

Helpful Tips
SUMMARY SUBCONTRACT REPORTS (SSR)
FOR COMMERCIAL PLANS

I. SUBCONTRACTING REPORT (General Information):

1. **Type of Plan** - Make sure that the proper plan is marked Commercial (not "Individual").
2. **DUNS:** Verify that DUNS is the same one used in contract.
3. **Vendor Name:** Make sure that Vendor Name matches with SAM and what was used in contract. If the self-populating DUNS information is incorrect, it must be corrected in SAM by accessing <https://www.sam.gov>. Coordinate with the Contracting Officer if you feel the DUNS number being used is incorrect.
4. **Date Submitted:** Self Explanatory
5. **Contact Information:** This is the Contractor Point of Contact for submitting the report.
6. **Reporting Period:** Insert the month (October) and the appropriate year of report submitted.
7. **Report Submitted As:** Mark "prime contractor" (Commercial item contracts do not require lower tier subcontractors to report).
8. **Contractor's Major Products or Service Lines:** Reflects the description/NAICS of the two major products and/or services being subcontracted under this contract. You may use the same NAICS indicated on the contract, or NAICS they have in SAM, or a table of all the NAICS matched to Small Business Size Standards can be found at the following web link: <http://www.sba.gov/content/table-small-business-size-standards>.

II. CUMULATIVE CONTRACTOR FISCAL YEAR SUBCONTRACT AWARDS:

- 1a. **Small Business Concerns** - Include the total amount of SB subcontracting dollars for the entire entity covered (Corporation, Company, Subdivision, plant etc. as agreed upon in the subcontracting plan). The printout will automatically calculate the dollars applied toward each agency.
- 1b. **Large Business:** Same notes as above (1a) except include total amount of Large Business dollars that were subcontracted.
- 1c. **Total:** Total Subcontracting dollars will automatically calculate.

Note: 2-9 below: The total amount will not equal to 100% of subcontracting dollars because of companies that can be counted as both SB and other types of drilled down SB types.

2. SDB; 3. WOSB; 4. HBCU; 5. HUB Zone; 6. Veteran Owned Small Business (VOSB); 7. Service Disabled Veteran Owned Small Business (SDVOSB); 8. Alaska Native Corporations (ANC) in Indian Tribes than have not been certified by the SBA as SDB; 9. ANC and Indian tribes that are not small business - Self Explanatory

10. **Specify Agencies to which you are submitting this report and percentages of dollars attributable to each:**
The % entered here represents the % of subcontracting attributable to each federal government agency. NOTE: Since commercial plans represent all work by the contractor in the DoD and Commercial Sector, do not enter 100% attributable in total or to any particular government agency. A drop down menu is available to allow contractor to specify/add agencies.
11. **Remarks** - This is where contractors are required to provide explanation of why they have not met their goals and other pertinent comments. Recommend providing sufficient detail since this may be used in Past Performance evaluation. Include what your future plan of action will be and any other comments or explanations you think will be helpful to the Contracting Officer reviewing this report.
12. **Contractor Official Who Administers Subcontracting Program** - Self Explanatory
13. **Certification** - Self Explanatory
14. **CEO** - Self Explanatory
15. **CEO Approval** - By marking this, the CEO certifies that he will sign a hard copy of this report file it in his records. Please have this handy for review in the event DCMAO elects to check for it.
16. **E-mail Address:** This will ensure that addressees get an e-mail that the report has been submitted. The contract/modification will indicate at a minimum what e-mail addresses are to be listed.