

SSRO

Single Source
Regulations Office

Appendix 1 – On-Demand Contract Report guidance

1 July 2019

1. Chapter 10 – On-Demand Contract Reports

- 1.1 Regulation 30 provides that the Secretary of State may direct a contractor to provide the information specified in any of the following:
- (a) regulation 23(2) (contract pricing statement (CPS));
 - (b) regulation 24(2) (contract reporting plan (CRP));
 - (c) regulation 27(4) and (5) (interim contract report (ICR));
 - (d) regulation 29(2) (contract costs statement (CCS))
- 1.2 These on-demand reports may be required in relation to qualifying defence contracts (QDCs) or qualifying sub-contracts (QSCs). Appendix 1 details the due dates for the on-demand reports.
- 1.3 Not all contract reports can be required on-demand. Regulation 30 does not cover the information contained in the Contract Notification Report (CNR), Quarterly Contract Report, or the Contract Completion Report.
- 1.4 The decision to require on-demand reports is at the discretion of the Secretary of State. A contractor may agree to provide on-demand contract reports without being directed to do so by the Secretary of State (see Regulation 24(2)(c)). If a contractor has agreed to provide on-demand contract reports, the contractor is required to provide a description in the CRP of what it has agreed to provide.

Contract Pricing Statement and Contract Reporting Plan

- 1.5 DefCARS combines the three initial reports (CPS, CRP and CNR) into a single report called the Contract Initiation Report (CIR). To submit an on-demand report in DefCARS containing the information in regulations 23(2) (CPS) or 24(2) (CRP), the contractor will need to submit a CIR by selecting the 'On-demand' button under the CIR dropdown, as shown in Exhibit xx. The contractor should not seek to submit their on-demand CPS or CRP submission by correcting an existing draft report.
- 1.6 If the contractor has not previously completed a CIR, or if a CIR is in draft, then the 'On-demand' button will not be available. This reflects our expectation that an on-demand CPS or CRP is not likely to be due until after the initial reports have been submitted.

Exhibit xx – Screen shot of CIR options

Defence Contractor #†	MOD Contract Number #†	Contract Title #†	Date of most recent submission #†		Reports Due: 3	Overdue Reports: 1
On Demand	45233	On Demand Testing	21/05/2019 12:46:41	▲		
CIR ▲						On-demand report
S1	Start date: 09/05/2019	Submitted date: 10/05/2019	Start Correction	View		
Report status:		Under review by SSRO	Under review by MOD			

- 1.7 The contractor will see the following pop-up message when starting an On-Demand report:

Create Report - Contractors may be required to (by written direction from the MOD) or agree to provide On-Demand Contract Reports during the life of the contract. Please select

"Continue" if you are providing an on-demand CRP or a CRP and a CPS. If you are updating a report in response to a compliance issue, or to correct data that you previously have submitted, please correct that report by selecting "Start Correction"

- 1.8 This message reflects our guidance that on-demand reports should be initiated using the "On-demand" button and the facility to correct existing reports should be used to address compliance issues.
- 1.9 DefCARS will auto-populate the on-demand CIR with the most recently submitted CIR data. The contractor can then update this information as required for the on-demand report. The contractor must ensure that the information required on-demand is accurate (i.e. the information in the CPS or CRP or both). The contractor should ignore data which DefCARS has auto-populated in the CIR which is not being provided on-demand.
- 1.10 Table xx explains the elements of the CIR report which are requirements of the CPS and the CRP. Alternatively, if the contractor wishes to check the information required in the CPS or CRP, it can download the CPS, CRP and CNR elements of the CIR on the submission page of a CIR. Those data fields which are greyed-out in the downloaded report do not relate to the relevant report.

Table xx: CRP, CPS and CNR fields within the CIR

CIR Report Page	CRP	CPS	CNR (cannot be requested on-demand)
<ul style="list-style-type: none"> Y = applicable to that report N = not applicable to that report Grey rows relate to pages not applicable to on-demand reports 			
Supplier	Y	Y	Y
Report Submission Admin	Y	Y	Y
Contract	Y	Y	Y
Reporting Plan	Y	N	N
Profit	N	Y	N
Pricing Method Breakdown	Y	Y	Y
DPS Inputs	Y	N	N
DPS Input Values	N	N	Y
Summary Analysis of Price	N	N	Y

Appendix 1 – On-Demand Contract Report guidance

CIR Report Page	CRP	CPS	CNR (cannot be requested on-demand)
<ul style="list-style-type: none"> Y = applicable to that report N = not applicable to that report Grey rows relate to pages not applicable to on-demand reports 			
Cost Recovery Rates	Y (partial) • Name of rate • Recovery Base units	Y (partial) • Business Unit Name • Name of rate • Type of cost recovery rate • Rate in £ or % • Rate • Of which overheads • Provisional or final rate	Y (partial) • Name of rate • Volume
Cost Breakdown	N	Y	N
Assumptions	N	Y	N
Assumptions Inflation	N	Y	N
Assumptions Exchange Rates	N	Y	N
Sub Contracts	N	N	Y
Payments	N	N	Y
Key Deliverables	Y (partial) • Metric parameter • Metric definition • Related DPS code • Related DPS description	N	Y (partial) • Name of deliverable • Description of deliverable comment • Metric value • Metric units
Milestones	N	N	Y
Reminder of Obligations	N	Y	N

1.11 When completing the CIR report, validation warnings or errors are likely to arise due to inconsistencies between the on-demand information and parts of the CIR that are not required to be provided on demand. The contractor should not attempt to action such validation warnings. Contractors should be aware that if their initial reports were submitted in the previous version of DefCARS and migrated into the new system, this may increase the likelihood of validation warnings or errors which will need to be addressed before submission.

