



Electronic Subcontracting Reporting System (eSRS)

<http://www.esrs.gov>

Department of Defense Government Training
Submitting a SSR – Commercial Plan



Submitting a Summary Subcontracting Report (SSR) – Commercial Plan



Subcontracting Program: The Basics - Regulatory Requirements

▶ A Subcontracting Plan is required when:

- Contracts > \$550 K (\$1M construction) AND subcontracting opportunities exist
- Modifications > \$550 K with new work AND subcontracting opportunities exist
- Contract is a multi-year contract

▶ A Subcontracting Plan is NOT required:

- When contract performance is entirely outside the United States and outlying areas
- For personal services contracts
- When modifications within general scope do not contain FAR Clause 52.291-8 (or prior clauses for contracts awarded before PL 95-507)

Note: If you are unsure as to whether or not you should be filing a subcontracting report, contact your government contracting official to discuss.



SSR Reporting – Commercial Plan

A screenshot of the eSRS (Integrated Acquisition Environment Electronic Subcontracting Reporting System) home page. The browser window shows the address bar with the URL "https://eSRS-dod.symplify.com/index?#". The page header includes the eSRS logo and navigation links: "myESRS", "Profile", "Contract Worklist", and "File / Review Reports". The main content area is titled "home" and contains several sections: "Add Contract to Worklist", "alerts" (No current alerts), "announcements" (There are no announcements at this time), and a vertical list of report types: "File ISR (FORMERLY SF-290)", "File FFATA", "File SSR (FORMERLY SF-290)", "File Year-End Supplementary Report (FOR SDB)", and "File SDB Participation Report (FORMERLY OF-112)". The footer of the page reads "Beta Desk: Privacy Policy Version 1.1".

- ▶ **When you log into eSRS, you will come to this home page.**
- ▶ **From the home page, you can:**
 - File and review reports
 - Get system announcements
 - Review your profile
- ▶ **To see reports that have previously been filed under the DUNS # you registered with, select “Contract Worklist” from the top page navigation.**
- ▶ **To file a report, click on the link on the left of the page that says “File SSR.”**



SSR Reporting – Commercial Plan

The screenshot shows the eSRS web application interface. The browser title is "eSRS Department of Defense Testing - Microsoft Internet Explorer". The address bar shows the URL: "https://esrs-dod.simplicity.com/index?s=a_reports&mode=_form&tab=core&id=4report_step=18". The page header includes the eSRS logo and the text "Integrated Acquisition Environment Electronic Subcontracting Reporting System FOR CONTRACTORS". The navigation menu includes "myESRS", "Profile", "Contract Worklist", and "File / Review Reports". The main content area is titled "summary subcontract reports" and shows a "New Report" section with a "BACK TO LIST" link. A navigation bar on the left lists steps: 1. Instructions, 2. Subcontracting Report, 3. Subcontract Awards, 4. Review, and 5. Submit Report. The "Instructions" step is selected, showing a "Summary Subcontract Reports" section with a "Please Note" message and a list of requirements for prime contractors. The requirements are: Approved Commercial Subcontracting Plan, Description of Product and Service, NAICS, Email address of the Federal Government Agency Representative responsible for reviewing the report, and Be sure to keep a signed copy of the report on file. There are "Cancel" and "Continue" buttons at the bottom of the instructions section.

▶ eSRS contains a number of new fields that do not exist on the paper form. Before you begin the report filing process, you should have the following items for referral:

- DUNS number under which you are submitting your report
- Description of Products and Service
- NAICS

▶ Once you have those documents, click “Continue”.

▶ **Quick Tip:** The left side navigation bar will show you where you are in the process of filing a report.



SSR Reporting – Commercial Plan

eSRS Department of Defense Testing - Microsoft Internet Explorer

Address: https://esrs-dod.symplicity.com/index?report_step=2

eSRS Integrated Acquisition Environment
Electronic Subcontracting Reporting System
FOR CONTRACTORS

myESRS | Profile | Contract Worklist | File / Review Reports

summary subcontract reports

Saturday, July 19, 2008 | 6:24 pm
User: ssresrtest@yahoo.com | Logout

[BACK TO LIST](#)

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

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

SUMMARY SUBCONTRACT REPORT * indicates a required field

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*:

[help](#)

Progress

- ✗ Subcontract Report
- ✓ Type of Plan
- ✗ DUNS #
- ✗ Vendor Name
- ✓ Vendor Physical Address
- ✓ Vendor Mailing Address
- ✓ Date Submitted
- ✓ Contact Information
- ✗ Reporting Period:
- ✗ Report Submitted As
- ✗ Product or Service #1
- ✓ Product or Service #2
- ✗ Subcontract Awards

Tips

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

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

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

▶ **Select “Commercial” under “Type of Plan.”**

▶ **Input your DUNS #.**

– Your company’s address information will be pulled directly from FPDS-NG. If the information is not correct, you must notify your contracting official so they can update your company’s information.

