Sample Summary Subcontract Report (SSR)

Step-by-Step Screen shots of Contractor Submission Process

Step 1: Instructions

Summary Subcontract Reports

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

- For Prime Contractors
  - Approved Commercial Subcontracting Plan
  - Description of Product and Service
  - NAICS
  - Email address of the Federal Government Agency Representative responsible for reviewing the report
  - Be sure to keep a signed copy of the report on file

cancel    continue
Step 2: Subcontracting Report

SUMMARY SUBCONTRACT REPORT

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:
      Street Address:

* indicates a required field.

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.

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

5. Contact Information*:

6. Reporting Period**:
   - Oct 1 - Mar 31
   - Oct 1 - Sept 30
   - a. Year*:
     - 2009

7. Agency to which the report is being submitted*:

8. Report Submitted As*:
   - prime contractor
   - subcontractor
   - both

9. 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*:
   - i. NAICS Code # 1*:
     - click here for description of naics codes
   
   - b. Product or Service #2:
   - i. NAICS Code # 2:
     - click here for description of naics codes

[Buttons: Save & Go Back, Cancel, Save, Save & Continue]
Step 2 Subcontracting Report – Commercial Plan Type Selected

4. Date Submitted:

5. Contact Information:

6. Reporting Period:
   Per the eSRS FAR interim rule the Commercial Plan reporting period is now on the Government’s Fiscal Year (Oct-Sept)
   a. Year:

7. Report Submitted As:
   ○ prime contractor
   ○ subcontractor
   ○ both

8. 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:
      i. NAICS Code # 1:
         click here for description of naics codes

   b. Product or Service #2:
      i. NAICS Code # 2:
         click here for description of naics codes

Save & Go Back  Cancel  Save  Save & Continue
### Step 3: Subcontract Awards – Individual Plan Type Selected

#### Summary Subcontract Reports

#### Instructions

1. Instructions
2. Subcontracting Report
3. Subcontract Awards
4. Review
5. Submit Report

#### Progress

- Subcontract Report
- Subcontract Awards
- Total Awards
- Small Business Awards
- Remarks
- Name
- Title
- Phone Number
- Certification
- Date
- CEO Approval

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

#### Tips

- Clicking ‘Save’ or ‘Save and Continue’ will save your report and allow you to log out 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.

#### CUMULATIVE FISCAL YEAR SUBCONTRACT AWARDS

<table>
<thead>
<tr>
<th>Description</th>
<th>Whole Dollars</th>
<th>Percent</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. SMALL BUSINESS CONCERNS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1b. LARGE BUSINESS CONCERNS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1c. TOTAL</td>
<td></td>
<td>100</td>
</tr>
<tr>
<td>2. SMALL DISADVANTAGED BUSINESS (SDB) CONCERNS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. WOMEN-OWNED SMALL BUSINESS (WOSB) CONCERNS</td>
<td></td>
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</tr>
</tbody>
</table>

#### 4. HISTORICALLY BLACK COLLEGES AND UNIVERSITIES (HBCU)

#### 5. HUBZone SMALL BUSINESS (HUBZone SB) CONCERNS

#### 6. VETERAN-OWNED SMALL BUSINESS CONCERNS

#### 7. SERVICE-DISABLED VETERAN-OWNED SMALL BUSINESS CONCERNS

#### 8. ALASKA NATIVE CORPORATIONS (ANCs) AND INDIAN TRIBES

- THAT HAVE NOT BEEN CERTIFIED BY THE SMALL BUSINESS ADMINISTRATION AS SMALL DISADVANTAGED BUSINESSES

#### 9. ALASKA NATIVE CORPORATIONS (ANCs) AND INDIAN TRIBES

- THAT ARE NOT SMALL BUSINESSES

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.
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.

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*:

b. Title*:

c. Phone Number*:

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.anet.gov]
[http://www.anet.gov/atafactdata.htm] see FAC 05-019). If "No" is selected the report will
be "Rejected"

☐ Yes  ☐ No

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*:

b. Title*:

c. Date*:

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  ☐ No

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 eBRS for the Government's review. The Federal
Government Agency will not be notified via email unless you enter a
notification e-mail address.
Step 3: Subcontract Awards – Commercial Plan Type Selected

### CUMULATIVE FISCAL YEAR SUBCONTRACT AWARDS

<table>
<thead>
<tr>
<th></th>
<th>Whole Dollars</th>
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<tbody>
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<td><strong>1a. SMALL BUSINESS CONCERNS</strong></td>
<td></td>
<td></td>
</tr>
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<td></td>
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</tr>
<tr>
<td><strong>1c. TOTAL</strong></td>
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<td>100</td>
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</table>

