

## DoD SUBCONTRACTING PROGRAM

### *Guide to Preparing and Reviewing a Summary Subcontract Report (SSR) for an Individual Subcontracting Plan (July 2024)*

Regulatory Requirements		
<b>Authority:</b>	<ul style="list-style-type: none"> <li>Section 8(d) Small Business Act – 15 USC 637(d)</li> </ul>	<ul style="list-style-type: none"> <li>Specifies that small businesses will have maximum practicable opportunity to participate in contract performance consistent with efficient performance</li> <li>Requires the agency to collect data on the extent to which the contractor meets the goals of the subcontracting plan</li> </ul>
	<ul style="list-style-type: none"> <li>Section 15(g) Small Business Act – 15 USC 644(g)</li> </ul>	<ul style="list-style-type: none"> <li>Specifies government-wide goals for contracts and subcontracts awarded to small business concerns</li> <li>Includes reporting on subcontracting</li> </ul>
<b>Regulations:</b>	<ul style="list-style-type: none"> <li>FAR 19.7 / DFARS 219.7</li> <li>FAR 52.219-9, Small Business Subcontracting Plan</li> <li>DFARS 219.706 Class Deviation 2018-00007 dated 12/13/2017</li> <li>DFARS 252.219-7003, Small Business Subcontracting Plan</li> <li>DFARS 252.219-7004, Small Business Subcontracting Plan (Test Program)</li> </ul>	<ul style="list-style-type: none"> <li>Subcontracting plan requirement</li> <li>Upper-tier contractor flows down requirements for subcontracting plan</li> <li>Comply in good faith with subcontracting plan requirements</li> <li>Prime contractors and subcontractors submit SSRs in Federal Electronic Subcontracting Reporting System (eSRS)</li> <li>Authority to acknowledge receipt and approve / reject the report for DoD resides with DoD SSR Coordinator</li> </ul>
Summary Subcontract Report (SSR) for an Individual Subcontracting Plan		
<b>Submit when?</b>	<ul style="list-style-type: none"> <li>Annually, submit one consolidated SSR within 30 days of the government's fiscal year end (Sep 30), by Oct 30</li> </ul>	
<b>Submit where?</b>	<ul style="list-style-type: none"> <li>In eSRS at <a href="https://www.esrs.gov/">https://www.esrs.gov/</a></li> <li>Contractor must select "Dept of Defense (9700)" in block 7 of the SSR</li> </ul>	
<b>Includes what?</b>	<ul style="list-style-type: none"> <li>SSR may be submitted on a corporate, company or division (e.g., plant or segment operating as a separate profit center) basis, unless otherwise directed by the agency</li> <li>May include multiple Unique Entity Identification (UEI) numbers under the overall corporate or "parent" UEI</li> <li>Encompasses <b>ALL</b> subcontracting under prime contracts and subcontracts with the DoD, regardless of dollar value, including contracts with no subcontracting plan requirement <b>AND</b> classified contracts</li> <li>Cannot show negative dollars</li> </ul>	
<b>Correct how?</b>	<ul style="list-style-type: none"> <li>Contractor may make changes or corrections to previously submitted reports when reviewer either "Reopens" or "Rejects" the report</li> </ul>	
<b>Who reviews? When?</b>	<ul style="list-style-type: none"> <li>DoD Subcontracting Team at OSBP, in coordination with DCMA and DPC</li> <li>By Dec 15 each year</li> </ul>	
<b>Review how?</b>	<ul style="list-style-type: none"> <li>Person responsible for reviewing the report should ensure the report is complete and correct; includes a reasonable explanation for zero dollars and a plan for mitigating during next reporting cycle</li> </ul>	

**NOTE:** Passwords for all registrations in eSRS must be changed every 90 days. If reset is required, contact the Federal Service Desk for assistance at: [https://www.fsd.gov/gsafsd\\_sp](https://www.fsd.gov/gsafsd_sp)

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<https://business.defense.gov/Acquisition/Subcontracting/DoD-CSP/Subcontracting-Guide/>

