



# Sample Individual Subcontract Report (ISR)

## Step-by-Step Screen shots of Contractor Submission Process

### Step 1: Instructions

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#### New Report

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#### Individual Subcontracting 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:

**For Prime Contractors**

- Your Unique Entity ID (SAM) as it appears on the contract
- Product and Service Description
- NAICS
- E-mail address of Federal Government Agency responsible for reviewing your report
- Current Contract Value
- Approved Small Business Individual Subcontracting Plan
- Be sure to keep a signed copy of the report on file

**For Lower Tier Subcontractors**

- The Prime contract number
- The Subcontract number
- The Unique Entity ID (SAM) of the contractor that awarded you the subcontract
- E-mail address of the contractor's employee who awarded you the contract and has the responsibility to review your subcontracting report
- Product and Service Description
- NAICS
- Approved Small Business Individual Subcontracting Plan
- Be sure to keep a signed copy of the report on file

## Step 2: Enter Contract #

### New Report

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

Additionally, please note that Department of Defense will not go live with eSRS until later this year. Please contact your contracting official to discuss DOD electronic subcontracting reporting requirements.

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Cancel

continue

#### Enter Prime Contract Number For Report

\* indicates a required field

##### Select Existing Contract:

If not found above, enter Prime Contract # (as it appears in FPDS-NG without any dashes):

If not found above, enter Prime Contract # (as it appears in FPDS-NG without any dashes):

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Cancel

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## Step 3: Contract Details

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### Contract Details

\* indicates a required field

Contract Type\*:

prime  sub

[Back](#) [Cancel](#) [Save](#) [Save & Continue](#)

#### Prime Contract Info

Number: D [REDACTED] 015

Agency: [REDACTED]



**c. Vendor Mailing Address:**

**Street Address\*:**

 help

PO [REDACTED]  
[REDACTED] ST

**City\*:**

 help

C[REDACTED]LE

**State\*:**

 help

(USA and Canada only)

Pennsylvania

**Foreign Province:**

**Zip+4\*:**

 help

1[REDACTED]5

**Country:**

 help

United States

**4. Agency Awarding Contract:**

DEPT OF DEFENSE (9700)

**5. Contracting Office Agency ID:**

2

**6. Contracting Office Agency name:**

DEPT OF [REDACTED]

**7. Contracting Office ID:**

**8. Contracting Office Name:**

**9. Prime Contract number:**

**10. Product Service Code:**

8465

**11. Current Contract Value:**

**12. Ultimate Contract Value\*:**

.00

13. Is your contract administrator by an office other than the Contracting Office that awarded the contract?

Yes No

---

Save | Go Back | Cancel | Save | Save & Continue

# Step 5: Subcontracting Report Cont'd

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Save & Go Back Cancel Save Save & Continue

## SUBCONTRACTING REPORT FOR INDIVIDUAL CONTRACTS CONT'D \* indicates a required field

### 1. Contact Information\*:

### 2. Reporting Period From Inception of Contract Thru\*:

? help

Mar 31  Sept 30

#### a. Year\*:

? help

### 3. Type of Report\*:

regular  
 final

### 4. Agency Awarding Contract\*:

RDECOM (RDECOM)

### 5. Report Submitted As\*:

prime contractor

Save & Go Back Cancel Save Save & Continue

### Progress

- ✓ Subcontracting Report
- ✗ Subcontracting Report Cont'd
- ✓ Contact Information
- ✗ Reporting Period From Inception of Contract Thru:
- ✓ Type of Report
- ✓ Agency Awarding Contract
- ✓ Report Submitted As
- ✗ Subcontract Awards

### Tips

Clicking 'Save' or 'Save and Continue,' will save your report and allow you to leave and continue your report later.

Click 'Save and Continue' to save information on the current page and go to the next page of the form.

Click 'Save' if you want to save and stay on the current page.

Click 'Cancel' to leave and continue your report later from the point you last saved. If you have not yet saved the report, clicking cancel will simply return to the reports list.

If you receive an error notification: You can ignore errors and save your current information. You will be required to resolve all invalid form fields before you can review and submit your report.

Quickly skip to any page by clicking the steps in the left column.

## Step 6: Subcontract Awards: Task Orders (if applicable)

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- 4 Subcontracting  
Report
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Report Conrd
- 6 **Subcontract  
Awards: Task  
Orders**
- 7 Subcontract  
Awards: Goals
- 8 Review
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Search Filters

Task Order Dollars will be added to Subcontract Goals, but you may also edit these numbers in the next step

