



# **ELECTRONIC SUBCONTRACTING REPORTING SYSTEM (eSRS)**

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# Agenda

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# Background

- Electronic Subcontracting Reporting System (eSRS) is part of the President's Management Agenda for Electronic Government (E-Gov)
- eSRS falls under the Integrated Acquisition Environment (IAE) at General Services Administration (GSA)
  - Program Manager is from the Small Business Administration
- System eliminates the need for paper submissions and processing of Standard Form (SF) 294 and 295.
  - Individual Subcontracting Report (ISR) replaces the SF 294
  - Summary Subcontracting Report (SSR) replaces the SF 295

# Benefits

- Web-based system
- Allows electronic submission, acceptance, rejection, reporting and analysis of subcontracting data in a real-time, paperless environment
- Creates standard data that can be shared by a wider range of communities
- Allows for real-time view of subcontracting data
  - SSR data is used by SBA to determine subcontracting goal for DoD
  - ISR data will be used to set DoD Service and Agency subcontracting goals

# DoD Deployment

- eSRS officially launched across the federal space in October 2005 and became fully capable in March 2006
  - Civilian agencies were first to use the system
- The Department of Defense (DoD) delayed deployment until system requirements were met:
  - Leveled hierarchy – System now allows layers of subcommands
  - Comprehensive Subcontracting Plan Test Program (CSP)
  - P-14 Report
- DoD began using system for April 2008 reporting period
- Currently all DoD Services/Agencies currently using FPDS-NG for their unclassified contracts should be using eSRS

# Reports submitted in eSRS

- **Individual Subcontract Report (ISR)**
- **Summary Subcontract Report (SSR)**
- **Year-End Supplementary Report for SDB (submitted with SSR)**
- **SDB Participation Report (submitted at contract completion with final ISR)**

# Reports submitted in eSRS

- **Individual Subcontract Report (ISR)**
  - Required for each contract containing an Individual Subcontract Plan
  - Submit semiannually during contract performance for the periods ending March 31 and September 30
  - Authority to acknowledge receipt or reject the ISR
    - In case of Prime contractor – the Contracting Officer
    - In case of a Subcontract with a subcontracting plan – the entity that awarded the subcontract

# Reports submitted in eSRS

- **Summary Subcontract Report (SSR)**
  - Reports submitted under Individual Subcontract Plans
    - Includes all subcontracting under prime contracts / subcontracts with awarding agency (DoD) regardless of \$ value of subcontracts
    - Submit one consolidated report for DoD in most cases
    - For construction / related maintenance repair, submit separate report for each DoD department / agency
    - Submit semiannually (March 31/September 30)
    - Authority to acknowledge / reject (including SSRS submitted by subcontractors with subcontract plans) resides with Government agency awarding the prime contracts
      - For DoD (when not construction / related maintenance repair) department / agency which administers majority of Subcontract Plans (as identified by contractor).
      - For construction / related maintenance repair, each department or agency which issued contracts

# Reports submitted in eSRS

- **Summary Subcontract Report (SSR)**
  - Reports submitted under Commercial Subcontract Plans
    - Includes all subcontract awards under the commercial plan
    - When contractor performs work under several federal agencies (DoD, NASA, DOE), contractor specifies % of \$ attributable to each
    - Authority to acknowledge / reject SSRs resides with CO who approved the Commercial Subcontract Plan
  - Reports submitted under the DoD Comprehensive Subcontract Plan Test Program (CSP)
    - 14 Participants with registered DUNS # (FY 2009)
    - Encompasses all subcontracting under the negotiated CSP
    - Submit semiannually (six months ending March 31 / twelve months ending September 30) to DCMA CSP Division

## eSRS Data Flow



Electronic Subcontracting Reporting System (eSRS)



