



# Electronic Subcontracting Reporting System (eSRS)

<http://www.esrs.gov>

Department of Defense Government Training



# **Submitting an Individual Subcontracting Report (ISR)**



## 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

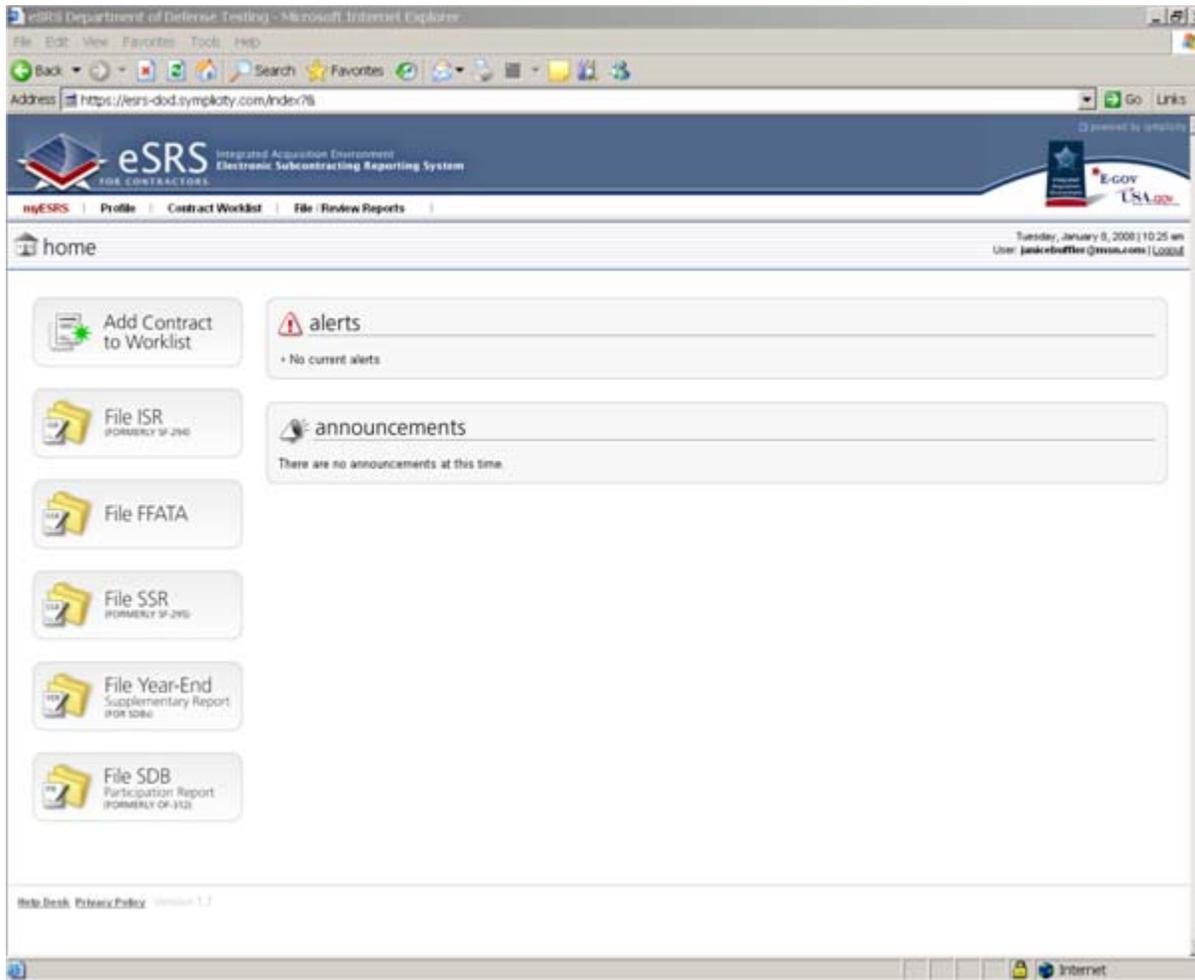
### ▶ A Subcontracting Plan is NOT required:

- 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.



