

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



Reviewing an
Individual Subcontract Report (ISR)

Quick Reference for Federal Government Employees reviewing an Individual Subcontracting Report (ISR)

Table of Contents

Quick Reference #1: What is an Individual Subcontracting Report (ISR)?

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

Quick Reference #3: What are the eSRS ISR Responsibilities of the Government?

Quick Reference #4: What are the eSRS ISR Responsibilities of the Contractor?

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

Quick Reference #6: Things to Exclude from the ISR

Quick Reference #7: How to Access eSRS

Quick Reference #8: How to View an ISR Submitted to Your Agency

Quick Reference #9: How to Run a Report for Your Agency’s ISR by Reporting Year

Quick Reference #10: Understanding the ISR Data Fields

Quick Reference #11: How does a Contractor Correct an ISR that was Previously Submitted?

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

Quick Reference #13: When is it Recommended to “Accept” an ISR?

Quick Reference #14: When is it Recommended to “Reject” an ISR?

Quick Reference #15: Can I Delete a Report?

Quick Reference #16: How Contractors Review Large Business Lower Tier Subcontract Reports Submitted to Their Company

Quick Reference for Federal Government Employees reviewing an Individual Subcontracting Report (ISR)

Quick Reference #17: How does a Contractor Correct an Incorrect Email Address for its Reviewer?

Quick Reference #18: How does a Contractor “Accept” an ISR?

Quick Reference #19: How does a Contractor “Reject” an ISR?

Quick Reference #20: How to review Task Order Level Data?

electronic Subcontracting Reporting System (eSRS)

Quick Reference Recommendation for

Federal Government Employees

Introduction: In the past, Federal Government contractors were required to file their Individual Subcontracting Report (ISR) on the Standard Form (SF) 294. 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), creation of 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 Individual Subcontracting Reports (ISR) in eSRS. 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 an Individual Subcontracting Report (ISR)

Quick Reference #1: What is an Individual Subcontracting Report (ISR)?

This report collects subcontract award data for a specific Federal Government agency when a Prime/Subcontractor: (a) holds one or more contracts over \$700,000 (over \$1,500,000 for construction of a public facility); and (b) is 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), Service-Disabled Veteran-Owned Small Business (SDVOSB), Alaskan Native Corporations (ANC) and Indian tribes concerns under a subcontracting plan with the Federal Government. 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.

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

This report provides inception-to-date subcontracting information for each prime and subcontractor for a specific contract awarded by a specific Federal Government agency that required an Individual Subcontracting Plan. Therefore, it is important for all contractors and federal agencies to ensure the data in the electronic Subcontracting Reporting System (eSRS) is accurately **entered within 30 days after the reporting period ends.**

Quick Reference #3: What are the eSRS ISR Responsibilities of the Government?

- Federal agencies are responsible for ensuring that Federal Government prime contractors make every attempt to adhere to the approved Individual Subcontracting Plan requirements and file their reports in a timely manner.
- Further responsibilities are:
 - to review, accept and/or reject the prime contractors' ISRs in eSRS;

Quick Reference for Federal Government Employees reviewing an Individual Subcontracting Report (ISR)

- to ensure that the Prime contractors review, accept and/or reject their subcontractor's ISRs in eSRS; and
- to flow down the requirement to their large business subcontractors to review, accept and/or reject the ISRs in eSRS of their large business subcontractors.
- 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 ISR Responsibilities of the Contractor?

- Prime and higher tier large business subcontractors are required to ensure that their lower tier large business subcontractors file their ISRs in eSRS for subcontracts in excess of \$700,000 (\$1.5 million for construction of public facility) on a Federal Government contract.
- Prime and higher tier large business subcontractors are required to review, and accept and/or reject the large business subcontractors' ISRs in eSRS.
- These entries shall include all subcontract awards (See definition of "subcontract" at FAR 19.701), placed under this contract, regardless of the dollar amount, Subcontracts include purchase orders, subcontracts, purchasing card transactions, blanket purchase orders, or any other name given to an agreement to obtain goods or services.
- Effective October 1, 2015, the Department of Defense (DOD), General Services Administration (GSA), and National Aeronautics Administration (NASA) are issuing [FAR Case 2014-022](#) as a final rule amending the Federal Acquisition Regulation (FAR) to implement the inflation adjustment of acquisition-related dollar thresholds.

Quick Reference #4: What are the eSRS ISR Responsibilities of the Contractor? (Continued)

- Contractors should only report actual subcontracting accomplishments from the inception of contract to the end of the reporting period, not good faith estimates, in the "Actual Cumulative" column of this report.
- If a prime contractor/subcontractor is performing work under more than one contract requiring an Individual Subcontracting Plan, a separate ISR

Quick Reference for Federal Government Employees reviewing an Individual Subcontracting Report (ISR)

shall be submitted to each federal agency, covering only subcontracting accomplishments for that contract.

- Only enter indirect subcontracts if it was agreed upon in the approved Individual Subcontracting Plan.
- This report collects subcontracting data, not sales data.
- Reports are required when due, regardless of whether there has been any subcontracting activity since the inception of the contract or since the previous report.
- Submit all ISRs within 30 days of the close of each reporting period.
- Reporting Periods:
 - For Non Department of Defense (DOD), National Aeronautics and Space Administration (NASA) and General Service Administration (GSA) Contracts report Annual submission on the Federal Government's fiscal year
 - 1st reporting period **Oct 1-March 31**
 - 2nd reporting period **Oct 1–Sept 30**
 - For contracts with **DoD, NASA and GSA Multiple Award Schedule Contracts** report semi-annually on the Federal Government's fiscal year:
 - 1st reporting period **October 1st thru March 31st**
 - 2nd reporting period **October 1st thru September 30th**
 - For **General Service Administration (GSA) non-Multiple Award Scheduled** Contracts, report quarterly on the Federal Government's fiscal year
 - 1st reporting period **Oct 1-Dec 31**
 - 2nd reporting period **Oct 1-March 31**
 - 3rd reporting period **Oct 1–Jun 30**
 - 4th reporting period **Oct 1–Sept 30**
- Keep a signed copy of the report on file.
- **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**

Quick Reference for Federal Government Employees reviewing an Individual Subcontracting Report (ISR)

business contractor you are counting in the small business and socioeconomic section of this report [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).] **at the time they submit their proposal, or you make award.** If you have not been provided 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.**

Quick Reference #4: What are the eSRS ISR Responsibilities of the Contractor? (Continued)

- The contractor **shall validate** that this firm is HUBZone-certified in the SBA Dynamic SB Search at www.sam.gov, **prior to the award of a contract.** **Note** that HUBZone is different from some of the State HUB certifications, such as Texas.