– If you do not have your company’s DUNS, you can manually input your address information.

▶ **Your progress through the system is indicated in the box on the right-hand navigation.**



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- ▶ Input the date you are submitting the report and your contact information.
- ▶ Input the correct reporting period and year for the report submission.
- ▶ Indicate whether you are a prime contractor or a subcontractor.
- ▶ Input the Product or Service you are reporting on with the NAICS.

A screenshot of a Microsoft Internet Explorer browser window displaying the eSRS Department of Defense Testing web application. The address bar shows the URL: https://esrs-dod.symploty.com/index/report_step=2. The page content includes several sections for data entry:

- 4. Date Submitted*:** A text input field followed by "Select" and "Clear" buttons.
- 5. Contact Information*:** A text input field containing "KP".
- 6. Reporting Period*:** A text input field. Below it, a note states: "Per the eSRS FAR interim rule the Commercial Plan reporting period is now on the Government's Fiscal Year(Oct-Sept)".
- a. Year*:** A dropdown menu showing "2008".
- 7. Report Submitted As*:** Three radio button options: "prime contractor", "subcontractor", and "both".
- 8. Contractor's Major Products or Service Lines:** A section with a descriptive note: "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." It includes:
 - a. Product or Service #1*:** A text input field.
 - 1. NAICS Code # 1*:** A text input field with a link "click here for description of naics codes" above it.
 - b. Product or Service #2:** A text input field.

The Windows taskbar at the bottom shows the Start button, several application icons, and the system tray with the time 5:24 PM and 100% zoom level.



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- ▶ Fill in the subcontracting data for each business category
 - Mandatory fields will be marked with a red *.

eSRS Department of Defense Testing - Microsoft Internet Explorer

Address: https://esrs-dod.symplcity.com/index? Saturday, July 19, 2008 | 5:25 pm User: ssresrtest@yahoo.com | Logout

summary subcontract reports

BACK TO LIST

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

Save & Go Back Cancel Save Save & Continue

CUMULATIVE FISCAL YEAR SUBCONTRACT AWARDS * indicates a required field

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

	Whole Dollars	Percent
2. SMALL DISADVANTAGED BUSINESS (SDB) CONCERNS	<input type="text"/>	
3. WOMEN-OWNED SMALL BUSINESS (WOSB) CONCERNS	<input type="text"/>	
4. HISTORICALLY BLACK COLLEGES AND UNIVERSITIES (HBCU) AND MINORITY INSTITUTIONS (MI)	<input type="text"/>	
5. HUBZone SMALL BUSINESS (HUBZone SB) CONCERNS	<input type="text"/>	
6. VETERAN-OWNED SMALL BUSINESS CONCERNS	<input type="text"/>	

Progress

- * Subcontract Report
- * Subcontract Awards
- * Total Awards
- * Small Business Awards
- * Specify agencies to which you are submitting this report and percentages of dollars attributable to each
- Remarks
 - * Name
 - * Title
 - * Phone Number
 - * Certification
 - * Name
 - * Title
 - * 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 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



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eSRS Department of Defense Testing - Microsoft Internet Explorer

Address: https://esrs-dod.symlicity.com/index?

4. HISTORICALLY BLACK COLLEGES AND UNIVERSITIES (HBCU) AND MINORITY INSTITUTIONS (MI)	<input type="text"/>	
5. HUBZone SMALL BUSINESS (HUBZone SB) CONCERNS	<input type="text"/>	
6. VETERAN-OWNED SMALL BUSINESS CONCERNS	<input type="text"/>	
7. SERVICE-DISABLED VETERAN-OWNED SMALL BUSINESS CONCERNS	<input type="text"/>	
8. ALASKA NATIVE CORPORATIONS (ANCs) AND INDIAN TRIBES THAT HAVE NOT BEEN CERTIFIED BY THE SMALL BUSINESS ADMINISTRATION AS SMALL DISADVANTAGED BUSINESSES	<input type="text"/>	
9. ALASKA NATIVE CORPORATIONS (ANCs) AND INDIAN TRIBES THAT ARE NOT SMALL BUSINESSES	<input type="text"/>	

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. See IAE CR-122-eSRS-SSR for Plan Type Commercial Validation v1.1 for additional information.

