

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



**Filing a Summary Subcontract Report (SSR)**  
**for a “Commercial Subcontracting Plan”**

**Quick Reference for Federal Government Prime Contractor’s  
Filing a Summary Subcontract Report (SSR)  
for a “Commercial Subcontracting Plan”**

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# **Quick Reference for Federal Government Prime Contractor's Filing a Summary Subcontract Report (SSR) for a "Commercial Subcontracting Plan"**

**Introduction:** In the past, Federal Government contractors were required to file their Summary Subcontract Reports (SSR) for a "Commercial Subcontracting Plan" on the standard paper form (SF) 295. 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 **Prime Contractors** submitting Summary Subcontract Reports (SSR) for "Commercial Subcontracting Plan" 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](http://www.FSD.gov).**

# Quick Reference for Federal Government Prime Contractor's Filing a Summary Subcontract Report (SSR) for a "Commercial Subcontracting Plan"

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

The SSR is submitted to the Federal Government by each company that has an approved annual subcontracting plan for commercial items in which they: (a) hold one or more contract(s) over \$700,00 (of \$1,000,000 for construction of public facility); and (b) are 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), Alaskan Native Corporations (ANC), Indian tribes and Service-Disabled Veteran-Owned Small Business (SDVOSB) concerns under a subcontracting plan.

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.

### ***A Commercial Subcontracting Plan as defined in Federal Acquisition***

***Regulation Subpart 19.701:*** "Commercial Subcontracting Plan" is a subcontracting plan (including goals) that covers the offeror's fiscal year and that applies to the entire production of commercial items sold by either the entire company or a portion thereof (e.g., division, plant, or product line)."

**Example:** Gee Pharmaceuticals Company. Gee is a company that provides commercial items (pharmaceuticals) to government and non-governmental customers. Gee's fiscal year is from February until January. Gee produces a company-wide subcontracting plan for products and services needed to resale, manufacture and/or distribute pharmaceuticals during the fiscal year. The products and services that Gee procures are used to produce pharmaceuticals used to fulfill orders for both its government and non-government customers. Gee allocates the overall percent of subcontracting dollars attributable to each customer (government and non-government) based on the products or services the customer purchases. Therefore, the percent of Gee's subcontracting to the Federal Government in whole or for any agency **should never be 100%**, unless Gee only supplied pharmaceuticals to the

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Federal Government, in which case the product or service would not fit the definition of a "commercial item" as set forth in **FAR 2.101**. If that were the case, the government should not have approved a Commercial Subcontracting Plan for Gee Pharmaceuticals.

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

This report provides an annual summary of subcontracts awarded by prime contractors for a specific Federal Government agency that approved a Commercial Subcontracting Plan. 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 usually run on March 1 of the current fiscal year, for the prior fiscal year accomplishments. 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**.

- The government agencies must review and "Accept" receipt of the subcontracting reports data within eSRS. **Pending, rejected, revised and reopened subcontracting report data will not be reflected on SBA's Subcontracting Achievement Report.**

### Quick Reference #3: What are the eSRS SSR for Commercial Subcontracting Plan" Responsibilities of the Contractors?

- 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 tribes visit <http://www.regulations.gov/search/Regs/home.html#documentDetail?R=0900006480277f33> (See FAC 2005-19).
- **Only report actual subcontracting accomplishments, not good faith estimates or goals.**
- **This report collects subcontracting data not sales data.**
- **Reports are required when due, regardless of whether there has not been any subcontracting activity since the previous report.** The report

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must be filed even if you have no subcontracting accomplishments.