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.

Accepted: 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**

Quick Reference for Federal Government Employees reviewing an Individual Subcontracting Report (ISR)

Reject” the report to obtain clarification, additional information, and/or correction.

Reopened: 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.

Rejected: 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: The Individual Subcontracting Plan goals the submitter has entered do not match the approved Individual Subcontracting Plan goals in their Small Business Individual Subcontracting Plan. The submitter is required to resubmit the report using the subcontracting goals in their Small Business Individual Subcontracting Plan.

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 for Federal Government Employees reviewing an Individual Subcontracting Report (ISR)

Quick Reference # 6: Things to Exclude from the ISR

- 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 #8: How to View an ISR 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)
- Click on **“Individual Report(s) Pending”**
- This will bring you to the **“Pending Individual Reports”** Section under the **“Pending Individual Reports”** tab
- Click on **“All Individual Reports”** tab to view all ISRs
- Click on the **“Search Filters”** link
- Use the dropdown menu on to choose a specific report **“Status”** (pending, accepted, rejected, reopened, revised)
- You may choose **“Regular”** or **“Final”** for **“Report Type”**

Quick Reference for Federal Government Employees reviewing an Individual Subcontracting Report (ISR)

- You may choose **“Prime Reports”**, **“Sub Reports”** or **“[All Reports]”** for **“Show Me”**
- You may choose **“Days Since Last Action”**
- You may choose the **“Report Year”**
- 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 the **“Apply Search”** button
- This will display a list of existing ISRs 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 ISR 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 **“Individual 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)
- 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 number format from text to a numerical format

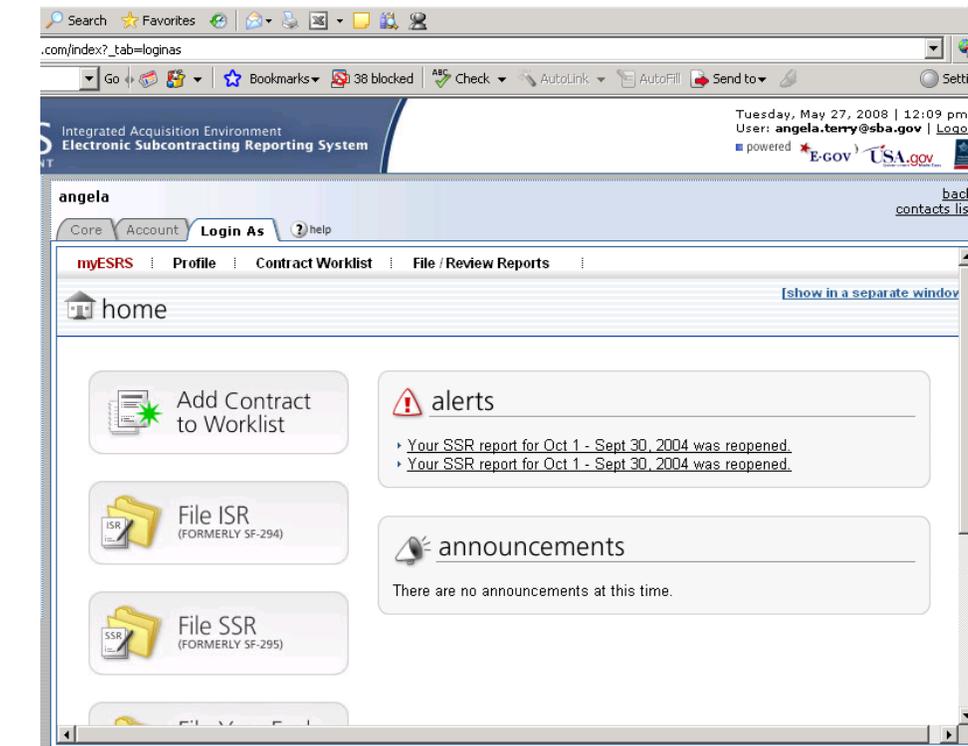
Quick Reference for Federal Government Employees reviewing an Individual Subcontracting Report (ISR)

Quick Reference #10: Understanding the ISR Data Fields

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

The following information referencing Screen 1 thru 5 is the contractor's view of eSRS. 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 an Individual Subcontracting Report (ISR)

Quick Reference #10: Understanding the ISR Data Fields (Continued)

1st Screen: *Data needed to file a report*

Data needed to file this report as a Prime Contractor

- Your DUNS number as it appears on the contract
- NAICS
- Product and Service Description
- Email address of Federal Government agency responsible for reviewing your report
- Approved Small Business Individual Subcontracting Plan

Data needed to file this report as a Lower Tier Subcontractor

- The Prime contract number
- The Subcontract number
- The DUNS number of the contractor that awarded you the subcontract
- Email 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

Copy Existing Report Feature: The **"Copy Existing Report"** feature can only be used if the contractor has previously entered a report in eSRS. If the contractor is **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 selects the report desired from the drop down menu.
- The report screen will be displayed partially filled out.

