

SCRMS Subcontract Reporting Tips

091102617

Subcontractor Management

Total of Check & Amount: \$242,733 Number Subcontractors: 28
 Total Check: \$242,733 Total Allocated: \$0

Supplier Name: AMERICAN TOOLS COMPANY
 Contract Number: AM00817-0-001

Classification	SUBTOTALS CHECKS		SUBTOTALS TOTALS		SUBTOTALS CHECKS	
	Dollars	Percentage	Dollars	Amount	Dollars	Percentage
Money Check	\$0	0.00%	\$242,733	0	\$242,733	0.00%
Money Check	\$0	0.00%	\$242,733	4	\$242,733	0.00%
Local Business	\$0	0.00%	\$242,733	0	\$242,733	0.00%
Local Business	\$0	0.00%	\$0.00	0	\$0.00	0.00%

Contractor's Name: Don West
 Reporting Date: 2012
 Reporting Period: Oct. - Dec

Name	City, State	ZIP + 4	# Reports	MISC Codes	Contract Amount		Reporting Category	
					Contract	Amount	Money	Local
AMERICAN TOOLS CO.	Overseas, NC	27048-0010	1	011113	\$0.00	\$0.00		
BEST FURNISHING, LLC	Durham, NC	27717-7704	1	28020	\$10,000	\$10,000	\$0	\$0
CONCRETE FORM	Raleigh, NC	27604-0010	1	28010	\$0.00	\$0.00	\$0	\$0
CONCRETE FORMING	Raleigh, NC	27604-0010	2	28020	\$40,700	\$40,700	\$0	\$0
CONCRETE FORMING	Durham, NC	27717-0004	1	28010	\$70,000	\$70,000	\$0	\$0
FORMWORK SYSTEMS	Raleigh, NC	27604-0010	1	28020	\$10,000	\$10,000	\$0	\$0
FORMWORK SYSTEMS	Miami, FL	33186-0204	1	94130	\$20,000	\$20,000	\$0	\$0
HICKORY BLDG DEPOT	Overseas, NC	27048-0010	3	42040	\$0.00	\$0.00	\$0	\$0
TOPFLY LTD	Overseas, NC	27048-0010	1	42040	\$0.00	\$0.00	\$0	\$0
Total			18		\$140,700	\$140,700	\$0	\$0

Note: All entries in this spreadsheet were made up for illustrative purposes only. Page 1 of 2
 The totals shown in the table may not add due to rounding.

This document includes the following useful reference material for USPS contractors who are required to submit semi-annual subcontracting reports and USPS employees who review and approve the submitted reports.

- Sample problems requiring correction
- Solutions to correct those problems identified
- Definitions of terms and acronyms found on reports
- Resources such as links to locate required codes and business classifications
- Link to e-mail the SCRMS Help Desk
- Sample completed reports for \$0 and multi-page report
- Sample downloadable report template available in SCRMS and tips for completing it

NOTE: This guide only addresses common errors found on subcontracting reports and how to avoid or correct them. A complete training course regarding SCRMS is available when you log into the application.

SCRMS Subcontract Reporting Tips

Below are some reasons why a subcontracting report may be rejected upon review by the USPS Contracting Officer and consequently require prompt correction(s) and resubmission by the supplier to be compliant with this federal requirement. These tips are being provided to hopefully avoid any rejections. However, if a report is returned for correction, this document can also be used as a reference to properly resubmit the semi-annual report.

