Subcontracting Reporting

Diane G. Dempsey
May 28, 2015
Introduction

All Government contractors holding a contract containing the FAR Clause 52.219-9 Small Business Subcontracting Plan and, with a value in excess of $650,000 ($1.5 m for construction of any public facility with further subcontracting possibilities), must report Individual Subcontracting Reports (ISR) semi-annually and Summary Subcontracting Reports (SSR) annually.

These reports provide the Government Customer with a means to evaluate the utilization of Small Businesses on each contract.

Performance data is based on the Government’s fiscal year (October 1 through September 30).
Types of Reports

Individual Subcontracting Report (ISR)

- This reports records progress against the proposed subcontracting goals on a specific contract

Summary Subcontracting Report (SSR)

- The SSR report encompasses all Government contracts held by a Contractor whether or not it contains a subcontracting plan
- **ALL DoD Contractors** submit the SSR annually at the end of the Government fiscal year
What Data Is Reported?

Data reported is limited to first tier subcontracting

However, the following exceptions apply:

1) Contractor or subcontractor has been designated to receive SB or SDB credit from ANC or Indian Tribe – which are large entities.

2) Purchases from affiliate of contractor or subcontractor are excluded from base

Note: Subcontracts by first tier affiliates of the prime Contractor shall be treated as subcontracts of the prime Contractor
Where is the Data Reported?
The main reporting portal is Electronic Subcontracting Reporting System affectionately known as eSRS
Where is Date Reported – cont.
https://esrs.symplicity.com/
Report Schedule

Mid-year reports are due 30 days after the end of the first reporting period (Oct 1 through Mar 31), which is April 30 and

Year-end reports are due 30 days after the end of the second reporting period (Apr 1 through Sep 30) which is October 30/1st.
Which Report When?

Contractors reporting on DoD or Civilian Agency contracts under an Individual or Master Subcontracting Plan report semi-annually.

ALL DoD Contractors submit the SSR annually at the end of the Government fiscal year. (This is a change from semi-annually based on a DoD Class Deviation issued Sept 9, 2013)

Contractors under the Comprehensive Test Program report semi-annually.

Commercial Plan holders report annually via the SSR at the end of the Government’s fiscal year.
ISR Reporting

• Separate report for each individual contract with a subcontracting plan
• Submitted semi-annually
• Data reported as cumulative during the life of the contract as purchased from US firms.
• At the end of contract performance, the final report is sent to the Contracting Officer as a performance record within 30 days of contract completion
• Timeliness and accuracy of the report are critical
• Reports are deliverables under the contract
## Example of an ISR Report

### Subcontracting Report for Individual Contracts

| DUNS #: | 109023453 |
| Verify Data: | Yes |
| Corporation, Company or Subdivision Covered: | BAE SYSTEMS TECHNOLOGY SOLUTIONS & SERVICES INC. |
| Vendor Name: | BAE SYSTEMS TECHNOLOGY SOLUTIONS & SERVICES INC. |
| Vendor Physical Address: | 1601 RESEARCH BLVD ROCKVILLE, Maryland 20850173 |
| Vendor Mailing Address: | 520 GAITHER ROAD ROCKVILLE, Maryland 208506198 |
| Agency Awarding Contract: | DEPT OF DEFENSE (9700) |
| Contracting Office Agency ID: | 1700 |
| Contracting Office Agency Name: | DEPT OF THE NAVY |
| Contracting Office ID: | N00421 |
| Contracting Office Name: | NAVAL AIR WARFARE CENTER AIR DIV |
| Prime Contract Number: | N0042100C0102 |
| Product/Service Code: | N058 |
| Dollar obligated: | 159633709.19 |
| Current Contract Value: | 166172706.12 |
| Ultimate Contract Value: | 166172706.12 |
| Is your contract administered by an office other than the Contracting Office that awarded the contract?: | No |

### Subcontracting Report for Individual Contracts Cont’d

| Certification: | Yes |
| Contact Information: | Judy Hodder |
| Reporting Period From Inception of Contract Thru: | Mar 21 |
| Year: | 2015 |
| Type of Report: | regular |

#### Subcontract Awards

<table>
<thead>
<tr>
<th>Whole Dollars</th>
<th>Percentage of Total Subcontract Awards</th>
<th>Percentage of Total Subcontract Value</th>
<th>Whole Dollars</th>
<th>Percentage of Total Subcontract Awards</th>
<th>Percentage of Total Subcontract Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>35,911,381</td>
<td>52.28%</td>
<td>93.55%</td>
<td>69,856,181</td>
<td>100%</td>
<td>100%</td>
</tr>
<tr>
<td>26,546,259</td>
<td>40%</td>
<td>14.5%</td>
<td>59,806,171</td>
<td>100%</td>
<td>100%</td>
</tr>
<tr>
<td>59,806,171</td>
<td>100%</td>
<td>100%</td>
<td>59,806,171</td>
<td>100%</td>
<td>100%</td>
</tr>
</tbody>
</table>

Remarks:
1. Project Number: 3102674
2. Period of Performance: 9/12/09 – 9/12/10
3. Program Manager: Mark Kawasaki
4. Comments: (4/2015): BAE Systems is currently exceeding the overall Small Business Goal (46.8% of the actual contract value). Task orders received in the future will allow us to exceed our goals in the SBOS, VTOS, and Other categories. However, based on the amount of work, we have not been able to allocate work to other small businesses as well as we would have liked. We will continue to identify future tasks and facilitate the use of other contractors as we execute the contract.

