



U.S. Small Business
Administration



U.S. Small Business
Administration

Electronic Subcontract Reporting System (eSRS)

Hosts

**Charles Mason, Procurement Center Representative
SBA Office of Government Contracting, Area IV,
Omaha, NE**

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SBA Office of Government Contracting, Area IV,
Rock Island, IL**

Welcome to “SBA Virtual Learning 2022”

1. Questions answered during the final 10 minutes.
2. Technical problems: Contact your IT admin who manages Teams settings for your organization.
3. Captioning available for this presentation.
4. We cover the “**SBA Quick Reference**” as time allows.
5. For more SBA training visit the SBA Learning Center website <https://www.sba.gov/tools/sba-learning-center/search/training>

Association of Procurement Technical Assistance Centers (APTAC)

Procurement Technical Assistance Centers are a vital resource partner.

- APTAC posts past “First Wednesday” programing at this link: <http://www.aptac-us.org/for-contracting-officers-sba-webinar-library/>
- Contracting officer resources: “How PTACs partner with federal agencies”: <http://www.aptac-us.org/federal-partners/>
- Find your nearest Procurement Technical Assistance Center at <http://www.aptac-us.org>

Small Business Administration YouTube Page

SBA YouTube page posts past “First Wednesday” programming at links below.

- October 6, 2021 – 8(a) Program Updates: <https://youtu.be/yNQ4u-Ha9Go>
- November 3, 2021 – Non-Manufacture Rule (NMR): <https://youtu.be/QnN2XvlaupQ>
- December 1, 2021 – Releasing Requirements from 8(a): <https://youtu.be/htkYbkajS4o>
- January 5, 2022 – Category Management Part 1: <https://youtu.be/JJ-OyTlT3HM>
- February 2, 2022 – Category Management Part 2: <https://youtu.be/tRw0yVR5fBA>
- March 2, 2022 – Market Research: <https://youtu.be/aDmwe1vBzIA>
- April 6, 2022 – SBA Mentor Protégé Program: <https://youtu.be/wh5BXPxM-P4>
- May 4, 2022 – eSRS System:
- Jun 1, 2022 – Legislature and Regulatory Updates:
- July 6, 2022 – Women Owned Small Business Program:
- August 3, 2022 – HUBZone Program:

FIRST WEDNESDAY VIRTUAL LEARNING SERIES FY 2022 SCHEDULE 1:00 to 2:00 PM Central Time

FY 2022	Date	Topic
1	October 6, 2021	8(a) Business Development Program Updates
2	November 3, 2021	Non-Manufacturing Rule (NMR)
3	December 1, 2021	Releasing Requirements from 8(a) Business Development Program
4	January 5, 2022	Part I: Category Management: Policy Considerations and Flexibilities and Small Business Utilization
5	February 2, 2022	Part 2: Category Management: Increasing Small Business Participation Through Subcontracting and Legal Obligations
6	March 2, 2022	Market Research
7	April 6, 2022	SBA Mentor Protégé Program
8	May 4, 2022	Electronic Subcontract Reporting System (eSRS)
9	June 1, 2022	Legislature and Regulatory Updates
10	July 6, 2022	Women-Owned Small Business Program
11	August 3, 2022	HUBZone Program

The program schedule is for information only and is subject to change.

One Continuous Learning Point

- Self-service: Using the PowerPoint that was sent with your invitation for this training event, fill in your name on the certificate slide and save. Download the certificate and print for your records. You submit your request for training credit IAW your agency policy, i.e. FAITAS.
- If you listen in groups and you want all attendees to be included on the future mailing list, send email addresses of participants in an excel document to sbalearning@sba.gov.

“SBA 1st Wednesday Virtual Learning 2022”

This Certificate is awarded to

Insert Your Name Here

For completion of

Electronic Subcontract Reporting System (eSRS)

This training seminar may be credited towards “Continuous Learning Points” as described in OFPP Policy Letter 05-01. Recommendation of One CLP.