Vendor



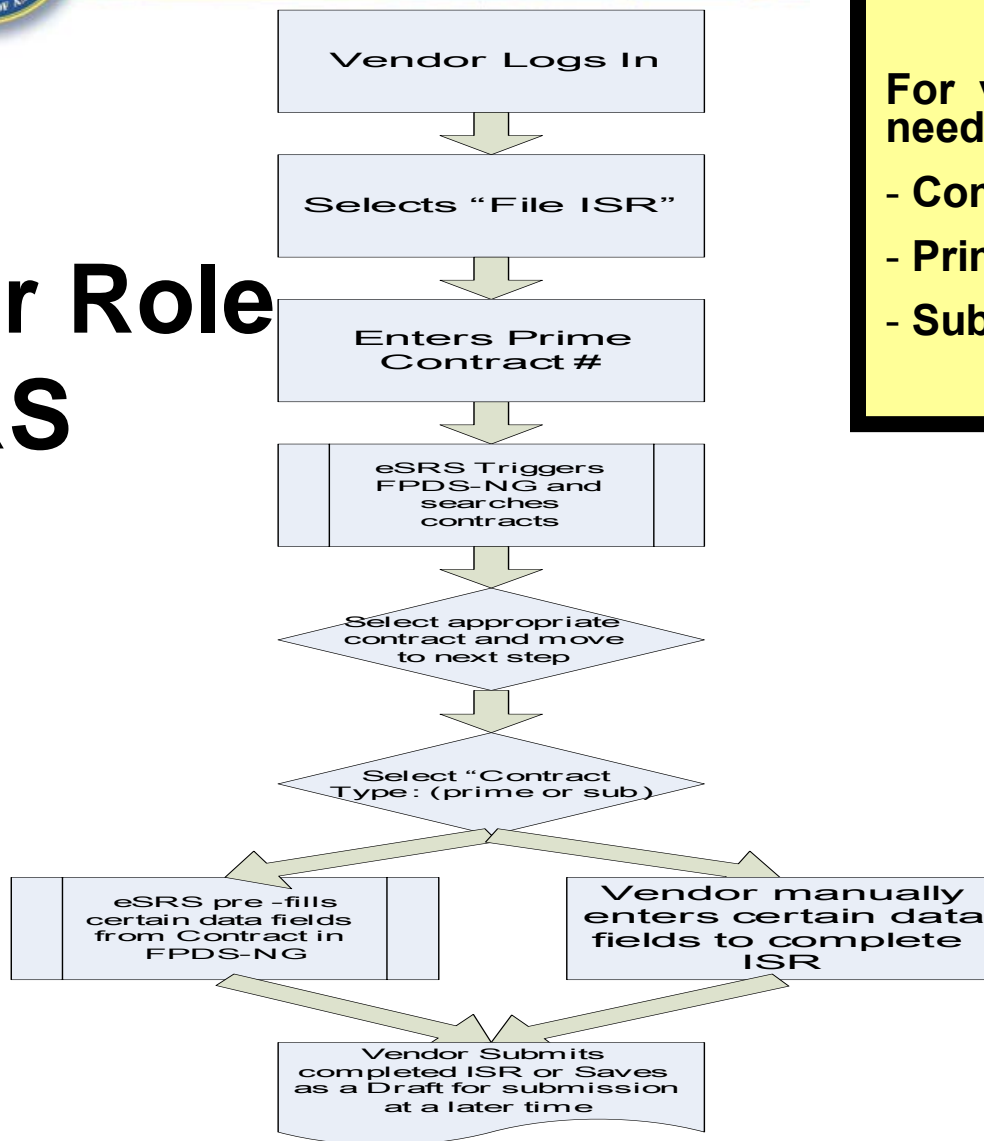
**ISR or SSR**  
**Specifics**

- Date Submitted
- Reporting Period
- Prime or Sub K'or
- Major Product or Service Lines
- Goal Dollars
- Actual Dollars for Each Business Type



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## Vendor Role in eSRS



For vendor log-in, you will need:

- Company DUNS Number
- Prime Contract Number
- Subcontracting Data

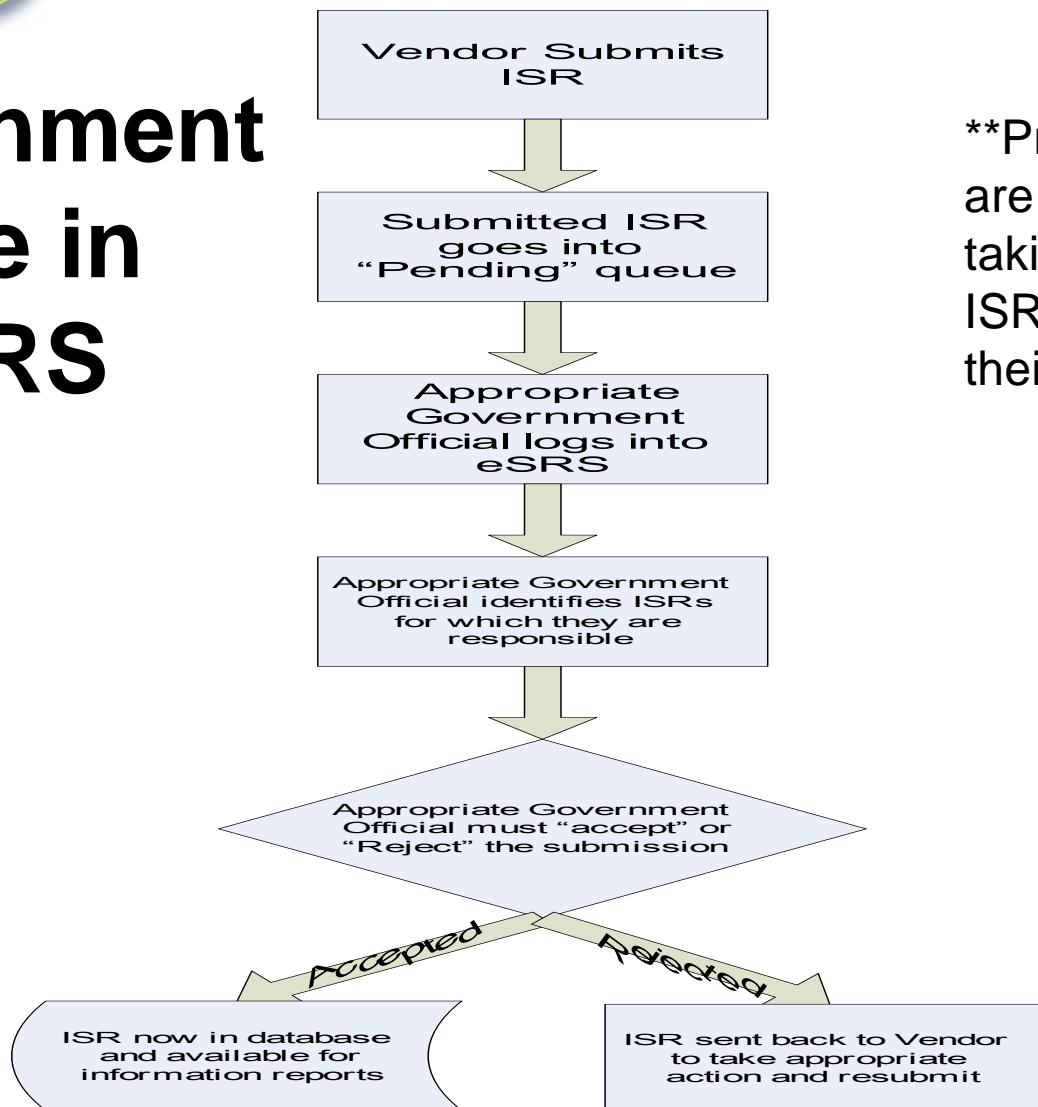
Submission remains in pending status until government user "Accepts" or "Rejects"

# Government User Roles

- Agency Coordinator (AC)
  - AC has full access to eSRS for their parent organization, sub-commands, and below
  - Manage and approve organization registration requests
  - View/accept/reject contractor reports
  - Run reports on data at their registered level
- Point of Contact (POC)
  - The POC has all the same access to the system that the AC has
- Contracting Official (CO)
  - View/accept/reject contractor reports
  - Run reports on data at their registered level
  - This person should be the individual responsible for the contract
  - Run reports on data at their registered level
- Designated Government User (DGU)
  - View accepted contractor reports
  - Run reports on data at their registered level



