UC San Francisco
Supplier Diversity Basics

Module 3: Federal & State of California Reporting
Module 3: Supplier Diversity Basics Curriculum

For UCSF Employees – What You Need to Know

- Module 1: Policy and Regulatory Requirements
- Module 2: Campus Responsibilities
- Module 3: Federal and State of California Reporting
Module 3: Learning Objectives

Before taking this module, you need to participate in Modules 1 & 2.

In this module, you will:

- Learn how queries are run from campus financial systems and how the Individual Subcontracting Report (ISR) & the Summary Subcontracting Report (SSR) are filed.
- Learn the documentation that must be maintained whenever spending does not occur with the specific small businesses for which goals were set in the Small Business Subcontracting Plan.
- Be able to provide such an explanation to the Contracting Officer of the agency or institution that awarded the funding to the University.
- Bookmark EPA webpages to find information about how to file EPA 5700-2a forms.
Federal Contracts/Subcontracts Reporting

The University’s responsibilities include:

- Search the applicable search engines, including the Explorer tool to find potential small and diverse businesses
- Consult with the Supplier Diversity Program Manager to find potential small business suppliers
- Track project small and diverse business spend against project small business spend goals
- Maintain ongoing documentation in the event the project team has not been able to purchase from small businesses as they planned.
- Report this information to the Contracting Officer within 30 days of the expiration of the agreement.
Federal Contracts/Subcontracts Reporting

eSRS report types, their due dates, & the type of spend that needs to be reported are shown below.

<table>
<thead>
<tr>
<th>Individual Subcontracting Report (ISR) for Each Agreement</th>
<th>Due no later than</th>
<th>Spend Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>10/1/XX (prior yr) to 3/31/XX (current yr) – regular</td>
<td>By 4/30</td>
<td>Cumulative spend through 3/31 of current year</td>
</tr>
<tr>
<td>10/1/XX (prior yr) to 9/30/XX (current yr) annual report which includes spend reported for period above - regular</td>
<td>By 10/31</td>
<td>Cumulative spend through 9/30 of current year</td>
</tr>
<tr>
<td>10/1/XX – agreement expiration - final</td>
<td>Within 30 days of expiration date</td>
<td>Cumulative</td>
</tr>
<tr>
<td>Summary Subcontracting Report (SSR)</td>
<td>Due no later than</td>
<td>Spend Type</td>
</tr>
<tr>
<td>10/1/XX (prior yr) to 9/30/XX (current yr) annual report which includes spend reported for period above</td>
<td>By 10/31</td>
<td>Spend for this period only</td>
</tr>
</tbody>
</table>
Federal Contracts/Subcontracts Reporting (cont’d)

Example: An agreement is signed with NIH for the contract period 1/13/13 to 1/13/15. ISRs & SSRs must be filed for the periods as shown below. If we have more than one NIH agreement, NIH spend for all those contracts/subcontracts can be shown on one SSR submitted to the agency.

<table>
<thead>
<tr>
<th>ISR/SSR type</th>
<th>Spend type</th>
<th>Report Due By</th>
</tr>
</thead>
<tbody>
<tr>
<td>ISR: 1/13/13 through 3/31/13 – regular</td>
<td>ISR: cumulative</td>
<td>4/30/13</td>
</tr>
<tr>
<td>Both: 1/13/13 through 9/30/13 - regular</td>
<td>ISR: cumulative, SSR: filed once/yr in Oct, for 10/1 of prior yr to 9/30 of current year.</td>
<td>10/31/13</td>
</tr>
<tr>
<td>10/1/13 through 3/1/14 – regular</td>
<td>ISR: cumulative</td>
<td>4/30/14</td>
</tr>
<tr>
<td>Both: 10/1/13 through 9/30/14- regular</td>
<td>ISR: cumulative, SSR: see above for annual</td>
<td>10/30/14</td>
</tr>
<tr>
<td>Both: 10/1/14 through 1/13/15 - FINAL*</td>
<td>ISR: cumulative since last report, SSR: report actual spend when next SSR is due</td>
<td>2/13/15</td>
</tr>
</tbody>
</table>
Electronic Subcontracting Reporting System (eSRS)

**ISR Extract:** The dollars spent are extracted from a campus financial query showing the **cumulative** large business spend, and small business spend based on the Fund Code at UCB or the Project ID at UCSF.

The first column “Whole Dollars” must be loaded with the dollar amounts & percentages from the approved Small Business Subcontracting Plan.

If the project team has spent zero dollars for any category where they had set goals on the Small Business Subcontracting Plan:

An explanation must be entered to explain why no spend occurred, based on the PI’s input. The preparer must also describe the efforts to be made by the project team to spend with the business(es).
Electronic Subcontracting Reporting System (eSRS)

SSR Extract: The dollars spent for the specific reporting period shown on all ISRs for a specific agency are added up and shown for each classification type on the SSR.

The first column “Whole Dollars” must be loaded with the dollars achieved for just the reporting period.

All of the contracts/subcontracts with that agency are listed in the Remarks section.
In order to track & report the amounts that each project has spent with all types of businesses at UC San Francisco, **one Oracle PeopleSoft query must be run.** Each of these queries requires:

1) Date From: (DD/MM/YYYY)
2) Date To: (DD/MM/YYYY)
3) The 5 digit Project ID assigned to this agreement followed by the percentage sign %

The ISR & SSR formats are the same in the federal reporting system, eSRS: See slides 11 & 12 for extracts of those types of reports.
Environmental Protection Agency Cooperative Agreement Reporting

 remember from modules 1 & 2? mbe & wbe utilization

EPA funded agreements must report on their accomplishments toward the fair share goals for Minority Business Enterprise (MBE) & Women Business Enterprise (WBE), only when procurement exceeds the $150,000 threshold.

An annual or semi-annual EPA Form 5700-52a (http://www.epa.gov/osbp/pdfs/5700 52a.pdf) must be filed depending on the EPA regulations which apply.

The signed electronic copy must be sent to the designated officer in the U.S. EPA Region 9 Office or national office. Check with EPA on the correct recipient.

More information on completing the form can be found on the link to the 5700-52A form above.
Module 3: Learning Objectives

In this module, you have:

- Learned how queries are run from campus financial systems and how the resulting data is entered on an Individual Subcontracting Report (ISR) & on a Summary Subcontracting Report (SSR)

- Gained the information you need to document whenever spend with small businesses for which goals were set in the Small Business Subcontracting Plan cannot be achieved and how to provide an explanation to the Contracting Officer at the close of the agreement.

- Bookmarked EPA webpages to find information about how to file EPA 5700-2a forms
Summary of Modules

These modules have now provided you with the supplier diversity basics for both UC Berkeley & UC San Francisco.

We invite you to return to them to refresh to your knowledge whenever you are working with a PI receiving federal funding or an EPA Cooperative Agreement recommending spend with Minority & Women Business Enterprises.

Module 1: Policy and Regulatory Requirements
Module 2: Campus Responsibilities
Module 3: Federal and State of California Reporting