

# **SSRO**

Single Source  
Regulations Office

## **User Guide for Contract Notification Report**

# Introduction

## 1. Introduction

- 1.1 This document is issued by the Single Source Regulations Office (SSRO) and sets out guidance to assist contractors with statutory reporting requirements for qualifying defence contracts and qualifying sub-contracts.
- 1.2 Statutory reporting requirements are set out in the Defence Reform Act 2014 (the “Act”) and the Single Source Contract Regulations 2014 (the “Regulations”). Regulation 25(1) requires a contract notification report be provided for qualifying defence contracts.
- 1.3 All reports are disclosed as OFFICIAL – SENSITIVE – COMMERCIAL. The disclosure of protected information included in this report in circumstances not permitted by Schedule 5 of the Defence Reform Act 2014 is a **CRIMINAL OFFENCE**.

## 2. Reporting Timeline

- 2.1 The contract notification report must be submitted within one month of the initial reporting date.

## 3. General Guidance for completing report templates

- 3.1 Ensure macros are enabled within Excel for use of the reporting templates<sup>1</sup>
- 3.2 On each worksheet [HOME](#) will redirect you to the home worksheet.
- 3.3 The home worksheet shows the requirements of the reporting template and contains links to each worksheet within the template.
- 3.4 If applicable, the “View all worksheets” cell on the home worksheet will reveal a list of all the reports that are to be completed in that template. Select the appropriate report from the drop down list.
- 3.5 Where applicable, in the top left corner of each worksheet, there will be an option to select only cells which are ‘used’ rather than ‘all cells’.
- 3.6 On each worksheet you will find:

Grey cells	Contain headings
Blue cells	Contain section headings
White cells	Contain instructions on the information required
Yellow cells	Are data entry cells and are the <b>only cells into which you input data</b> Select correct option, or input numbers, or monetary amounts (£).

<sup>1</sup> <https://support.office.com/en-au/article/Enable-or-disable-macros-in-Office-documents-7b4fdd2e-174f-47e2-9611-9efe4f860b12?CorrelationId=2a985251-830b-49db-8389-a112e9b34a14&ui=en-US&rs=en-AU&ad=AU#bm2>

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Orange cells	Contain help, definitions or notes
Red cells	Indicate an incorrectly completed data entry cell that has not passed validation test
Green cells	Indicate when a cell has been completed and passed validation test

3.7 The content of each cell is in the following format:

- (1) Choice List – select the appropriate answer from the drop down list
- (2) Free text – text/numbers
- (3) Date – follow the date format specified
- (4) Number – provide the number rounded to the number of decimal places specified.

3.8 If the reference cell is red, then this indicates that inputted data into a data entry cell (yellow cell) has not passed the validation test. You must correctly input data into the data entry cell so the reference line (e.g. 01 – Dates Ref 01) turns green.

3.9 Each worksheet has a sequential number. Where possible, complete worksheets in the prescribed order, with the exception of 01.02 under Report Submission Admin. Some worksheets will drive calculations in subsequent worksheets. This guidance follows the order contained within the templates and as specified in the Regulations.

3.10 Warning: you must not copy and paste data entry cells (yellow cells) from the report template as this will interfere with the functionality and linking to other worksheets.

3.11 **All financial information to be provided in GBP millions unless stated otherwise.**

3.12 For the purposes of this report, the financial year is a year beginning on 1 April and thus ends on 31 March in accordance with Section 43(1) of the Act and in accordance with Regulation 32, the relevant accounting period that applies to a QBU refers to a QBU reporting period.

3.13 Complete all the required information on the template before submission

3.14 Where references have been given to cells in the reporting templates, those references will be used in the user guide.

3.15 If you encounter any problems, or have any questions regarding the report templates or user guides, contact [helpdesk@singlesourceregulationsoffice.gov.uk](mailto:helpdesk@singlesourceregulationsoffice.gov.uk) (email address to be set up).

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### **4. User Guide**

#### **01. Report Submission Admin**

This worksheet shows the basic information required to be submitted for the contract, including relevant dates, individuals, and other general information or comments relating to the contract, as required under Regulations 22(2) and 22(3).

##### **01.01 - Dates**

- 01.01 As prompted, complete in the box the date by which the report is required. Input the date in the format dd/mm/yyyy. Insert any comments relating to the deadline date in the free text comments box.
- 01.02 Before submitting the report complete the box stating the date the report was submitted to MOD and SSRO. If you have any comments relating to the submission date input them in the free text comments box.

##### **01.02 - Individuals**

- 02.01 Insert the name, position, phone number and email address of the individual submitting the report.
- 02.02 Also include the contact details for the individual to be notified if there are any compliance issues with the submitted report. Include, name, position, phone number and email address for the individual.
- 02.03 Include the name of the civil servant / project team responsible for managing the contract on behalf of the Secretary of State.

##### **01.03 - Other**

- 03.01 Any other comments relating to the report not already mentioned in the dates section must be inserted in the comments text box.