Quick Reference for Federal Government Employees reviewing an Individual Subcontracting Report (ISR)

Quick Reference #10: Understanding the ISR Data Fields (Continued)

2nd Screen: *This is how the contractor pulls in a contract from FPDS-NG:*

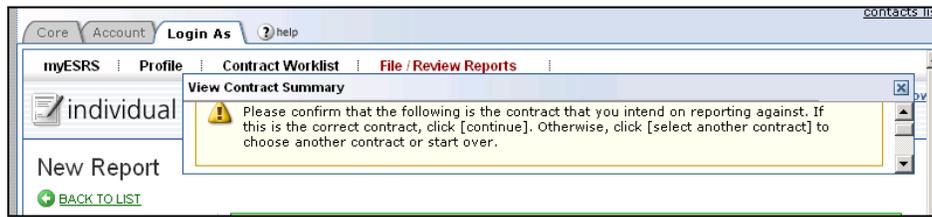
The screenshot shows the 'angela' web application interface. The top navigation bar includes 'Core', 'Account', 'Login As', and 'help'. A 'BACK TO LIST' link is visible. The left sidebar contains a numbered menu: 1 Instructions, 2 Enter Contract # (highlighted), 3 Contract Details, 4 Subcontracting Report, 5 Subcontracting Report Cont'd, 6 Subcontract Awards, 7 Review, and 8 Submit Report. The main content area features a yellow warning box with a triangle icon and the following text: '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.' Below the warning box are 'Back', 'Cancel', and 'Continue' buttons. The form below has the heading 'Enter Prime Contract Number For Report' and a note '* indicates a required field'. It includes a section 'Select Existing Contract:' with the instruction 'If not found above, enter Prime Contract # (as it appears in FPDS-NG without any dashes):' and a dropdown menu.

Select Existing Contract: To use this feature, contractors must have previously entered the contract in their worklists. If they have not done this, they must go to the box below and manually enter the contract number, without any dashes.

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

- Once they have selected or entered a prime contract number, they click **“Continue”**.
- The system will search eSRS and FPDS-NG for the latest contract information.
- The **“View Contract Summary”** box will appear.

Quick Reference for Federal Government Employees reviewing an Individual Subcontracting Report (ISR)



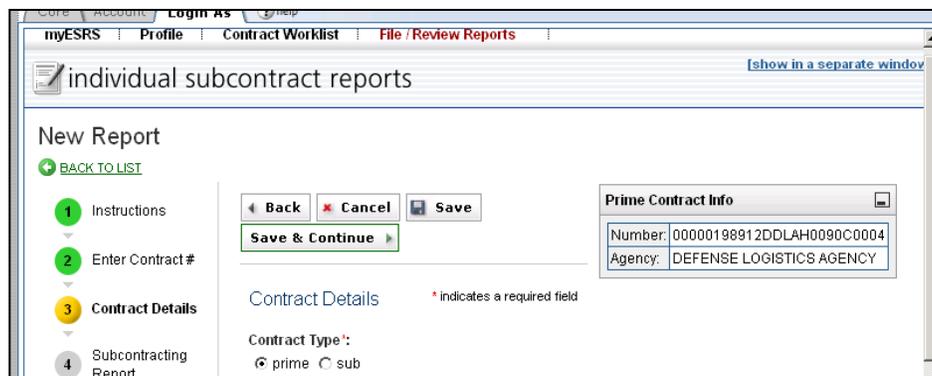
- They should click on the contract information they would like to have displayed on the screen and click **“Display Contract Information”** within the **“View Contract Summary box”**.
- The **“View Contract Summary”** box will be displayed within the box. Then they click **“Continue.”**

Quick Reference #10: Understanding the ISR Data Fields (Continued)

3rd Screen: *This shows the contract type (prime or sub):*

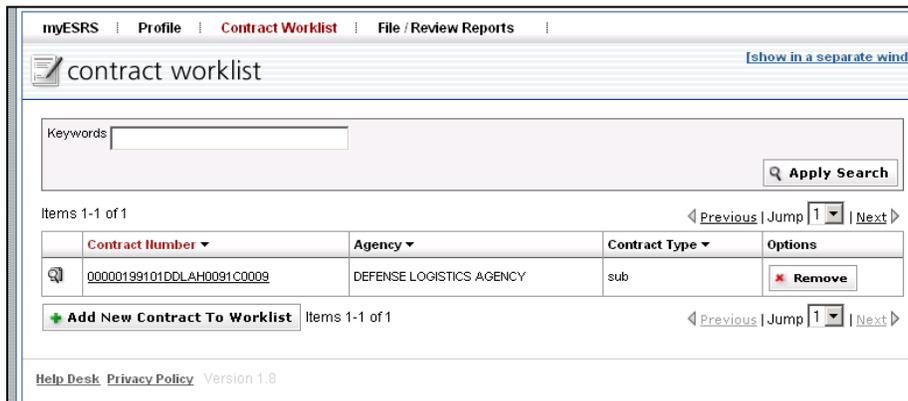
Contract Type: The system will automatically select the type of contract by matching the DUNS# on the contract with the DUNS# of the person filing the report.

- **Prime:** The company was awarded a contract from the Federal Government.
- **Subcontractor:** The company received a subcontract from a prime contractor who was awarded a government contract **or** large business higher tier subcontractor who was awarded a government subcontract.



Quick Reference for Federal Government Employees reviewing an Individual Subcontracting Report (ISR)

- If the contractor is the prime, and the person responsible for filing the ISR is unable to do so as a prime, it is because another employee within the contractor's organization who filed the ISR report previously has it in their contract worklist. The person attempting to file the current report must have the previous person remove the contract from their worklist.
- To remove the contract from the worklist: The contractor clicks on **"Contract Worklist"** to find the contract they would like to remove. Then they click **"Remove"**. This will not delete previously submitted reports. The help desk can assist with removing a contract from the worklist if the previous employee is no longer with the organization.



Quick Reference for Federal Government Employees reviewing an Individual Subcontracting Report (ISR)

3rd Screen: *This is additional information that is required by the Subcontractor:*

The screenshot shows the 'New Report' screen in the 'angela' system. The user is logged in as 'angela'. The page title is 'New Report'. A navigation pane on the left shows steps 1 through 8, with step 3 'Contract Details' highlighted. The main content area has a 'Contract Details' section with a red asterisk indicating required fields. It includes a 'Contract Type' section with radio buttons for 'prime' and 'sub' (selected). Below that are input fields for 'DUNS # of next higher tier', 'Email address of next higher tier', and 'Contract Amount'. A 'Prime Contract Info' box shows 'Number: 00000198912DDLAH0090C0004' and 'Agency: DEFENSE LOGISTICS AGENCY'. At the top, there are 'Back', 'Cancel', 'Save', and 'Save & Continue' buttons.

