



POLICY FLASH
2006-04

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DATE: October 27, 2005
TO: Procurement Directors
FROM: Office of Procurement and Assistance Policy, MA-61
Office of Procurement and Assistance Management

SUBJECT: Electronic Subcontracting Reporting System (eSRS)

SUMMARY: This Policy Flash transmits Acquisition Letter AL 2006-01, which provides guidance to the Department on the implementation of the new government-wide Electronic Subcontracting Reporting System (eSRS). This Internet-based tool will streamline the process of reporting and provide agencies with access to analytical data on subcontracting performance. The eSRS eliminates paper submission and processing of the SF 294's, Individual Subcontracting Reports (ISRs), and SF 295's, Summary Subcontracting Reports (SSRs), replacing them with an electronic process to collect the data.

Mara Grissom is providing the initial DOE training for eSRS. She is available at (202) 287-1769 or mara.grissom@hq.doe.gov. For those who did not participate in the October 25th eSRS training, another video conference will be held on Thursday, November 10th from 2pm to 4pm eastern standard time. All Small Business Program Managers, Contract Specialists and Contracting Officers and OSDDBU staff must attend one of these training sessions. After the initial training sessions, the eSRS point of contact established at each HCA will be responsible for training the contracting office.

The Small Business Administration (SBA) will offer training for contractors by their Commercial Market Representatives (CMRs). The CMR listing at <http://www.sba.gov/GC/cmr.html> provides the names, addresses, phone numbers, fax numbers, and e-mail addresses of SBA's CMRs (approximately 36 people). Contractors using the eSRS with policy questions should call their nearest CMR.

Questions concerning this policy flash should be directed to Steve Zvolensky at 202-287-1307 or stephen.zvolensky@hq.doe.gov.

A handwritten signature in blue ink, appearing to read "Michael P. Fischetti".

Michael P. Fischetti, Director
Office of Procurement
and Assistance Policy, OMBE

Attachment: AL2006-01 Electronic Subcontracting Reporting System (eSRS)