# ISR Reporting



- ▶ **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 file a report, click on the link on the left of the page that corresponds with the report you are filing.**
- ▶ **To see reports that have been filed under the DUNS # you registered with, select “Contract Worklist” from the top page navigation.**



# ISR Reporting

The screenshot shows the eSRS web application interface. At the top, there is a navigation bar with links for 'myESRS', 'Profile', 'Contract Worklist', and 'File | Review Reports'. Below this is a 'New Report' section with a 'BACK TO LIST' link. The main content area is titled 'Individual Subcontracting Reports' and contains a 'Please Note' section and two sections of required fields: 'For Prime Contractors' and 'For Lower-Tier Subcontractors'. The 'Continue' button is highlighted in green.

**Instructions**

**1** Instructions

**2** Enter Contract #

**3** Contract Details

**4** Subcontracting Report

**5** Subcontracting Report Costs

**6** Subcontract Awards

**7** Review

**8** Submit Report

**Individual Subcontracting Reports**

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

**For Prime Contractors**

- Your DUNS number as it appears on the contract
- Product and Service Codes
- NAICS

**For Lower-Tier Subcontractors**

- The Prime contract number
- The Subcontract number
- The DUNS number of the contractor that awarded you the subcontract
- Product and Service Codes
- NAICS

▶ 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 as it appears on your contract
- Product and Service Codes
- 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.



# ISR Reporting

The screenshot shows the eSRS web application interface. The browser window title is "eSRS Department of Defense Testing - Microsoft Internet Explorer". The address bar shows "https://eSRS-dod.symplixity.com/report\_step=2". The page header includes the eSRS logo and navigation links: "myESRS", "Profile", "Contract Worklist", and "File / Review Reports". The main content area is titled "individual subcontract reports" and shows a "New Report" form. The form has a sidebar with steps: 1. Instructions, 2. Enter Contract # (highlighted), 3. Contract Details, 4. Subcontracting Report, 5. Subcontracting Report Costs, 6. Subcontract Awards, 7. Review, and 8. Submit Report. A yellow warning box contains a note about reporting against a contract. Below the warning box, there are "Back", "Cancel", and "Continue" buttons. The form fields include "Enter Prime Contract Number For Report" and "Select Existing Contract:" with a dropdown menu. A text input field is provided for manual entry of the contract number. At the bottom of the form, there are "Back", "Cancel", and "Continue" buttons. The footer of the page includes "Help Desk", "Privacy Policy", and "Version: 1.3". The Windows taskbar at the bottom shows the Start button, several open applications, and the system clock showing 10:24 AM on Tuesday, January 8, 2008.

- ▶ **Enter the contract number that corresponds to the report you are filing.**
  - If there are existing contracts under your DUNS, they should appear in the dropdown menu.
  - If the corresponding contract number is not located in the dropdown menu, simply type it in.
- ▶ **Quick Tip:** You do not need to include dashes in the contract number.



# ISR Reporting

The screenshot shows the eSRS (Integrated Acquisition Environment Electronic Subcontracting Reporting System) web application. The page title is "individual subcontract reports". The main content area displays a "New Report" form with a "Search Results" section. The search results indicate that the entered contract number does not match any contracts in the system. A note advises the user to choose from 35 similar contracts or contact helpdesk@eSRS.gov for further assistance. Below the search results, there is a "Note" section with a warning icon, stating that large prime contractors must report against their contract in the FPDS-NG system. The form also includes a field for "Enter Prime Contract Number For Report" and a "Select Contract ID" dropdown menu. The page footer contains "Help Desk Privacy Policy Version 2.7".

- ▶ If you get an error message that the contract number you are entering does not match any contracts in the system:
  - Contact your government contracting official.
  - The contract information is being pulled from FPDS-NG and your contract has not been tagged in FPDS-NG as having a subcontracting plan.
  - The contracting official must change this in the system before you can submit your report.
  - Once this change is made in the system, you should wait at least one business day for the system to update the information passed to eSRS.