Pamela J. Beavers
Director, Area IV
SBA Office of Government Contracting

5/04/2022

DATE

Today's Speaker(s)

Stephanie Lewis
Subcontracting Program Manager
Office of Government Contracting
U.S. Small Business Administration

Stephanie Lewis

Subcontracting Program Manager
SBA, Office of Government Contracting
stephanie.lewis@sba.gov

eSRS Federal Service Desk www.fsd.gov

CMRs: <https://www.sba.gov/document/support--commercial-market-representatives>

Subcontracting@sba.gov

SBA SECOND WEDNESDAY – prime contractor training sessions

Resource and Training Sources via the eSRS

Four Federal Government User Roles

Agency Coordinator –AC has **full** access to eSRS for their agency and below. Users can **manage their agency hierarchy, other agency contacts, manage new agency contact registrations, review eSRS reports and run reports on data from their registered level and below**

Point of Contact – POC - Users manage other agency contacts (but not the agency organization), **manage new agency contact registrations, review eSRS reports and run reports on data from their registered level and below.**

Contracting Officer - CO - Users **review eSRS reports and run reports on data** from their registered level and below. In an eSRS Context, this role is likely more appropriate for users needing to review eSRS reports pertaining to contracts

Designated Government User - DGU users **review eSRS reports and run reports on data** from their registered level and below

Source: [Microsoft Word - eSRS Contracting Officer User Guide 4-30-2018.docxs.](#)

The screenshot displays the eSRS website interface. At the top, the header reads "eSRS Integrated Acquisition Environment Electronic Subcontracting Reporting System" with the USA.gov logo. Below the header, the "Resources" section is visible, containing a "Quick Reference Guides" list and a "Webinars" section. The "Webinars" section is divided into two columns: "For Contractor Users" and "For Government Users". A red arrow points to the "For Government Users" column.

Resources

Quick Reference Guides

- [Quick Reference for Federal Government Contractors Filing SSR for Commercial Plan](#)
- [Quick Reference for Federal Government Contractors Filing SSR for Individual Plan](#)
- [Quick Reference for Federal Government Contractors Submitting SDB Participation Report](#)
- [Quick Reference for Federal Government Contractors Submitting SDB Year-End Report](#)
- [Quick Reference for Federal Government Prime Contractors Filing ISR](#)
- [Quick Reference for Federal Government Subcontractors Filing ISR](#)
- [Quick Reference Recommendation for Federal Government Employees Generating Reports](#)

Webinars

For Contractor Users:	For Government Users:
• Contractor Submitting an Individual Subcontract Report (ISR)	• Government Review of the Individual Subcontract Report (ISR)
• Contractor Submitting an Summary Subcontract Report (SSR - Individual)	• Government Review of the Summary Subcontracting Report (SSR)

WHAT eSRS REPORTS ARE REQ'D?

Commercial Plan
Fiscal-Year End SSR

Individual Plan
Mid-Year ISR
Fiscal-Year End ISR
Fiscal-Year End SSR
Final ISR within 30 days of contract completion

DOD Comprehensive Plan
Mid-Year SSR
Fiscal Year End SSR

* Contractors with multiple plan types must not duplicate subcontract dollars on the SSR reports

MONITOR

Ensuring timely report submissions

Types of Reports	Applies to	Includes	Reports Due
Individual Subcontracting Report (ISR)	Individual Plans	Subcontract dollars from inception of K thru report date	Semi-annual. Reporting period ends Mar 31 and Sept 30 (due by Apr 30/Oct 30) & within 30 days of contract completion
Summary Subcontracting Report (SSR) (Individual)	Individual Plans	Summary of ALL Subcontracting under a prime or subcontract with the agency (with and without subcontracting plans) during the FY	Annual. Reporting period ends Sept 30, due by Oct 30
Summary Subcontracting Report (SSR) (Commercial/DOD Comprehensive)	Commercial or DOD Comprehensive Plan	Commercial: Subcontract dollars for both commercial & govt. business during FY Comprehensive: Subcontract dollars for all DOD business during FY	Commercial Plan - Annual. Reporting period ends Sept 30, due by Oct 30 DOD Comprehensive Plan – Semi-annual. Reporting period ends Mar 31 and Sept 30 (due by Apr 30/Oct 30).

Extended Due Date for ISR and SSR Reports

FY20 Year-End ISR and SSR Reports:

ISR 30-day extension; SSR 60-day extension

FY21 Mid-Year & Year-End ISR and SSR Reports:

15 -day extension

FY22 Mid-Year ISR and SSR Reports:

10-day extension

Type of Report	Reporting Period Ending Date	Report's Normal Due Date	Extended Due Date	Government must Review and Acknowledge or Reject the Report(s) no later than
Mid-Year ISR & SSR	March 31, 2022	April 30, 2022	May 10, 2022	June 9, 2022

Accepting or Rejecting ISR/ SSR Reports

Who Accepts or Rejects ISRs/SSRs?