## Government Role in eSRS



\*\*Prime Contractors are responsible for taking action on the ISRs submitted by their subcontractors

# Government User Quick Facts

- Registration
  - Select only the DoDAACs for the reports you want to see
  - The DoDAACs list is populated by the active contracting office list in FPDS-NG
  - If your DoDAAC is not on the dropdown list, contact your Agency Coordinator; DO NOT write in a DoDAAC
- Viewing Reports
  - You will see ALL the reports submitted to the DoDAAC that you are registered under, not just those reports that pertain to your contracts
  - You can view by Reporting Year to more conveniently sort the reports
- Email Notification
  - You may or may not receive an email notifying you that a report has been submitted; will only occur when the vendor puts email in the OPTIONAL field on the report
  - If your name is not on the report in the optional field for email, that is not a valid reason to reject the report
  - You must check the system frequently to check for recently-submitted reports

# Report Status Descriptions

- **Pending (PEN) - Vendor**
  - The report has been submitted by the contractor and is waiting to be “accepted” or “rejected” by the appropriate government contracting official.
- **Accepted (ACC) - Government**
  - A government contracting official has reviewed the report and has found no known errors, issues or concerns and doesn’t require any clarification, information, or corrections at this time. They acknowledge receipt of the report. **Even though a report has been “accepted,” it can be reviewed again and rejected at any time.**
- **Rejected (REJ) - Government**
  - A government contracting official has reviewed the report and has found errors, issues, or concerns and requires clarification, information or corrections to the report.
- **Revised (REV) - Vendor**
  - The original report was rejected by the appropriate government contracting official. The report has been revised by the contractor, resubmitted, and is awaiting to be “accepted” or “rejected” by the appropriate government contracting official.
- **Reopened (RPN) – Government**
  - The report has been opened by a government contracting official after previously being “accepted” into the system. This may occur when the government contracting official finds error or issues with the original report. Once the report has been reopened, it may be “accepted” or “rejected” again.



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# http://www.esrs.gov

The home page for eSRS contains:

- Link to log-in page
- Link to registration page
- User Guides
- Training Dates and Materials
- FAQ
- “About eSRS” Information

The screenshot shows the eSRS home page with the following content:

**eSRS** Integrated Acquisition Environment  
Electronic Subcontracting Reporting System

**Log-In or Register Now:**

Please use Internet Explorer 6.0+, Mozilla Firefox 2.0+, or Apple Safari 3.0+ to access eSRS.

The Electronic Subcontracting Reporting System (eSRS) Training will be held every Thursday from October 25 - November 29, 2007. Please see training schedule below for class listing. Be sure to download the training material and have it present when attending the training class.

For your convenience beginning December 15, 2007 you may also download the training session of your choice and convenience by logging in and clicking on the training link.

Dates	Intro to eSRS 1.5hr <i>This session is for Prime Contractors and Large Business Subcontractors</i>	How to file an SSR for a Commercial Plan 1.5hr <i>This session is for Prime Contractors</i>	How to file an Individual Subcontracting Report (ISR) 1.5hr <i>This session is for Prime Contractors</i>	How to file an SSR plan type Individual 1.5 hr <i>This session is for Prime Contractors</i>
Oct 25	10:15am (EST)	9:00am (EST)	2:45pm (EST)	1:00pm (EST)
Nov 29	1:00pm (EST)	2:45pm (EST)	9:00am (EST)	10:45am (EST)

Documents

**User Guides**

- > eSRS Contractor Guide
- > eSRS Agency Coordinator Guide
- > eSRS CO Guide
- > eSRS POC Guide
- > eSRS DGU Guide

**Training Materials**

- > eSRS Quick Reference for Federal Government Contractors filing for Individual Subcontract Plan
- > eSRS Quick Reference for Federal Government Prime Contractors filing SSR
- > eSRS Quick Reference for Federal