Problem					Solution																																							
<p>Dollars are being reported under either the Directed or Allocated column, but the #SubKs for the subcontractor listed with spend is left blank or has a zero.</p> <table border="1"> <thead> <tr> <th># SubKs</th> <th>NAICS Codes</th> <th>Total of Direct & Allocated \$</th> <th>Directed</th> <th>Allocated</th> </tr> </thead> <tbody> <tr> <td>0</td> <td>321113</td> <td>\$5,463</td> <td>\$5,463</td> <td>\$0</td> </tr> </tbody> </table>					# SubKs	NAICS Codes	Total of Direct & Allocated \$	Directed	Allocated	0	321113	\$5,463	\$5,463	\$0	<p>If spend is reported for any subcontractor, there must be at least a "1" in the #SubKs field indicating the number of actions (e.g., subcontracts, purchase orders, checks, etc.) that were issued to the company that represent the amount reported.</p> <table border="1"> <thead> <tr> <th># SubKs</th> <th>NAICS Codes</th> <th>Total of Direct & Allocated \$</th> <th>Directed</th> <th>Allocated</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>321113</td> <td>\$5,463</td> <td>\$5,463</td> <td>\$0</td> </tr> </tbody> </table>					# SubKs	NAICS Codes	Total of Direct & Allocated \$	Directed	Allocated	1	321113	\$5,463	\$5,463	\$0															
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<p>Dollars are NOT being reported for a particular subcontractor, but the #SubKs field has a 1 or higher number.</p> <table border="1"> <thead> <tr> <th># SubKs</th> <th>NAICS Codes</th> <th>Total of Direct & Allocated \$</th> <th>Directed</th> <th>Allocated</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>321113</td> <td>\$575</td> <td>\$575</td> <td>\$0</td> </tr> <tr> <td>1</td> <td>238220</td> <td>\$0</td> <td>\$0</td> <td>\$0</td> </tr> <tr> <td>1</td> <td>236210</td> <td>\$88,250</td> <td>\$88,250</td> <td>\$0</td> </tr> </tbody> </table> <p>Companies used in a previous report appear on a list for the current semi-annual report as a convenience for suppliers completing the report in case those companies were used again. If there was spend for any of the ones listed, the supplier can just enter the current period's amount as well as the #SubKs. However, when any of the subcontractors listed does not have spend for the previous six months, simply leaving both the #SubKs and the Directed and Allocated spend fields blank will leave the companies without spend off the current report. In the example, the second line has a company listed with 1 #SubKs, but no spend. If there was no spend, remove the "1" so that the company name drops off the report.</p>					# SubKs	NAICS Codes	Total of Direct & Allocated \$	Directed	Allocated	1	321113	\$575	\$575	\$0	1	238220	\$0	\$0	\$0	1	236210	\$88,250	\$88,250	\$0	<p>Remove the number from the #SubKs field for any company listed that does not have spend reported during the period. This will remove the subcontractor completely from the semi-annual report (when both the dollar and #SubKs fields are blank), but the company will stay in the database so that it can be added if necessary to a future report.</p> <table border="1"> <thead> <tr> <th># SubKs</th> <th>NAICS Codes</th> <th>Total of Direct & Allocated \$</th> <th>Directed</th> <th>Allocated</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>321113</td> <td>\$575</td> <td>\$575</td> <td>\$0</td> </tr> <tr> <td>1</td> <td>236210</td> <td>\$88,250</td> <td>\$88,250</td> <td>\$0</td> </tr> </tbody> </table> <p>Having an entry show a number of subcontracts #SubKs without spend is an error that needs to be corrected. Similarly, having spend entered for a subcontractor without at least a "1" in the #SubKs column is incorrect and requires resubmission after the correction is made.</p> <p>The above example shows what happens when the subcontractor without spend was removed from the report when the "1" in the #SubKs column was removed from that field. If you have previously reported spend for a list of subcontractors and no longer have spend to report, you can submit a \$0 report by submitting the report without any entries in the #SubKs column and the spend columns.</p>					# SubKs	NAICS Codes	Total of Direct & Allocated \$	Directed	Allocated	1	321113	\$575	\$575	\$0	1	236210	\$88,250	\$88,250	\$0
# SubKs	NAICS Codes	Total of Direct & Allocated \$	Directed	Allocated																																								
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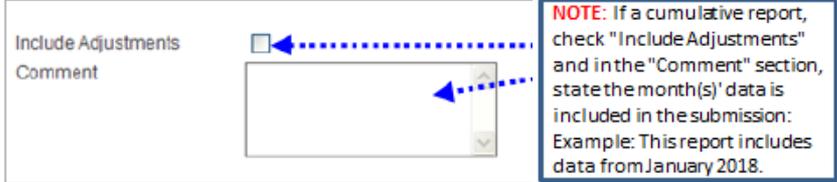
SCRMS Subcontract Reporting Tips