3rd Screen: *ISR basic business and contract information*

The screenshot shows the 'Subcontracting Report' screen in the 'symp test 3' system. The user is logged in as 'symp test 3'. The page title is 'SUBCONTRACTING REPORT FOR INDIVIDUAL CONTRACTS'. A navigation pane on the left shows steps 3 through 8, with step 4 'Subcontracting Report' highlighted. The main content area has a 'Verify Data' section with a red asterisk indicating required fields. It includes a 'DUNS #' field with the value '054781240'. Below that is a 'Verify Data' section with a red asterisk and a help icon. The text reads: '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.' There are radio buttons for 'yes' and 'no'. Below that is a 'Corporation, Company or Subdivision Covered:' section with a red asterisk and a help icon. It includes a 'Vendor Name' field with the value 'SCIENCE APPLICATIONS INTL CORP' and a 'Vendor Physical Address' section with a 'Street Address' field. A 'Tips' box at the bottom right contains the text: 'Clicking "Save" or "Save and Continue," will save your report and allow you to leave and continue your report later.'

Quick Reference for Federal Government Employees reviewing an Individual Subcontracting Report (ISR)

1. DUNS#: A unique identifier that identifies your organization.

This field is pre-populated based on the information in FPDS-NG for the contract number you have selected.

- 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 SAM database.
- Verify that the DUNS # matches the DUNS # of the awarded contractor. This information is on the face of the contract.
- If the DUNS # doesn't match the awarded contractor, **"Reject"** the report and advise the contractor why.

2. Verify Data: If the pre-populated data provided on this report from FPDS-NG is correct, please choose **"Yes"**. Otherwise, choose **"No"** and contact your contracting officer to correct the problem. **If the contractor has selected "No", "Reject" the report to identify what information is incorrect. Once information has been corrected and resubmitted, "Accept" receipt of the reports data.**

The following fields are automatically populated from SAM and FPDS-NG.

- **Verify that the pre-populated data is correct.**

3. Corporation, Company or Subdivision Covered: This field indicates the Corporation, Company or Subdivision that is associated with the DUNS number for this contract. The Corporation, Company or Subdivision's address is pre-filled, based on the DUNS number entered. If this information is incorrect, it should be noted in the **"Remarks"** field of this report and the contracting officer should be notified.

4. Agency Awarding Contract: This is the name of the federal agency that awarded the contract to the prime contractor. This information will be pre-filled from information in FPDS-NG.

Quick Reference for Federal Government Employees reviewing an Individual Subcontracting Report (ISR)

5. Contracting Office Agency ID: This is the identification number for the contracting agency's office indicated above.

6. Contracting Office Agency Name: This is the name of the contracting office in the federal agency that awarded the contract to the prime contractor.

7. Contracting Office ID: This is the identification code of the contracting office that awarded the contract to the prime contractor.

8. Contracting Office Name: This is the name of the contracting office (under the Agency Awarding the Contract and the Contracting Agency Office above) that awarded the contract to the prime contractor.

Funding Agency ID: This is the identification number of the agency that is providing funding for this contract.

Funding Office ID and Name: This is the name of the agency that is providing a majority of the funding for the contract. In some instances, the funding agency may be different from the awarding agency.

9. Prime Contract Number: This is the number that the contracting officer assigned to this contract when he/she entered the contract information into FPDS-NG. Most often, this contract number should match the contract number that is shown on the face page of your contract award document.

10. Product/Service Code: Product/Service Codes (PSCs) are four digit alpha/numeric codes that classify the type of product/service/research being procured by the Government. This information will be pre-filled by information entered by FPDS-NG.

11. Dollar Obligated: This is the amount of money that the funding agency has obligated to fund this prime contract.

12. Current Contract Value: The contract value for the base contract and any options that have been exercised.

Quick Reference for Federal Government Employees reviewing an Individual Subcontracting Report (ISR)

3rd Screen: *ISR basic business and contract information:*

0000199101DCLAF0091C0009

11. Product/Service Code:
7025

12. Is your contract administered by an office other than the Contracting Office that awarded the contract?:
 yes no

a. Please choose who administers your contract:
use the drop down menu to select the specific Administering Agency Office.
 DCMA ONR Other Administering Office

b. Agency (of Administering Office) *:

13. Is your contract administered by an office other than the Contracting Office that awarded the contract: If the contract was awarded by one government agency and that agency has requested another agency to administer the contract, the contractor would select “Yes” here, and then select the type of “Administering Agency” and a dropdown menu will appear. Use the dropdown menu to select the actual “Administering Agency”. If the contractor incorrectly answered this question reject the report.

4th Screen: Subcontracting Report for Individual Contracts Cont’d

angela back
contacts list

Core Account Login As ? help

6 Subcontract Awards

7 Review

8 Submit Report

Mar 31 Sept 30

a. Year *:
? help

3. Type of Report *:
? help
 regular
 final

4. Contractor Awarding Contract *:
? help

5. Report Submitted As *:
? help
subcontractor

a. Subcontract Number *:
? help

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

Quick Reference for Federal Government Employees reviewing an Individual Subcontracting Report (ISR)

1. Contact Information: This is the name and contact information for the contractor's employee that can be contacted in the event that the agency has questions regarding this report.

