Electronic Subcontracting Reporting System (eSRS):
Overview & Summary Subcontract Report (SSR) Guide

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- This session is being recorded and will be made available on our [Subcontracting](#) and [Training](#) web pages.

- Mute mics during the presentation.

- Hold questions until the end of the presentation.

- If you have question(s) that are not submitted/addressed during this session, please send to **SubcontractingVAFSS@va.gov.**

- eSRS Overview

- Summary Subcontract Report (SSR)

- Review Process

- Technical Tips & Common Issues

- Resources & eSRS Help Contacts

eSRS Overview

WHAT?

Electronic Subcontracting Reporting System (eSRS) is a web-based system that streamlines the process of reporting on subcontracting plan achievements (reporting actual spend data).

WHO?

All contractors that are required to maintain a small business subcontracting plan must report their achievements in eSRS

WHY?

- Reports provide insight/transparency on how contracting dollars are being distributed among all small business concerns
- SBA reports annual subcontract achievement data to the President and Congress

SSR: Summary Subcontracting Report

Required by all plan holders.

ISR: Individual Subcontracting Report

Additional report only filed by individual plan holders.

WHEN?

The report shall be submitted annually, within thirty days after the end of the Government's fiscal year. *FAR 52.219-9(l)(2)(ii)(B)*

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

https://www.esrs.gov/

- All eSRS users must have a login.gov account

- Create an account at login.gov with the following:
  - Single email address
  - Secure password with no common words or phrases
  - Additional authentication method

- Site navigation guides are found on the eSRS home page

Summary Subcontract Report (SSR)

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

- Select **"Commercial"** for a company-wide or division-wide commercial plan and **"Individual"** for individual plan types

- If unsure of your plan type, do not proceed any further and contact the agency that approved your plan

1. Type of Plan*:
- individual - commercial

- **UEI:** Enter the UEI number associated with the plan

- **Company Info:** You have the option to choose to auto-fill from the UEI or manually complete

- Enter the date that you submit the report, not create as a draft

- Update this field if you revise and resubmit your report

- List the name and contract information for 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

5. Contact Information*:

- **Reporting Period:** This will always be Oct 1st - Sep 30th (the Government's fiscal year), regardless of your plan effective dates

- **Year:** This reflects the **Government's** fiscal year (FY **2023** refers to October 1, 2022 – September 30, 2023)

Commercial Plans

6. Reporting Period:*:

Oct - Sept

a. Year*:

2009

Individual Plans

6. Reporting Period:*:
○ Oct 1 - Mar 31 ● Oct 1 - Sept 30

a. Year*:

2009

Always submit as the "**prime contractor**" because you are prime on the government contract.

> 7. Report Submitted As*:
>   ○ prime contractor
>   ○ subcontractor
>   ○ both

Note: 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.

- **Major Products/Service Lines:** Enter a general description of your major product or service line(s), e.g., pharmaceuticals, surgical instruments, etc.

- **NAICS Code(s):** List the six digit associated NAICS code(s)

8. Contractor's Major Products or Service Lines:

a. Product or Service #1*:

i. NAICS Code # 1*:
click here for description of naics codes

Spend Period: Regardless of the plan effective period, the **_actual_** dollar achievements must be entered for spend that occurred Oct 1st - Sep 30th (the government fiscal year) - *FAR 52.219-9(l)(2)*

Spend Tiers: Only <u>immediate</u> next-tier spend can be included - *FAR 52.219-9(l)*

Direct & Indirect Costs

- **Commercial Plans:** Include all direct and indirect spend — *FAR 52.219-9(g) and 52.219-9(l)(2)(ii)(A-D)*

- **Individual Plans:** Include all direct spend; include indirect spend on a pro-rated basis - *52.219-9(l)(2)(i)(A-F)*

