB) CONERNS	100	25
6. VETERAN-OWNED SMALL BUSINESS CONCERNS	0	0
7. SERVICE-DISABLED VETERAN-OWNED SMALL BUSINESS CONCERNS	0	0

8. Remarks:

This is a test report.

9. Contractors Official Who Administers Subcontracting Program:**a. Name:**

John Doe

b. Title:

Contracting Officer

c. Phone Number:

2025551212

10. Certification:

Yes

11. Chief Executive Officer:

a. Name:

Mark Sample

b. Title:

CEO

c. Date:

July 13, 2007

12. CEO Approval:

Yes

13. Please enter the email address of the Government employee(s) and/or other person(s) to be notified that you have submitted this report.:

testgovt@deptag.gov
