

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



Accepting /Rejecting
Summary Subcontract Report (SSR)
For Plan Type “Commercial”

**Quick Reference for Federal Government Employees reviewing
Summary Subcontract Report (SSR)
for a “Commercial Plan”**

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Quick Reference for Federal Government Employees reviewing Summary Subcontract Report (SSR) for a “Commercial Plan”

Introduction: In prior years, the method by which the Federal Government collected Summary Subcontracting Report (SSR) accomplishments was through a paper process. This paper process collected SSR data on the Standard 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 **Employees** reviewing a Summary Subcontract Reports (SSR) for a “Commercial Plan” in eSRS. This document will provide general information only. This document will provide general information only. To receive specific information about your federal agency’s eSRS processes, contact your agency’s eSRS Agency Coordinator (AC) or Point of Contact (POC). You can obtain the AC and POC contact information by using the “Contacts” link on the eSRS menu bar under “Agency”.

Quick Reference for Federal Government Employees reviewing Summary Subcontract Report (SSR) for a “Commercial Plan”

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

This report is submitted to Federal Government agencies by organizations that have an approved company-wide annual subcontracting plan for commercial items in which they: (a) hold one or more contract(s) over \$650,000 (over \$1,500,000 for construction of a 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), and Service-Disabled Veteran-Owned Small Business (SDVOSB) Alaskan Native Corporations (ANC) and Indian tribes concerns under a subcontracting plan. **Note:** This report reflects subcontract award data for ANC and Indian tribes that are reported as SDBs and all subcontract award data for ANCs and Indian tribes that are not small businesses.

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.

It shall include all subcontracting activity under the commercial plan in effect during the year.

A Commercial Plan as stated in the Federal Acquisition Regulation Subpart 19.701:

“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).”

Example: Gee Pharmaceuticals Company. Gee is an organization that provides commercial items (pharmaceuticals) to government and non-government organizations. Gee’s fiscal year is from February until January. Gee produces an organization-wide subcontracting plan for products and services needed to manufacture and/or distribute pharmaceuticals during the fiscal year. The products and services that Gee uses for subcontracting are not only for pharmaceuticals used by the government; rather, the same products and services are used to manufacture and distribute the pharmaceuticals for both its government and non-government customers. Gee allocates the % of subcontracting attributable to each customer (government and non-government) based on the products or services the customer purchases. Therefore the % of Gee’s subcontracting to the Federal Government for any agency **should never be 100%**, unless Gee only supplied pharmaceuticals to the 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 plan for Gee in the first place.

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.**

Quick Reference for Federal Government Employees reviewing Summary Subcontract Report (SSR) for a “Commercial Plan”

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

- 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 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 #4: What are the eSRS SSR for “Commercial Plan” Responsibilities of the Contractor?

- Subcontract award data reported in this report shall be limited to awards made to the contractors’ immediate subcontractors. In other words, do not report subcontract awards made by your lower tier subcontractors. The contractors shall not report subcontract awards made by their 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 awarded under the approved Commercial Plan, 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 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 Department of Defense (DoD), Non 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 30th**

Quick Reference for Federal Government Employees reviewing Summary Subcontract Report (SSR) for a “Commercial Plan”

Quick Reference #4: What are the eSRS SSR for “Commercial Plan” Responsibilities of the Contractor? (Continued)

- The report data is reflective of **the reporting period’s** subcontracting accomplishments only.
- Keep a signed copy of the report on file.
- Only one SSR, per Commercial Plan, is filed regardless of how many federal agencies a contractor may hold a contract with that require them to report subcontracting accomplishments under their approved Commercial Plan. eSRS allows them to allocate subcontracting accomplishments to each agency within one report, using the % attributable to each agency.
- Subcontracting awards shall include both direct and indirect cost.
- **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. The contractor **shall validate** that this firm is SBA HUBZone-certified in the SBA 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 and Virginia.

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.