Exclusions: Categories listed on next slide - *52.219-9(g)*

- Intercompany/affiliate spend - *FAR 52.219-9(l)*

- Spend outside of the US or its outlying areas - *FAR 52.219-9(l)*

- Employee salaries and benefits; payments for petty cash; depreciation; interest; income taxes; property taxes; lease payments; bank fees; fines, claims, and dues; original equipment manufacturer relationships during warranty periods (negotiated up front with the product); utilities and other services purchased from a municipality or an entity solely authorized by the municipality to provide those services in a particular geographical region; and philanthropic contributions - *FAR 52.219-9(g)*

- **Small Business (SB) Concerns:** Include total SB spend, regardless of socio-economic category

- **Large Business (LB) Concerns:** Also known as "other-than-small" business spend

- The report will auto calculate the total dollars and percentages

	Whole Dollars	Percent
1a. SMALL BUSINESS CONCERNS		
1b. LARGE BUSINESS CONCERNS		
1c. TOTAL		100

- These are small business <u>subcategories</u>

- All small business (SB) subcontracting dollars count **once** under the SB category and can count multiple times under any subcategories (#2-#8) for which the business qualifies

	Whole Dollars	Percent
2. SMALL DISADVANTAGED BUSINESS (SDB) CONCERNS	*	
3. WOMEN-OWNED SMALL BUSINESS (WOSB) CONCERNS	*	

- **Self-Certification:** You are required to keep on file proof of self-certification from each small business type whose dollars you include as spend, either as a statement from the contractor or other proof of business size (Sam.gov, etc.) – see also *FAR 52.219-9(c)(2)(i)*

- **Exceptions to Self-Certification**

  - **HUBZone:** HUBZone small business concerns must be certified by SBA; validate at https://dsbs.sba.gov/search/dsp_dsbs.cfm

  - **VOSB & SDVOSB:** Currently is self-certification except for contracts that contain VAAR clause 852.219-70; see next slide for details

VAAR 852.219-70
VA Small Business Subcontracting Plan Minimum

Note: If the only VA contract you have is a VA FSS contract, then clause 852.219-70 (formerly 852.219-9) is <u>not</u> in your contract and the below <u>does not apply </u>and self-certification is acceptable

- To be credited toward goal achievements, SDVOSB/VOSBs must be ~~verified as eligible in the VA's Vendor Information Pages (VIP) database at https://www.vetbiz.va.gov/vip/~~ *(now certified by the SBA at https://dsbs.sba.gov/search/dsp_dsbs.cfm)*

- Annually submit to VA OSDBU (Office of Small and Disadvantaged Business Utilization) a list of all VOSB/SDVOSB spend reported in eSRS (VA Form 0896A)

- Select all federal government agencies with which you have contracts covered by your subcontracting plan, including the Dept. of Veterans Affairs **(3600)**

- Use "Add Item" to enter more than one agency

- If an agency is not selected, then its representatives cannot see the report

  *Note: Federal Supply Service (4730) is **NOT** the VA FSS. It is a code used by GSA.*

Commercial Plans

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

Agency*		Percentage*	Approver
	⌄	%	◯

Add Item

Individual Plans

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

	⌄

- <u>Only</u> applicable for commercial plans

- Enter the percentage of spend that can be "attributed to" each agency's contract

- Many Contractors choose to look at their Government vs. Commercial sales allocation to arrive at this percentage

- The percentages allocated should <u>not</u> add up to 100% as this would indicate that all reported spend supports Government contracts with no spend supporting commercial business

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

Agency*	Percentage*	Approver
	%	○

[Add Item]

- <u>Only</u> applicable for commercial plans

- Choose the agency who will be the actual **approver** of the report.

- 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
	⌄	_____ %	◯

Add Item

Remarks/explanations are **required** for each category …

- If any actual <u>percentage</u> achievement falls short of your <u>percentage</u> goals

- If you report a zero-dollar achievement

Provide any other justifications and/or anomalies in your report …

- You are reporting a partial period (i.e., your first subcontracting plan began after the start of an eSRS reporting cycle)

- Your plan period (your FY) is different than the eSRS reporting period (gov't FY), and that discrepancy has impacted your achievements

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 should match the Subcontracting Program Administrator, as listed on your approved plan as the Plan Administrator listed on, unless you have updated this point of contact POC since that time.