- Submit all SSRs within 30 days of the close of each reporting period.
- Reporting Periods:
  - For Non Department of Defense (DOD), National Aeronautics and Space Administration (NASA) and General Service Administration (GSA) Contracts report annual submission on the Federal Government's fiscal year
    - **October 1st thru September 30<sup>th</sup>**
  - For contracts with **DoD, NASA and GSA Multiple Award Schedule Contracts** report semi-annually on the Federal Government's fiscal year:
    - 1st reporting period **October 1st thru March 31st**
    - 2nd reporting period **October 1st thru September 30th**
  - For **General Service Administration (GSA) non-Multiple Award Scheduled** Contracts, report quarterly on the Federal Government's fiscal year
    - 1<sup>st</sup> reporting period **Oct 1-Dec 31**
    - 2<sup>nd</sup> reporting period **Oct 1-March 31**
    - 3<sup>rd</sup> reporting period **Oct 1-Jun 30**
    - 4<sup>th</sup> reporting period **Oct 1-Sept 30**
- The report data is reflective of **the reporting period's** subcontracting accomplishments only.
- Keep a signed copy of the report on file.
- In eSRS, only one SSR for Commercial Subcontracting Plan is filed regardless of how many federal agencies you hold a contract with that require you to report subcontracting accomplishments under your approved Commercial Subcontracting Plan. eSRS allows you to allocate subcontracting accomplishments to each agency within one report by using the "percent (%) attributable field."
- Subcontracting awards shall include both direct and indirect cost as set forth in your approved Commercial Subcontracting Plan.

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- The subcontracting data reported should include subcontracts of all amounts to the degree that your commercial subcontracting plan covered (e.g., division, plant, or product line). The totals in this section represent the total amount of subcontract awards in whole dollars awarded for the items under the approved Commercial Subcontracting Plan.
  - These totals **do not** represent subcontracting dollars spent **exclusively** on government contracts.
- **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 you are counting in the small business and socioeconomic section of this report at the time they submit their proposal** except as authorized in special legislation for ANC and Indian tribes visit. 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 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 SBA SDB and HUBZone-certified in the SBA Dynamic SB search at [www.sam.gov](http://www.sam.gov), **prior to the award of a contract.** Note that HUBZone is different from some of the State HUB certifications, such as Texas and Virginia.

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## **Quick Reference #4: What are the eSRS SSR 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 responsibility is to review, accept and/or reject the prime contractors' SSRs in eSRS.
- 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.

**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.

**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.

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**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.

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

### **Additional "Reopen and Reject" information:**

- An explanation of why the report was **"Rejected or Reopened"** shall be entered in the notification box of the report.
- The **"Rejected"** or **"Reopened"** report will appear in the **"Alerts"** box of the report submitter.
- The submitter must click on the link within the **"Alerts"** box to view the report.
- The submitter must resolve the issue brought forth by the Federal Government agency and resubmit the report.

### **Quick Reference # 6: Things to Exclude from the SSR for "Commercial Plan"**

- 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

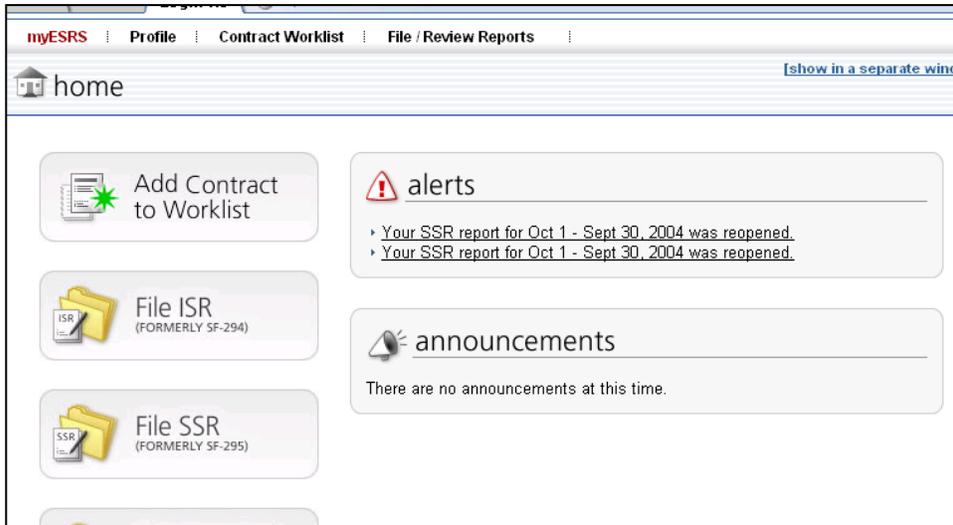
### **Quick Reference #7: How to Access eSRS:**

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- Go to [www.esrs.gov](http://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.
- Your registration must be approved by your agency's designated eSRS Agency Coordinator (AC) or Point of Contact (POC)
- To validate and activate your registration, click on the link within the email.