Problem					Solution																				
<p>The amount entered in the Allocated column should be in the Directed column.</p> <table border="1"> <thead> <tr> <th># SubKs</th> <th>NAICS Codes</th> <th>Total of Direct & Allocated \$</th> <th>Directed</th> <th>Allocated</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>236210</td> <td>\$88,555</td> <td>\$0</td> <td>\$88,555</td> </tr> </tbody> </table>					# SubKs	NAICS Codes	Total of Direct & Allocated \$	Directed	Allocated	1	236210	\$88,555	\$0	\$88,555	<p>Refer to the "Definitions" on Page 6 to understand the difference between Direct and Allocated spend.</p> <p>Direct spend is the most commonly reported.</p> <p>If direct spend is not applicable, suppliers should consider reporting allocated spend instead of simply submitting a \$0 report.</p> <p>Allocated spend is the result of a calculation as shown on the Definitions page. If you did not perform this calculation, the spend is likely Direct spend.</p>										
# SubKs	NAICS Codes	Total of Direct & Allocated \$	Directed	Allocated																					
1	236210	\$88,555	\$0	\$88,555																					
<p>The same amount of spend is entered in both the Directed and Allocated columns.</p> <table border="1"> <thead> <tr> <th colspan="3">Contract-Specific</th> </tr> <tr> <th>Total of Direct & Allocated \$</th> <th>Directed</th> <th>Allocated</th> </tr> </thead> <tbody> <tr> <td>\$30,000</td> <td>\$15,000</td> <td>\$15,000</td> </tr> </tbody> </table> <p>It is unlikely for the exact same amount of spend to be both direct and allocated. This likely error should catch the USPS reviewer's attention and result in a rejected report and a request to the supplier for a correction. If the spend is in both columns, the total reported will be double the amount of the actual spend.</p>					Contract-Specific			Total of Direct & Allocated \$	Directed	Allocated	\$30,000	\$15,000	\$15,000	<p>Refer to the "Definitions" on Page 6 to understand the difference between Direct and Allocated spend.</p> <table border="1"> <thead> <tr> <th colspan="3">Contract-Specific</th> </tr> <tr> <th>Total of Direct & Allocated \$</th> <th>Directed</th> <th>Allocated</th> </tr> </thead> <tbody> <tr> <td>\$15,000</td> <td>\$15,000</td> <td>\$0</td> </tr> </tbody> </table> <p>After identifying the type of spend, enter the amount in only one of the columns. Your total will automatically adjust to show the correct amount of total spend for that subcontractor.</p>			Contract-Specific			Total of Direct & Allocated \$	Directed	Allocated	\$15,000	\$15,000	\$0
Contract-Specific																									
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<p>Amounts are entered in both the Directed and Allocated columns.</p> <table border="1"> <thead> <tr> <th>Total of Direct & Allocated \$</th> <th>Directed</th> <th>Allocated</th> </tr> </thead> <tbody> <tr> <td>\$538,725</td> <td>\$38,725</td> <td>\$500,000</td> </tr> </tbody> </table> <p>When a contracting officer or other USPS approver review a report with spend similar to the above that shows a large general amount of Allocated spend with a smaller specific amount of directed spend for the same subcontractor, the reviewer is likely to contact the supplier's contact to confirm that the spend types are fully understood.</p>					Total of Direct & Allocated \$	Directed	Allocated	\$538,725	\$38,725	\$500,000	<p>Refer to the "Definitions" on Page 6 to understand the difference between Direct and Allocated spend.</p> <p>It is acceptable to report spend for both directed and allocated in the same report, but be sure to understand the source of the data that is being reported. For example, one of the spend amounts should not be a portion of the other one being reported. In other words, do not mistake Allocated as a total of something such as an established goal, the sum of payments received from the USPS, or the total value of a contract your company issued to a subcontractor, etc.; while reporting the direct spend as the amount spent from that total.</p> <p>Although this error is not common, it has occurred a few times and we need to avoid it. Assistance is available via the USPS SCRMS Help Desk at SCRMS@usps.gov.</p>														
Total of Direct & Allocated \$	Directed	Allocated																							
\$538,725	\$38,725	\$500,000																							