##### **01.04 - General Guidance on template completion**

- 04.01 This section provides you with contact details for the SSRO in case you have any issues completing the report template.

#### **02. Contract Reporting Plan**

##### **01.01 Basic parameters plan depends upon**

- 01.01 As prompted, include the contract start date.
- 01.02 As prompted, include the contract end date. The reporting date will fall as per the reporting timeline noted in section two of this user guide.
- 01.03 Include the contract value. This is not a requirement of this report.
- 01.04 This is a general information requirement for contract reporting purposes. This cell is auto populated and is used to determine if a quarterly contract report is required.

##### **02.02 Mandated and Additional Agreed Reporting Dates**

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Included in this section of the templates is a list of the required reporting dates for all types of contract reports.

This section allows the agreed dates of the on-demand contract reports, listed above, to be included in the contract reporting plan.

- 02.01 Include the agreed date when the additional reports become due and the relevant financial year to which the report relates.
- 02.02 When finalised, include the date the report is submitted and the relevant financial year to which the report relates.

### **03. Supplier**

Regulation 22 (3) requires the contract notification report provided by a contractor which is a registered company contain the information detailed below.

#### **03 – Contracting Company – Basic Reference Date**

- 03.01 As prompted, include the registered name of the company.
- 03.02 Include the company number of the contractor.
- 03.03 Include the trading name of the company if that is different from the registered name.
- 03.04 Include the registered address – start with name/number & Street/Road
- 03.05 Include town/city of the company's registered address.
- 03.06 Include the county/region of the company's registered address.
- 03.07 Include the country of the company's registered address.
- 03.08 Include the post code or zip code of the company's registered address.
- 03.09 Indicate whether the company is a SME by choosing SME / not SME from the drop down.
- 03.10 Include the date of the last day of the most recently completed financial year for the company. This date must be expressed in the format dd/mm/yy.
- 03.11 State the registered name of any immediate parent undertaking of the company.
- 03.12 State the registered company number of the immediate parent undertaking of the company.
- 03.13 Include the registered address of the immediate parent company.
- 03.14 Include any additional immediate parent companies' name, registration number and address in the lines provided.
- 03.15 Provide any other relevant information relating to the information included above.

### **04. Contracts**

Regulations 22(2)(d) – (l) require that all reports under Part 5 of the Regulations contain certain information on the contract, including the regulated pricing method(s) used, and any

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business unit in relation to which a cost recovery rate has been used in determining the price payable under the contract. For further details, please see Regulation 22(2)(d)-(l).

### 01 - Basic Parameters

- 01.01 Enter the contract title in the value box and make sure it aligns with the title on face of the contract.
- 01.02 Enter a brief description of the goods, works or services that are to be provided under the contract.
- 01.03 Enter the unique identifying number you have allocated to the contract.
- 01.04 Enter the unique identifying number allocated to the contract by the Secretary of State.
- 01.05 Ensure the date on which the contract was entered into is correct.
- 01.06 Agree the contract completion date or, if that date is not known, the expected contract completion date.

If applicable:

- 01.07 Enter the date of the most recent amendment which affects the price payable under the contract.
- 01.08 Enter the identifying number you have allocated to the amendment.
- 01.09 Enter the identifying number the MOD has allocated to the amendment.

### 02 – Pricing Analysis – Currencies and Commercial Constructs

- 02.01 Input the price breakdown in millions to three decimal places resulting from each regulated pricing method. Use the appropriate contract currency for each pricing method.

### 03 – Business Unit Involvement

- 03.01 Include any business unit in relation to which a cost recovery rate has been used in determining the price payable under the contract. Include the name of each business unit in the value section.

## 05. DPS Input

Under Regulation 25 (2) (d) and (e), the contract notification report requires estimated costs and allowable costs, split by the defined pricing structure (DPS). This worksheet sets out the structure of the DPS for these costs.

- 1) Enter the DPS code for each item
- 2) Enter the description of the DPS element.
- 3) Specify from the drop down list if this is a data input line.

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### 06. Key Deliverables

Under Regulation 25 (2) (a), the contract notification report must contain a list of key deliverables specified in the contract, with a brief description of each.

- 1) Include the Name/Item/Title of each key deliverable.
- 2) For each key deliverable include a description as directed
- 3) Provide other comments as required.

### 07. Metrics

Under Regulation 25 (2) (b), the contract notification report must contain the estimated quantum of key deliverables, expressed using the output metrics set out in the contract reporting plan.

- 1) As per the contract reporting plan, enter each related DPS code.
- 2) Include the description of each DPS code
- 3) Include the parameters for each metric
- 4) Include a definition of each metric
- 5) As prompted, include the value and number of units for each metric.

### 08. Price

Under Regulation 25 (2) (c), the contract notification report requires an annual profile of the following matters, which have been included in this section and detailed below.

In this section all financials are to be stated in GBP (Million) to one decimal point unless stated otherwise.

#### 01 Summary Analysis of price

An annual profile of each of the following is required. The subtotal planned costs of components will be auto populated based on the completion of section 02 below. The subtotal cost, the total contract price (excluding incentive adjustment) and the total contract price (including incentive adjustment) will also be auto populated.