ISRs – Contracting Officer (FAR 19.705-6(f)(2))

SSRs –

- For Commercial Plan – Contracting Officer that approved the commercial plan (FAR 19.705-6(f)(3)(i))
- For Individual Plan – Individual Assigned by Agency
- For DOD Comprehensive Plan - DCMA

Subcontracting Plan Field in FPDS

- Ensure the contract is reflected in FPDS as soon as possible
 - Contractor will receive “contract not found” error code if contract is not in FPDS at the time they try to enter their ISR report
- “Subcontracting Plan Required” field must be marked for the contractor to submit an ISR report
 - Commercial Plan approved by another agency – plan was required
 - Undefined Contracts/Letter Contracts – be sure to change when the subcontracting plan is added
 - Agreements/BOAs – Subcontracting plans required with orders that meet the subcontracting plan requirements
- To be in compliance with reporting requirements, contractors resort to submitting a paper SF294 if the contract has not been entered in FPDS (not favorable – no electronic trail)
- Data flows from FPDS to eSRS in real time

FPDS Subcontracting Plan Codes

Required for a DCA, Purchase Order, Delivery Order against a BOA, and Part 13 BPA Call.
Propagated for a Delivery Order against FSS, GWAC and IDC.

N/A for Part 8 BPA Call

FPDS Codes on OTSB awards that have subcontracting plans

Code	Description	Explanation
A	Plan Not Included - No Subcontracting Possibilities	A Subcontracting Plan was not included in the contract because subcontracting possibilities do not exist (FAR 19.705-2I)
B	Plan Not Required	No Subcontracting Plan was required. (Ex. The action did not meet the dollar thresholds in FAR 19.702(a)).
C	Plan Required - Incentive Not Included	Includes a Subcontracting Plan but does not include additional incentives (FAR 19.702(a) and FAR 19.708(c)). This value is end dated as of May 1, 2015.
D	Plan Required - Incentive Included	Includes a Subcontracting Plan and also includes additional incentives (FAR 19.702(a), FAR 19.708(c) and DFARS 219.708(c)). This value is end dated as of May 1, 2015.
E	Plan required (Pre-2004)	Plan Required (Pre 2004)
F	Individual Subcontract Plan	Applies to a specific contract with goals that covers the entire contract period, including option periods (FAR 19.701)
G	Commercial Subcontract Plan	Commercial plan” means 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) (FAR 19.701)
H	DOD Comprehensive Subcontract Plan	A subcontracting plan based on a plant, division, or company-wide basis. This value is only valid for DoD. (DFARS 219.702).



U.S. Small Business
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Individual Subcontract Report (ISR) –

What to look for

SUBCONTRACTING REPORT FOR INDIVIDUAL CONTRACTS

1. Status:

Accepted

2. Unique Entity ID (DUNS):

[REDACTED]

3. Verify Data:

If the data provided on this step from FPDS is correct, please choose "yes". Otherwise, choose "no" and contact your contracting officer to correct the problem.
Yes

4. Unique Entity ID (SAM):

[REDACTED]

5. Corporation, Company or Subdivision Covered

a. Vendor Name:

[REDACTED]

b. Vendor Physical Address:

Street Address:

[REDACTED]

City:

[REDACTED]

State (All U.S. Territories are available under the State drop down):

[REDACTED]

Country:

United States

Zip+4:

[REDACTED]

c. Vendor Mailing Address:

Street Address:

000000000000

City:

[REDACTED]

State (All U.S. Territories are available under the State drop down):

[REDACTED]

Country:

United States

Zip+4:

[REDACTED]

6. Date Signed:

November 9, 2021

Information flows from FPDS,
so if FPDS is incorrect, the CO
will have to correct it within
FPDS