SCRMS Subcontract Reporting Tips

Problem	Solution																
<p>Even when a selection has been made for a Minority-owned or Woman-owned business classification, a business size selection is also required. All subcontractors' records must indicate whether the company is a Small or Large business size. It cannot be both and it cannot be left blank, as shown below.</p> <table border="1" data-bbox="305 405 726 708"> <thead> <tr> <th colspan="4">Business Category</th> </tr> <tr> <th>Minority</th> <th>Woman</th> <th>Small</th> <th>Large</th> </tr> </thead> <tbody> <tr> <td>X</td> <td></td> <td></td> <td></td> </tr> <tr> <td>1</td> <td>0</td> <td>0</td> <td>0</td> </tr> </tbody> </table> <p>The main purpose of this reporting requirement (for recipients of major federal government contracts totaling \$500,000 or more) is to identify the number and value of subcontracts awarded to small businesses and those companies or independent contractors that can be classified as minority-owned or woman-owned businesses. There are no exceptions to the reporting requirement, and all subcontracts should be identified including those that are awarded to large businesses.</p> <p>Many times the classification of minority-owned or woman-owned business is indicated on a report but it is missing the size. These businesses can be either small or large, but one size must be indicated for all subcontractors listed.</p>	Business Category				Minority	Woman	Small	Large	X				1	0	0	0	<p>If you do not know the business size, ask the subcontractor to provide that information. If the subcontractor is not sure, there is a website from the Small Business Administration that has a convenient tool that only requires two entries to questions about 1) the NAICS code for the industry (and there is a convenient link to search for the industry code by keyword); and then depending on the industry the only other input required is either the average 2a) number of employees OR 2b) annual revenue/receipts. Upon entry of these two items, the tool immediately indicates whether it is a small business or not. To access the tool, go to https://www.sba.gov/tools/size-standards-tool?ms=nid4060.</p> <p>Once you know the business size, you can easily update the profile for that company in SCRMS by following these steps:</p> <ol style="list-style-type: none"> 1. Go to SubK Diverse Suppliers from the Main Menu. 2. Select the one from the list or search for the company if you prefer. 3. Click the pencil icon to edit the profile. 4. Check the box for either Small or Large Business. Select only one of these, not both. 5. If the company is also Minority-owned and/or Woman-owned, please be sure to make those selections too. These entries are very important for this reporting requirement. <div data-bbox="996 733 1779 1033"> <p>Modify Subk Subcontractor</p> <p>Supplier Information</p> <p>+Company Name: <input type="text" value="Diamond Lil Cafe"/></p> <p>Contact Name (First Last): <input type="text"/></p> <p>+Classification: <input checked="" type="checkbox"/> Small Business (Select all that apply.) <input checked="" type="checkbox"/> Minority Business <input checked="" type="checkbox"/> Woman Business <input type="checkbox"/> Large Business</p> </div> <p>The profile screen also allows you to select the NAICS codes for that subcontractor.</p>
Business Category																	
Minority	Woman	Small	Large														
X																	
1	0	0	0														
<p>Subcontracts are listed but the NAICS code is missing.</p> <p>NAICS (North American Industry Classification System) codes are used to identify the types of industries benefiting from the subcontracts.</p> <table border="1" data-bbox="660 1096 938 1315"> <thead> <tr> <th># SubKs :</th> <th>NAICS Codes</th> </tr> </thead> <tbody> <tr> <td>1</td> <td></td> </tr> <tr> <td>1</td> <td></td> </tr> <tr> <td>1</td> <td></td> </tr> </tbody> </table>	# SubKs :	NAICS Codes	1		1		1		<p>NAICS codes can be selected from the profile screen. You will find the option after selecting the SubK Diverse Suppliers link from the Main Menu where your subcontractors' records are stored in SCRMS. A link will let you easily search for the industry and add the NAICS code associated with the subcontractor. Multiple codes can be added if they apply.</p> <div data-bbox="996 1219 1823 1305"> <p>NAICS Code</p> <p>Add NAICS Codes Remove NAICS Codes</p> <p><input type="text" value="238220: Plumbing, Heating, and Air-Conditioning Contractors"/></p> </div>								
# SubKs :	NAICS Codes																
1																	
1																	
1																	