4th Screen: Subcontracting Report for Individual Contracts Cont'd

2. Reporting Period from Inception of Contract Thru: This report should only reflect subcontracting accomplishments on a cumulative basis since the inception of the contract to the reporting period for a specific contract for a specific Federal Government agency. Select the reporting period the contractor is reporting on by clicking the radio button for the appropriate reporting months:

- Reporting Periods:
 - For Non Department of Defense (DOD), National Aeronautics and Space Administration (NASA) and General Service Administration (GSA) Contracts report annual submission on the Federal Government's fiscal year
 - 1st reporting period **Oct 1-March 31**
 - 2nd reporting period **Oct 1-Sept 30**
 - For contracts with **DoD, NASA and GSA Multiple Award Schedule Contracts** report semi-annually on the Federal Government's fiscal year
 - 1st reporting period **October 1st thru March 31st**
 - 2nd reporting period **October 1st thru September 30th**
 - For **General Service Administration (GSA) non-Multiple Award Scheduled** Contracts, report quarterly on the Federal Government's fiscal year
 - 1st reporting period **Oct 1-Dec 31**
 - 2nd reporting period **Oct 1-March 31**
 - 3rd reporting period **Oct 1-Jun 30**
 - 4th reporting period **Oct 1-Sept 30**

Quick Reference for Federal Government Employees reviewing an Individual Subcontracting Report (ISR)

- **Reject the report if the contractor enters the incorrect reporting period and provide an explanation in the notification box. Once the contractor has addressed your concern sufficiently, “Accept” receipt of the report’s data.**

3. Type of Report: Ensure that the proper report type is selected

- **Regular** - A “Regular” report is submitted starting with the first reporting period after contract award (even if no subcontracting has occurred).
- **Final** - A "Final" report is only filed if the contractor has completed the contract or subcontract. This report is used to signify that the contractor will not be submitting any additional reports under this contract number.
- **Reject the report if the contractor enters the incorrect report type and provide an explanation in the notification box. Once the contractor has addressed your concern sufficiently, “Accept” receipt of the report’s data.**

Quick Reference #10: Understanding the ISR Data Fields (Continued)

4. Agency Awarding Contract: This field is pre-populated from data entered at the beginning of filling this report.

5. Report Submitted As: This field is pre-populated from data entered at the beginning of filling this report.

- **Reject the report if the contractor enters the type of contractor submitting the report incorrectly and provide an explanation in the notification box. Once the contractor has addressed your concern sufficiently, “Accept” receipt of the report’s data.**

Quick Reference for Federal Government Employees reviewing an Individual Subcontracting Report (ISR)

5th Screen: Subcontract Awards

* indicates a required field

1. Dollars and Percentages in the Following Blocks:*

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 Subcontract were 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	<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"/> *		

- This report includes the Small Business Subcontracting goals set forth in the contractor's approved Individual Subcontracting Plan. Goals for the base contract should be entered as they are on the approved subcontracting plan. The contractors **should not** break it out by years (i.e., if their base goals are \$100,000.00 for 5 years, they enter \$100,000.00 in the current goal section).
- **Note:** The goal dollar and percentage columns within the report will not automatically add or calculate percentages. The “**Current Goal**” columns are all manual entry so that they mirror the approved Individual Subcontracting Plan goals.
- Contractors should report only subcontracting accomplishments from the inception of contract through the end of the reporting period.
- For more information about the special legislation for ANC and Indian Tribes visit <http://www.regulations.gov/search/Regs/home.html#documentDetail?R=0900006480277f33> (See FAC 2005-19).
- **Whole Dollars:** Dollars with no cents.

Quick Reference for Federal Government Employees reviewing an Individual Subcontracting Report (ISR)

- **Percentage of Total Subcontract Awards:** Percentages should be rounded to the nearest 10th of a percent.
- **Percentage of Total Contract Value:** This is an optional field. The denominator will be calculated using the "**Current Contract Value**," from FPDS-NG.
- **Actual Cumulative:** The "**Actual Cumulative**" column on the right of the report represents the actual subcontracts awarded from inception of the contract through the reporting period. Contractors enter the subcontracting dollars placed/paid from inception of the contract through the reporting period beside each size and socio-economic category

5th Screen: Subcontract Awards (Continued)

- **Actual Cumulative (Continued):** from their company's records, rounding each figure to the nearest whole dollar. They may report subcontracts using a "**Commitment**" or "**Payment**" method, but this method shall be used consistently throughout the life of the contract.

* 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 Subcontract 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"/> *		

- **Commitment Basis:** Is the process of capturing subcontract dollars when you execute the subcontract award documents
- **Payment Basis:** Is the process of capturing subcontract dollars when you pay the invoices.
- **Other:** A hybrid of the two above.

Quick Reference for Federal Government Employees reviewing an Individual Subcontracting Report (ISR)

- Current Goals:** The "**Current Goal**" (are goals from the inception of the contract to the reporting period) column on the left of the report represents the goals established in the approved Individual Subcontracting Plan. Enter the dollar and percentage goals in each category beside each size and socio-economic category exactly as they appear in the Individual Subcontracting Plan for this contract. **There are no goals for large business, ANC and Indian Tribes.** If your Individual Subcontracting Plan has option years, you will roll each option year goals into the base year goals, as the option years are executed.

5th Screen: Subcontract Awards (Continued)

When viewing this section it is recommended to have the approved subcontracting plan available. This section will provide information to let you know if your contractor is meeting, below or exceeding the established goals set forth on the approved subcontracting plan.

contacts list

Core Account Login As help

* indicates a required field

SUBCONTRACT AWARDS

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 Subcontract 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"/>	<input type="text"/>	100	

1. Dollars and Percentages in the Following Blocks: The contractor will indicate here if indirect subcontract awards were approved on their subcontracting plan to be included in their reported subcontracting accomplishments. Indirect subcontracts are subcontracts that are not directly tied to a particular contract; they are generally shared expenses amongst all contracts or overhead subcontracts. Examples are landscaping, office supplies,

Quick Reference for Federal Government Employees reviewing an Individual Subcontracting Report (ISR)

janitorial services, window washing, courier services, etc. **Note that indirect subcontracts are different from allowable indirect costs under cost reimbursement type contracts.**

Indicate if you are including “Indirect Subcontracting Dollars”

- **Includes Indirect Dollars** -If the Individual Subcontracting Plan indicated a pro-rated portion of indirect subcontracts were included in the goals.
- **Does Not Include Indirect Dollars** - If the Individual Subcontracting Plan **did not** indicate a pro-rated portion of indirect subcontracts were included in the goals.

If the approved subcontracting plan indicates no indirect subcontracts are to be included in the report, it is recommended that you **“Reject”** the report and provide an explanation in the **“Reject”** notification box. Once the contractor has addressed your concern sufficiently **“Accept”** receipt of the report’s data.