7. Contracting Office Agency ID:

██████

8. Contracting Office Agency Name:

DEPT OF THE ARMY

9. Contracting Office ID:

██████

10. Contracting Office Name:

██████████████████

11. Funding Agency ID:

██████

12. Funding Agency Name:

DEPT OF THE ARMY

13. Funding Office ID:

██████

14. Prime Contract Number:

1111111111111111

15. Product/Service Code:

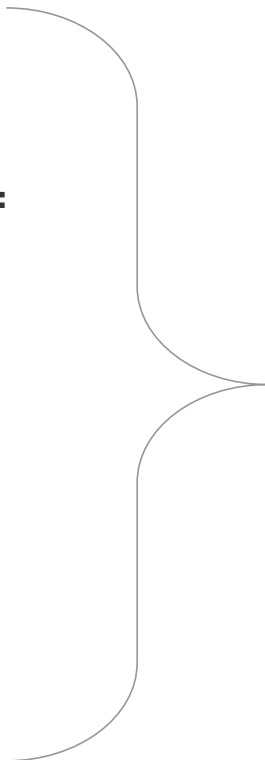
██████

16. Ultimate Contract Value:

██████████████████

17. Is your contract administered by an office other than the Contracting Office that awarded the contract?:

No



FPDS Fed

SUBCONTRACTING REPORT FOR INDIVIDUAL CONTRACTS CONT'D

1. Contact Information:

[REDACTED]

2. Reporting Period From Inception of Contract Thru::

Sept 30

a. Year:

2021

3. Type of Report:

regular

4. Agency Awarding Contract:

[REDACTED]

5. Report Submitted As:

[REDACTED] prime

Prime Contractor – CO reviews ISR

Subcontractor – next higher tier reviews ISR



SUBCONTRACT AWARDS: Taskorders

Task Order #	Whole Dollar Amounts	Notes
123456678	Small Business Concerns: \$ [REDACTED]	
	Large Business Concerns: \$ [REDACTED]	
	Small Disadvantaged Business: \$ [REDACTED]	
	Women-Owned Small Business: \$ [REDACTED]	
	Historically Black Colleges and Universities and Minority Institutions: \$ [REDACTED]	
	HUBZone Small Business: \$ [REDACTED]	
	Veteran-Owned Small Business: \$ [REDACTED]	
	Service-Disabled Veteran-Owned Small Business: \$ [REDACTED]	
	Alaska Native Corporations (ANCs) and Indian Tribes (Not Certified): \$ [REDACTED]	
	Alaska Native Corporations (ANCs) and Indian Tribes (Not Small Businesses): \$0	

SUBCONTRACT AWARDS

Verify Amounts w/
Subcontracting Plan

1. Dollars and Percentages in the Following Blocks:

Does Not Include Indirect Dollars - If the approved Individual

was included in the dollars and percentage goals?

	Current Goal:			Actual Cumulative:		
	Whole Dollars	Percentage of Total Subcontract Awards	Percentage of Total Contract Value	Whole Dollars	Percentage of Total Subcontract Awards	Percentage of Current Contract Value
2a. SMALL BUSINESS CONCERNS	40,041,880	22.8	0	302,627,915	35.2	0
2b. LARGE BUSINESS CONCERNS	135,407,323	N/A	N/A	557,367,676	64.8	0
2c. TOTAL	175,449,203	100	0	859,995,591	100	0
	Current Goal:			Actual Cumulative:		
	Whole Dollars	Percentage of Total Subcontract Awards	Percentage of Total Contract Value	Whole Dollars	Percentage of Total Subcontract Awards	Percentage of Current Contract Value
3. SMALL DISADVANTAGED BUSINESS (SDB) CONCERNS	2,022,317	1.2	0	38,178,264	4.4	0
4. WOMEN-OWNED SMALL BUSINESS (WOSB) CONCERNS	2,022,317	1.2	0	25,682,770	3	0
5. HISTORICALLY BLACK COLLEGES AND UNIVERSITIES (HBCU) AND MINORITY INSTITUTIONS (MI) <small>* This field is required only for NASA contracts that were awarded on or after November 14, 2014.</small>	0	0		0	0	
6. HUBZone SMALL BUSINESS (HUBZone SB) CONCERNS	1,213,390	0.6		4,148,653	0.5	
7. VETERAN-OWNED SMALL BUSINESS CONCERNS	1,213,390	0.6		55,988,349	6.5	
8. SERVICE-DISABLED VETERAN-OWNED SMALL BUSINESS CONCERNS	1,213,390	0.6	0	5,133,070	0.6	0
9. ALASKA NATIVE CORPORATIONS (ANCs) AND INDIAN TRIBES THAT HAVE NOT BEEN CERTIFIED BY THE	0	0	0	0	0	0