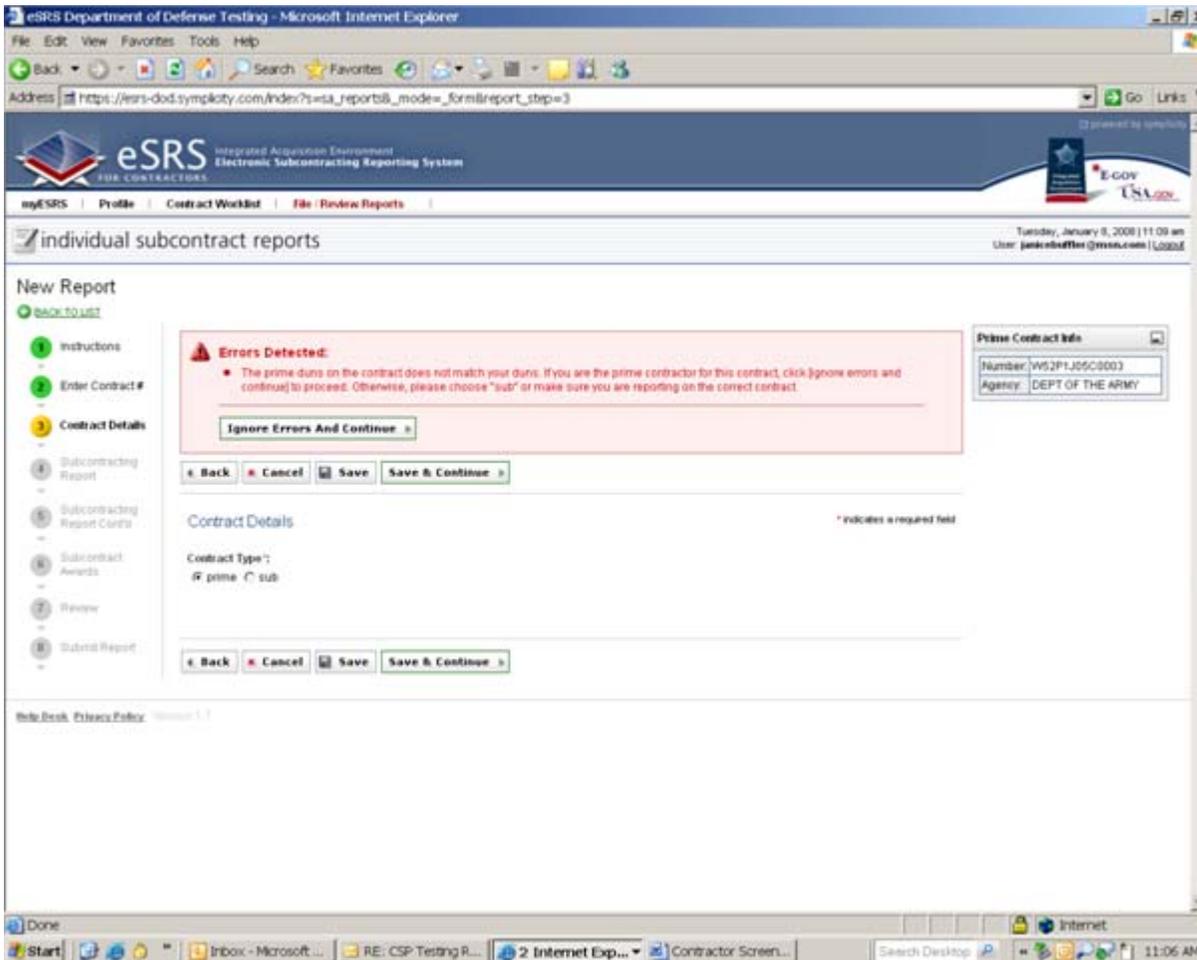
# ISR Reporting

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.simplivity.com/index?ts=sa\_reports&mode=formreport\_step=3". The page header includes the eSRS logo and navigation tabs: "myESRS", "Profile", "Contract Worklist", and "File / Review Reports". The main content area is titled "individual subcontract reports" and contains a "New Report" form. The form has a sidebar with steps: 1. Instructions, 2. Enter Contract #, 3. Contract Details (selected), 4. Subcontracting Report, 5. Subcontracting Report Config, 6. Subcontract Awards, 7. Review, and 8. Submit Report. The "Contract Details" section includes radio buttons for "prime" and "sub". A "Prime Contract Info" box on the right displays "Number: W52P1J05C0003" and "Agency: DEPT OF THE ARMY". The form includes "Back", "Cancel", "Save", and "Save & Continue" buttons. The footer shows "Help Desk: Policy Policy Version 1.7".