*The following information referencing Screen 1 thru 3 is the view you will see in eSRS.*

## **myESRS Screen**



## **Quick Reference #8: How to Enter an SSR for "Commercial Subcontracting**

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## Plan"

- Go to [www.esrs.gov](http://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 SSR for "Commercial Subcontracting Plan Submitted to the Government

- At the top of eSRS home page, click on **"File/Review Report"**
- Select **"Summary Contract Reports"** from the drop-down menu
- At the top of the next screen, choose the tab **"Open"**, **"Pending"**, **"Closed"**, or **"All"**
- You may further search by clicking on the "Search Filters" link and selecting (**"Draft"**, **Rejected** **"Reopened"**, **"Pending"**, **Revised"**, for the **"Status"** you wish to review
- Proceed to **"Plan Type"** (also from the "Search Filters" link) and select **"Commercial"**
- You may enter any portion of the Federal Government agency's name you submitted the report to in **"Keywords"** to narrow your search.
- Click on **"Apply Search"**
- This will display a list of existing SSRs for "Commercial Subcontracting Plan" in your worklist based on your status preference
- To select and view a report, click on the following icon: 

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## Quick Reference #10: Understanding the SSR data fields for a "Commercial Subcontracting Plan"

### 1<sup>st</sup> Screen: Summary Subcontract Report

#### Data needed to file a report

The screenshot shows the 'myESRS' interface with a breadcrumb trail: Profile > Contract Worklist > File / Review Reports > Custom Reports. The page title is 'summary subcontract reports' with a '[show in a separate window]' link. A left sidebar contains a 'New Report' section with a '+ BACK TO LIST' link and a numbered list: 1 Instructions, 2 Subcontracting Report, 3 Subcontract Awards, 4 Review, and 5 Submit Report. The main content area is titled 'Summary Subcontract Reports' and includes a 'Please Note' section stating that the eSRS contains new fields not on paper forms. Below this is a 'For Prime Contractors' section with a bulleted list: Approved Commercial Subcontracting Plan, Description of Product and Service, NAICS, Email address of the Federal Government Agency Representative responsible for reviewing the report, and Be sure to keep a signed copy of the report on file. The 'Copy Existing Report' section has a note: 'You may copy data from an existing report by selecting a report below.' followed by a dropdown menu and 'cancel' and 'continue' buttons.

**Copy Existing Report:** The "Copy Existing Report" feature can only be used if the contractor has previously entered a report in eSRS. If they are **not** using the "Copy Existing Report" feature, the contractor clicks "Continue".

- This feature will pull general information from a previous report into the new report the contractor is submitting
- The contractor will select the report desired from the drop down menu, and the report screen will be displayed partially filled out.

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## 2<sup>nd</sup> Screen: Summary Subcontract Report

myESRS | Profile | Contract Worklist | File / Review Reports | Custom Reports | [show in a separate window]

summary subcontract reports

New Report

[BACK TO LIST](#)

1 Instructions

2 Subcontracting Report

3 Subcontract Awards

4 Review

5 Submit Report

Save & Go Back Cancel Save Save & Continue

SUMMARY SUBCONTRACT REPORT \* indicates a required field

1. Type of Plan\*:  
help  
 individual  commercial

2. DUNS #\*:  
help  
 [Auto-Fill Company Info From Duns](#)

3. Corporation, Company or Subdivision Covered:  
help  
a. Vendor Name\*:  
help  
  
b. Vendor Physical Address:  
help  
Street Address\*:

Progress

- Subcontract Report
- Type of Plan
- DUNS #
- Vendor Name
- Vendor Physical Address
- Vendor Mailing Address
- Date Submitted
- Contact Information
- Agency to which the report is being submitted
- Report Submitted As
- Product or Service #1
- Product or Service #2
- Subcontract Awards

### 1. Type of Plan: Select "Commercial"

- You are filing the Summary Subcontract Report for a "Commercial Subcontracting Plan" because the federal agency to which you are reporting has approved the "Commercial Subcontracting Plan". If you are unsure of which report to file, review your subcontracting plan or contact your Contracting Officer.

