

## Reviewing a Summary Subcontract (SSR) for an Individual Subcontracting Plan

DoD Office of Small Business Programs

April 2010

Item	Section	Description	Comment
A	Type of Plan:	Contractor selects "Individual Plan" as the type of subcontracting plan which requires him to submit this SSR.	NAR*
B	DUNS #:	Contractor inputs DUNS #, which auto fills contractor's physical and mailing addresses.	NAR <b>Note:</b> This DUNS # may not match DUNS # on contractor's prime contracts.
C	Date Submitted:	Contractor selects date from calendar.	NAR
D	Contact Information:	System automatically populates based on registration information.	NAR
E	Reporting Period:	Contractor selects Oct 1 – Mar 31 or Oct 1 – Sep 30 and the year.	If incorrect: <b>REJECT SSR</b> and provide explanation so that contractor knows what to do.
F	Agency to Which the Report Is Being Submitted:	For <b>non-construction and related maintenance repair</b> : Contractor selects DoD agency or department which <b>administers</b> the <u>majority</u> of his subcontracting plans. For <b>construction and related maintenance and repair</b> : Contractor submits <b>separate SSRs</b> to each DoD department or agency (Level 2 in hierarchy) that awarded prime contracts.	<b>Note:</b> Contractors are not required to submit multiple SSRs for the same DUNS # for DoD except for construction. <b>Note:</b> Contractors are not required to submit duplicate SSRs for same DUNS # and same \$ to multiple DoD departments or agencies.
G	Report Submitted As:	Contractor selects: "Prime Contractor", "Subcontractor", or "Both".	NAR
H	Contractor's Major Products or Service Lines:	This is a text field. The contractor must provide at least one major product or service and associated NAICS Code.	NAR
I	Cumulative Fiscal Year Subcontract Awards:	Contractor inputs whole dollars. System calculates %s based on total \$s in Line Item 1(c) <b>and</b> 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).	\$ shown in the second reporting period (Oct 1 – Sep 30) should be ≥ first reporting period (Oct 1 – Mar 31). <b>IF NOT, WHY NOT?</b> Discuss with contractor. Possible reason: Contractor issued deduct mod to subcontractor for work not required.
J	Remarks:	If contractor entered zero in any small business category, 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 \$: <b>REJECT SSR</b> and provide explanation so that contractor knows what to do.

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K	<b>Contractor's Official Who Administers Subcontracting Program:</b>	Contractor provides name, title and phone number of the individual who administers the contractor's Small Business Subcontracting Program.	If contractor does not provide: <b>REJECT SSR</b> and provide explanation so that contractor knows what to do.
L	<b>Certification:</b>	This is a testament 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 SSR</b> and provide explanation so that contractor knows what to do.
M	<b>Chief Executive Officer (CEO):</b>	This is 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.	NAR, unless you have information indicating otherwise.
N	<b>CEO Approval:</b>	This is a self-certification that the individual whom is listed as the CEO on this report will sign a paper print-out of this report and keep it on file. Contractor selects "Yes" or "No".	If CEO does not certify: <b>REJECT SSR</b> and provide explanation so that contractor knows what to do.
O	<b>Email address of Government Employee(s) and/or Other Person(s) to be Notified That You Have Submitted this Report:</b>	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.
P	<b>Other Issues:</b>	Contractor shall submit Year-End Report within 90 days of submitting the year-end SSR.	If not, notify contractor to submit required report.