GOALS

AWARDS

This Column used only if subk plan also based goals on TCV

This Column used only if subk plan also based goals on TCV

Determine goal achievement by comparing percentage goal to percentage actual



4. Which method do you use to collect subcontracting data for this report? :

commitment basis or payment basis

5. 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 "No" is selected the report will be "Rejected"

Yes

6. Remarks :

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

Goals are based on SB Plan dated 8-10-2017, in Option Year 4

Two delivery orders released against the prime contract. We have exceeded all goals except for the HUBZone goal. Planned HUBZone contractor could not perform work due to the current workload. Working to identify alternative HUBZone contractor. Reached out to HUBZone Council who had three sources and we have reached out to them.

7. Contractor's Subcontracting Plan Administrator

This is the name and contact information of the Contractor's employee who is responsible for ensuring the contractor's compliance with its subcontracting plan.

a. Contractors Official who Administers this Subcontracting Plan :

000000000000

b. Phone Number of Individual who Administers this Subcontracting Plan :

[REDACTED]

c. E-mail address of Individual who Administers this Subcontracting Plan :

[REDACTED]

8. 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 e-mail 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 e-mail address.

[REDACTED]

Order Level Goals



A contracting officer may establish separate subcontracting goals for each order under an indefinite-delivery, indefinite-quantity contract (FAR 19.705-1(b)(2))

Goals shall **not** be in the form of a new subcontracting plan as a contract may not have more than one plan

eSRS has been expanded to allow contractors to input achievements for orders (see 13 CFR 125.3(h) and FAR 52.219-9(d)(10)(iii))

Screen shot of agency view of order-level report in eSRS

Browser address bar: https://www.esrs.gov/?s=manager_sa_reports&mode=_form&tab=core&id=3c7080e2aaa9a6e8daf43d9a2fd3ea09

Page Title: SUBCONTRACT AWARDS: Taskorders

Items 1-7 of 7

Task Order #	Whole Dollar Amounts	Notes
15DDHQ21F00000169	<ul style="list-style-type: none"> • Small Business Concerns: \$343638 • Large Business Concerns: \$0 • Small Disadvantaged Business: \$0 • Women-Owned Small Business: \$0 • Historically Black Colleges and Universities and Minority Institutions: \$0 • HUBZone Small Business: \$25488 • Veteran-Owned Small Business: \$32078 • Service-Disabled Veteran-Owned Small Business: \$0 • Alaska Native Corporations (ANCs) and Indian Tribes (Not Certified): \$0 • Alaska Native Corporations (ANCs) and Indian Tribes (Not Small Businesses): \$0 	
15JA0520F00000095	<ul style="list-style-type: none"> • Small Business Concerns: \$390071 • Large Business Concerns: \$0 • Small Disadvantaged Business: \$0 • Women-Owned Small Business: \$0 • Historically Black Colleges and Universities and Minority Institutions: \$0 • HUBZone Small Business: \$0 • Veteran-Owned Small Business: \$0 • Service-Disabled Veteran-Owned Small Business: \$0 • Alaska Native Corporations (ANCs) and Indian Tribes (Not Certified): \$0 • Alaska Native Corporations (ANCs) and Indian Tribes (Not Small Businesses): \$0 	
2032H520F00422	<ul style="list-style-type: none"> • Small Business Concerns: \$0 • Large Business Concerns: \$0 • Small Disadvantaged Business: \$0 • Women-Owned Small Business: \$0 • Historically Black Colleges and Universities and Minority Institutions: \$0 • HUBZone Small Business: \$0 • Veteran-Owned Small Business: \$0 • Service-Disabled Veteran-Owned Small Business: \$0 • Alaska Native Corporations (ANCs) and Indian Tribes (Not Certified): \$0 • Alaska Native Corporations (ANCs) and Indian Tribes (Not Small Businesses): \$0 	
28321318FDX030264	<ul style="list-style-type: none"> • Small Business Concerns: \$0 • Large Business Concerns: \$45672 • Small Disadvantaged Business: \$0 • Women-Owned Small Business: \$0 • Historically Black Colleges and Universities and Minority Institutions: \$0 • HUBZone Small Business: \$0 • Veteran-Owned Small Business: \$0 • Service-Disabled Veteran-Owned Small Business: \$0 • Alaska Native Corporations (ANCs) and Indian Tribes (Not Certified): \$0 • Alaska Native Corporations (ANCs) and Indian Tribes (Not Small Businesses): \$0 	
	<ul style="list-style-type: none"> • Small Business Concerns: \$0 • Large Business Concerns: \$387510 • Small Disadvantaged Business: \$0 	

Windows taskbar: 4:22 PM 6/29/2021

Multiple Award IDIQ Contracts

Order Level Achievements are entered on the overarching contract's ISR Report, on a sub-tier report.

