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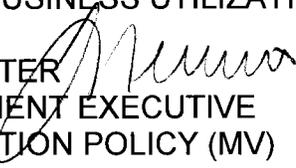
GSA Office of Governmentwide Policy

MEMORANDUM FOR HEADS OF CONTRACTING ACTIVITIES

DIRECTORS, OFFICE OF SMALL AND DISADVANTAGED
BUSINESS UTILIZATION
1Q, 2Q, 3Q1, 4Q, 5Q, 6Q, 7Q, 8Q, 9QOBA, 10AQ, WQ

FROM:

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SENIOR PROCUREMENT EXECUTIVE
OFFICE OF ACQUISITION POLICY (MV)

SUBJECT: Pending Individual Subcontract Reports (ISRs) and Summary
Subcontract Reports (SSRs) in the Electronic Subcontracting
Reporting System (eSRS)

Contracting officers (CO) are responsible under FAR 19.705-6(h) to accept/reject Individual Subcontract Reports (ISRs) and Summary Subcontract Reports (SSRs) in the Electronic Subcontracting System (eSRS). Contractors are required to submit these reports in eSRS to ensure that prime contractors are maximizing opportunities for small businesses outlined in their approved Subcontracting Plan. Currently, there are outstanding 1,498 ISRs and 948 SSRs in eSRS awaiting CO review. There are also a number of contractors who have not complied in submitting the required reports. **Failure to perform these compliance checks, particularly the SSRs, will impact Small Business Administration's annual scorecard for GSA.** COs must review and accept/reject the SSR reports in eSRS before **February 17, 2012**.

ISRs are required to be submitted semi-annually, by March 31 and September 30 each year. For contractors who have yet to comply, follow up by the CO is required. We ask that the appropriate contracting official follow-up with contractors who have not submitted ISRs, and review and accept/reject submitted ISRs as soon as possible. Document the file illustrating the CO's diligence in ensuring contractor compliance with subcontract reporting requirements, and include in past performance evaluations.

Post award administration of subcontracting plans is part of the annual Procurement Management Reviews conducted by GSA's Office of Acquisition Policy (see Acquisition Alerts 2009-11 and 2005-09).

To access the Reports and for more detailed information on accepting/rejecting reports in eSRS, visit www.esrs.gov. Quick Reference Guides to assist COs are located on the homepage under Training Materials, complete with several scenarios for accepting reports. A Subcontracting Desk Guide is also available, located at <http://insite.gsa.gov/portal/content/503936> under Small Business Acquisition Hot Topics.

Instructions on how to access subcontracting reports in eSRS are below:

1. For SSRs:

- ✓ Click on "Summary" under reports,
- ✓ Click on the tab for "pending summary reports,"
- ✓ Click on "search filters," click on "report year," and select 2011,
- ✓ Type in keywords, contractor's name or duns number, a list will be generated. If the contractor has not entered their report, it will not be available.

2. To see the outstanding ISRs in your region:

- ✓ Click on "Individual" under reports,
- ✓ Click on the tab for "pending individual reports,"
- ✓ Click on "search filters," click on "report year," and select 2011,
- ✓ Type in keywords, i.e., "GS01P, GS01F, etc." A list of pending reports will be listed.

Your continued support is crucial to the success of GSA's Small Business Program.

Should you have more questions, please contact your regional eSRS Point of Contact, listed in the attachment, or Janice Keys, GSA Headquarters, at (202) 501-0838 or email Janice.keys@gsa.gov.

Attachment