- ▶ From this page, you will indicate whether this contract is a prime or sub.
  - Prime means that your company is lead on the contract.
  - Subs are the companies the lead contractor may have subcontracted out activities to.
- ▶ The box on the right side of the page shows you the contract number you are working with and the Service/Agency that owns that contract.
- ▶ **Quick Tip:** All mandatory fields in the system are marked with a red \*.



# ISR Reporting



- ▶ If you get an error message that the DUNS # on the contract does not match the DUNS # you used to register:
  - Make sure the company information is correct.
  - Make sure you are using the right contract number.
- ▶ You may receive this error message if the company information at the beginning of the contract has changed during the life of the contract:
  - i.e. companies have merged or changed names
- ▶ Select “Ignore Errors and Continue”



# ISR Reporting

Individual subcontract reports

New Report

1. DUNS #:

2. Verify Data:

3. Corporation, Company or Subdivision Covered:

a. Vendor Name:

b. Vendor Physical Address:

Progress

Subcontracting Report

DUNS #

Verify Data

Vendor Name

Vendor Physical Address

Agency Awarding Contract

Contracting Office Agency ID

Contracting Office Agency Name

Contracting Office ID

Funding Agency ID

Funding Agency Name

Funding Office ID

Prime Contract Number

Product/Service Code

Dollar Obligated

Current Contract Value

Is your contract administered by an office other than that identified in Questions 7/8 above?

Subcontracting Report Cont'd

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.

Click 'Cancel' to leave and continue your report later from the point you

- ▶ The contract information is pulled directly from FPDS-NG so most data fields will be pre-populated.
- ▶ Your progress through the system is indicated in the box on the right-hand side of the page.
  - ✓ indicates information has been input in the system.
  - X indicates information that is still needed to complete the



# ISR Reporting

A screenshot of a Microsoft Internet Explorer browser window displaying the eRRS Department of Defense Testing web form. The browser's address bar shows the URL "https://eers-dod.simplity.com/index?". The form contains several fields, some of which are pre-filled with data. The fields are numbered 4 through 15. Field 4 is "Agency Awarding Contract:" with the value "DEPT OF THE ARMY (2100)". Field 5 is "Contracting Office Agency ID:" with the value "2100". Field 6 is "Contracting Office Agency Name:" with the value "DEPT OF THE ARMY". Field 7 is "Contracting Office ID:" with a text input field containing "V". Field 8 is "Funding Agency ID:" with the value "2100". Field 9 is "Funding Agency Name:" with the value "DEPT OF THE ARMY". Field 10 is "Funding Office ID:" with a text input field containing "V". Field 11 is "Prime Contract Number:" with a text input field containing "V". Field 12 is "Product/Service Code:" with a text input field containing "V". Field 13 is "Dollar Obligated:" with a text input field containing "V". Field 14 is "Current Contract Value:" with a text input field containing "V". Field 15 is a question: "Is your contract administered by an office other than that identified in Questions 7-9 above?" with radio buttons for "yes" and "no". At the bottom of the form, there are four buttons: "Save & Go Back", "Cancel", "Save", and "Save & Continue". The browser's taskbar at the bottom shows the Start button, several open applications (Inbox - Microsoft..., RE: CSP-Testing R..., 2 Internet Exp..., Contractor Screens...), and the system clock showing 11:07 AM.

- ▶ Most of the basic contract information will be completed for you as it is being pulled from FPDS-NG.
- ▶ You will only need to fill in the sections indicated by a



# ISR Reporting

eSRIS Department of Defense Testing - Microsoft Internet Explorer  
Address: https://esrs-dod.symplixity.com/index?