Quick Reference for Federal Government Employees reviewing Summary Subcontract Report (SSR) for a “Commercial Plan”

Quick Reference #5: What do the Terms “Pending”, “Accepted”, “Reopened” and “Rejected” Represent? (Continued)

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 you “**Rejected or Reopened**” the report shall be entered in the notification box of the report (once you click “**Reopen**” or “**Reject**”, the notification box will appear).
- 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 reports 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 “**Government**”
- Click on the “**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)
- Once your registration has been approved, you can access eSRS

Quick Reference for Federal Government Employees reviewing Summary Subcontract Report (SSR) for a “Commercial Plan”

Quick Reference #8: How to View an SSR for “Commercial Plan” Submitted to Your Agency

- Log into eSRS
- Reports that you have access to will show up in the “**Pending Actions**” section on the home page (see below)


eSRS
[Home](#)

Pending Actions

[66 New Agency Contact Registrations](#)
[2413 Individual Report\(s\) Pending -](#)
[859 Summary Report\(s\) Pending](#)
[346 Year-End Report\(s\) Pending](#)
[74 SDB Participation Report\(s\) Pending](#)

- Click on “**Summary Report(s) Pending**”
- This will bring you to the

“**Pending Summary Reports**” Section under the “**Pending Summary Reports**” tab


- Click on “**Summary Reports**” tab to view all SSRs
- Click on the “**Search Filters**” link
- Click on “**Commercial**” to see only plan type “Commercial” SSRs
- Use the dropdown menu to choose a specific report “**Status**”(pending, accepted, rejected, reopened, revised)
- You may enter any portion of the Federal Government contractor’s name who submitted the report in “**Keywords**” to narrow your search. “Keywords” searches on contract number, DUNS, vendor name, contracting office id and submitter email
- Click on “**Apply Search**”
- This will display a list of existing SSRs for plan type “Commercial” in your worklist based on your status preference
- To select and view a report click on the following icon: 

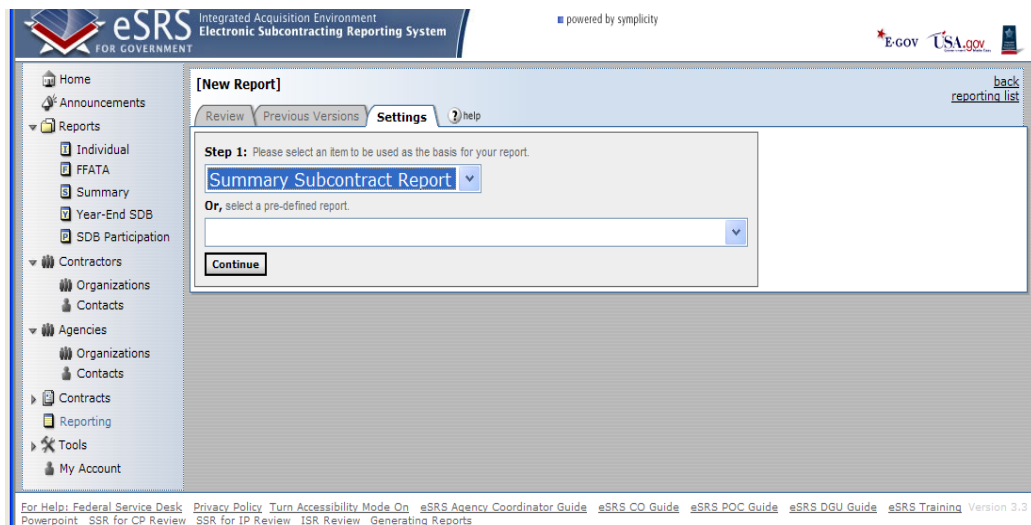
Quick Reference #9: How to Run a Report for Your Agency’s SSR for “Commercial Plan” for Dollars by Reporting Year

- At the eSRS home page in the left hand corner under “**Contracts**”, click on “**Reporting**”;
- Scroll to bottom of screen and click “**Add New**”;
- In **step 1** use the **drop-down menu** and choose “**Summary Subcontract Report**”;
- Click “**Continue**”;
- In “**Save As**” enter a name for your report; scroll down to select the report data fields
- Click on the box next to the data field you would like to see in your report
- Click on the filter under “**Reporting Period Year**”
- Select the reporting period by clicking on the year you would like to run the report for (e.g., 2008 to 2008);
- Scroll down further to “**Type of Plan**”;
- Click on the filter under “**Type of Plan**”;
- Select “**Commercial**” (**Field window will not close**);
-