When the ISR is submitted, it is accepted or rejected by the Contracting Officer for the overarching contract.

If this is a mutli-agency multiple award, IDIQ contract, and an outside agency placed the order, they cannot view the contractor's your order level achievements.

Recommend contractor convey its achievements to the order-level Contracting Officer directly in another manner

- Progress report, screen shot of what was input in eSRS



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Summary Subcontract Report (SSR)

SUMMARY SUBCONTRACT REPORT

1. Status:

Accepted

2. Type of Plan:

individual

3. Unique Entity ID (DUNS):

[REDACTED]

4. Unique Entity ID (SAM):

[REDACTED]

5. Corporation, Company or Subdivision Covered

a. Vendor Name:

[REDACTED]

b. Vendor Physical Address:

Street Address:

[REDACTED]

City:

[REDACTED]

State:

[REDACTED]

Zip+4:

[REDACTED]

Country:

United States

c. Vendor Mailing Address.....

Street Address:

[REDACTED]

6. Date Submitted:

October 28, 2021

7. Contact Information:

[REDACTED]

8. Reporting Period::

Oct 1 - Sept 30

a. Year:

2021

9. Agency to which the report is being submitted:

DEPT OF DEFENSE (9700)

10. Report Submitted As:

both

11. Contractor's Major Products or Service Lines

This reflects the description of 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.

a. Product or Service #1:

Professional Engineering Services

i. NAICS Code # 1:

click [here](#) for description of NAICS codes

541330

- Summary
- Year-End SDB
- SDB Participation
- Contractors
 - Organizations
 - Contacts
- Agencies
 - Organizations
 - Contacts
- Contracts
- Reporting
- Tools
 - Email Manager
 - Picklist Manager
 - System Settings
 - Event Log
 - Roles
 - Help
 - Usage Stats
 - My Account

CUMULATIVE FISCAL YEAR SUBCONTRACT AWARDS

help (2 Items)

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

LB + SB = TOTAL

help (1 Items)

	Whole Dollars	Percent
2. SMALL DISADVANTAGED BUSINESS (SDB) CONCERNS	<input type="text"/>	
3. WOMEN-OWNED SMALL BUSINESS (WOSB) CONCERNS	<input type="text"/>	
4. HISTORICALLY BLACK COLLEGES AND UNIVERSITIES (HBCU) AND MINORITY INSTITUTIONS (MI) <i>* This field is not required for DoD and Coast Guard contracts.</i>	<input type="text"/>	
5. HUBZone SMALL BUSINESS (HUBZone SB) CONCERNS	<input type="text"/>	
6. VETERAN-OWNED SMALL BUSINESS CONCERNS	<input type="text"/>	
7. SERVICE-DISABLED VETERAN-OWNED SMALL BUSINESS CONCERNS	<input type="text"/>	
8. ALASKA NATIVE CORPORATIONS (ANCs) AND INDIAN TRIBES THAT HAVE NOT BEEN CERTIFIED BY THE SMALL BUSINESS ADMINISTRATION AS SMALL DISADVANTAGED BUSINESSES	<input type="text"/>	
9. ALASKA NATIVE CORPORATIONS (ANCs) AND INDIAN TRIBES THAT ARE NOT SMALL BUSINESSES	<input type="text"/>	

Socioeconomic subcontracts \$\$ are divided into total (1c), not SB (1a)

10. Remarks:

If you entered (0) zero 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. You may also enter explanations and/or comments you think will be helpful to the Government official who reviews this report.