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<th></th>
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<tbody>
<tr>
<td><strong>2. SMALL DISADVANTAGED BUSINESS (SDB) CONCERNS</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>3. WOMEN-OWNED SMALL BUSINESS (WOSB) CONCERNS</strong></td>
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<tr>
<td><strong>4. HISTORICALLY BLACK COLLEGES AND UNIVERSITIES (HBCU) AND MINORITY INSTITUTIONS (MI)</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>5. HUBZone SMALL BUSINESS (HUBZone SB) CONCERNS</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>6. VETERAN-OWNED SMALL BUSINESS CONCERNS</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>7. SERVICE DISABLED VETERAN-OWNED SMALL BUSINESS CONCERNS</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>8. ALASKA NATIVE CORPORATIONS (ANCs) AND INDIAN TRIBES THAT HAVE NOT BEEN CERTIFIED BY THE SMALL BUSINESS ADMINISTRATION AS SMALL DISADVANTAGED BUSINESSES</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>9. ALASKA NATIVE CORPORATIONS (ANCs) AND INDIAN TRIBES THAT ARE NOT SMALL BUSINESSES</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*indicates a required field
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 in total or to any particular government agency.

<table>
<thead>
<tr>
<th>Agency*</th>
<th>Percentage*</th>
<th>Approver</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>%</td>
<td></td>
</tr>
</tbody>
</table>

Add Item

11. 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.

Remarks:

12. Contractors Official Who Administers Subcontracting Program:
This is the name and contact information (telephone number and email address) for the individual who administers the contractors Small Business Subcontracting Program.

a. Name:

b. Title:

c. Phone Number:

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 subcontractors (except as set forth for ANC and Indian Tribes for more information visit http://www.arner.gov/fac_frame.htm see FAC 05-019). If “No” is selected the report will be “Rejected”

☐ Yes  ☐ No

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:

b. Title:

c. Date:

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  ☐ No

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 e-mail address, a notification will be sent to listed parties advising them that a subcontracting report has been submitted in eSRS for the Governments review. The Federal Government Agency will not be notified via email unless you enter a notification e-mail address.

Email Address:
Step 4: Review – Individual Plan Type Selected

SUMMARY SUBCONTRACT REPORT

1. Type of Plan:
   Individual

2. DUNS #:
   123456789

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

   b. Vendor Physical Address:
      Street Address:
      3015 Valky Drive
      City:
      Dickinson
      State:
      Texas
      Zip+4:
      77539

   c. Vendor Mailing Address:
      Street Address:
      3015 Valky Drive
      City:
      Dickinson
      State:
      Texas
      Zip+4:
      77539
      Country:
      United States
4. Date Submitted:
   August 20, 2009

5. Contact Information:
   Test Contractor

6. Reporting Period:
   Oct 1 - Mar 31
   a. Year:
      2008

7. Agency to which the report is being submitted:
   A Test Agency (A123)

8. Report Submitted As:
   prime contractor

9. Contractor’s Major Products or Service Lines:
   a. Product or Service #1:
      12385
      i. NAICS Code # 1:
      click here for description of naics codes
      111311

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**CUMULATIVE FISCAL YEAR SUBCONTRACT AWARDS**

<table>
<thead>
<tr>
<th></th>
<th>Whole Dollars</th>
<th>Percent</th>
</tr>
</thead>
<tbody>
<tr>
<td>1a. SMALL BUSINESS CONCERNS</td>
<td>10,000</td>
<td>28.6</td>
</tr>
<tr>
<td>1b. LARGE BUSINESS CONCERNS</td>
<td>25,000</td>
<td>71.4</td>
</tr>
<tr>
<td>1c. TOTAL</td>
<td>35,000</td>
<td>100</td>
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</table>

<table>
<thead>
<tr>
<th></th>
<th>Whole Dollars</th>
<th>Percent</th>
</tr>
</thead>
<tbody>
<tr>
<td>2. SMALL DISADVANTAGED BUSINESS (SDB) CONCERNS</td>
<td>5,000</td>
<td>14.3</td>
</tr>
<tr>
<td>3. WOMEN-OWNED SMALL BUSINESS (WOSB) CONCERNS</td>
<td>2,500</td>
<td>7.1</td>
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<tr>
<td>4. HISTORICALLY BLACK COLLEGES AND UNIVERSITIES (HBCU) AND MINORITY INSTITUTIONS (MI)</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>5. HUBZone SMALL BUSINESS (HUBZone SB) CONCERNS</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>6. VETERAN-OWNED SMALL BUSINESS CONCERNS</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>7. SERVICE-DISABLED VETERAN-OWNED SMALL BUSINESS CONCERNS</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>
10. Contractors Official Who Administers Subcontracting Program:
   a. Name: Jane Doe
   b. Title: Admin
   c. Phone Number: 5555552112

