

Lessor Reminder Letter - Subcontracting Required Reports

Dear:

A recent review of our leasing records indicated that the General Services Administration (GSA) has not received the required periodic subcontracting report under Lease Contract Number \_\_\_\_\_. In accordance with the terms and conditions of the lease contract, FAR clause 52.219-9, you are required to submit reports to the Government documenting your subcontracting activity.

The Subcontracting Report for Individual Contracts Standard Form (SF) 294 is a semi-annual report due by April 30th for the reporting period October 1-March 31, and by October 30th for the reporting period April 1-September 30. A separate report is also required at contract completion. The report (SF 294) can be found at <http://www.gsa.gov/forms>.

This report must be submitted outside of the eSRS website, to either me, the Lease Contracting Officer, or to \_\_\_\_\_, my designated representative.

FAR 52.219-16 states that if the contracting officer decides that the contractor failed to make a good faith effort to meet the subcontracting goals, the contractor shall pay the government liquidated damages.

After receipt and evaluation of your submission, you will be contacted if you are not meeting your stated goals in accordance with your approved subcontracting plan. If you have issues meeting your stated goals, please contact your nearest U.S. Small Business Administration Commercial Market Representative (CMR) at <https://www.sba.gov/contracting/resources-small-businesses/cmr-directory>.

Thank you, in advance, for your cooperation in resolving this matter. If you have any questions or concerns, please contact me via telephone at \_\_\_\_\_ or via email at \_\_\_\_\_

Regards,

Lease Contracting Officer  
Public Buildings Service  
General Services Administration