Quick Reference for Federal Government Employees reviewing Summary Subcontract Report (SSR) for a “Commercial Plan”

Quick Reference #9: How to Run a Report for Your Agency’s SSR for “Commercial Plan” for Dollars by Reporting Year (Continued)

- Scroll down further to “Summary Subcontract Report Percentage of Dollars Attributed to Agencies”;
- Click on  ;
- Select “Percent and Agency”
- Click “Submit” to process your report.
- To export your report into an Excel spreadsheet click on “Save as Excel”
- Once the report is in Excel **change the format** of the “% attributable to agency” column to number format.



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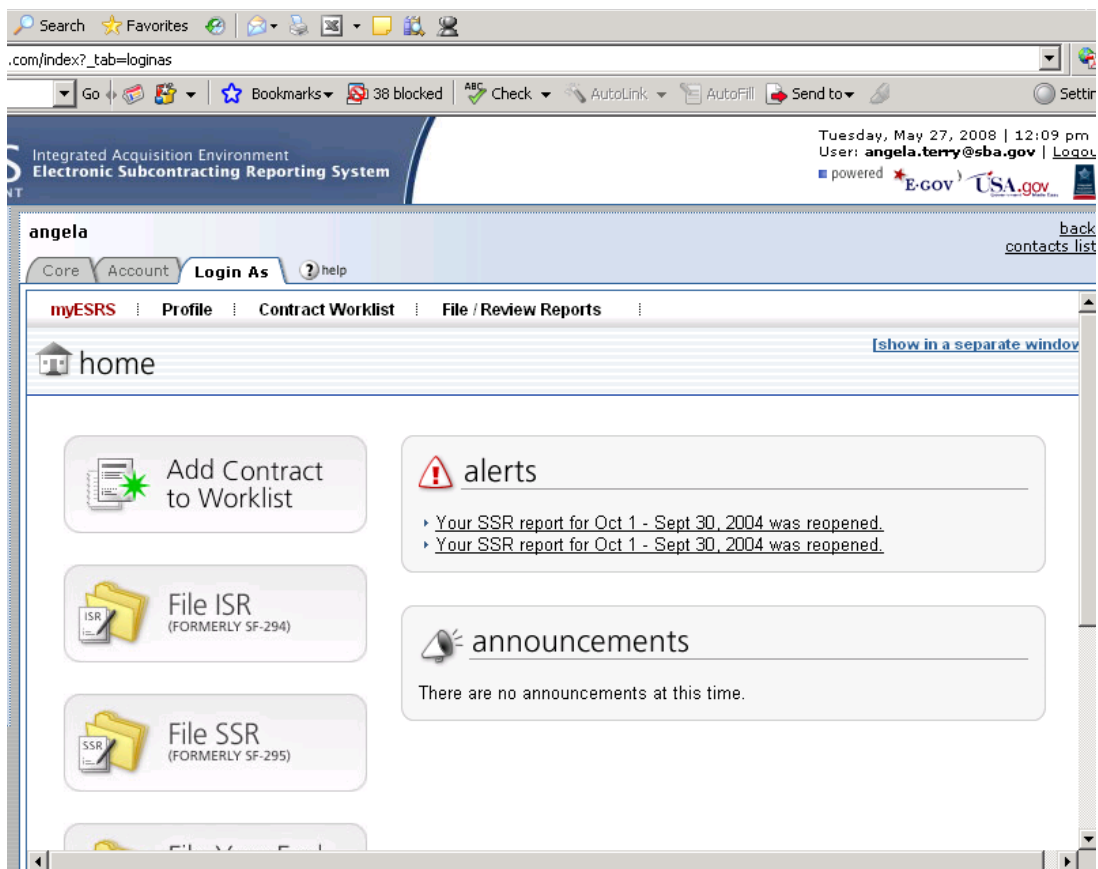
Quick Reference for Federal Government Employees reviewing Summary Subcontract Report (SSR) for a “Commercial Plan”

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

It is recommended that you have the contractor’s approved subcontracting plan when reviewing subcontracting reports.