- You would have already listed your eSRS point of contact in #5 Contact Information, which may differ from this contact.

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*:

- The report must be certified.

- If "Yes" is not selected, the 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

Enter the name and title of the CEO approving the report along with the approval date.

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]

- The CEO's approval is <u>required</u> before to submitting the report

- Keep a signed copy of the approved SSR

- It is not necessary for the Contractor to send a pdf of the signed copy to the approving VA Contracting Officer

- During a subcontracting compliance audit a copy of the signed report may be requested

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.
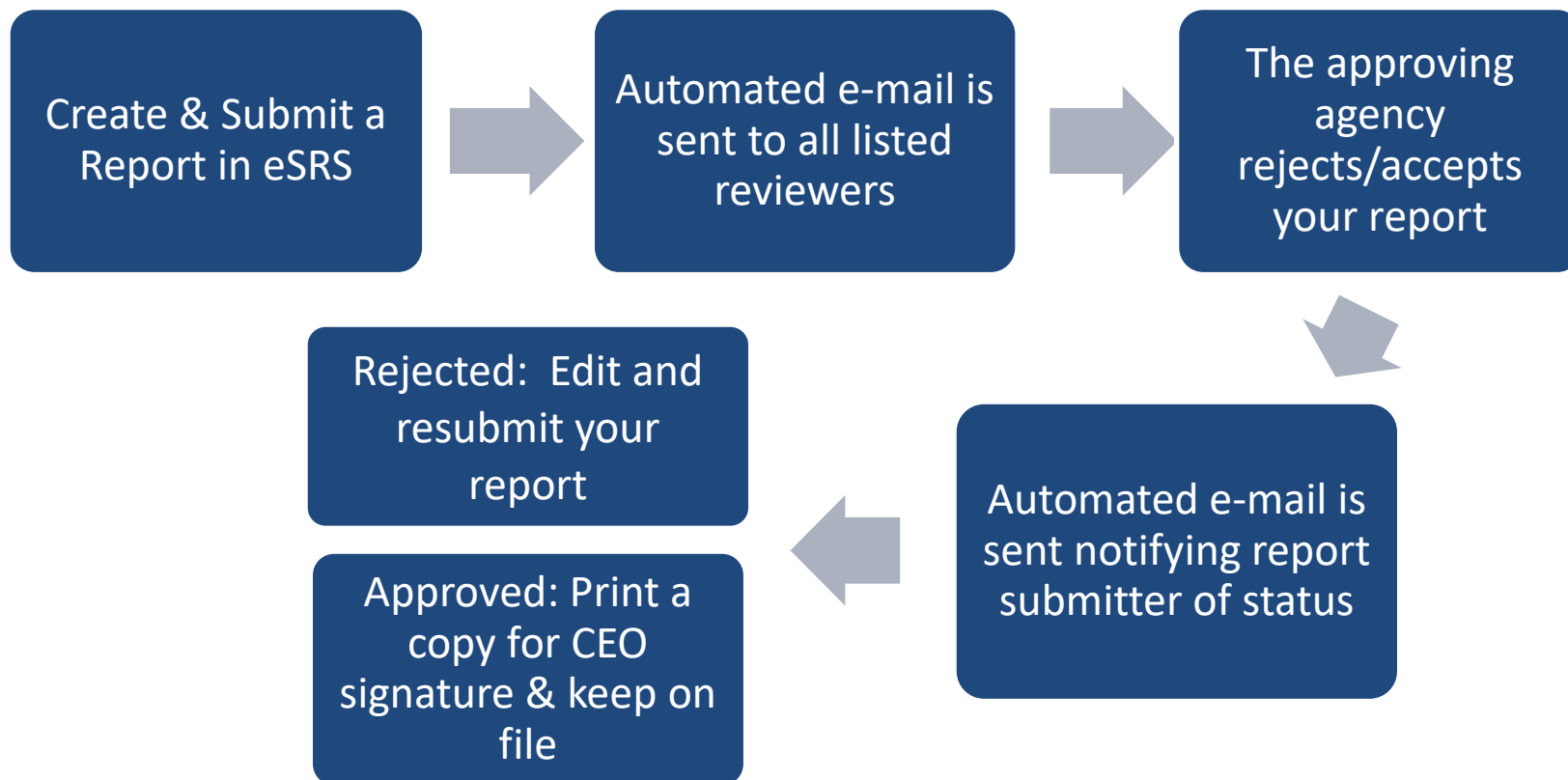- Yes - No