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## 2<sup>nd</sup> Screen: Summary Subcontract Report (Continued)

The screenshot shows the 'Summary Subcontract Report' form in the ANGELA system. The form is titled 'SUMMARY SUBCONTRACT REPORT' and includes sections for '1. Type of Plan\*', '2. DUNS #:', and '3. Corporation, Company or Subdivision Covered:'. Section 1 has radio buttons for 'individual' and 'commercial'. Section 2 has a text input field and an 'Auto-Fill Company Info From Duns' button. Section 3 has sub-sections 'a. Vendor Name\*' and 'b. Vendor Physical Address', with the latter including a 'Street Address\*' field. A 'Progress' sidebar on the right shows a checklist of items with green checkmarks for completed items and red X's for required items. A 'Tips' sidebar on the right provides instructions on using 'Save', 'Save and Continue', and 'Cancel' buttons. The top navigation bar includes 'myESRS', 'Profile', 'Contract Worklist', 'File / Review Reports', and 'Custom Reports'.

### **2. DUNS#:** A unique identifier that identifies your organization.

- DUNS # is a nine-digit unique identification number issued by Dun & Bradstreet to identify your specific establishment's exact name and address.
- eSRS has an **"Auto Fill your Company's info from DUNS"** button. If used, your company's information will be automatically pre-populated from information in the SAM database.
- If you choose not to use the **"auto fill"** function, you may manually enter your company's information in field 4 (a) (b) (c).
- If you inadvertently input an incorrect DUNS# and use **"Auto Fill"**, the system will not allow you to save the report. The DUNS # is validated by your eSRS registration information.

**3. Corporation, Company or Subdivision Covered:** Fields 3 (a), (b), and (c) indicate the Corporation, Company or Subdivision that is associated with the DUNS number reported in block 2. The

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Corporation/Company/Subdivision may be 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. Date Submitted:** This data represents the date that this SSR report will be submitted.

- Click on "select" to view calendar
- Click on the month and day you will be submitting the report.
- Ensure that the date entered is not during the reporting period.

**5. 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 your eSRS registration information. The contractor must enter their telephone number and email address.

**6. Reporting Periods:**

- For Non Department of Defense (DOD), National Aeronautics and Space Administration (NASA) and General Service Administration (GSA) Contracts report Annual submission on the Federal Government's fiscal year
  - **October 1st thru September 30<sup>th</sup>**
- For contracts with **DoD, NASA and GSA Multiple Award Schedule Contracts** report semi-annually on the Federal Government's fiscal year:
  - 1st reporting period **October 1st thru March 31st**
  - 2nd reporting period **October 1st thru September 30th**
- For **General Service Administration (GSA) non-Multiple Award Scheduled** Contracts, report quarterly on the Federal Government's fiscal year
  - 1<sup>st</sup> reporting period **Oct 1-Dec 31**
  - 2<sup>nd</sup> reporting period **Oct 1-March 31**

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- 3rd reporting period **Oct 1–Jun 30**
- 4<sup>th</sup> reporting period **Oct 1–Sept 30**

**7. Report Submitted As:** Select your status:

- **Prime contractor:** Select "**prime contractor**" if the entity submitting this report has only subcontracting plans under prime contracts with the Federal Government.
- **Subcontractors are not required to fill a SSR for "Commercial Plan".**

**8. Contractor's Major Product or Service Lines:** Blocks 8a and 8b are the major products and/or service and the NAICS codes for those product/services lines under the approved commercial plan that the your company provides to the agency to which this report is being submitted.