5th Screen: Subcontract Awards (Continued)

2a. Small Business (SB) Concerns: This is subcontracting accomplishments awarded to small business in whole dollars for each respective column, including SBs that are also SDB, WOSB, HUBZone, VOSB, and/or SDVOSB). Also included in this section are subcontracts awarded to ANCs and Indian Tribes that are not small businesses, only **if this contractor has been designated by the ANC or Indian Tribe to receive SB and SDB credit.**

2b. Large Business (LB) Concerns: This is subcontracting accomplishments awarded to large business in whole dollars for each respective column. Report all subcontracts to large businesses or entities that are "other than small" such as non-profits, educational institutions, etc. **Do not include subcontracts awarded to or designated by an ANC and Indian Tribes that have been reported in the “Small Business Concern” field above.**

2c. Total: This field represents the combined total of SB and LB subcontracts. This total will become the denominator for all of the **"Percentage of Total Subcontract Awards"** shown on this report.

Quick Reference for Federal Government Employees reviewing an Individual Subcontracting Report (ISR)

Socioeconomic Categories: Each of these items is a subcategory of “**Small Business Concerns**” and may not add to match the total in “Small Business Concern” due to the following: 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 an 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 the “**Small Business Concern**” field only once and not three times (not \$30,000). **Percentages** will be calculated automatically.

	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	840,131	10	0	4,251,914	14.1	4.5
2b. LARGE BUSINESS CONCERNS	7,561,180	0	0	25,991,402	85.9	27.5
2c. TOTAL	8,401,311	100	0	30,243,316		

5th Screen: Subcontract Awards (Continued)

3. SDB Concerns: This is subcontracts awarded to SBA certified/self-certified SDBs, including SDBs that are also WOSB, HUBZone, VOSB, and SDVOSB. Also included in this section are subcontracts awarded to ANCs and Indian Tribes

Quick Reference for Federal Government Employees reviewing an Individual Subcontracting Report (ISR)

that are not small businesses, only **if this contractor has been designated by the ANC or Indian Tribe to receive SB and SDB credit.**

4. WOSB Concerns: This is all subcontracts awarded to Women-Owned Small Businesses.

5. HBCU/MIs: (For contracts with DoD, NASA, and Coast Guard): This is all subcontracts with HBCU/MI.

6. HUBZone Small Business Concerns: This is all subcontracts awarded to HUBZone Small Business Concerns, including HUBZones that are also SDB, WOSB, VOSB, and SDVOSB).

Quick Reference for Federal Government Employees reviewing an Individual Subcontracting Report (ISR)

	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	18,439,078	89.1	0	27,595,682	92.0	16.2
4. WOMEN-OWNED SMALL BUSINESS (WOSB) CONCERNS	909,684	4.4	0	2,847,800	9.5	1.7
5. HISTORICALLY BLACK COLLEGES AND UNIVERSITIES (HBCU) AND MINORITY INSTITUTIONS (MI)* <i>This field is required only for contracts with DoD, NASA, and Coast Guard.</i>	0	0	0	0	0	0

Quick Reference for Federal Government Employees reviewing an Individual Subcontracting Report (ISR)

5th Screen: Subcontract Awards (Continued)

7. VOSB Concerns: This is 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.

8. SDVOSB Concerns: This is all subcontracts awarded to Service-Disabled Veteran-Owned SB concerns, including those that are also SDBs, WOSBs, and HUBZones).

9. 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.

10. 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.

**Quick Reference for Federal Government Employees reviewing an
Individual Subcontracting Report (ISR)**

	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
6. HUBZone SMALL BUSINESS (HUBZone SB) CONCERNS	0	0	0	1,854,370	6.2	1.1
7. VETERAN-OWNED SMALL BUSINESS CONCERNS	0	0	0	25,194,691	84.0	14.8
8. SERVICE-DISABLED VETERAN-OWNED SMALL BUSINESS CONCERNS	0	0	0	0	0	0
9. ALASKA NATIVE CORPORATIONS SMALL BUSINESS CONCERNS	0	0	0	0	0	0

Quick Reference for Federal Government Employees reviewing an Individual Subcontracting Report (ISR)

5th Screen: Subcontract Awards (Continued)

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

Note that the same reporting method shall be used for the entire contract. See page 10 for a description of the terms to choose from. Ensure that the contractor has selected the same method as before. **If a different method is selected, it is recommended that you “Reject” the report and provide an explanation in the “Reject” notification box. Once the contractor has addressed your concern sufficiently, “Accept” receipt of the report’s data.**

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 on the special legislation for ANC and Indian Tribes visit <http://www.regulations.gov/search/Regs/home.html#documentDetail?R=0900006480277f33> (See FAC 2005-19). If **“No”** is selected, **“Reject”** the report and provide an explanation in the **“Reject”** notification box.

13. Remarks: If contractors entered zero (0) in the small business section of this report or failed to meet the dollar or percentage goals in the Individual Subcontracting Plan, they are instructed to use this field to explain the reason(s) for any shortfalls and their future plan of action. Contractors may have also entered explanations and/or comments they think will be helpful to the Government official who reviews this report. **If zero was entered in the SB section and no explanation was given here, “Reject” the report and provide an explanation in the “Reject” notification box. Once the contractor has addressed your concern sufficiently, “Accept” receipt of the report’s data.**

14. 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.

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 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

Quick Reference for Federal Government Employees reviewing an Individual Subcontracting Report (ISR)

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. The awarding agency must provide an email address for which to submit this report.

- The awarding agency may have provided an email address to submit this report. If so, the email address should be entered here.
- If the Federal Government agency that awarded the contract has not provided this information, the contractor should contact them immediately.

Quick Reference #11: How does a Contractor Correct an ISR 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

Quick Reference for Federal Government Employees reviewing an Individual Subcontracting Report (ISR)

- 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.
- 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

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:

Quick Reference for Federal Government Employees reviewing an Individual Subcontracting Report (ISR)

- Questions pertaining to how the system functions (i.e., Do I need a contract number to file an ISR?)
- 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 ISR 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
- 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 ISR?

- 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 **“Report Actions”** box
- From the drop-down menu, select **“Accept”**
- Click **“Submit”** and an email notification will be sent to the contractor.

