

VA



U.S. Department of Veterans Affairs

National Acquisition Center

Federal Supply Schedule Service

eSRS Reporting Guide

September 2016



eSRS Reporting Guide



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1. Types of Reports

Types of Reports



- **SSR:** Summary Subcontracting Report
Required by all plan holders.
- **ISR:** Individual Subcontracting Report
Second report type only filed by individual plan holders.

2. Submission Timeframes

Submission Timeframes



Report Type	Reporting Period	Due Date
SSR	October 1 – September 30	October 30th
ISR*	Plan Start – March 31 & Plan Start – September 30	April 30 th & October 30th

*ISR should **NEVER** be completed by commercial planholders.

3. Summary Subcontract Report (SSR)

Note: The numbering sequence for the questions may differ when submitting an SSR for commercial plans vs. an SSR for individual plans.

Plan Type



- If you have a commercial company-wide plan or a commercial division-wide plan, then you will select “**commercial**”. Individual plan holders will select “**Individual**”.
- If you are unsure of your plan type, do not proceed any further. Please contact your Government subcontracting plan approver. The type of plan you choose determines which questions will populate your SSR; therefore, it is imperative that you choose the correct plan type.

1. Type of Plan*:

individual commercial

DUNS



- Enter your company's DUNS (Dun & Bradstreet) number. Once you fill this in, you can choose to auto-fill your company details.
- If you do not choose to auto-fill your data, you will need to provide your name, physical address, and mailing address in #3.

2. DUNS #*:

Auto-Fill Company Info From Duns 

Date Submitted



- The date submitted should reflect the date that you actually submitted the report, not created the report as a draft.
- When you revise your report, you should update this field.

4. Date Submitted*:

Contact Information



- List the individual we should contact if we have any questions about the report.
- It is important that you list the individual who has access to eSRS and can make any necessary corrections to the report, if required.

5. Contact Information*:

Reporting Period



Reporting Period - This will always be October 1st – September 30th (the government’s fiscal year), regardless of your plan effective dates.

Year - This reflects the **government’s** fiscal year. For example, **2016** refers to October 1, 2015 – September 30, 2016.

Commercial Plan Screenshot

6. Reporting Period*:

a. Year*:

2009 ▼

Individual Plan Screenshot

6. Reporting Period*:

Oct 1 - Mar 31 Oct 1 - Sept 30

a. Year*:

2009 ▼

Report Submitted As ...



- You will always submit as the **prime contractor** because you are the prime on the government contract.
- There are certain situations where a prime's subcontractors must file eSRS reports; however, per the exception in 52.219-9(j), this is never required when the prime's government contract contains clause 52.212-5, as with all FSS & NCS contracts.

7. Report Submitted As*:

- prime contractor
- subcontractor
- both

This is question 8 on SSRs for Individual-type planholders.

Major Products or Services



Major Products/Service Lines:

Enter up to two descriptions (e.g. pharmaceuticals, surgical instruments, etc.) of your major product or service lines.

NAICS Codes (North American Industry Classification System)

List up to two of your company's main product/service categories and NAICS codes. Your NAICS codes should be six digits.

8. Contractor's Major Products or Service Lines:

a. Product or Service #1*:

i. NAICS Code # 1*:
click [here](#) for description of naics codes

This is question 9 on SSRs for Individual-type planholders.

Cumulative Fiscal Year Subcontract Awards



- Regardless of your plan effective period, you must enter your **actual** dollar achievements for the period of October 1st – September 30th for each category, per FAR 52.219-9(l)(2)(ii)(A).
- After you enter your small and large business dollar achievements, the report will auto calculate the total dollars as well as the percentages.

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

Indirect Cost Inclusion: Changes for FY 2017



Plan Goals Requirement: Both commercial and individual plan types continue to be given the choice of whether or not to include indirect costs in their plan goals [FAR 52.219-9(d)(1) and (d)(6)].

New eSRS Requirements: *Final Rule effective November 1, 2016*

- **Commercial Plans:** Your actual dollar achievements reported in the SSR must include indirect spend, regardless of whether or not you included indirect costs in your approved plan goals [52.219-9(l)(2)(ii)(A)].
- **Individual Plans**
 - **ISR:** If your plan goals include indirect costs, then you must continue to report indirect costs in your actual achievements in the ISR [FAR 52.219-9(l)(1)(iii)].
 - **SSR:** Indirect costs must be included in the SSR on a pro-rated basis regardless of whether or not they were included in your approved plan goals [52.219-9(l)(2)(i)(A)].

Cumulative Fiscal Year Subcontract Awards (cont'd)



- Enter your **actual** dollar achievements for the period of October 1st – September 30th for each subcategory.
- Remember, these are **subcategories** of small businesses. All small business subcontracting dollars count **once** under the Small Business category and can count multiple times under any subcategories for which the business qualifies.