**The following information is needed to complete the "Cumulative Fiscal Year Subcontract Award" section of this report.**

- **Contractors' size and economic status** (e.g., women, veteran, etc.)
- **Total Subcontracting:** This represents the total direct and indirect cost associated with the product or service under the approved "Commercial Subcontracting Plan". It includes the following subcontract costs:
  - **Product and/or Service Subcontract Awards (PSC):** This is a **direct cost** (raw material, service hours, products purchased at wholesale) associated with your inventory (product and services) purchased from vendors, merchandisers, and suppliers, etc., for the purpose of being sold or manufacturing a product or service to be sold.
  - **Other Direct Subcontract Awards (ODSA):** This is all other direct cost (i.e., rented machinery to move product) related to your inventory (products and services) under the approved "Commercial Subcontracting Plan". (i.e., if the Commercial Subcontracting Plan is for a specific product line, only include the direct cost for that specific product line.)
  - **Indirect Subcontract Awards (ISA):** Indirect cost (i.e., general administration) related to your inventory (products and services)

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under the approved "Commercial Subcontracting Plan" (i.e., if the Commercial Subcontracting Plan is for a division, only include the indirect cost for that division)

- **Product or Service Available Units for Sale (PSS):** This is the total amount of inventory (product or service) available to sale derived from the cost above. For companies unable to measure the number of units available for sale, use the number of units sold.
- **Product and Services Units purchased by each Government Agency (PSGA):** This is the amount of product and /or service procured per each Federal Government agency.
- **Calculate % attributable to agency:** Divide the PSS by the PSGA. This will give you the percentage of subcontracting attributable to a specific government agency.

**Example:** Bersey purchases 3,000 lbs. of cocoa for \$1,000.00 from a women-owned small business, 100 lbs of butter from a small business for \$600.00, and 300 lbs. of almonds for \$2,000.00 from a large business. These items were used to manufacture 200 lbs of chocolate. The dollars spent on subcontracting awards are allocated amongst each pound of chocolate ( $\$3,600/200=\$18.00$ ). Therefore, anyone who purchases a pound of chocolate has attributed \$18.00 or 0.5% of subcontracting dollars. If GSA purchased 4 lbs. of chocolate, Bersey would enter 2% ( $4*18= 72.$ ) ( $72/3600=0.02$ ) of subcontracting attributable to GSA.

Bersey would enter \$1,600 in section 1a. and \$2,000 in section 1b.

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**3rd Screen: Cumulative Fiscal Year Subcontract Awards (Continued)**

	Whole Dollars	Percent
<b>1a. SMALL BUSINESS CONCERNS</b>	<input type="text"/> *	<input type="text"/>
<b>1b. LARGE BUSINESS CONCERNS</b>	<input type="text"/> *	<input type="text"/>
<b>1c. TOTAL</b>	<input type="text"/>	100

**1a. Small Business Concerns:** This total represents the total subcontracts awarded during this reporting period with Small Businesses (include ANCs and Indian tribes). The dollars entered in section **1a.** **should never reflect** 100% of your spend unless 100% of the company's subcontracting spend was with Small Businesses. For DoD, NASA and Coast Guard contracts, include subcontracting awards to HBCUs and MIs. **If you enter zero in this section, please add an explanation in the "Remarks" section of this report.**

**1b. Large Business (LB) Concerns:** This total represents the total subcontracts awarded during this reporting period with Large Businesses or entities that are "other than small", such as non-profits, educational institutions, etc. The dollars entered in section 1a **should never reflect** 100% of your spend unless 100% of the company's subcontracting spend was with Large Businesses.

**1c. Total:** This is automatically tallied for your convenience. It represents the combined total of section 1a and 1b.

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**Rows 2 through 7:** Each of these items is a subcategory of Block 1a. **Note** that 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 self-certified as a 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 “**Small Business Concerns**” only one time and not three times (not \$30,000). **Percentages** will be calculated automatically using the denominator in row 1c.