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

myESRS | Profile | Contract Worklist | File | Review Reports

individual subcontract reports

Tuesday, January 8, 2008 11:11 am  
User: janiceduffler@esrs.com | Logout

# W52P1J05C0003

[BACK TO LIST](#)

1 Instructions  
2 Enter Contract #  
3 Contract Details  
4 Subcontracting Report  
5 Subcontracting Report Cont'd  
6 **Subcontract Awards**  
7 Review  
8 Submit Report

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

SUBCONTRACT AWARDS \* indicates a required field

1. Dollars and Percentages in the Following Blocks!\*

do include indirect costs  
 do not include indirect costs

	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"/>		100	

3. SMALL DISADVANTAGED

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

**Progress**

- Subcontracting Report
- Subcontracting Report Cont'd
- Subcontract Awards
- Dollars and Percentages in the Following Blocks:
  - Total Awards
  - Small Business Awards
  - Which method do you use to collect subcontracting data for this report?
- Certification
- Remarks
- Contractors Official who Administers this Subcontracting Plan
  - Phone Number of Individual who Administers this Subcontracting Plan
  - E-mail address of Individual who Administers this Subcontracting Plan
  - 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 stay on the current page.

## ▶ Enter your dollar values on this page

- All mandatory fields will be marked with a red \*
- The system will automatically calculate percentages for you.



# ISR Reporting

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

help  
 payment basis  
 commitment basis  
 other

12. Certification:  
I certify that, to the best of my knowledge, the preceding information is accurate and the totals do not include lower-tier subcontracts.  
 Yes  No

13. Remarks:

14. Administering Info:  
  
a. Contractors Official who Administers this Subcontracting Plan:  
  
b. Phone Number of Individual who Administers this Subcontracting Plan:  
If it is NOT the same name as the contact designated at time of registration.  
  
c. E-mail address of Individual who Administers this Subcontracting Plan:  
If it is NOT the same name as the contact designated at time of registration.

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.

## ▶ Certification:

- As the contractor, you are certifying that the information you have included in the report is accurate.

## ▶ Contractors Official who Administers this Subcontracting Plan:

- This would be the person at your company that administers the contract. This may be different than the person submitting the report.