	Whole Dollars	Percent
2. SMALL DISADVANTAGED BUSINESS (SDB) CONCERNS	<input type="text"/>	
3. WOMEN-OWNED SMALL BUSINESS (WOSB) CONCERNS	<input type="text"/>	

Self-Certifications



You should keep on file a **self-certification** statement from each small business type whose dollars you are reporting. You may be asked for this during a subcontracting compliance audit conducted by the SBA or a VA representative.

VO & SDVO Verification



If your VA contract contains the clause 852.219-9 VA Small Business Subcontracting Plan Minimum Requirements (not applicable to FSS administered plans), then Vet-owned (VO) and Service Disabled Vet-owned (SDVO) small businesses must be verified as eligible on VetBiz.gov in the Vendor Information Pages database in order for their dollars to count towards your goals. Additionally, you are also required to submit to OSDBU an annual list of any VO or SDVO businesses you have counted in your achievements.

Agency Designations



- Select all agencies (use “Add Item” to enter more than one) with which you have government contracts. At a minimum, you **must** select the Dept. of Veterans Affairs (3600). If an agency is not selected, then its representatives cannot view the report.
- Federal Supply Service (4730) is **NOT** the VA’s Federal Supply Schedule. It is a code used by GSA.

10. Specify agencies to which you are submitting this report and percentages of dollars attributable to each*:

Agency*	Percentage*	Approver
<input type="text"/> 	<input type="text"/> %	
<input type="button" value="Add Item"/>		

Screenshot for commercial planholders

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

Screenshot for individual planholders

Agency Percentages

– for commercial planholders only



- Enter the percentage of the subcontracting dollars that you can “attribute to” each agency’s contract. Many vendors choose to look at their government vs. commercial sales allocation to arrive at this percentage.
- The percentages you allocate will **never** add up to 100%. This would indicate that 100% of your reported subcontracts support only **government** contracts, not your commercial business.

10. Specify agencies to which you are submitting this report and percentages of dollars attributable to each*:

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

Approving Agency

– for commercial planholders only



- Choose the agency who will be the actual **approver** of the report. If you only have contracts with the VA (3600), then you must select the VA as the approver.
- The agency approver should be the agency who approved your subcontracting plan goals for the period for which you are filing.

10. Specify agencies to which you are submitting this report and percentages of dollars attributable to each*:

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



Remarks



- If your actual percentage achievement in any category falls short of your percentage goals, then you are required to provide an explanation in this section. Your narrative would be similar to that provided in the justification letter submitted with your subcontracting plan.
- You should also utilize this section to note any justifications and/or anomalies in your report, such as a partial reporting period (i.e. your first subcontracting plan began after the start of an eSRS reporting cycle).

11. Remarks:

If you entered (0) zero in the small business section of this report or failed to meet the dollar or percentage goals in the Commercial Subcontracting Plan, use this section to explain the reason for any shortfalls and your future plan of action. You may also enter explanations and/or comments you think will be helpful to the Government official who reviews this report.

This is question 10 on SSRs for Individual-type planholders.

Subcontracting Program Administrator



We recognize that some companies may have different individuals handling the subcontracting plan and the eSRS reports. We prefer to have contact information for the individual responsible for handling the eSRS reports so that we may direct any questions directly to that individual.

12. Contractors Official Who Administers Subcontracting Program:

This is the name and contact information (telephone number and email address) for the individual who administers the contractor's Small Business Subcontracting Program.

a. Name*:

b. Title*:

c. Phone Number*:

This is question 11 on SSRs for Individual-type planholders.

Certification



You must be able to certify that your figures are accurate or your report will be rejected.

13. Certification*:

This is a testament that the data being submitted on the report is accurate and that the dollars and percentages reported do not include lower tier subcontracts (except as set forth for ANC and Indian Tribes for more information visit <http://www.arnet.gov/far/facframe.html> see FAC 05-019). If "No" is selected the report will be "Rejected"

Yes No

This is question 12 on SSRs for Individual-type planholders.

CEO Information



- Enter the name and title of the CEO approving the report.
- Enter the date that the CEO approved the report.

14. Chief Executive Officer(CEO):

This is the full name and title of the CEO (if you do not use the title CEO this is the most Senior Executive in your organization) for the company submitting this report. **No delegation of authority is accepted.**

a. Name*:

b. Title*:

c. Date*:

select

clear

This is question 13 on SSRs for Individual-type planholders.

CEO Approval



- You must have CEO approval to submit the report.
- A signed copy of the approved SSR should be maintained on file with your company. You may be asked for this during a subcontracting compliance audit conducted by the SBA or a VA representative.
- It is not necessary that you send a pdf of the signed copy to the approving VA Contract Specialist.