Quick Reference for Federal Government Employees reviewing an Individual Subcontracting Report (ISR)

Quick Reference #14: When is it Recommended to “Reject” an ISR?

- 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 “**Report Actions**” 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 contractor.

Examples of a “Reject” notification: The Individual Subcontracting Plan goals the submitter has entered do not match the approved Individual Subcontracting Plan goals in their Small Business Individual Subcontracting Plan. The submitter is required to resubmit the report using the subcontracting goals in their Small Business Individual Subcontracting Plan.

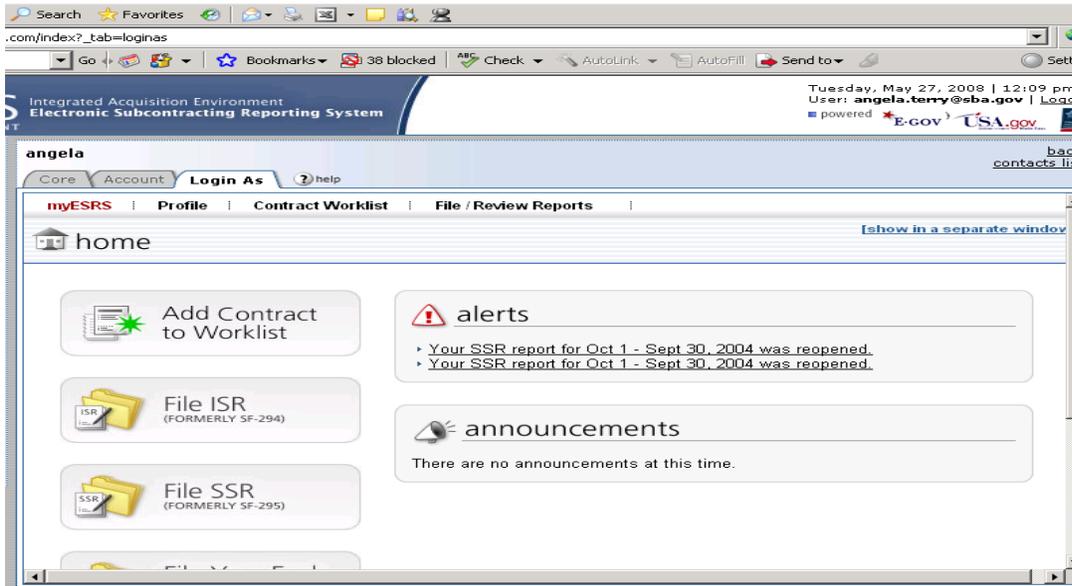
- Once the issue has been corrected by the contractor, the report shall be “**Accepted**”

Quick Reference #15: Can I Delete a Report?

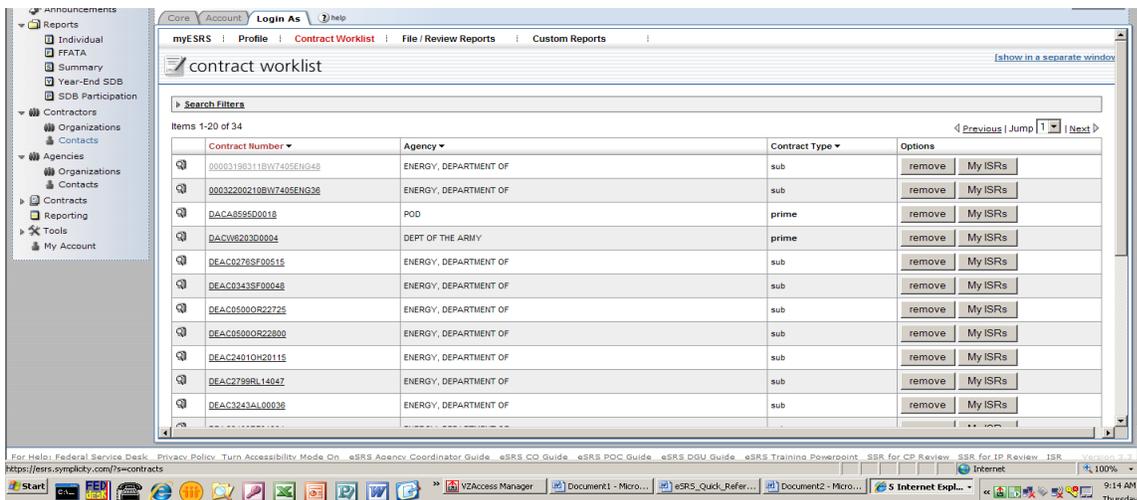
- Only contractor’s draft reports can be deleted
- Click on “**Deleted**” by the report you would like to have deleted

Quick Reference for Federal Government Employees reviewing an Individual Subcontracting Report (ISR)

Quick Reference #16: How Contractors Review Large Business Lower Tier Subcontract Reports Submitted to Their Company



- The contractor clicks on “Contract Worklist”



- A listing of existing contracts the contractor has reported on will appear. If the contract the contractor is searching for is not listed, the contractor

Quick Reference for Federal Government Employees reviewing an Individual Subcontracting Report (ISR)

clicks **“add new”** and will be able to enter the contract number. This will pull the contract data from FPDS-NG to allow the contractor to add the contract to the worklist.