**Quick Reference #10: Understanding the SSR Data Fields for a “Commercial Plan” (Continued)**

**3rd Screen: Cumulative Fiscal Year Subcontract Awards (Continued)**

**2. SDB Concerns:** All subcontracts awarded to self-certified SDBs, including SDBs that are also WOSB, HUBZone, VOSB, and SDVOSB. Include subcontracts awarded to ANCs and Indian tribes, where you have been designated to receive their SDB credit. For DoD, NASA and Coast Guard contracts, include subcontract awards to HBCUs and MIs.

	<b>Whole Dollars</b>	<b>Percent</b>
<b>2. SMALL DISADVANTAGED BUSINESS (SDB) CONCERNS</b>	<input type="text"/> *	<input type="text"/>
<b>3. WOMEN-OWNED SMALL BUSINESS (WOSB) CONCERNS</b>	<input type="text"/> *	<input type="text"/>
<b>4. HISTORICALLY BLACK COLLEGES AND</b>	<input type="text"/> *	<input type="text"/>

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UNIVERSITIES (HBCU) AND MINORITY INSTITUTIONS (MI)		
<b>5. HUBZone SMALL BUSINESS (HUBZone SB) CONCERNS</b>	<input type="text"/> *	<input type="text"/>

**3. WOSB Concerns:** All subcontracts awarded to Women-Owned Small Businesses, including WOSBs that are also SDBs, HUBZone, VOSB, and SDVOSB.

**4. HBCU/MIs:** (For contracts with DoD, NASA, and Coast Guard): All subcontracts with HBCUs/MIs.

**5. HUBZone Small Business Concerns:** All subcontracts awarded to HUBZone Small Business Concerns HUBZones that are also SDB, WOSB, VOSB, and SDVOSB. The contractor must validate that this firm is SBA HUBZone-certified in the Dynamic SB search at [www.sam.gov](http://www.sam.gov). **Note that HUBZone is different than some of the State HUB certifications, such as Texas.**

**3rd Screen: Cumulative Fiscal Year Subcontract Awards (Continued)**

<b>6. VETERAN-OWNED SMALL BUSINESS CONCERNS</b>	<input type="text"/> *	<input type="text"/>
<b>7. SERVICE-DISABLED VETERAN-OWNED SMALL BUSINESS CONCERNS</b>	<input type="text"/> *	<input type="text"/>

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**6. VOSB Concerns:** 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.

**7. SDVOSB Concerns:** All subcontracts awarded to service-disabled veteran- owned SB concerns, including those that are also SDBs, WOSBs, and HUBZones.

**8. 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.

**9. 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.

**10. Specify agencies to which you are submitting this report and percentages of dollars attributable to each\*:** The % entered here represents the % of subcontracting attributable to each Federal Government agency. **NOTE:** The organization's subcontracting dollars are allocated amongst all products that are manufactured and distributed under the approved subcontracting commercial plan. When a product or service is purchased, the subcontracting dollars that were allocated to that product are now transferred/credited to the buyer(s) (i.e., % attributable to each agency).

total of to any particular government agency.

Agency*	Percentage*	Approver	
GENERAL SERVICES ADMINISTRATION (4700)	4 %	<input checked="" type="radio"/>	Delete
DEPT OF DEFENSE (9700)	8.3 %	<input type="radio"/>	Delete
<input type="button" value="Add Item"/>			

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Specify agencies to which you are submitting this report and percentages of dollars attributable to each\*: (Continued)

- **How to select Agency & % attributable:**

**For an example on how to calculate the percentage ( % ) attributable read the example below using the formula on page 13 of this guide.**

**Example:** Bersey spent \$400,000 in subcontracting to produce 10,000 lbs of chocolate bars during the fiscal reporting period. GSA purchased 400 lbs of chocolate bars during the fiscal reporting period. Therefore, GSA's business reflects 4% ( $10,000\text{lbs} / 400\text{lbs}$ ) of the subcontracting costs reflected in the small business and socioeconomic categories. Therefore, GSA's percentage attributable is 4%. Another example: Best Airline has a companywide approved "Commercial Subcontracting Plan". They spent \$1,000,000.00 in subcontracting and they have 600,000 seats available for sale in the Northeast market. DoD passengers during the fiscal reporting period were responsible for using 50,000 of those seats. Other nongovernmental passengers during this reporting period occupied 550,000 seats. Therefore, the total seats sold were 600,000. DoD's percentage attributable to the subcontracting dollars is 8.3% ( $600,000/50,000$ ).