- Enter the e-mail address of all **_Government _**personnel who will be reviewing their report so that they will receive an e-mail notification of the submission

- If multiple agencies need to review the report, then you must list at least one e-mail contact for each agency

  - **VA FSS Subcontracting Plans:** SubcontractingVAFSS@va.gov

  - **VA NCS Subcontracting Plans:** NACSUBK@va.gov

  - **Other Agency eSRS Reviewer(s)**

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.

Review Process

Create & Submit a Report in eSRS

→

Automated e-mail is sent to all listed reviewers

→

The approving agency rejects/accepts your report

↓

Rejected: Edit and resubmit your report

Approved: Print a copy for CEO signature & keep on file

←

Automated e-mail is sent notifying report submitter of status

Technical Tips & Common Issues

Trouble establishing Login.gov account

- The most common issue with account set up is that the user is not authenticated

- Users are authenticated when they receive an email indicating successful account set up

- If e-mail is not received, or you encounter other account setup/login issues, contact the eSRS Helpdesk: www.fsd.gov, 866-606-8220 x3

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

- Have the new user register in eSRS/Login.gov.

- Send an eSRS Technical Helpdesk ticket that includes the name and e-mail address of the new & former user, and request to have the historical data <u>migrated</u> to the new user's account

- **Example:** Angela Johnson *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, please migrate the historical data for ABC Corporation from Pam Jones' eSRS account to Angela Terry's account.

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

- First, check your account under the report type, and select the tab that says "ALL", which 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 prior user account reports have not been migrated to your account, you will not see the prior reports.

What if my reviewing Contracting Officer/Specialist 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.

- Remember that the Department of Veterans Affairs' code, including FSS and NCS, is **3600** *(see next 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 to request that they reject the report, after which you can add the VA code (3600) and percentage attributed.

- If you don't know who to contact at the designated approving agency, call the eSRS help desk and ask that they "escalate" your issue to Tier II. 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 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

- After you delete/remove the second NAICS code, it will allow you to proceed

Top Reasons why an eSRS report is Rejected

- **Remarks Missing:** Needed justification/explanation missing for

  - $0 Reported, Justification/Explanation Missing

  - Percentage Goals not Met

- **Spend Percentage Attributed to Agency too High:** Entering 100% for a single agency (or a combination of agencies) would mean that the agency/agencies is/are your only customer(s) and that you have no commercial customers.

- **CEO did not Self-Certify Report:** The report must indicate "Yes" for CEO approval, otherwise the report will be rejected.

Resources

VA FSS Subcontracting Program e-Mail: SubcontractingVAFSS@va.gov

NCS Subcontracting Program e-Mail: NACSUBK@va.gov

VA FSS Subcontracting Web Page: https://www.va.gov/opal/nac/fss/sbsp.asp
- Suggested minimum percentage goals
- Training/guides (eSRS & Plan Preparation)
- Subcontracting Plan template

VA FSS Training Web Page: https://www.va.gov/opal/nac/fss/training.asp
- Upcoming webinars
- Current and archived presentations

eSRS Home Page: https://www.esrs.gov
- Log-in
- User Guides & Training Materials (including "Quick Reference Guides")
- Sample Reports

eSRS Helpdesk: Federal Service Desk (FSD), https://www.fsd.gov, 866-606-8220 x3

Questions?