The following information referencing Screen 1 thru 3 is the contractor’s view of eSRS and is in the Contractor’s Training Material. This will give you some insight to the contractor’s view of the system:

Contractor’s myESRS Screen



Quick Reference for Federal Government Employees reviewing Summary Subcontract Report (SSR) for a “Commercial Plan”

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

1st Screen: Summary Subcontract Report

The screenshot shows a web application interface for 'angela'. The user is logged in as 'angela'. The navigation menu includes 'Core', 'Account', 'Login As', and 'help'. The main menu has 'myESRS', 'Profile', 'Contract Worklist', 'File / Review Reports', and 'Custom Reports'. The current page is titled 'summary subcontract reports' with a '[show in a separate window]' link. The 'New Report' section has a 'BACK TO LIST' link and a numbered list of steps: 1. Instructions (highlighted), 2. Subcontracting Report, 3. Subcontract Awards, 4. Review, and 5. Submit Report. The 'Summary Subcontract Reports' section contains a 'Please Note' about new fields in the eSRS and a list of required information for Prime Contractors: Approved Commercial Subcontracting Plan, Description of Product and Service, NAICS, Email address of the Federal Government Agency Representative, and a note to keep a signed copy. Below this is the 'Copy Existing Report' section with a 'Note' and a dropdown menu. At the bottom are '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
- The report screen will be displayed partially filled out

Quick Reference for Federal Government Employees reviewing Summary Subcontract Report (SSR) for a “Commercial Plan”

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

2nd Screen: Summary Subcontract Report

The screenshot shows the 'New Report' form for a 'Summary Subcontract Report' in the eSRS system. The form is titled 'SUMMARY SUBCONTRACT REPORT' and includes a progress bar on the right side. The progress bar shows the following items with their status:

- Subcontract Report:
- Type of Plan:
- DUNS #:
- Vendor Name:
- Vendor Physical Address:
- 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:

The form fields are as follows:

- 1. Type of Plan*:** Individual Commercial
- 2. DUNS #*:** [Auto-Fill Company Info From Duns](#)
- 3. Corporation, Company or Subdivision Covered:**
 - a. Vendor Name*:**
 - b. Vendor Physical Address:**

1. Type of Plan: Select “Commercial”

- If you have a Federal Government-approved “Commercial Plan”, select “Commercial”.
- **If the incorrect type of plan is selected, “Reject” the report and provide an explanation in the notification box. Once the contractor has addressed and/or corrected your concern sufficiently, “Accept” receipt of the report’s data.**
- If you are unsure check the subcontracting plan or contact the initial contracting officer.

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Quick Reference for Federal Government Employees reviewing Summary Subcontract Report (SSR) for a “Commercial Plan”

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

2nd Screen: Summary Subcontract Report (Continued)

The screenshot shows the eSRS (Integrated Acquisition Environment Electronic Subcontracting Reporting System) interface. The user is logged in as 'angela'. The main form is titled 'SUMMARY SUBCONTRACT REPORT' and is for a 'Commercial' plan. The form is divided into several sections:

- 1. Type of Plan*:** Radio buttons for 'individual' (selected) and 'commercial'.
- 2. DUNS #:** A text box containing '054781240' and a button labeled 'Auto-Fill Company Info From Duns'.
- 3. Corporation, Company or Subdivision Covered:**
 - a. Vendor Name*:** A text box containing 'BAE Systems'.
 - b. Vendor Physical Address:**
 - Street Address*:** A text box containing '1601 Research Blvd.'.
 - City*:** A text box containing 'Rockville'.

On the right side of the form, there is a legend for the status of various fields, indicated by checkmarks (✓) for required/valid and red X's (✗) for missing/invalid. The legend includes: DUNS # (✓), Vendor Name (✗), Vendor Physical Address (✗), Vendor Mailing Address (✗), Date Submitted (✗), Contact Information (✓), Reporting Period (✗), Agency to which the report is being submitted (✗), Report Submitted As (✗), Product or Service #1 (✓), Product or Service #2 (✓), and Subcontract Awards (✗). There is also a 'Tips' box at the bottom right with instructions on saving the report.