15. CEO Approval*:

This is a self-certification that the individual whom is listed as the CEO on this report will sign a paper print-out of this report and keep it on file.

Yes No

This is question 14 on SSRs for Individual-type planholders.

E-Mail Notifications



- You must enter the e-mail address of all **government** personnel who will be reviewing your report so that they will receive an e-mail notification of your submission. If multiple agencies need to review your report, then you must list at least one e-mail contact for each agency.
- **FSS:** SubcontractingVAFSS@va.gov
NCS Pharmaceutical Contracts: Teresa.Hussain@va.gov
All Other NCS Contracts: Your assigned Contract Specialist.

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

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

This is question 15 on SSRs for Individual-type planholders.

4. Individual Subcontract Report (ISR)

Note: This report is to be filed by individual-type plan holders only. Commercial planholders (both divisional and company-wide) will never file this report.

Prime Contract Number



Select the VA contract number for which you will be filling the report. If your contract number does not appear in the drop-down box, please contact your government subcontracting plan approver to look into the issue.

Enter Prime Contract Number For Report * indicates a required field

Select Existing Contract:

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

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

Contract Administration



For VA FSS contracts, your contract is always administered by the Contract Office which awarded your contract; therefore, your response to the question below will always be “no”.

13. Is your contract administered by an office other than the Contracting Office that awarded the contract?:

yes no

Goals & Achievements



The table below will ask for your current goals as well as your actual cumulative achievements. Prior to completing the table, you will be asked whether or not the dollars and percentages include indirect spend.

	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	

Current Goals



Make sure that the goals you input match those approved under your current individual plan. We will be comparing your response here to your actual plan.

Current Goal:			
	Whole Dollars	Percentage of Total Subcontract Awards	Percentage of Total Contract Value
2a. SMALL BUSINESS CONCERNS	<input type="text"/>	<input type="text"/>	<input type="text"/>
2b. LARGE BUSINESS CONCERNS	<input type="text"/>	<input type="text"/>	<input type="text"/>
2c. TOTAL	<input type="text"/>	100	<input type="text"/>