## Training & Links

- DAU Small Business Community of Practice
  - PowerPoint slides, FAQ, Train-the-Trainer Outline, Policy Docs, Webcast links
  - <https://acc.dau.mil/esrs>
- Continuous Learning Module
  - CLC 054
  - Over 1125 people have taken the online course
  - <http://www.dau.mil/>
- eSRS DAU Webcast
  - Presented with OSBP; over 1031 sites logged into the presentation
  - Online site demo was captured and posted with Webcast
  - <http://www.dau.mil/>
- Web training sessions
  - Provided by BTA; walk-through the system
  - Contact your Agency Coordinator for more information
- [dodesrshelpdesk@bta.mil](mailto:dodesrshelpdesk@bta.mil)
  - For any system issues, questions or training requests

# Policy & Guidance

- DPAP Policy letter dated April 14, 2008
  - Initiates DoD eSRS implementation.
  - Delineates Phased Approach for deployment
- Interim rule FAR case – 2005-040 – Published Federal Register on April 22, 2008
  - Implements eSRS
- DUSD A&T Memo dated July 19, 2008
- Class Deviation dated February 12, 2009
  - 52.219-9 (Deviation)
  - 252.219-7003 (Deviation)
  - 252.219-7004 (Deviation)

# eSRS Interim Rule

- Requires Federal agencies/contractors to submit subcontract reports (ISRs and SSRs) using in eSRS
- Clause for implementation of eSRS
  - **52.212-5** - Contract Terms and Conditions Required to Implement Statutes or Executive Order – Commercial Contract (APR 2008),
    - Contain the April 2008 version of 52.219-9
  - **52.219-9 - Small Business Subcontracting Plan (APR 2008)**
    - **Added Prime Contractor Requirements**
    - **Added Subcontractor Requirements**
  - 52.215-25 - Small Disadvantaged Business Participating Program – Disadvantaged Status and Reporting (APR 2008)
    - Provides vendors the opportunity to use eSRS to submit SDB reports.

## Cont. - eSRS Interim Rule

- Ensure the subcontractors with subcontracting plans agree to submit ISRs and/or SSR using eSRS
- Provide to all first-tier subcontractors with subcontracting plans ---
  - Prime contract number,
  - DUNS number
  - The e-mail address of the Government or Contractor official responsible for acknowledging or rejecting the reports
- Require each subcontractor with a subcontracting plan to provide to provide to all of its subcontractors with subcontracting plans---
  - Subcontractor number
  - and its own DUNS number,
  - and the e-mail address of the Government or Contractor official responsible for acknowledging or rejecting the reports,



## Cont. - eSRS Interim Rule

- Identifies individuals or entities responsible for “acknowledging receipt or reject” a report;
  - Acknowledging receipt does not mean acceptance or approval of the report.
  - Report shall be rejected if it is not adequately completed.
    - Failure to meet the goals of the subcontracting plan is not a valid reason for rejecting the report
- Contract may have no more than one plan.
  - When a modification meets the criteria in for a plan or an option is exercised, the goals associated with the modification or option shall be added to those in the existing subcontract plan.
- Reflects the use of the Year-End Supplementary Report for Small Disadvantaged Businesses in eSRS
  - 90 day extension



## DUSD A&T Memo

- Delegates the acknowledge receipt / reject” functions
  - ISR
    - Military Services and other Components - All contracts for which they are the issuing / procuring office, including those contracts otherwise delegated to DCMA for administration
  - SSR
    - Services and Agencies
      - Vendors for which they administer the preponderance/majority of subcontracting plans,
      - Vendors for which they approved the Commercial Subcontracting Plan (Contracting Officer at the agency), and/or
      - Vendors for which they awarded construction and related maintenance and repair contracts with a Subcontracting Plan (Construction-related SSRs are filed for each DoD Component)
    - DCMA
      - Vendors for which it administers the preponderance/majority of subcontracting plans; and
      - Vendors under the DoD Comprehensive Subcontracting Plan Test Program

# Class Deviation

- eSRS does not support submitting ISR
  - Contracts through other authority are not required to be reported to FPDS
    - Classified contract,
    - National security,
    - Waiver from DPAP
  - Orders against Basic Ordering Agreement (BOA), Blanket Purchase Agreement (BPA), Purchase orders subject FAR 13.5
- DoD entities deviate from the FAR
  - 52.219-9, Small Business Subcontracting Plan (DEVIATION)
- DoD entities will deviate from the DFARS
  - 252.219-7003, Small Business Subcontracting Plan (DoD Contracts) (DEVIATION) and
  - 252.219-7004, Small Business Subcontracting Plan (Test Program) (DoD Contracts) (DEVIATION)