- **To enter the "Percentage Attributable":**

- Click on the drop-down menu and select the Federal Government agency you would like to attribute a percentage of your subcontracting.
- Enter the "% attributable to each agency". (The dollar amounts will be calculated automatically for each agency and entered in the appropriate field above)
- You may not enter 100% attributable in total or to any particular government agency. (i.e. GSA75% + NASA 15% + DoD 10%)
- To enter a "% attributable" for more than one agency, click "Add Item."

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**11. Remarks:** If the contractor entered zero (0) in the small business section of this report or failed to meet the dollar or percentage goals in the Commercial Subcontracting Plan, use this section to explain the reason for any shortfalls and your future plan of action. The contractor 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 an **inappropriate** remark:

- “Good faith estimates” — the information in this report must be actual dollars

**NOTE:** If the contractor enters zero (0%) or 100% in the % attributable to the agency, it must provide an explanation in the “Remarks” (11). The contractor is being allowed to file the Summary Subcontracting Report plan type “Commercial” because it provided an organization-wide subcontracting plan for products and/or services that will be used to manufacture and /or distribute services or items that it sells in the commercial market. Therefore, if the Federal Government has purchased an item that the contractor sells commercially, under no circumstances should the % attributable to the government be zero (0) unless no items were purchased, nor should it be 100% unless all of the contractor’s business that fiscal year was with the government. This would cast doubt on whether the government should have even permitted a commercial plan for this contractor.

**12. Contractor’s Official Who Administer Subcontracting Program:** This is the name and contact information (telephone number and email address) for the individual who administers your Small Business Subcontracting Program.

**13. 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. [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 “No” is selected, the report will

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be "Rejected".

**14. Chief Executive Officer (CEO):** This is the full name and title of the CEO for the company submitting this report. **No delegation of authority is accepted.**

**15. 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.

**16. 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. However, the agency will see the report when they log into eSRS.

- 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. The agency will "**Reject**" or "**Reopen**" the report depending on the report status at the time.

- If the report is "**Pending**", then the report will be "**Rejected**"
- 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 for Federal Government Prime Contractor's Filing a Summary Subcontract Report (SSR) for a "Commercial Subcontracting Plan"

## 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](http://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](http://www.sba.gov/aboutsba/sbaprograms/gcbd/GC_PCRD1.html)

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## **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](http://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](http://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:
  - Questions pertaining to how the system functions (i.e., Do I need a contract number to file an SSR?)
  - 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 SSR due?)

## **At the Federal Service Desk ([www.fsd.gov](http://www.fsd.gov)) you can:**

- Obtain a user id and password (not required) by registering at the [www.fsd.gov](http://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](http://www.fsd.gov), if the information pulled from your DUNS # is incorrect

For all other concerns, contact Integrated Acquisition Environment at

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[integrated.acquisition@gsa.gov](mailto:integrated.acquisition@gsa.gov).

## **Quick Reference #13: When is it Recommended for the Government Agency to "Accept" an SSR for Plan Type "Commercial"?**

- 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.

## **Quick Reference #14: When is it Recommended for the Government Agency to "Reject" an SSR for Plan Type "Commercial"?**

- 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.

**Example of a rejection notification: % attributable to agency, 50% or above:** Your summary report states that the sales attributable to GSA are 100%. This is unlikely to be correct since generally you would not attribute 100% of your dollars to one customer. What is your method of assessing the % attributable to each agency?

- 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