This SSR includes the following contracts and subcontracts: [REDACTED]

11. Contractors Official Who Administers Subcontracting Program

This is the name and contact information (telephone number and email address) for the individual who administers the contractor's Small Business Subcontracting Program.

a. Name:

[REDACTED]

b. Title:

Small Business Liaison Officer

c. Phone Number:

[REDACTED]

12. Certification:

This is a testament that the data being submitted on the report is accurate and that the dollars and percentages reported do not include lower tier subcontracts (except as set forth for ANC and Indian Tribes for more information review FAC-2005-019). If "No" is selected the report will be "Rejected"
Yes

13. Chief Executive Officer(CEO)

This is the full name and title of the CEO (if you do not use the title CEO this is the most Senior Executive in your organization) for the company submitting this report. **No delegation of authority is accepted.**

a. Name:

[REDACTED]

b. Title:

Chief Executive Officer

c. Date:

October 31, 2021

14. CEO Approval:

This is a self-certification that the individual whom is listed as the CEO on this report will sign a paper print-out of this report and keep it on file.
Yes

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

By listing an e-mail 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 e-mail address.

[REDACTED]@nasa.gov



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eSRS Rules and Tips

Commercial Plan Allocation

Red Flag – really high commercial plan allocations

ie – 118 SSRs in FY21 had allocations over 99%

COLLEGES AND UNIVERSITIES (HBCU) AND MINORITY INSTITUTIONS (MI)
** This field is not required for DoD and Coast Guard contracts.*

Agency	Dollars	
DEPT OF THE ARMY (2100)	██	•
ROCK ISLAND CONTRACTING CENTER (ROCK ISLAND-CC)	███	•
DEPT OF THE NAVY (1700)	██	•
Total	███	

5. HUBZone SMALL BUSINESS (HUBZone SB) CONCERNS

Agency	Dollars	
DEPT OF THE ARMY (2100)	██	•
ROCK ISLAND CONTRACTING CENTER (ROCK ISLAND-CC)	██████████	•
DEPT OF THE NAVY (1700)	███	•
Total	██████████	

6. VETERAN-OWNED SMALL BUSINESS CONCERNS

Agency	Dollars	
DEPT OF THE ARMY (2100)	██	•
ROCK ISLAND CONTRACTING CENTER (ROCK ISLAND-CC)	███	•
DEPT OF THE NAVY (1700)	███	•
Total	████	

7. SERVICE-DISABLED VETERAN-OWNED SMALL BUSINESS CONCERNS

Agency	Dollars	
DEPT OF THE ARMY (2100)	██	•
ROCK ISLAND CONTRACTING CENTER (ROCK ISLAND-CC)	██████████	•
DEPT OF THE NAVY (1700)	███	•
Total	██████████	

8. ALASKA NATIVE CORPORATIONS (ANCs) AND INDIAN TRIBES THAT HAVE NOT BEEN CERTIFIED BY THE SMALL BUSINESS ADMINISTRATION AS SMALL DISADVANTAGED BUSINESSES

Agency	Dollars	
DEPT OF THE ARMY (2100)	██	•
ROCK ISLAND CONTRACTING CENTER (ROCK ISLAND-CC)	███	•
DEPT OF THE NAVY (1700)	██	•
Total	███	

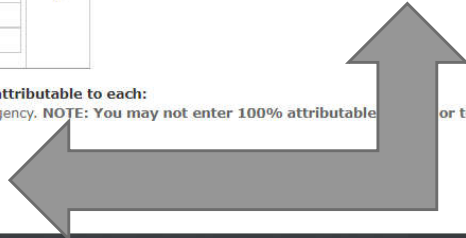
9. ALASKA NATIVE CORPORATIONS (ANCs) AND INDIAN TRIBES THAT ARE NOT SMALL BUSINESSES

Agency	Dollars	
DEPT OF THE ARMY (2100)	██	•
ROCK ISLAND CONTRACTING CENTER (ROCK ISLAND-CC)	███	•
DEPT OF THE NAVY (1700)	██	•
Total	███	

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: You may not enter 100% attributable or to any particular government agency.

Agency	Percentage	Approver
DEPT OF THE ARMY (2100)	2%	
ROCK ISLAND CONTRACTING CENTER (ROCK ISLAND-CC)	95%	✓
DEPT OF THE NAVY (1700)	1%	

Army 2%
Rock Island 95%
Navy 1%



DOD SSRs (for Individual Plans)

All SSRs (for Individual Plans) should be submitted to DOD (9700) – even if the contract is with one of DOD’s sub-tier agencies

DFARS 252.219-7003(f)(i) and (ii):

(i) The ISR shall be submitted to the contracting officer at the procuring contracting office, even when contract administration has been delegated to the Defense Contract Management Agency.