1.12 If the MOD has required an on-demand ICR at the same time as an on-demand CRP or CPS, then the contractor should submit the on-demand CRP or CPS elements in the CIR

report first before commencing the ICR. This will ensure that updated information in the initial reports, such as contract completion date and contract price, flow to the ICR through auto-population. There is no auto-population of the CCS as this is a free-form report.

Contract Pricing Statement specific considerations

- 1.13 When completing the on-demand CPS elements of a CIR, updating certain fields such as the total contract price in the Contract page of the CIR is likely to cause validation warnings. This is because the contract price will be inconsistent with that included as part of the CNR on the Summary Analysis of Price. The contractor should not attempt to action any validation warnings which relate to the CNR when they submit their report.

Contract Reporting Plan specific considerations

- 1.14 If the information in the CRP is being provided on-demand, the contractor should ensure that the Reporting Plan page of the report is updated to reflect any agreed or required reports:
- Any CRP or CPS on-demand report dates should be added to the on-demand reports section at the bottom of the Reporting Plan page.
 - Any on-demand ICR dates should be included in the ICR section of the Reporting Plan page as they are currently not included in the on-demand report section of this page.
 - QCR and CCR dates should only change if there is a new contract completion date. Changes to the contract completion date can be reflected on the Contract page. When a new contract completion date is reported, the Reporting Plan page will be updated automatically for any further ICRs (unless they are on-demand or by agreement reports) and QCRs and the new due dates for the CCR and CCS.
 - The due dates of any on-demand reports required by the Secretary of State should be consistent with the written direction issued by the MOD.
- 1.15 If the contractor is providing an on-demand report by agreement rather than pursuant to a written direction, a description of what it has agreed to provide should be reflected in the CRP. Contractors can use the comments functionality, or upload a document in DefCARS, to provide this explanation (for any on-demand report).

How to submit an on-demand Interim Contract Report (ICR)

- 1.16 This section assumes that the contractor is providing an ICR report which, prior to the on-demand written direction or agreement, was not anticipated in the contractor's CRP. When submitting an on-demand ICR, a contractor should start a new ICR submission.
- 1.17 The contractor may need to submit an ICR as a standalone on-demand report or as part of a set of such reports. If the contractor provides an on-demand ICR report at the same time as they are required to provide an on-demand CRP or CPS, the contractor should complete and submit the on-demand CRP and CPS before commencing the ICR submission (see paragraphs 1.5 – 1.15). This will allow much of the data that the contractor will need to provide in an on-demand ICR to be auto-populated from the CIR or the most-recent ICR, if one has been submitted. The contractor should complete the submission by reviewing and updating all fields within the report.
- 1.18 If the contractor wishes for the dates of on-demand reports to be included in the reporting calendar, but the MOD has not required an on-demand CRP, then the contractor would need to provide the information in an on-demand CRP via agreement (see paragraph 1.4).

Appendix 1 – On-Demand Contract Report guidance

DefCARS provides the facility to add the due dates of any on-demand ICRs, not included in the original CRP which the contractor submitted, by selecting the 'On-Demand Report' option in the CIR and adding any additional on-demand reports and their due dates to the Reporting Plan. This action will be necessary if the contractor wishes DefCARS to reflect all the reports that are now due in the reporting calendar.

How to submit an on-demand Contract Cost Statement (CCS)

- 1.19 This section assumes that the contractor is providing a CCS report which, prior to the on-demand written direction or agreement, was not anticipated in the contractor's CRP. When submitting an on-demand CCS, a contractor should start a new CCS submission.
- 1.20 The contractor may need to submit a CCS as a standalone on-demand report or as part of a set of such reports. As the CCS is a non-template report (i.e. the required information that is captured in the CCS is to be provided as a supporting file rather than through structured report pages), there is no auto-population within the report. The contractor should complete the data in the Report Submission Admin page and attach a supporting file to meet their reporting requirements.
- 1.21 If the contractor wishes for the dates of on-demand reports to be included in the reporting calendar, but the MOD has not required an on-demand CRP, then the contractor would need to provide the information in an on-demand CRP via agreement (see paragraph 1.4). DefCARS provides the facility to add the due dates of any on-demand CCSs, not included in the original CRP which the contractor submitted, by selecting the 'On-Demand Report' option in the CIR and adding any on-demand additional reports and their due dates to the Reporting Plan. This action will be necessary if the contractor wishes DefCARS to reflect all the all the reports that are now due in the reporting calendar.