- 1) For each financial year, include the estimated risk contingency included in the allowable costs.
- 2) For each financial year include the estimated profit (excluding incentive adjustment). The incentive adjustment is any amount resulting from an adjustment under step 5 of Regulation 11.
- 3) For each financial year include any additional profit arising from the incentive adjustment, if met. This is the maximum amount of profit resulting from an adjustment determined under step 5 of Regulation 11.

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- 4) In column AP include the amount that has not been included in the annual profile, for each of the above 3 requirements.
- 5) Include any additional comments.

### **02a Costs by defined Pricing Structure**

Regulation 25 (2) (d) requires an annual profile of any estimated costs (split by the defined pricing structure) at the initial reporting date are included in the contract notification report.

No data entry is required for this section, other than comments, as required.

### **02b Costs by Defined Pricing Structure – data entry**

- 1) The DPS codes and descriptions will be auto populated from the DPS input worksheet. Include an annual profile of any estimated cost for each item at the initial reporting date.
- 2) In column AT provide the amount of those allowable costs that are non-recurring (split by defined pricing structure)
- 3) In column AP include the amount that has not been included in the annual profile, for each DPS code
- 4) Include any comments as required.

### **03 Recovery base Volumes**

Regulation 25 (2) (f) requires an annual profile of the estimated amount of each cost recovery base set out in the contract reporting plan.

For each recovery base volume, select the level/units of measurement.

For each recovery base volume, select the estimated amount of each cost recovery base.

In column AP include the amount that has not been included in the annual profile, for each recovery base.

## **13. Payments**

### **01 – List of significant individual payments**

Regulation 25 (2) (g) of the Regulations states that the contract notification report must include a list of all payments exceeding £100,000 or 1% of the contract value (whichever is greater) expected to be made by the Secretary of State.

This section is only for primary defence contracts i.e. those entered into by or on behalf of the secretary of State.

For each payment, include:

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- 1) The date on which the payment did or is expected to fall due (in the format dd/mm/yyyy)
- 2) The actual/expected payment date (in the format dd/mm/yyyy);
- 3) As required by the contract, select the appropriate currency in which the contractor expects the Secretary of State to make payments.
- 4) the amount (£m to 3 decimal points), or expected amount of each payment;
- 5) Add any additional comments as required.

### **02 – Annual profile summarising all contracted payments**

Regulation 25 (2) (h) and (i) require an annual profile of all significant individual payments the contractor requires the Secretary of State to make, in the required currency.

For each currency, enter the payment due from the Secretary of State, for each financial year.

Amounts must exclude any final adjustment/settlements and be made to one decimal point.

## **15. Contract Delivery Milestones**

The contract notification report must also contain, in accordance with Regulation 25 (2) (j), a list of all delivery milestones set out in the contract. Where the contract sets an expected date for a delivery milestone to be completed, include that date.

- 1) Include the milestone short name and milestone description.
- 2) Include the contracted target date as well as the actual or forecast completion date. Dates are to be provided in the format dd/mm/yyyy.
- 3) Provide any additional comments as required. Additional comments are to be used to explain any material date variance.

## **16. Subcontracts**

The contract notification report must also contain, in accordance with Regulation 25 (2) (k) and (l), a description of actual or intended sub-contracts which the primary contractor has entered into, or intends to enter into, for the purpose of enabling it to perform its obligations under the qualifying defence contract (including the total proportion of the value of the qualifying defence contract which the primary contractor expects to sub-contract)

Each defence subcontract required in this section must have a value not less than £1m (or if there are more than 20 such sub-contracts, each of the 20 which have or expected to have the highest value)

### **01 - General description of use of sub-contracts**

As noted above, in this section, include a description of actual or intended subcontracts which the primary contractor has entered into, or intends to enter into, for the purpose of enabling it to perform its obligations under the qualifying defence contract.

### **02 – Sub-contracts entered into or expected.**

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- 1) For each sub-contract which meets the criteria detailed above, include the name of the sub-contractor.
- 2) If the sub-contractor is a registered company, include the registered name, company number and the address of its registered office.
- 3) Select from the drop down list, if the sub-contractor is associated with the primary contractor or not
- 4) Select from the dropdown list if the sub-contractor is an SME or not
- 5) In the free text box, provide a brief description of the goods, works or services that will be provided under the subcontract.
- 6) Enter the date the sub-contract was, or is expected to be, entered into. Enter the date in the format dd/mm/yy.
- 7) Enter the contract completion date, or expected contract completion date. Enter the date in the format dd/mm/yy.
- 8) Enter the sub-contract currency (this is not a requirement of the Regulations)
- 9) Enter the actual (or estimated) price payable under the sub-contract in £m to 3 decimal points.
- 10) Select from the dropdown list if the contract has been assessed as a qualifying sub-contract. This is the assessment made under Regulation 61(1) or (4). Enter Yes, No, or not yet assessed.