

November 11, 2005

DIRECTIVE:	JOB CORPS INFORMATION NOTICE NO. 05-19
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TO: ALL JOB CORPS NATIONAL OFFICE STAFF
ALL JOB CORPS REGIONAL DIRECTORS
ALL JOB CORPS CENTER DIRECTORS
ALL JOB CORPS CENTER OPERATORS
ALL NATIONAL TRAINING CONTRACTORS
ALL OUTREACH, ADMISSIONS AND CTS CONTRACTORS

FROM: GRACE A. KILBANE
National Director
Office of Job Corps

SUBJECT: Announcement of a New Electronic Subcontracting Reporting System

1. Purpose. To announce the implementation of a new government-wide electronic Subcontracting Reporting System (eSRS) that will replace the use of Standard Form 294 (SF 294), Subcontracting Report for Individual Contracts and Standard Form 295 (SF 295), Summary Subcontract Report (SSR).

2. Background. Historically, Department of Labor (DOL) contractors have submitted the SF 295 to the Office of Small Business Programs, which in turn has provided data from this report to the Federal Procurement Data System. DOL contractors have submitted the SF 294 for specific contracts to their respective DOL contracting office and the data from those submittals was never consolidated government-wide. Pursuant to FAR 52.219-9, contractors submit the SF 294 and SF 295 semiannually and at contract completion.

By memorandum dated November 3, 2005, the Office of Management and Budget (OMB), Office of Federal Procurement Policy announced that the Electronic eSRS became operational on October 28, 2005, and is currently available for use by all civilian agencies and their contractors. The eSRS, which is part of the integrated acquisition environment, will provide a paperless system allowing contractors to electronically file the SF 294 (now referred to as the Individual Subcontract Report or ISR) and SF 295 (now referred to as the Summary Subcontract Report or SSR.)

The eSRS is expected to be of benefit by eliminating tens of thousands of semi-annual paper reports, and by providing access to subcontracting data not previously available, including standard reports for determining contractor achievement of socio-economic goals. The system will also automatically generate delinquent notices to contractors that have not submitted timely reports and identify contractors who are delinquent on specific reports. The web site to access eSRS is www.esrs.gov. The eSRS web site provides valuable and timely information, as well as working instructions on how to use the system.

3. Action. All DOL Job Corps contractors with subcontract reporting requirements must begin filing their Individual Standard Form (ISR) (formerly called the SF-294) and the SSR (formerly called the SF-295) reports in eSRS. Contractors are expected to submit the SF-295 report for the period ending September 30, 2004 and both the SF-294 and SF-295 reports for the period ending September 30, 2005, into eSRS by December 31, 2005.

Job Corps contracting staff should register at the eSRS web site to establish an account to approve and monitor their contractors ISR and SSR reports.

Addressees are to ensure that a copy of this Notice is distributed to all appropriate staff.

4. Expiration Date. Until superseded.

4. Inquiries. Direct any inquiries to Renee Evans at (202) 693-3091, e-mail to evans.renee@dol.gov.