Items 1-3 of 3

	Task Order#.	Whole Dollar Amounts
	1	<ul style="list-style-type: none"> <li>• Small Business Concerns: \$20</li> <li>• Small Disadvantaged Business: \$20</li> <li>• Women-Owned Small Business: \$20</li> <li>• Historically Black Colleges and Universities and Minority Institutions: \$20</li> <li>• HUBZone Small Business: \$20</li> <li>• Veteran-Owned Small Business: \$20</li> <li>• Service-Disabled Veteran-Owned Small Business: \$20</li> <li>• Alaska Native Corporations (ANCs) and Indian Tribes (Not Certified): \$20</li> <li>• Alaska Native Corporations (ANCs) and Indian Tribes (Not Small Businesses): \$20</li> <li>• Large Business Concerns: \$20</li> </ul>
	2	<ul style="list-style-type: none"> <li>• Small Business Concerns: \$10000</li> <li>• Small Disadvantaged Business: \$4500</li> <li>• Women-Owned Small Business: \$500</li> <li>• Historically Black Colleges and Universities and Minority Institutions: \$4500</li> <li>• HUBZone Small Business:</li> <li>• Veteran-Owned Small Business:</li> <li>• Service-Disabled Veteran-Owned Small Business:</li> <li>• Alaska Native Corporations (ANCs) and Indian Tribes (Not Certified):</li> <li>• Alaska Native Corporations (ANCs) and Indian Tribes (Not Small Businesses):</li> <li>• Large Business Concerns: \$500</li> </ul>
	3	<ul style="list-style-type: none"> <li>• Small Business Concerns: \$30</li> <li>• Small Disadvantaged Business: \$30</li> <li>• Women-Owned Small Business: \$30</li> <li>• Historically Black Colleges and Universities and Minority Institutions: \$30</li> <li>• HUBZone Small Business: \$30</li> <li>• Veteran-Owned Small Business: \$30</li> <li>• Service-Disabled Veteran-Owned Small Business: \$30</li> <li>• Alaska Native Corporations (ANCs) and Indian Tribes (Not Certified): \$30</li> <li>• Alaska Native Corporations (ANCs) and Indian Tribes (Not Small Businesses): \$30</li> <li>• Large Business Concerns: \$30</li> </ul>

Items 1-3 of 3

Cancel | Back | Continue |



# Step 6: Subcontract Awards

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## SUBCONTRACT AWARDS

\* indicates a required field

### 1. Dollars and Percentages in the Following Blocks:\*

[help](#)

**Includes Indirect Dollars** - If the approved Individual Subcontracting Plan indicates that Indirect Subcontracts were included in the dollars and percentage goals.

**Does Not Include Indirect Dollars** - If the approved Individual Subcontracting Plan did not indicate that Indirect Subcontracts were included in the dollars and percentage goals?

[help](#)

	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	<input type="text"/> *	<input type="text"/> *	<input type="text"/>	<input type="text"/> *		
2b. LARGE BUSINESS CONCERNS	<input type="text"/> *	<input type="text"/>	<input type="text"/>	<input type="text"/> *		
2c. TOTAL	<input type="text"/> *	100	<input type="text"/>		100	
	Whole Dollars	of Total Subcontract Awards	of Total Contract Value	Whole Dollars	of Total Subcontract Awards	of Current Contract Value



	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
<b>3. SMALL DISADVANTAGED BUSINESS (SDB) CONCERNS</b>	<input type="text"/> *	<input type="text"/>	<input type="text"/>	<input type="text"/> *		
<b>4. WOMEN-OWNED SMALL BUSINESS (WOSB) CONCERNS</b>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> *		
<b>5. HISTORICALLY BLACK COLLEGES AND UNIVERSITIES (HBCU) AND MINORITY INSTITUTIONS (MI)</b> <i>* This field is required only for contracts with DoD, NASA, and Coast Guard.</i>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> *		
<b>6. HUBZone SMALL BUSINESS (HUBZone SB) CONCERNS</b>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> *		
<b>7. VETERAN-OWNED SMALL BUSINESS CONCERNS</b>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> *		
<b>8. SERVICE-DISABLED VETERAN-OWNED SMALL BUSINESS CONCERNS</b>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> *		

<b>9. ALASKA NATIVE CORPORATIONS (ANCs) AND INDIAN TRIBES THAT HAVE NOT BEEN CERTIFIED BY THE SMALL BUSINESS ADMINISTRATION AS SMALL DISADVANTAGED BUSINESSES</b>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> *		
<b>10. ALASKA NATIVE CORPORATIONS (ANCs) AND INDIAN TRIBES THAT ARE NOT SMALL BUSINESSES</b>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> *		

**11. Which method do you use to collect subcontracting data for this report?\***

 help

- payment basis
- commitment basis
- other

**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 visit <http://www.arnet.gov/far/facframe.html> see FAC 05-019). If "No" is selected the report will be "Rejected"

- Yes  No

**13. Remarks:**

 help

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.

**14. Contractor's Subcontracting Plan Administrator:**

 help

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\*:**

 help

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

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

**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.\*:**

 help

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.

Save & Go Back

Cancel

Save

Save & Continue

## Step 7: Review

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# individual subcontract reports

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### SUBCONTRACTING REPORT FOR INDIVIDUAL CONTRACTS

**1. Unique Entity ID (SAM):**

[REDACTED]

**2. Verify Data:**

yes

**3. Corporation, Company or Subdivision Covered:**

**a. Vendor Name:**

[REDACTED] CORPORATION

**b. Vendor Physical Address:**

**Street Address:**

32 [REDACTED] ST

## Step 8: Submit Report



# individual subcontract reports

[\[show in a separate window\]](#)

# DAAD1699D1015

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### Submit Report



#### Submission Instructions

Please click **submit** to submit your report for review. Once the report is approved or rejected, you will receive an email notification about how to proceed.

cancel

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submit