SCRMS Subcontract Reporting Tips

Problem	Solution												
<p>The amount of spend reported in one semi-annual report is for a period greater than one year.</p> <p>Semi-annual reporting is supposed to be for activity during the previous six months. For example, the report due by October 15th should include spend data from the previous April through September. USPS contractors get 15 calendar days beginning on the 1st day of each semi-annual period.</p> <p>Below is a sample calendar that is included in the system reminders sent by SCRMS.</p> <table border="1" data-bbox="127 532 931 692"> <thead> <tr> <th>USPS Semi-Annual Reporting Period</th> <th>Spend Data Reported for the following Months</th> <th>SCRMS Open for Reporting</th> <th>Reporting Due Date</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>October 1 - March 31</td> <td>April 1 - 15</td> <td>April 15</td> </tr> <tr> <td>2</td> <td>April - September 30</td> <td>October 1 - 15</td> <td>October 15</td> </tr> </tbody> </table>	USPS Semi-Annual Reporting Period	Spend Data Reported for the following Months	SCRMS Open for Reporting	Reporting Due Date	1	October 1 - March 31	April 1 - 15	April 15	2	April - September 30	October 1 - 15	October 15	<p>If a supplier identifies a mistake made during one six-month reporting period (after the period has closed), the supplier can make corrections or include inadvertently omitted data during the following reporting period (as long as it falls within the same fiscal year) by providing a cumulative report and entering comments indicating the months that are part of the adjustment. Additionally, if the spend was overstated in a prior period of the same fiscal year, please note that negative numbers can be entered where the spend data is entered to subtract the over-reported amount. The following option is available in SCRMS when preparing a subcontract report. This example would be for a report due in April that also has data corrections from the previous six months. The October report can have data corrected from the current FY year going back to October 1 of the previous fiscal year.</p> <div data-bbox="1000 554 1837 736">  <p>NOTE: If a cumulative report, check "Include Adjustments" and in the "Comment" section, state the month(s) data is included in the submission: Example: This report includes data from January 2018.</p> </div>
USPS Semi-Annual Reporting Period	Spend Data Reported for the following Months	SCRMS Open for Reporting	Reporting Due Date										
1	October 1 - March 31	April 1 - 15	April 15										
2	April - September 30	October 1 - 15	October 15										
<p>The amount reported as subcontracting spend is greater than the amount of the USPS contract or project.</p> <p>Suppliers required to submit a semi-annual subcontract report must only report subcontract activity related to a specific contract with a current value of at least \$500,000 that the United States Postal Service awarded to the company. The requirement is based on committed value not the total of payments.</p> <p>If the USPS awarded a contract to a supplier in the amount of \$1,500,000, the subcontracted amount should only be a portion of the contract's total value. The subcontract spend should be attributable to the particular contract. The subcontracted amount reported should not be the same or greater than what the supplier received from the USPS.</p>	<p>Refer to the "Definitions" on Page 6 to understand the terms related to the subcontract activity that needs to be reported.</p> <p>Ensure that the amount of subcontracting activity reported is only that which is applicable to the specific USPS contract or project number indicated for the report within SCRMS.</p> <p>Most suppliers submit data based on the number of payments made by the USPS supplier to its subcontractors during the previous months (currently six) that are part of the reporting period. Although it can be submitted based on commitments via purchase orders and other agreements, make sure not to report both. Either report the commitments or the payments resulting from those commitments.</p>												
<p>The Excel template downloaded from SCRMS is password protected and does not allow users to view the full name of the subcontractors added to the worksheet.</p>	<p>The software company has protected the file to ensure that it will easily upload when completed. The USPS does not have the password to unprotect it. However, you can create an unprotected copy by copying the cells of the entire report from top left to bottom right and then pasting those cells with formatting on another blank worksheet. To see a copy of the template, which is mostly used by companies with a large number of subcontractors to report, see Page 9.</p>												

Definitions

Subcontract

Any agreement (other than one involving an employer/employee relationship) entered into by a US Postal Service contractor or subcontractor calling for products or services required for performance of the contract or subcontract.

Direct Subcontracting

Directly attributable subcontract spend activity within the USPS contract reporting period for each specific agreement calling for products or services.

Allocable (indirect) Subcontracting

Allocable contracting activity is derived from indirect cost information. Allocable subcontracting activity is any expenditure (other than a direct contract or purchase) by the supplier which can be associated with the contract in accordance with Generally Accepted Accounting Principles (GAAP).