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

- DUNS # is a nine-digit unique identification number issued by Dun & Bradstreet to identify a contractor's specific establishment's exact name and address.
- eSRS has an “**Auto Fill your Company's info from DUNS**” button. If used, the contractor's information will be automatically pre-populated from information in the CCR database.
- If they choose not to use the “**auto fill**” function, they may manually enter their company's information in field 4 (a) (b) (c).
- If they inadvertently input an incorrect DUNS# and use “**Auto Fill**”, the system will not allow them to save the report. The DUNS # is validated by their registration information.
- **If the incorrect DUNS# is entered, “Reject” the report and provide an explanation in the notification box. Once the contractor has addressed and/or corrected your concern sufficiently, “Accept” receipt of the report's data.**

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 Corporation/Company/Subdivision may be pre-filled based on the DUNS number entered.

- **If the incorrect information is entered, “Reject” the report and provide an explanation in the notification box. Once the contractor has addressed and/or corrected your concern sufficiently, “Accept” receipt of the report's data.**

**Quick Reference for Federal Government Employees reviewing
Summary Subcontract Report (SSR)
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**Quick Reference #10: Understanding the SSR Data Fields for a “Commercial Plan”
(Continued)**

- 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.
 - **If the incorrect date is entered, “Reject” the report and provide an explanation in the notification box. Once the contractor has addressed and/or corrected your concern sufficiently, “Accept” receipt of the report’s data.**

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Quick Reference for Federal Government Employees reviewing Summary Subcontract Report (SSR) for a “Commercial Plan”

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

2nd Screen: Summary Subcontract Report (Continued)

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 registration information. The contractor must enter their telephone number and email address.

6. Reporting Period: Per the new FAR Interim Rule, the Commercial Plan reporting period is now on the government’s Fiscal Year (Oct-Sept).

- Ensure that the reporting year is correct (e.g., 2008).
- **If the incorrect reporting period is entered, “Reject” the report and provide an explanation in the notification box. Once the contractor has addressed and/or corrected your concern sufficiently, “Accept” receipt of the report’s data.**

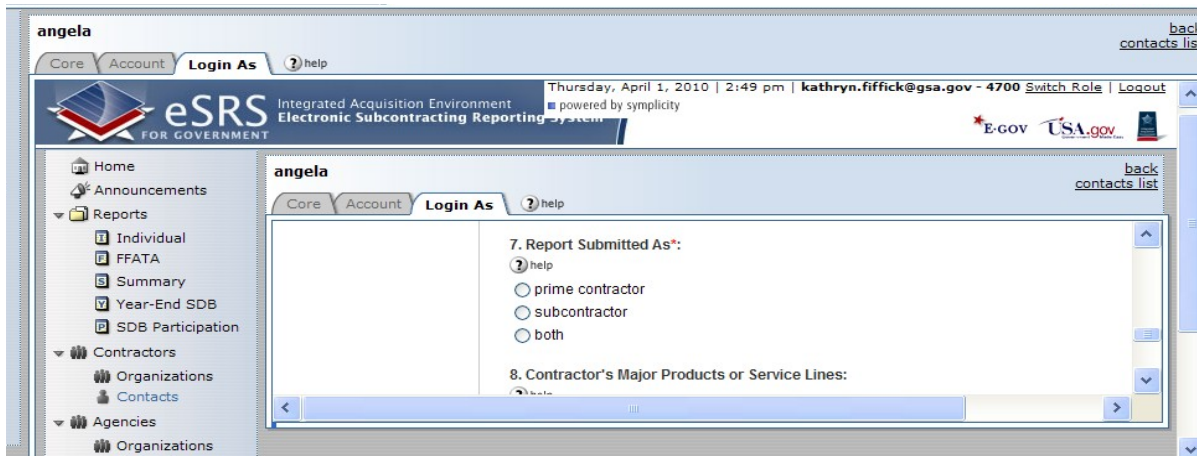
The screenshot displays the ANGELA web application interface. At the top, there is a navigation bar with 'angela' on the left, 'Core', 'Account', 'Login As', and a help icon. On the right, there are links for 'back' and 'contacts list'. The main content area contains the following sections:

- 4. Date Submitted*:** A date picker showing '2008-03-20' with 'select' and 'clear' buttons.
- 5. Contact Information*:** A text input field containing 'angela'.
- 6. Reporting Period*:** A text input field. Below it, a note states: 'Per the eSRS FAR interim rule the Commercial Plan reporting period is now on the Government's Fiscal Year(Oct-Sept)'. Underneath is a dropdown menu for 'a. Year*:'.
- 7. Report Submitted As*:** Radio buttons for 'prime contractor', 'subcontractor', and 'both'.
- 8. Contractor's Major Products or Service Lines:** A text input field. Below it, a note states: '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.' Underneath is a dropdown menu for 'a. Product or Service #1*:' and another dropdown menu for 'i. NAICS Code # 1*:'.

Quick Reference for Federal Government Employees reviewing Summary Subcontract Report (SSR) for a “Commercial Plan”

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

2nd Screen: Summary Subcontract Report (Continued)



7. Report Submitted As: Verify they have selected the correct 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”.**
- **If the incorrect data is entered, “Reject” the report and provide an explanation in the notification box. Once the contractor has addressed and/or corrected your concern sufficiently, “Accept” receipt of the report’s data.**

8. Contractor’s Major Product or Service Lines: Verify they have entered the correct information

- 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 contractor provides to the agency for which this report is being submitted.

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

Verify they have followed the steps below for section 1-7

- Report only subcontracting accomplishment from the beginning to the end of the reporting period.
- The totals in this section represent the total amount of subcontract awards in whole dollars spent organization-wide for the items under the approved Commercial Plan.
- These totals **do not** represent subcontracting dollars spent exclusively on government contracts.
- Subcontracting awards shall include both direct and indirect cost.
- **For all prime contractors: 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. Subcontracts include purchase orders, subcontracts, purchasing card transactions, blanket purchase orders, or any other name given to an agreement to obtain goods or services.**
- Only subcontracts involving performance in the U.S. or its outlying areas should be included.
- Purchases or interdivisional transfers from an affiliate (corporation/company/sister/subdivision) **should not** be included.
- **Do not** include awards made to lower tier subcontractors.
- **The Contractor MUST HAVE A SUPPORTING WRITTEN SIZE SELF-CERTIFICATION FOR EVERY COMPANY YOU ARE COUNTING IN BLOCKS 1a, 2, 3, 4, 5, 6, and 7.** If the contractor does not have a written size self-certification, the subcontracts must be counted in the **large business** row (row 1b) until one is obtained. Exception: Include subcontracts awarded to ANCs and Indian tribes that are not small businesses, as both SBs and SDBs, where you have been designated to receive their SB and SDB credit.
- Furthermore, businesses that have self-certified themselves as **HUBZone** firms must be certified by SBA. Before counting a firm as HUBZone, you must verify each firm's SBA certification in the SBA Dynamic Small Business Search at www.ccr.gov.

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Quick Reference for Federal Government Employees reviewing Summary Subcontract Report (SSR) for a “Commercial Plan”

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

3rd Screen: Cumulative Fiscal Year Subcontract Award

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) 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.

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

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

3rd Screen: Cumulative Fiscal Year Subcontract Award (Continued)

The following information is needed to complete the “Cumulative Fiscal Year Subcontract Award” section of this report. (Continued)

- **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.

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

Quick Reference for Federal Government Employees reviewing Summary Subcontract Report (SSR) for a “Commercial Plan”

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

3rd Screen: Cumulative Fiscal Year Subcontract Award (Continued)

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.

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.

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.