11. Certification:
   Yes

12. Chief Executive Officer (CEO):
   a. Name: Jill Sample
   b. Title: Title
   c. Date: August 20, 2009

13. CEO Approval:
   Yes

14. Please enter the email address of the Government employee(s) and/or other person(s) to be notified that you have submitted this report.:
    emailaddress@us.gov
Step 4: Review – Commercial Plan Type Selected

SUMMARY SUBCONTRACT REPORT

1. Type of Plan:
   commercial

2. DUNS #:
   123456789

3. Corporation, Company or Subdivision Covered:
   a. Vendor Name:
      ABC Company
   b. Vendor Physical Address:
      Street Address:
      2015 Valley Drive
      City:
      Dickinson
      State:
      Texas
      Zip+4:
      77539
      Country:
      United States
   c. Vendor Mailing Address:
      Street Address:
      3015 Valley Drive
      City:
      Dickinson
      State:
      Texas
      Zip+4:
      77539
      Country:
      United States
4. Date Submitted:
   August 20, 2009
5. Contact Information:
   Test Contractor
6. Reporting Period:
   Oct-Sept
   a. Year:
      2008
7. Report Submitted As:
   prime contractor
8. Contractor's Major Products or Service Lines:
   a. Product or Service #1:
      12365
   i. NAICS Code #1:
      click here for description of naics codes
      111311

**CUMULATIVE FISCAL YEAR SUBCONTRACT AWARDS**

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<td><strong>1a. SMALL BUSINESS CONCERNS</strong></td>
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<tr>
<td>Agency</td>
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<tr>
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<td>Total</td>
<td>10,000.00</td>
<td>28.6</td>
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<tr>
<td><strong>1b. LARGE BUSINESS CONCERNS</strong></td>
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<tr>
<td>Agency</td>
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<td>Total</td>
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<td><strong>1c. TOTAL</strong></td>
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<td>Agency</td>
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<tr>
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<td>Total</td>
<td>35,000.00</td>
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<tr>
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<tbody>
<tr>
<td><strong>2. SMALL DISADVANTAGED BUSINESS (SDB) CONCERNS</strong></td>
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<tr>
<td>Agency</td>
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<td>Dollars</td>
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<tr>
<td><strong>3. WOMEN-OWNED SMALL BUSINESS (WOSB) CONCERNS</strong></td>
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<td><strong>Total</strong></td>
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<td><strong>4. HISTORICALLY BLACK COLLEGES AND UNIVERSITIES (HBCUs) AND MINORITY INSTITUTIONS (MI)</strong></td>
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<td>A Test Agency (A123)</td>
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<tr>
<td><strong>Total</strong></td>
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<tr>
<td><strong>5. HUBZone SMALL BUSINESS (HUBZone SB) CONCERNS</strong></td>
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<td>A Test Agency (A123)</td>
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<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
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</tr>
<tr>
<td><strong>6. VETERAN-OWNED SMALL BUSINESS CONCERNS</strong></td>
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<td><strong>Total</strong></td>
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<td><strong>7. SERVICE DISABLED VETERAN-OWNED SMALL BUSINESS CONCERNS</strong></td>
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<td>A Test Agency (A123)</td>
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<tr>
<td><strong>9. ALASKA NATIVE CORPORATIONS (NCs) AND INDIAN TRIBES THAT ARE NOT SMALL BUSINESSES</strong></td>
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<tr>
<td>A Test Agency (A123)</td>
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</tr>
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<td></td>
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</tbody>
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10. Specify agencies to which you are submitting this report and percentages of dollars attributable to each:

<table>
<thead>
<tr>
<th>Agency</th>
<th>Percentage</th>
<th>Approver</th>
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<tbody>
<tr>
<td>A Test Agency (A123)</td>
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11. Contractors Official Who Administers Subcontracting Program:
   a. Name: Jane Doe
   b. Title: Admin
   c. Phone Number: 5555552112

12. Certification:
   Yes

13. Chief Executive Officer (CEO):
   a. Name: Jill Sample
   b. Title: Title
   c. Date: August 20, 2009

14. CEO Approval:
   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:
   emailaddress@us.gov

[Submit Report Form]