Indirect subcontract spend activity within the USPS contract reporting period for each specific agreement calling for products or services as calculated using the following: $(U / R) \times (TIS) = AS$

- **U** = Total of USPS funds paid against a specific contract agreement during a reporting period - “Supplier A”
- **R** = Total Revenue within reporting period for “Supplier A”
- **TIS** = Total Indirect Subcontract spend activity within reporting period
- **AS** = Allocable Subcontracting within reporting period

Number of Subcontracts (#SubKs)

Total number of subcontracts (direct awards, indirect awards, and/or purchases) and modifications made during the applicable period. This would include allocable transactions made by the supplier attributable to the USPS contract during the reporting period for each specific agreement calling for products or services.

Actions

Business category counts based on the number of subcontracts identified for each subcontractor. The Supply Chain Relationship Management System (SCRMS) will calculate Actions for the period total based on the figures entered into the “#SubKs” fields. Multiple business categories may apply to a subcontractor. (See business category and classification definitions below.)

Business Category:

Size Classifications:
Large Business - LB
Small Business - SB

Diversity Classifications:

Minority-owned Business - MB
Woman-owned Business - WB

Resources

The following websites will help you find the correct codes and business classifications that are required for completing the subcontracting reports. The last link will provide you an e-mail address for any additional assistance you may need.

[NAICS Codes](#) (The North American Industry Classification System)

This site allows you to search for the NAICS code by entering a key word such as Roofing, Furniture, Cleaning Services, etc.

[Small vs. Large Business Determination](#) Link to a PDF file with a table of the Small Business Administration's size standards based on a list of NAICS codes along with industry classifications. A value higher than the standard shown for each Industry is considered a Large business. Additional information and file formats are available at the [SBA Website](#).

[SBA Size Standards Tool](#) (To quickly identify business size as determined by the [Small Business Administration](#).)

Easy to use tool requires only two entries prior to providing a company its business size.

1. You will need your NAICS code, but it provides a link to the NAICS lookup site.
2. Depending on the industry associated with the NAICS code, you will either need to know the company's average annual revenue (normally services and construction industries) OR the average number of employees (normally manufacturing and supply industries.)

[Minority-Owned and Woman-Owned Business Determination](#) These definitions can be found under the USPS *Supplying Principles and Practices*, Page 140 of the PDF file available through the link. For other information regarding our manuals and publications, visit [USPS.com](#).

[ZIP+4 Code Lookup](#) You can use this tool to quickly find a ZIP Code.

SCRMS@usps.gov You can use the e-mail address to submit any questions or report any issues to the SCRMS Help Desk.

Sample Reports

Sample \$0 Report

Subcontractor Management											
											01/11/2017
Total of Direct & Allocated:						Number Subcontracts:					
Total: Direct:						Total Allocated:					
Supplier's Name: ABC COMPANY, INC. Contract Number: 123456-17-B-4321.											
Contracting Officer's Name: Justin Nadal Reporting Year: 2016 Reporting Period: Oct - Dec											
NEGOTIATED GOALS				PERIOD TOTAL			CUMULATIVE TO PLAN				
Classification	Dollars	Percentage	Dollars	Actions	Dollars	Percentage					
Minority Owned	\$0	0.00 %	\$0	0		0.00 %					
Woman Owned	\$0	0.00 %	\$0	0		0.00 %					
Small Business	\$0	0.00 %	\$0	0		0.00 %					
Large Business	\$0	0.00 %	\$0	0		0.00 %					
SUBCONTRACTOR INFORMATION											
				Contract-Specific				Business Category			
Name	City, State	ZIP + 4	# SubKs	NAICS Codes	Total of Direct & Allocated \$	Directed	Allocated	Minority	Woman	Small	Large
Total:											

Page 1 of 1

Sample Multi-Page Report (Page 1 only)