## ▶ 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.



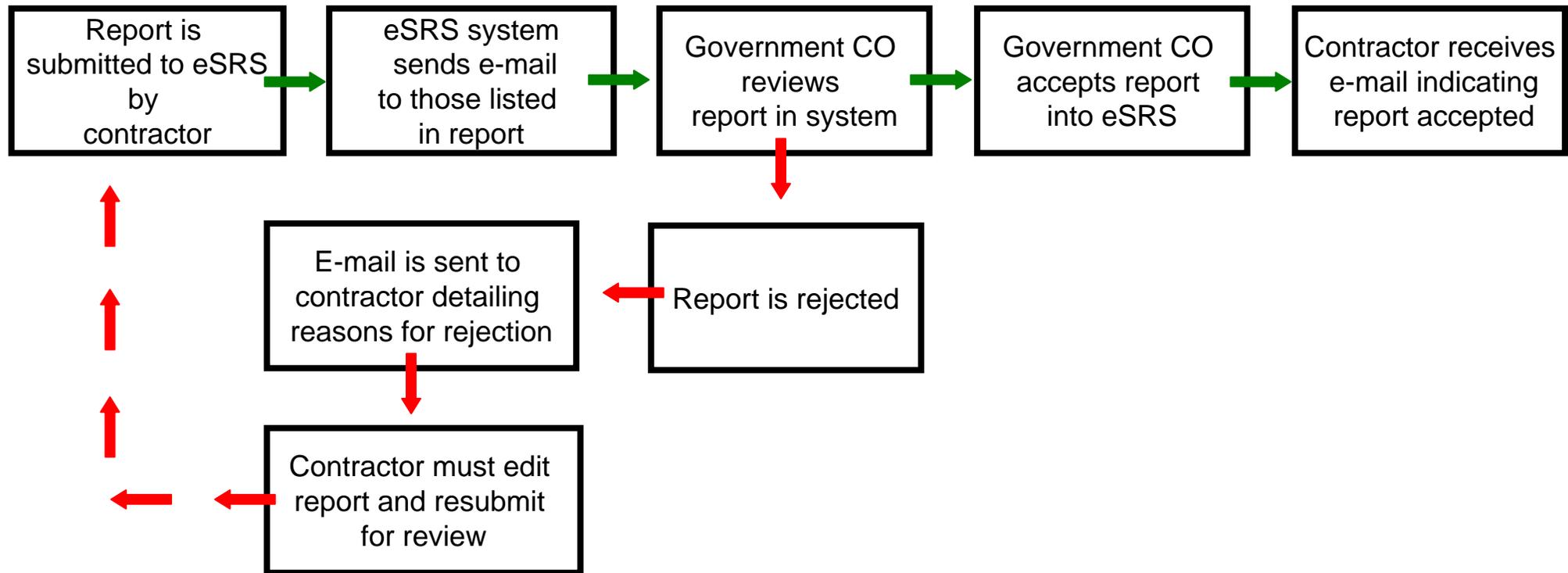
# ISR Reporting

The screenshot shows the eSRS (Integrated Acquisition Environment Electronic Subcontracting Reporting System) interface. The browser window title is "eSRS Department of Defense Testing - Microsoft Internet Explorer". The address bar shows "https://eSRS-dod.symplixity.com/index/report\_step=7". The page header includes the eSRS logo and "E-GoV USA.gov". The main content area is titled "individual subcontract reports" and shows a report for contract # W52P1J05C0003. A red error message box is displayed, stating: "The following must be completed before you can submit this report: Step 6 is not complete. You must fill out: 2a. (SMALL BUSINESS CONCERNS) 2c. (TOTAL) 3. (SMALL DISADVANTAGED BUSINESS(SDB) in one of the two percentage goal columns (i.e. either Percent of Total Subcontract Awards or Percentage of Total Contract Value)". A blue arrow points from the error message box to the right. The form below the error message is titled "SUBCONTRACTING REPORT FOR INDIVIDUAL CONTRACTS" and includes fields for "1. EARS IC", "2. Verify Data", "3. Corporation, Company or Substitution Covered", "a. Vendor Name", and "b. Vendor Physical Address".

- ▶ **Be sure to review all the information in your report before filing.**
  - If mandatory information boxes have not been filled in, you will be given this error message, which outlines the information you must fill in before the system will allow you to file your report.
- ▶ **Once you have filled in the remaining information, 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.



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





## Reporting an ISR - Data Fields Dictionary

- ▶ **Agency Awarding Contract** – Federal agency that awarded the contract to the prime contractor
- ▶ **Contracting Office Agency ID** – Identification number for the contracting agency's office
- ▶ **Contracting Office Agency Name** – Contracting office in the federal agency that awarded the contract to the prime contractor
- ▶ **Contracting Office ID** – Identification code of the contracting office that awarded the contract to the prime contractor
- ▶ **Contracting Office Name** – Name of the contracting office (under Agency Awarding the Contract and the Contracting Agency Office) that awarded the contract to the prime contractor
- ▶ **Funding Agency ID** – Identification number of the agency providing the funding for the contract
- ▶ **Funding Office ID and Name** – Agency that is providing a majority of the contract funding.
- ▶ **Prime Contract Number** – Number the government contracting official assigned to the contract and entered into FPDS-NG
- ▶ **Product &/or Service Code** – Four digit alpha numeric codes that classify the type of product/service/research being procured
- ▶ **Dollar Obligated** – Amounts of money that the funding agency has obligated to fund this prime contract.
- ▶ **Current Contract Value** – Contract value for the base contract and any options that have been exercised.

**Step-by-step filing instructions can be found in the “eSRS Quick Reference for Federal Government Prime Contractors Filing an ISR” located on the home page at <http://www.esrs.gov>.**