Agency*	Percentage*	Approver
<input type="text"/>	<input type="text"/> %	<input type="text"/>

Clicking 'Save or Save and Continue,' will save your report and allow you to leave and continue your report later.
Click 'Save and Continue' to save information on the current page and go to the next page of the form.
Click 'Save' if you want to save and stay on the current page.
Click 'Cancel' to leave and continue your report later from the point you last saved. If you have not yet saved the report, clicking cancel will simply return to the reports list.
If you receive an error notification: You can ignore errors and save your current information. You will be required to resolve all invalid form fields before you can review and submit your report.
Quickly skip to any page by clicking the steps in the left column.

► Specify the Agencies to which you are submitting your report and the percentages of dollars attributable to each.

- Also, indicate which Agency approved your Commercial Subcontracting Plan..



SSR Reporting – Commercial Plan

A screenshot of a web browser window showing the eSRS Department of Defense Testing form. The browser is Microsoft Internet Explorer, and the address bar shows "https://esrs-dod.symploty.com/index?". The form contains several sections:

- 11. Remarks:** A text area for providing explanations and future plans.
- 12. Contractors Official Who Administers Subcontracting Program:** Fields for Name, Title, and Phone Number.
- 13. Certification:** Radio buttons for Yes or No.
- 14. Chief Executive Officer(CEO):** A field for the CEO's name.

- ▶ **Enter report remarks.**
 - This allows you to explain why you have fallen short on your subcontracting plan and how to plan to address the issue.
- ▶ **Enter the contact information for the person at your company that administers your subcontracting program.**
- ▶ **Certify that the information you have entered in this report is correct.**



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A screenshot of a web browser window displaying the "Business Subcontracting Program" reporting form. The browser is Microsoft Internet Explorer, and the address bar shows "https://esrs-dod.symplcity.com/index?". The form contains several sections:

- Business Subcontracting Program:** Fields for "a. Name:", "b. Title:", and "c. Phone Number:", each with a corresponding text input box.
- 13. Certification:** A text block stating: "This is a statement 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 ANI and Indian Tribes for more information visit <http://www.eset.gov/forcontractors.html> (see FAC 05-018). If "No" is selected the report will be "Rejected"." Below this are radio buttons for "Yes" and "No".
- 14. Chief Executive Officer(CEO):** A text block stating: "This is the full name and title of the CEO for the company submitting this report. No delegation of authority is accepted." Below this are fields for "a. Name:", "b. Title:", and "c. Date:", with a "Select" button next to the date field and a "Clear" button.
- 15. CEO Approval:** A text block stating: "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." Below this are radio buttons for "Yes" and "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,":** A text block stating: "By listing an e-mail address, a notification will be sent to listed parties advising them that a subcontracting report has been submitted in eRSR for the Government's review. The Federal Government Agency will not be notified via email unless you enter a notification e-mail address." Below this is a large text input area.

At the bottom of the form are buttons for "Save & Go Back", "Cancel", "Save", and "Save & Continue".

- ▶ **Enter the contact information for your Chief Executive Officer (CEO).**
 - You must also certify that the CEO listed will sign a paper copy of this report and keep it on file.
- ▶ **Enter the e-mail address of government employee(s) or others to be notified you have submitted the report.**
 - This should include the person directly responsible for your contract as well as any others who may need to know that the report has been submitted.



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- ▶ **Once you have filled in the remaining information, you will have the opportunity to review the information you have entered.**
- ▶ **If you find the information is correct, select “Submit” and your report will be filed in the system.**
 - Those you have designated with e-mail addresses in the report will be sent an e-mail notification that your report has been filed.
- ▶ **The report will now be found in the government side of eSRS. You cannot make any changes to the report until the government official rejects the report.**



What Happens to the Report Once it is Submitted to eSRS?