Subcontractor Management											
											01/11/2017
Total of Direct & Allocated: \$745,775						Number Subcontracts: 18					
Total: Direct: \$745,775						Total Allocated: \$0					
Supplier's Name: RELIABLE CONSTRUCTION CO. Contract Number: 4ABCDE-17-B-0101											
Contracting Officer's Name: Don Wright Reporting Year: 2016 Reporting Period: Oct - Dec											
NEGOTIATED GOALS				PERIOD TOTAL			CUMULATIVE TO PLAN				
Classification	Dollars	Percentage	Dollars	Actions	Dollars	Percentage					
Minority Owned	\$0	0.00 %	\$228,175	7		\$228,175	0.00 %				
Woman Owned	\$0	0.00 %	\$221,825	4		\$221,825	0.00 %				
Small Business	\$0	0.00 %	\$701,522	15		\$701,522	0.00 %				
Large Business	\$0	0.00 %	\$44,253	3		\$44,253	0.00 %				
SUBCONTRACTOR INFORMATION											
				Contract-Specific				Business Category			
Name	City, State	ZIP + 4	# SubKs	NAICS Codes	Total of Direct & Allocated \$	Directed	Allocated	Minority	Woman	Small	Large
AMERICAN TOOLS CO.	Greensboro, NC	27438-5415	1	321113	\$5,483	\$5,483	\$0				X
BEST PLUMBING, LLC	Durham, NC	27517-7384	1	238220	\$125,500	\$125,500	\$0		X		X
CONSTRUCTION EXPERTS, INC.	Raleigh, NC	27545-3819	1	238210	\$88,250	\$88,250	\$0	X			X
DIVERSIFIED FLOORING	Raleigh, NC	27628-6963	2	238330	\$45,750	\$45,750	\$0	X	X		X
DRYWALL PROS	Durham, NC	27077-4554	1	238310	\$75,025	\$75,025	\$0				X
FOUR SEASONS HVAC CONTRACTING CO.	Raleigh, NC	27624-7443	1	238220	\$137,731	\$137,731	\$0				X
GLOBAL ENGINEERING	Miami, FL	33184-3344	1	541330	\$28,000	\$28,000	\$0	X			X
HOME-BUILDING DEPOT	Greensboro, NC	27404-4448	3	423840	\$808	\$808	\$0				X
LOFTY LIFTS	Chapel Hill, NC	27707-7777	1	423830	\$9,950	\$9,950	\$0	X			X
Total:			18		\$745,775	\$745,775	\$0	7	4	15	3

Page 1 of 2
Note: All entries in this sample report were made up for illustration purposes only. The totals assume another page with additional subcontracting activity.

Note: All entries on these sample reports were made up for illustration purposes only.

Tips for Correctly Completing the SCRMS Subcontracting Report Template

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	SUBCONTRACTOR INFORMATION					NAICS	Total of Direct & Allocated SubK \$	Contract-Specific		Business Category			
2	Name	City	State	ZIP + 4	# SubKs	Codes	(Info Purpose Only)	Direct	Allocated	Minority	Woman	Small	Large(requested)
3	Johnny's Machine Co.	Anytown	VA	22031	1	33271	1058.00	1058.00				Yes	
4	Specialty Manufacturing	Braddock	TN	51248-8	2	33271	4236.48	4236.48			Yes	Yes	
5	Annodizers Inc.	Catapult	TX	71563	1	33281	440.00	440.00				Yes	
6	Acme Hardware Inc.	Schaumsbur	IL	81645	1	33251	852.00	852.00		Yes			Yes
7	Pete's Printers	Barlow	VA	22054	2	32311	268.22	268.22				Yes	
8	Janice's Cleaning Servi	Brightown	VA	22014-6	1	81141	580.00		580.00	Yes	Yes	Yes	
9	Allright Packaging Co.	Standardsvil	MD	23901	1	32221	3259.91		3259.91			Yes	
10	Computers R Us	Localtown	VA	22050-5	1	51821	1220.00		1220.00			Yes	
11	Accountants Plus	Washington	DC	20060-5	1	52232	600.00		600.00		Yes		Yes
12							0.00						
13							0.00						
14							0.00						
15							0.00						
16							0.00						
17							0.00						
18							0.00						
19							0.00						
20							0.00						
21							0.00						
22							0.00						
23							0.00						
24							0.00						
25							0.00						
26							0.00						
27							0.00						
28							0.00						
29	File must be Saved As Excel 97-2003 Workbook (*.xls). Attempts to upload *.xlsx file will fail.												
30							0.00						
31							0.00						
32							0.00						
33							0.00						

You may copy and paste Subcontractors and location data from another file, but use **Paste Values** (no formatting)

If reporting Direct or Allocated spend for a Subcontractor, you must show at least 1 in #SubKs column

If copying and pasting Direct and/or Allocated spend from another file, use **Paste Values** (no formatting such as \$ or ,)

May select **Yes** for Minority or Woman or both (do not need to select **No**)

Must select **Yes** for EITHER Small or Large but not both (do not need to select **No**)