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Item	Section	Preparing SSR	Reviewing SSR
A	Type of Plan	Contractor selects “Individual Plan” as the type of subcontracting plan that requires him to submit this SSR.	No action required by reviewer, unless contractor selected incorrect type subcontracting plan. <b>REJECT</b> the SSR if contractor did not select correct type plan and provide explanation so contractor knows what to do.
B	UEI number	Contractor inputs UEI number, which auto fills contractor’s physical and mailing addresses.	No action required by reviewer. <b>NOTE:</b> This UEI number may not match UEI number on contracts. Contractor may choose to provide “parent”, “corporate”, division UEI number.
C	Date Submitted	Contractor selects date from calendar.	No action required by reviewer.
D	Contact Information	Populated by eSRS based on contractor’s registration information.	No action required by reviewer.
E	Reporting Period	Contractor selects “Oct 1- Sep 30” and the “year”; eSRS also allows contractor to select “Oct 1 – Mar 31.”	For DoD, contractor should select twelve-month period (Oct 1 – Sep 30), NOT the six-month period (Oct 1 – Mar 31). If incorrect: <b>REJECT</b> SSR and provide explanation so contractor knows what to do.
F	Agency to Which the Report is Being Submitted	Contractor selects Dept of Defense (9700) from the top of the second “breakout” menu.	If contractor did not select Dept of Defense (9700): <b>REJECT</b> SSR; provide explanation so that contractor knows what to do. <b>NOTE:</b> Contractors submit a consolidated SSR to Dept of Defense (9700); per Class Deviation 2018-O0007, dated 12/13/2017
G	Report Submitted As	Contractor selects: “Prime Contractor,” “Subcontractor,” or “Both.”	No action required by reviewer.
H	Contractor’s Major Products or Service Lines	Contractor provides at least one major product/service and associated NAICS code.	No action required by reviewer.
I	Cumulative Fiscal Year Subcontract Awards	Contractor inputs whole dollars and the system then calculates percentages based on total dollars entered in Line Item 1(c) and validates that the dollars for any of the socioeconomic categories cannot be greater than the dollars for small business in Line Item 1(a).	If SSR contains negative numbers: <b>REJECT</b> SSR; provide explanation so that contractor knows what to do. <b>NOTE:</b> Contractor should NOT input a negative number on the SSR.

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J	Remarks	Contractor provides explanation for zero dollars in any small business category. The contractor should explain why and provide a plan of action or comments that would be helpful to the person reviewing the report. <b>NOTE:</b> There are no goals for large businesses, HBCU/MI, ANC or Indian Tribe businesses.	If no comment/explanation or plan of action is provided for categories where contractor entered zero: <b>REJECT</b> SSR and provide explanation so contractor knows what to do. <b>NOTE:</b> The contractor's explanation and mitigation plan should demonstrate its good faith effort in meeting the subcontracting goals. The contractor's effort or lack of effort should be assessed annually in CPARS.
K	Contractor's Official Who Administers Subcontracting Program	Contractor provides name, title and phone number of the company official who administers the contractor's Small Business Subcontracting Program.	This person is an employee of the contractor and not a Government person. If contractor does not provide correct person: <b>REJECT</b> SSR and provide explanation so that contractor knows what to do.
L	Certification	Contractor certifies 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.	If contractor does not certify: <b>REJECT</b> SSR and provide explanation so contractor knows what to do.
M	Chief Executive Officer (CEO) and date certified	Contractor provides the full name and title of the CEO or the most senior executive for the company submitting this report; no delegation of authority is accepted. Contractor selects date from pull-down calendar.	No action required by reviewer, unless Reviewer has information indicating that the information provided is inaccurate.
N	CEO Approval	Contractor indicates whether or not the individual who is listed as the CEO on the report will sign a paper print-out of this report and keep it on file.	If no one certifies: <b>REJECT</b> SSR and provide explanation so contractor knows what to do.
O	Email address of Government Employee(s) and/or Other Person(s) to be Notified that You Have Submitted this Report	Contractor provides e-mail address of Government employee(s) and/or other person(s) to be notified about the SSR submission. eSRS will send a notification to listed parties advising that an SSR was submitted.	No action required by reviewer. <b>NOTE:</b> Reports should not be rejected because a contracting official's email address is not included in the report. This does not mean that those notified have the responsibility to review the report.
<b>Other Issues</b>			
<p>1. Reviewing SSRs</p> <ul style="list-style-type: none"> <li>a. Accomplishing the "acknowledge receipt" function is not considered acceptance of the reported information</li> <li>b. If reviewer "acknowledges receipt" of the report and later determines the report is incorrect, the reviewer may then "Reopen" or "Reject" the report.</li> <li>c. Reviewer must provide an explanation for the reopened or rejected report so that the contractor knows what to correct</li> </ul>			
<p>2. For all reports submitted after the Apr and Oct reporting period end dates, the "acknowledge receipt/reject" functions should be completed within 30 days of a contractor's submission</p>			

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