Actual Cumulative Achievements

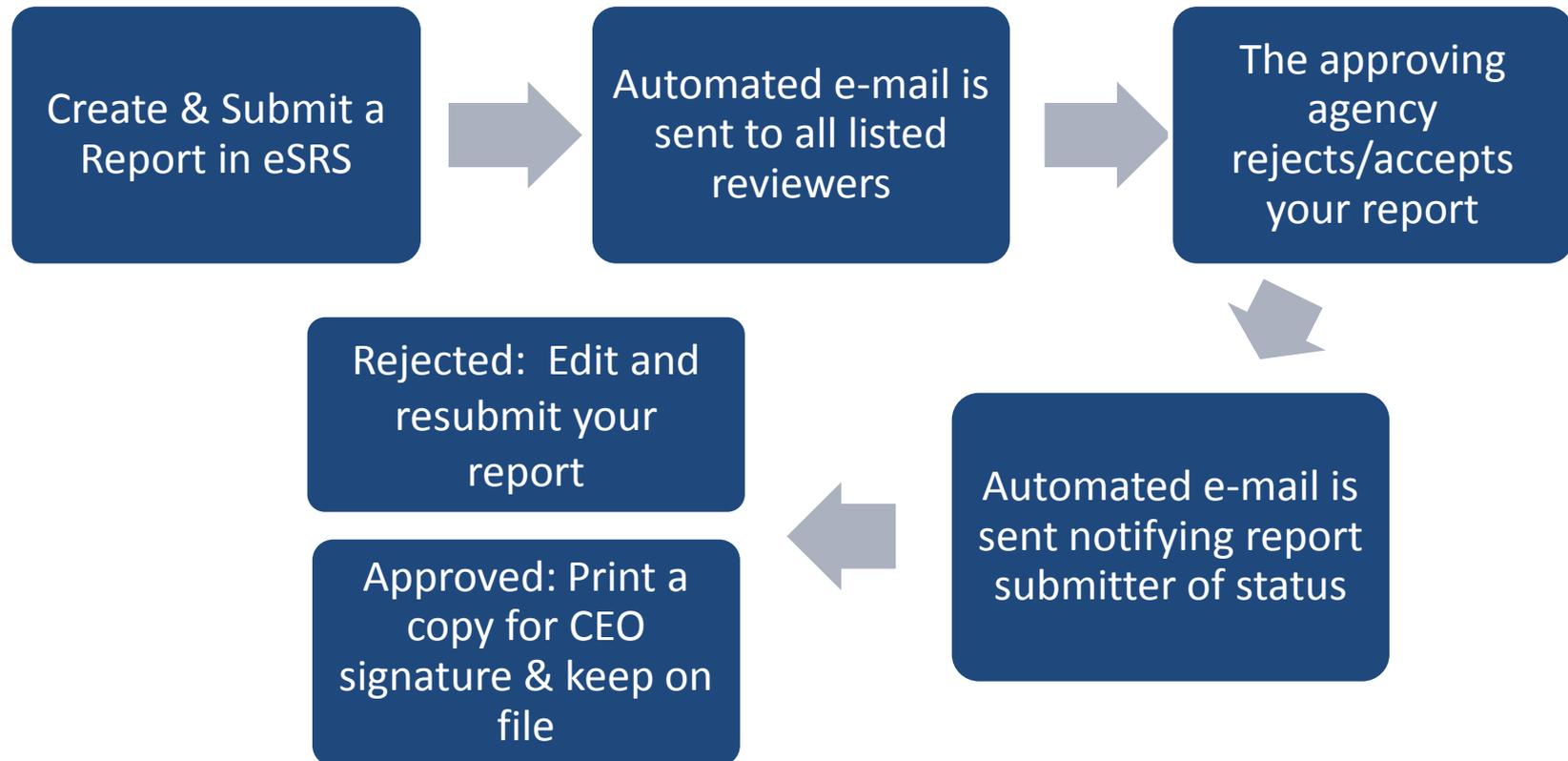


The actual achievements you enter for all categories are cumulative, a running total of your achievements since the inception of your individual plan. In other words, your achievements for each 6-month period will be added to the previous ISR total.

Actual Cumulative:			
	Whole Dollars	Percentage of Total Subcontract Awards	Percentage of Current Contract Value
2a. SMALL BUSINESS CONCERNS	<input type="text"/>		
2b. LARGE BUSINESS CONCERNS	<input type="text"/>		
2c. TOTAL		100	

5. Review Process

Review Process



6. eSRS Help

eSRS Help



- **FSS:** SubcontractingVAFSS@va.gov
- **NCS Pharmaceutical Contracts:** Teresa.Hussain@va.gov, 708-786-5852
- **All Other NCS Contracts:** Your assigned Contract Specialist
- **eSRS Helpdesk:** www.fsd.gov, 866-606-8220 x5
- **Procurement Technical Assistance Center (PTAC):** <http://www.aptac-us.org/> - PTACs provide a wide range of government contracting help, most free of charge.

7. Technical Tips

How does a new employee file new reports and view existing/previous reports in eSRS?



- Have the new employee register in eSRS.
- Send an eSRS Technical Helpdesk ticket that includes the name and e-mail address of the new & old employee, requesting to have the historical data migrated over to the new employee.
- **Example:**
Angela Terry *angela@abc.com* is the new eSRS representative for ABC corporation. Pam Jones *pjones@abc.com* will no longer have the responsibility of filing reports in eSRS for ABC Corporation. Therefore, transfer the historical data for ABC Corporation from Pam Jones eSRS account to Angela Terry's.

What if I get an error stating that a report has already been filed for a particular reporting period under my DUNS number?



- First, check your account under the particular report type, and select the tab that says “ALL”. This will allow you to view all reports of that type in draft, pending, accepted, and rejected status. You may find that you have already submitted a report for that period or that it is in draft status.
- It is possible that someone else in your company, or your predecessor filed a report for that period. If you haven’t already migrated your predecessor’s account information into yours, please consult the previous slide.

What if I neglected to include the VA's agency code (3600) in the SSR?



- This will prohibit the VA from being able to view your SSR, even if you included a VA e-mail address in the notification section.
- You will need to contact a representative from the agency you designated as the approver and request that they reject the report so that you can properly include the VA's code and percentage attributed.
- If you don't know who to contact at the designated approving agency, you will need to call the eSRS help desk and ask that they "escalate" (their term) your issue to Tier II. The help desk staff are not permitted to reject reports. You will later receive an e-mail from Tier II help. Unfortunately, there is no way to speak with Tier II by phone.

What if my reviewing Contract Specialist is telling me that they can't view my report in eSRS?



- Check your account to make sure that the report is not in draft (DRT) status. You must submit the report for it to be viewed.
- Check to see if you included the Contract Specialist's agency code in #10 in the SSR. The Department of Veterans Affairs' code, including FSS and NCS, is 3600.

What if my SSR is requiring me to submit a 2nd NAICS code when I only have one?



- You must completely skip this field or else you will receive this error.
- You will have to delete/remove the second NAICS code, and then it will allow you to proceed.

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- You must completely skip this field or else you will receive this error.
- You will have to delete/remove the second NAICS code, and then it will allow you to proceed.