

eSRS REPORTING NOTIFICATION RPA EMAIL TEMPLATE

Background: This component will automate only the reminder portion of the current OAM ASM process. At the beginning of each reporting period, the RPA will pull a list of contracts from BI (using both EASi and FPDS data) that require a subcontracting plan and reporting in eSRS, then use this [email template](#) to obtain regional feedback and confirmation the list is complete and accurate. Once confirmed, the RPA will use the final list to send email reminders to the Contractor POC as identified in the contractor's SAM profile. The rest of the tracking process will remain with OAM ASM at this time.

Mid-Year Reporting Period

From: PBS_OAM_RemindersandNotifications@gsa.gov
 To: <Contractor POC Email>
 CC: <Contracting Officer Email>, ecf@gsa.gov
 Email Subject: FY<##> Mid-Year Subcontract Reporting Submission Reminder in eSRS

{Body of Email}

<Contract Number>

<Award Title>

<Contractor Name>

<Contractor Address>



Dear <Contractor POC Name>:

This is a reminder to submit the semi-annual Individual Subcontracting Report (ISR) as required under Federal Acquisition Regulation (FAR) clause [52.219-9 Small Business Subcontracting Plan](#). Submit the report into the government-wide [Electronic Subcontracting Reporting System \(eSRS\)](#).

Your company has an Individual Subcontracting Plan incorporated as a material part of General Services Administration (GSA), Public Building Service (PBS) contract <Contract Number> which requires both Individual Subcontracting Reports (ISRs) and Summary Subcontracting Reports (SSRs). The ISRs are contract-specific and must be submitted semi-annually, within 30 days of the end of the following periods:

October 1 - March 31 (Reports normally due April 30*)
 April 1 – September 30 (Reports normally due October 30*)

Contractors must submit the ISR regardless of whether or not there has been any subcontracting since the inception of the contract or the last reporting period.

<*Due to the ongoing National Emergency caused by the COVID-19 pandemic, the Small Business Administration issued a memorandum on March 5, 2021, extending the deadline for mid-year ISRs to **May 15, 2021**.>

To avoid errors when submitting reports, be sure to:

- Select "individual" as the type of subcontracting plan.
- Select the correct reporting period for the type of report.
- Ensure the "Current Goal" listed matches the dollars and percentages listed in the subcontracting plan for the current period of the contract (base period and any option exercised to date). For example, an ISR submitted after the second option exercised would list the current goal as the sum of the goals of the contract for the base period, plus option period 1 and option period 2.
- Include indirect costs only if the contract's subcontracting plan included indirect costs.
- Select the appropriate GSA office for submitting the report, unless directed otherwise by the contracting officer:
 - **Public Buildings Service (4740)**.
- Update the email address of the cognizant GSA Contracting Officer.

For questions concerning eSRS, contact your [local SBA Commercial Marketing Representative](#). If you experience difficulty in submitting the reports in eSRS, contact the [Federal Service Help Desk](#) between the hours of 8:00 am and 8:00 pm ET, Monday through Friday.

ISRs and SSRs must be submitted on time in order to be compliant with the terms and conditions of the contract. The Small Business Administration uses eSRS data to measure federal agencies' performance in awards to small businesses, including small, small disadvantaged, women-owned, Historically Underutilized Business Zone, veteran-owned, service-disabled veteran-owned, and Alaska Native Corporations. Ensure the data in the reports is complete and accurate, as the SBA reports to Congress to include small business subcontracted dollars against all applicable small business socio-economic subcategories.

The [eSRS home page](#) contains links to webinars, reference guides and step-by-step instructions on how to submit reports. Take advantage of these tools to assist in submitting timely and complete reports.

Should you have any questions, please contact your Contracting Officer, **<Contracting Officer's Name>**, at **<Contracting Officer's email address>**.

****THIS IS A SYSTEM GENERATED EMAIL****

Year-End Reporting Period

From: PBS_OAM_Reminders&Notifications@gsa.gov
 To: <Contractor POC Email>
 CC: <Contracting Officer Email>, ecf@gsa.gov
 Email Subject: FY<##> Year-End Subcontract Reporting Submission Reminder in eSRS

{Body of Email}

<Contract Number>

<Award Title>

<Contractor Name>

<Contractor Address>



Dear <Contractor POC Name>:

This letter serves as a reminder to submit the annual subcontracting reports required under Federal Acquisition Regulation (FAR) clause [52.219-9 Small Business Subcontracting Plan](#). Submit the reports into the government-wide [Electronic Subcontracting Reporting System \(eSRS\)](#).

Your company has an Individual Subcontracting Plan incorporated as a material part of General Services Administration (GSA), Public Building Service (PBS) contract <Contract Number> which requires both Individual Subcontracting Reports (ISRs) and Summary Subcontracting Reports (SSRs). The ISRs are contract-specific and must be submitted semi-annually, within 30 days of the end of the following periods:

October 1 - March 31 (Reports normally due April 30*)
 April 1 – September 30 (Reports normally due October 30*)

When reporting under the ISR, you are reminded that [FAR 52.219-9\(l\)\(1\)](#) requires submission regardless of whether or not there has been any subcontracting since the inception of the contract or the last reporting period.

The annual SSR is normally due within 30 days of the end of the Government's fiscal year (September 30th). The SSR is a summary of all subcontracting under prime contracts and subcontracts with GSA, regardless of the dollar value of the subcontracts.

<*Due to the ongoing National Emergency caused by the COVID-19 pandemic, the Small Business Administration issued a memorandum on March 5, 2021, extending the deadline for end-of-year ISRs and SSRs to **November 14, 2021**.>

To avoid errors when submitting reports, be sure to:

- Select "individual" as the type of subcontracting plan.
- Select the correct reporting period for the type of report.
- Ensure the "Current Goal" listed matches the dollars and percentages listed in the subcontracting plan for the current period of the contract (base period and any option exercised to date). For example, an ISR submitted after the second option exercised would list the current goal as the sum of the goals of the contract for the base period, plus option period 1 and option period 2.
- Include indirect costs only if the contract's subcontracting plan included indirect costs.
- Select the appropriate GSA office for submitting the report, unless directed otherwise by the contracting officer:
 - **Public Buildings Service (4740).**
- Update the email address of the cognizant GSA Contracting Officer.

For questions concerning eSRS, contact your [local SBA Commercial Marketing Representative](#). If you experience difficulty in submitting the reports in eSRS, contact the [Federal Service Help Desk](#) between the hours of 8:00 am and 8:00 pm ET, Monday through Friday.

ISRs and SSRs must be submitted on time in order to be compliant with the terms and conditions of the contract. The Small Business Administration uses the data in these reports as part of the yearly measurement of federal agencies' performance in awards to small businesses, inclusive of small, small disadvantaged, women-owned, Historically Underutilized Business Zone, veteran-owned, service-disabled veteran-owned, and Alaska Native Corporations. Ensure the data in the reports is complete as SBA reports to Congress, such as applying small business subcontracted dollars against all applicable small business socio-economic subcategories.

Information is available to assist contractors in eSRS reporting. The [eSRS home page](#) contains links to webinars, reference guides and step-by-step instructions on how to submit reports. Take advantage of these tools to assist in submitting timely and complete reports.

Should you have any questions, please contact your Contracting Officer, **<Contracting Officer's Name>**, at **<Contracting Officer's email address>**.

****THIS IS A SYSTEM GENERATED EMAIL****