

FSRS REPORTING NOTIFICATION RPA EMAIL TEMPLATE

Background: This component will send an automated reminder to contractors who may be required to submit annual reports in FSRS. The RPA will pull a list of contracts that may require reporting and send the reminder email to the Contractor POC as identified in the contractor's SAM profile.

From: PBS_OAM_RemindersandNotifications@gsa.gov
To: <Contractor POC Email>
CC: <Contracting Officer Email>, ecf@gsa.gov
Email Subject: <Contract Number> FSRS Reporting

{Body of Email}

<Contract Number>
<Award Title>

<Contractor Name>
<Contractor Address>



Dear <Contractor POC Name>:

This is a reminder that an annual report to the [Federal Funding Accountability and Transparency Act Subaward Reporting System](#) (FSRS) website per the Federal Acquisition Regulation (FAR) clause [52.204-10 Reporting Executive Compensation and First-Tier Subcontract Awards](#) included in your contract may be required based on the responses to the checklist provided to you at the time of contract award.

If required, this report shall be submitted by the end of the month following the month of award of a first-tier subcontract valued at or above the threshold specified in [FAR 4.1403\(a\)](#) on the date of subcontract award, and annually thereafter (calculated from the prime contract award date). The report must include the names and total compensation of each of the five most highly compensated executives of each first-tier subcontractor for the first-tier subcontractor's preceding completed fiscal year in FSRS.

Should you have any questions, please contact your Contracting Officer, <Contracting Officer Name>, at <Contracting Officer Email>.

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