

Reviewing an Individual Subcontract Report (ISR)

DoD Office of Small Business Programs

April 2010

Item	Section	Description	Comment
A	Contractor Information	Pulled from FPDS	If incorrect: Check the CAR in FPDS. Use agency process to correct in FPDS.
B	Contract Information	Pulled from FPDS if available: Agency Awarding Contract, Contracting Office Agency ID, Contracting Office Agency Name, Contracting Office ID, Contracting Office Name, Funding Agency ID, Funding Office ID, Prime Contract Number, Product or Service Code, Dollars obligated, Current Contract Value, and Ultimate Contract Value.	If incorrect: Check the CAR in FPDS to see what is listed there. Use agency process to correct FPDS. If eSRS is pulling incorrect information from FPDS, inform eSRS Help Desk.
C	Contract Administering Office:	This section asks the contractor if the contract is administered by an office other than the Contracting Office that awarded the contract. If the contractor selects "yes", he must select the Administering Office. Options include "DCMA", "ONR" and "Other". If contractor selects "Other", he must provide the office name in a text field.	If Administering Office is incorrect: REJECT ISR and provide explanation so that contractor knows what to do.
D	Contact Information:	System automatically populates based on registration information. Contractor inputs his telephone number and email address.	NAR *
E	Reporting Period from Inception of Contract Thru:	Contractor selects Mar 31 or Sept 30. Contractor selects Year from drop-down menu	If incorrect: REJECT ISR and provide explanation so that contractor knows what to do.
F	Report Submitted As:	Contractor selects "Prime Contractor" or "Subcontractor".	Government reviews ISRs from prime contractor only. The upper tier contractor reviews his lower tier contractors' ISRs.
G	Type of Report:	Contractor selects Regular or Final	If incorrect: REJECT ISR and provide explanation so that contractor knows what to do.
H	Subcontract Awards	Contractor indicates if Indirect Subcontracting Dollars are or are not included.	If not the same as in the Subcontracting Plan: REJECT ISR and provide explanation so that contractor knows what to do.
		Current Goals (\$ and %) are input by the contractor. There are no goals for large business or ANC and Indian Tribes. System does not calculate %s. System only validates that the \$s for any of the socioeconomic categories cannot be greater than the dollars for small business included in Line Item 1(a).	If not the same as in the Subcontracting Plan: REJECT ISR and provide explanation so that contractor knows what to do.

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		Actual Cumulative (\$) are input by the contractor. System calculates %s based on total \$s in Line Item 1(c) and validates that the \$s for any of the socioeconomic categories cannot be greater than the \$s for small business included in Line Item 1(a).	After the first report, the \$ in each subsequent report should be \geq previous report. IF NOT, WHY NOT? Discuss with contractor. Not meeting goals is not a reason for rejecting ISR.
I	Which method do you use to collect subcontracting data for this report:	Contractor selects one of three options (award, invoiced, other).	The contractor should be consistent with whichever option he selects. IF NOT, WHY NOT? Discuss with contractor.
J	Certification:	Contractor certifies the data is accurate and \$ and % do not include lower-tier subcontracts, except as set forth for ANC and Indian Tribes.	If contractor does not certify: REJECT ISR and provide explanation so that contractor knows what to do.
K	Remarks:	If contractor entered zero in any small business category or failed to meet the \$ or % goals in the Individual Subcontracting Plan, he should use this section to explain reason and provide his future plan of action or comments which would be helpful to the person reviewing the report.	If no comment provided for each category where contractor entered zero or not meeting goal: REJECT ISR and provide explanation so that contractor knows what to do.
L	Contractor's Subcontracting Plan Administrator:	Contractor inputs name and contact information of contractor's employee responsible for ensuring contractor's compliance with the subcontracting plan.	If contractor does not provide: REJECT ISR and provide explanation so that contractor knows what to do.
M	Email Address:	Contractor provides email address of Government employee(s) and/or other person(s) to be notified about the submitted ISR. By listing an email address, a notification will be sent to listed parties advising them that an ISR was submitted in eSRS.	This is not a mandatory field and does not mean that those notified have the responsibility to review the report. Reports should not be rejected because a contracting official's e-mail address is not included in the report.
N	<u>Other Issues:</u>	Prime contractor should have no pending lower-tier ISRs.	If contractor has pending lower-tier reports, notify contractor that his lower-tier ISRs must be approved.
		If this is the final report, contractor may be required to submit an SDB Participation Report. This can be done in several ways, one of which is eSRS.	Verify if this is a contract requirement.