- Once the contractor has identified the prime contract to see its large business lower tier subcontract reports, the contractor clicks on the icon,



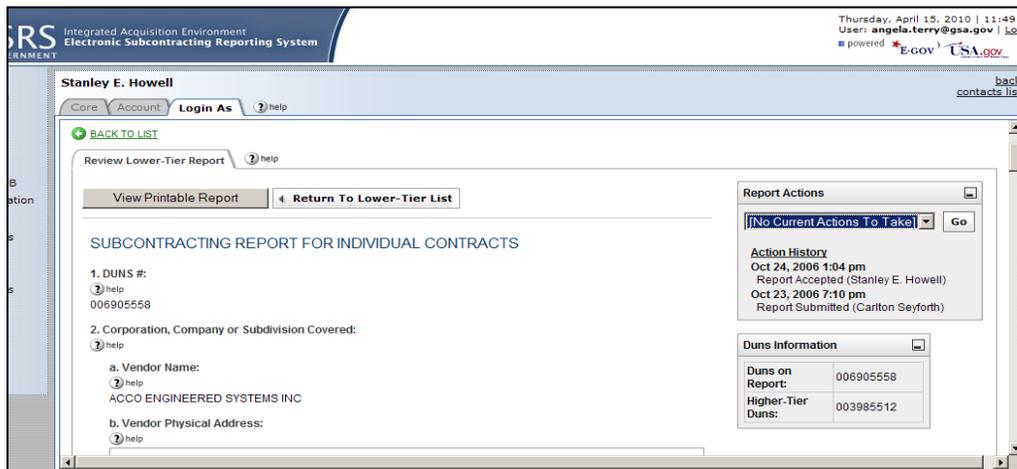
Quick Reference #16: How Contractors Review Large Business Lower Tier Subcontract Reports Submitted to Their Company (Continued)

Contractor	Status	Type	Report Period	Report Year
ACCO ENGINEERED SYSTEMS, INC.	ACC	regular	Sept 30	2005
ACCO ENGINEERED SYSTEMS, INC.	ACC	regular	Mar 31	2006
ACCO ENGINEERED SYSTEMS, INC.	ACC	regular	Sept 30	2006
ACCO ENGINEERED SYSTEMS, INC.	ACC	final	Mar 31	2007
ACKERMAN-PRACTICON, INC.	ACC	final	Sept 30	2005
ADAPTIVE OPTICS ASSOCIATES, INC.	ACC	regular	Sept 30	2005
ADAPTIVE OPTICS ASSOCIATES, INC.	ACC	regular	Sept 30	2005
ADAPTIVE OPTICS ASSOCIATES, INC.	ACC	regular	Mar 31	2006
ADAPTIVE OPTICS ASSOCIATES, INC.	ACC	regular	Mar 31	2006

- Reports associated with the contract selected will be displayed. The contractor clicks on the **“Lower Tier Subcontracting Report”** tab.
- The contractor then clicks on the **“Search Filters”** link from the **“Show Me”** dropdown menu and selects **“My Subcontractors”**.
- The contractor chooses the subcontractor report to review by clicking on the icon,



Quick Reference for Federal Government Employees reviewing an Individual Subcontracting Report (ISR)



- The report will open for review. Once the contractor has reviewed the report, on the right of the report is a block titled **“Report Actions”**. The contractor can use the dropdown menu to select **“Accept”**, **“Reject”**, or **“Reopened”**.
- The subcontractor will see the report in its alert box upon logging into eSRS.

Quick Reference #17: How does a Contractor Correct an Incorrect Email Address for its Reviewer?

A Prime Contractor can update the email address for the Government Employee(s) or other person(s) responsible for reviewing their report by following these steps:

- Click on **“Individual Subcontract Reports”** from the **“File/Review Reports”** drop-down in the main navigation.
- Navigate to the Pending tab and locate the desired report.
- Click the **“Update Email Target”** button located in the **“Options”** column in the right.

Contract Number ▼	Status	Submitted By ▼	Type	Period	Year	Options
DEAC3243AL00036	PEN	Prime	regular	Mar 31	2005	Update Email Target Save PDF Copy Report
DEAC3243AL00036	PEN	Prime	regular	Sept 30	2007	Update Email Target Save PDF Copy Report

- Enter one or more email addresses for the person(s) to be notified that you have submitted the report in the field provided and click **“save changes”**.

Quick Reference for Federal Government Employees reviewing an Individual Subcontracting Report (ISR)

A

Update Email Target

You may update the email address of Government Employees and/or other person(s) to be notified that you have submitted this report.

Note: Saving this form will not resend alert email(s) to the email address(es) specified.

save changes cancel

Update Report Notification Recipient(s) * indicates a required field

Email(s)*: help
Separate multiple addresses with commas

email@noemail.com

Subcontractor can update the email address for the next higher tier by following these steps:

- Click on “Individual Subcontract Reports” from the “File/Review Reports” drop-down in the main navigation.
- Navigate to the Pending tab and locate the desired report.
- Click the “Update Email Target” button located in the “Options” column in the right.

	Contract Number ▼	Status ▼	Submitted By ▼	Type ▼	Period ▼	Year ▼	Options
	00001199310BAC0191RW00134	PEN	Sub (# 1234567891111)	regular	Mar 31	2010	Update Email Target Save PDF Copy Report
	DEAC0298CH10886	PEN	Sub (# 11112222)	regular	Sept 30	2009	Update Email Target Save PDF Copy Report

- Enter the email addresses for the next higher tier in the field provided and click “save changes”.

Quick Reference for Federal Government Employees reviewing an Individual Subcontracting Report (ISR)

Update Email Target

 You may update the email address of the next higher tier.
Note: Saving this form will not resend alert email(s) to the email address(es) specified.

save changes cancel

Update Report Notification Recipient(s) * indicates a required field

Higher Tier Email*: Please enter a single email address

Quick Reference #18: How to review Task Order Level Data?

- Select “Individual” under the Reports Folder in the left column
- Select the magnifying glass next to the desired report.
- Scroll down and you will see the Subcontract Awards: Taskorders section
- Review data to ensure information displayed is correct

Quick Reference #19: How does a Contractor “Accept” an ISR?

- After reviewing the report, the contractor is satisfied with the information provided
- To the right of the report is a block titled “**Report Actions**”
- The contractor selects “**Accept**” from the drop-down menu
- The contractor clicks “**Submit**”, and an email notification will be sent to the contractor

Quick Reference #20: How does a Contractor “Reject” an ISR?

- After reviewing the report, the contractor requires additional information for clarity, and/or the information provided is not accurate or sufficient
- To the right of the report is a block titled “**Report Actions**”

Quick Reference for Federal Government Employees reviewing an Individual Subcontracting Report (ISR)

- The contractor selects **“Reject”** from the drop-down menu
- A notification box will appear. The contractor enters the explanation for rejecting the report
- The contractor clicks **“Submit”**, and an email notification will be sent to the contractor
- Once the issue has been corrected by the contractor, the report shall be **“Accepted”**