(ii) Submit the consolidated SSR for an individual subcontracting plan to the “Department of Defense.”

FAR 52.219-9(I)(2)(C) - SSRs:

For DoD, a consolidated report shall be submitted for all contracts awarded by military departments/agencies and/or subcontracts awarded by DoD prime contractors.

SSR CEO Signature

CEO Signature on SSR

14. Chief Executive Officer(CEO)

This is the full name and title of the CEO (if you do not use the title CEO this is the most Senior Executive in your organization) for the company submitting this report. **No delegation of authority is accepted.**

a. Name:

[REDACTED]

b. Title:

[REDACTED]

c. Date:

November 12, 2021

15. CEO Approval:

This is a self-certification that the individual whom is listed as the CEO on this report will sign a paper print-out of this report and keep it on file.

Yes

Importance of the REMARKS Block

ISR

- To explain goal shortfalls
- To explain circumstances
 - which orders have order-level goals, merger information
- To explain good faith efforts & action plan to meet goals by contract's end
- To explain contract information that should be noted/part of record

SSR

If contractor files an individual plan SSR that encompasses the DUNS/UEI numbers of several entities, it is helpful if they list these entities in the Remarks block

How Do I Know Whether to Accept or Reject an ISR/SSR?

ISR

- Do goals match what is in the subcontracting plan
- Do achievements seem realistic based on what you know about the contract
- Do the remarks adequately explain any goal shortfalls
- Are all percentages less than 100%

SSR

- Commercial Plan (Contracting Officer that approved that year's commercial plan is accepting or rejecting it)
 - Do the allocations seem reasonable
 - Do the remarks explain any abnormalities or very low subcontracting achievements to any category
 - Is it signed by CEO (most senior executive at facility)

SSR and the SBA SCORECARD

- Only “Accepted” SSRs are credited to the SBA Scorecard
- Attend to **PENDING** reports, but also follow up on any ISR/SSR that is:
 - **REVISED**
 - **REJECTED**
 - **REOPENED**
- **RUN Reports in eSRS to find RED FLAGS before SBA’s deadline**
 - Sort by allocation
 - Sort by SB spend
 - Sort by SB percentage
 - Sort by plan type

Agency Credit on Multiple Award IDIQ contracts

13 CFR 125.3(h) states:

Multiple award contracts (MAC)

(1) Except where a prime contractor has a commercial plan, the contracting officer shall require a subcontracting plan for each multiple award indefinite delivery, indefinite quantity contract (including Multiple Award Schedule), where the estimated value of the contract exceeds the subcontracting plan thresholds in paragraph (a) of this section and the contract has subcontracting opportunities.

(2) Contractors shall submit small business subcontracting reports for individual orders to the contracting agency on an annual basis.

(3) The agency funding the order shall receive credit towards its small business subcontracting goals. More than one agency may not receive credit towards its subcontracting goals for a particular subcontract.

(4) The agency funding the order may in its discretion establish small business subcontracting goals for individual orders, blanket purchase agreements or basic ordering agreements.

- “Credit” refers to the agency getting credit on its SBA Scorecard, which comes through the SSR report
- **For the agency to get credit, on a multi-agency use IDIQ MAC, the contractor must count the subcontract on the SSR for the ordering agency**

Liquidated Damages

Imposition of Liquidation Damages

FAR 19.705-7, FAR 19.705-8 & 13 CFR 125.3 (f)(5)

Liquidated Damages are assessed in accordance with FAR 19.705-7 “Compliance with the Subcontracting Plan” and FAR Clause 52.219-16.

- At completion of the basic contract (or for a commercial plan, at the close of the fiscal year for which the plan is applicable), the CO shall:
 - Review all available information for an indication that the contractor has not made a good faith effort to comply with the plan, which includes meeting its subcontracting goals
 - (ISR/SSR should be documented all along)
 - Give the contractor written notice specifying the material breach, which may be included in the contractor's past performance information,
 - Advise the contractor of the possibility that the contractor may have to pay to the Government liquidated damages,
 - Provide a period of 15 working days to respond
 - Issue a final decision to the contractor
 - Require the payment of liquidated damages (state amount)
 - State right to appeal under contract's Disputes clause

**CO has the sole discretion to impose Liquidation Damages.
SBA CMRs can provide written recommendation to CO
for further disposition.**

Questions?

**Thank you for
participating in this
training!**