	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"/>

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5. HUBZone SMALL BUSINESS (HUBZone SB) CONCERNS	<input type="text"/> *	<input type="text"/>
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Quick Reference #10: Understanding the SSR Data Fields for a “Commercial Plan” (Continued)

3rd Screen: Cumulative Fiscal Year Subcontract Award (Continued)

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.ccr.gov. **Note that HUBZone is different than some of the State HUB certifications, such as Texas.**

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

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).

Quick Reference for Federal Government Employees reviewing Summary Subcontract Report (SSR) for a “Commercial Plan”

total of 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

Add Item

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

3rd Screen: Cumulative Fiscal Year Subcontract Award (Continued)

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% (10,000lbs / 400lbs) 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%)

Quick Reference for Federal Government Employees reviewing Summary Subcontract Report (SSR) for a “Commercial Plan”

To enter a “% attributable” for more than one agency, click “Add Item.”

total of 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

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

3rd Screen: Cumulative Fiscal Year Subcontract Award (Continued)

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

- **What does the green radio button under “Approver” represent?**
 - If your agency has a green radio button under the “Approver”, this means that your agency must accept or reject the report. It is recommended that you email the other agencies listed in section 8 and advise them to inform you by a particular date if they find any reason for you to reject the report; otherwise you will move forward and approve or reject the report on your own.

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

**Quick Reference for Federal Government Employees reviewing
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with the government. This would cast doubt on whether the government should have even permitted a commercial plan for this contractor.

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

3rd Screen: Cumulative Fiscal Year Subcontract Award (Continued)

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

11. Remarks: (Continued)

Example: Bersey % attributable to GSA is 75%. However, the remaining 25% is with DoD. Although Bersey hasn't given 100% attributable to your agency, it has attributed 100% of its subcontracting to the government, and the report should be rejected. If the percentage attributable to the government falls between 50% to 95%, it should cause the reviewing official to look at the report more carefully. However, it may be acceptable so long as the product or service that the government is procuring under the approved commercial plan meets the definition of a commercial item (see the Federal Acquisition Regulation (FAR), subpart 2.101). If the product or service does meet this definition, it means that it is also being purchased by the public. If that is not the case, you should seek guidance from your agency's Small Business Specialist or the Small Business Administration. If there is any doubt as to the accuracy of the report, you should contact the contractor for clarification or reject the report with an appropriate explanation.

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 the contractor's 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

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<http://www.regulations.gov/search/Regs/home.html#documentDetail?R=0900006480277f33> (See FAC 05-019).] If “No” is selected, the report will 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, they will see the report when they log into eSRS.

Quick Reference #11: How does a Contractor Correct an SSR for “Commercial Plan” that was Previously Submitted?”

The Federal Government agency must “**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 the contractor's eSRS account, so that the necessary changes can be made.

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, 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.

Quick Reference for Federal Government Employees reviewing Summary Subcontract Report (SSR) for a “Commercial Plan”

- 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

Quick Reference #12: Who to Contact When in Need of Assistance (Continued)

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 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. 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) you can:

- Obtain a user id and password (not required) by registering at the 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

Quick Reference for Federal Government Employees reviewing Summary Subcontract Report (SSR) for a “Commercial Plan”

- 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, if the information pulled from your DUNS # is incorrect

For all other concerns, contact Integrated Acquisition Environment at integrated.acquisition@gsa.gov.

Quick Reference #13: When is it Recommended to “Accept” an SSR for “Commercial Plan”?

- After reviewing the report, you are satisfied with the information provided by the contractor
- Look to the right of the report, and you will see the “Accept/Reject” box
- From the drop-down menu, select “Accept”
- Click “Submit” and an email notification will be sent to the contractor.

Quick Reference #14: When is it Recommended to “Reject” an SSR for “Commercial Plan”?

- After reviewing the report, you require additional information for clarity, and/or the information provided is not accurate or sufficient
- Look to the right of the report, and you will see the “Accept/Reject” box
- From the drop down menu, select “Reject”
- A notification box will appear. Enter your explanation for rejecting the report
- Click “Submit” and an email notification will be sent to the contract.

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 the contractor, the report shall be “Accepted”

Quick Reference #15: Can I Delete a Report?

- Only contractor’s draft reports can be deleted
- Click on “Deleted” by the report you would like to have deleted