Contractor’s Subcontracting Plan Administrator: Judy Hodder
Phone Number of Individual who Administers this Subcontracting Plan: 301-862-3952
E-mail address of Individual who Administers this Subcontracting Plan: judy.hodder@baesystems.com
Please enter the email address of the Government employee(s) and/or other person(s) kristian.fano@maryland.gov to be notified that you have submitted this report.
SSR Reporting

- SSR reports include all spend, direct and indirect, on all contracts with the US Government regardless of whether the contract has a subcontracting plan.

- If work performed is for more than one executive agency, a separate report is submitted to each agency covering only that agency’s contracts.

- For DoD, a consolidated report is submitted for all contracts awarded by military departments/agencies and/or subcontracts awarded by DoD prime contractors.
Example of an SSR Report

SUMMARY SUBCONTRACT REPORT

Type of Plan: Individual

DUNS #: 103933453

Corporation, Company or Subdivision Covered:

Vendor Name: BAE SYSTEMS TECHNOLOGY SOLUTIONS & SERVICES INC.
Vendor Physical Address: 520 Gaither Road ROCKVILLE, Maryland 208506198
Vendor Mailing Address: 520 Gaither Road ROCKVILLE, Maryland 208506198

Date Submitted: October 27, 2014

Contact Information: Judy Hodder

Reporting Period: Oct 1 - Sept 30

Year: 2014

Agency to which the report is being submitted: DEPT OF DEFENSE (9700)

Report Submitted As: both

Contractor’s Major Products or Service Lines:

Product or Service #1: Engineering & Technical Services

i. NAICS Code # 1: click here for description of naics codes
   541330

CUMULATIVE FISCAL YEAR SUBCONTRACT AWARDS

<table>
<thead>
<tr>
<th>Rank</th>
<th>Description</th>
<th>Whole Dollars</th>
<th>Percent</th>
</tr>
</thead>
<tbody>
<tr>
<td>1a</td>
<td>SMALL BUSINESS CONCERNS</td>
<td>190,889,706</td>
<td>48.3</td>
</tr>
<tr>
<td>1b</td>
<td>LARGE BUSINESS CONCERNS</td>
<td>193,384,808</td>
<td>51.7</td>
</tr>
<tr>
<td>1c</td>
<td>TOTAL</td>
<td>374,274,514</td>
<td>100</td>
</tr>
<tr>
<td>2</td>
<td>SMALL DISADVANTAGED BUSINESS (SDB) CONCERNS</td>
<td>26,403,876</td>
<td>7.6</td>
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<tr>
<td>3</td>
<td>WOMEN-OWNED SMALL BUSINESS (WOSB) CONCERNS</td>
<td>33,485,693</td>
<td>9</td>
</tr>
<tr>
<td>4</td>
<td>HISTORICALLY BLACK COLLEGES AND UNIVERSITIES (HBCU) AND MINORITY INSTITUTIONS (MB)</td>
<td>5,851</td>
<td>0</td>
</tr>
<tr>
<td>5</td>
<td>HUBZone SMALL BUSINESS (HUBZone SB) CONCERNS</td>
<td>3,587,971</td>
<td>1</td>
</tr>
<tr>
<td>6</td>
<td>VETERAN-OWNED SMALL BUSINESS CONCERNS</td>
<td>27,778,228</td>
<td>7.4</td>
</tr>
<tr>
<td>7</td>
<td>SERVICE DISABLED VETERAN-OWNED SMALL BUSINESS CONCERNS</td>
<td>6,118,014</td>
<td>1.6</td>
</tr>
<tr>
<td>8</td>
<td>ALASKA NATIVE CORPORATIONS (ANCs) AND INDIAN TRIBES THAT HAVE NOT BEEN CERTIFIED BY THE SMALL BUSINESS ADMINISTRATION AS SMALL DISADVANTAGED BUSINESSES</td>
<td>10,624,445</td>
<td>2.8</td>
</tr>
<tr>
<td>9</td>
<td>ALASKA NATIVE CORPORATIONS (ANCs) AND INDIAN TRIBES THAT ARE NOT SMALL BUSINESSES</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

Remarks: The dollars and goals represented in this report is for BAE Systems (TSS) overall, which captures three DUNS (TSS 10-393-3453, FWP 15-080-5703 and MTC 11-034-1133). Indirects are included in this report.

Contractors Official Who Administers Subcontracting Program:

Name: Judy Hodder
Title: SBLO
Phone Number: 301 862-9352

Certification: Yes

Chief Executive Officer(CEO):

Name: Don Morrison
Title: VP Contracts and Supply Chain Management
Date: October 30, 2014

CEO Approval: Yes

Please enter the email address of the Government employee(s) and/or other person(s) to be notified that you have submitted this report.

CEO Signature: [Signature]
SSR – Commercial Subcontracting Plan

• Report includes all subcontract awards under the commercial plan

• If working for more than one executive agency, specify the percentage of dollars attributable to each agency from which contracts for commercial items were received

• Authority to acknowledge or reject the SSR is the Contracting Officer who approved the Commercial plan
Commercial/Industry Reporting

Customers may require spend reporting:

- Monthly
- Quarterly
- Semi – Annually
- Annually
- Contract Completion

MBE/WBE/VBE/DOBE/LGBT Spend may be included

Be sure to READ THE CONTRACT
Summary

- Submit a report for all contracts with subcontracting plans.
- Check subk plan to determine when to submit reports.
- Data for ISRs is cumulative. SSRs are based on annual spend/commitments
- A final ISR must be submitted after contract completion (one full reporting period after PoP ends).
- Submit reports on time – corrections via a revised report may be submitted later.
- Reports are considered contract deliverables.