

Initial Lessor Letter- Subcontracting Required Reports

Dear _____:

Please be advised that you were recently awarded Lease Contract Number _____ from the U.S. General Services Administration (GSA) which required the submission of a subcontracting plan as required under FAR 52.219-9. The approved subcontracting plan submitted as part of your offer has been incorporated as a material part of the lease. Under the terms of the lease, you are now required to submit periodic subcontracting reports to the Government documenting your subcontracting activity. Depending upon the type of report, you will submit your reports either manually or through the government-wide electronic Subcontracting Reporting System (eSRS).

- 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. This report must be submitted outside of the eSRS website, to either me or to _____, my designated representative, using the SF 294 (available at <http://www.gsa.gov/forms>).
- The *Summary* Subcontracting Report is an annual report due on or before October 30th of each year covering the period October 1-September 30 (the Government fiscal year). A new reporting cycle begins October 1st of each year. This report summarizes the subcontracts you have with GSA. The data in this report is used to report annually to the Small Business Administration (SBA) and Congress. This report must be submitted electronically via eSRS (available at <http://www.esrs.gov>).

Go to the eSRS Homepage at <http://www.esrs.gov>. Select "For Contractors." Select under the "New Users" heading, the "Register" button, and proceed to enter the required information. Please note, before registering, you must make certain that the information for your company that is in the System of Award Management (SAM) is accurate (<http://www.sam.gov>).

If you have any questions about eSRS, please contact your nearest U.S. Small Business Administration Commercial Market Representative (CMR) at <http://www.sba.gov/GC/cmr.html>.

These reports are used to evaluate your progress against the lease's subcontracting plan. You are reminded that small businesses must be afforded the maximum practicable opportunity to participate in performance under the lease. Failure to make a good faith effort to comply with the requirements of a subcontracting plan shall result in the imposition of liquidated damages as outlined under General Clause FAR 52.219-16, Liquidated Damages - Subcontracting Plan.

Thank you for your cooperation.

Sincerely,

Lease Contracting Officer
Public Buildings Service
General Services Administration