## **DFARS 252.219-7003 - Small Business Subcontracting Plan (DoD Contracts) (DEVIATION)**

- Defines and assigns SSR Coordinator roles
- Provide unique directions to contractors
  - ISR
    - Submit to ACO administering the contract,
    - If DCMA administers or no ACO assigned, submit to contracting officer at the procuring office
  - SF 294
    - Submit to the ACO or, if no ACO assigned, the contracting officer
  - SSR for Other than commercial (Individual) or construction and related maintenance repair
    - Submit to the SSR Coordinator at the department or agency listed in (h)(1)(ii)
      - In eSRS hierarchy – these are level 2 agency only

## **Cont. - DFARS 252.219-7003 - Small Business Subcontracting Plan (DoD Contracts) (DEVIATION)**

- SSR for commercial
  - Addressed in 52.219-9, Submit to the contracting officer at the Military Services or agency that negotiated the Commercial Plan
- SSR for Comprehensive
  - Addressed in 252.219-7004, Submit to Defense Contract Management Agency (DCMA) Comprehensive Subcontract Program Division
- Incorporates and expands upon the Acknowledge “receipt/reject” function outlined in the DUSD memo
  - ACO or contracting officer
    - ISRs & SDBs
  - SSR Coordinator
    - All SSRs (Primes & Subs) and Year End SDB Report

## **Cont. - DFARS 252.219-7004 - Small Business Subcontracting Plan (Test Program) (DEVIATION)**

- Requires CSP participants and their subcontractors to submit ISRs & SSRs using eSRS.
- Require CSP participants to provide to first tier subcontractors
  - its contract number
  - DUNS # and
  - the e-mail address of the Contractor Official responsible for acknowledging receipt or rejection of ISRs

## **Cont. - DFARS 252.219-7004 - Small Business Subcontracting Plan (Test Program) (DEVIATION)**

- Require each subcontractor with a subcontracting plan to provide to its subcontractors with subcontracting plant
  - Prime contract number
  - Its own DUNS #
  - E-mail address of the subcontractor official responsible for acknowledging or rejecting ISRs
- Prime to acknowledge receipt/reject ISRs
- Flow down requirements of DFARS 252.219-7003 (Deviation) to all subcontractors

# Next Steps

- DFARS case
- Partially rescind the deviation.
- Process for Task/Delivery Orders
- Re-Evaluation of the eSRS process and implementation - FY09 subcontracting reporting period.
- Additional reporting guidance - draft



## Point of Contacts

- Kristine Preece, BTA – DoD Deployment
  - [Kristine.preece.ctr@bta.mil](mailto:Kristine.preece.ctr@bta.mil) - (703) 607-5742
- Geoffrey Ames, BTA – DoD Deployment
  - [Goeffrey.ames.ctr@bta.mil](mailto:Goeffrey.ames.ctr@bta.mil) – (703) 607-1549
- Mae Bartley, OSD, DPAP, PDI – eSRS Policy
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- Wendy Despres, OSD, OSBP – Subcontracting Policy
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- Janice Buffler, OSD, OSBP – Subcontracting Policy
  - [Janice.Buffler@osd.ctr.mil](mailto:Janice.Buffler@osd.ctr.mil) – (703) 604-0157

# Additional Resources

- Defense Procurement & Acquisition Policy Website:
  - [http://www.acq.osd.mil/dpap/pdi/eb/electronic\\_subcontracting\\_reporting\\_system.html](http://www.acq.osd.mil/dpap/pdi/eb/electronic_subcontracting_reporting_system.html)
- Office of Small Business Program – Website
  - [http://www.acq.osd.mil/osbp/doing\\_business/e-srs.htm](http://www.acq.osd.mil/osbp/doing_business/e-srs.htm)



# Questions

