

SSRO

Single Source
Regulations Office

Assuring value, building confidence

**User guide for
on-demand contract reports**

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Version 2

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1 Introduction

- 1.1 This document is issued by the Single Source Regulations Office (SSRO) and sets out guidance to assist contractors with the statutory reporting requirements for qualifying defence contracts and qualifying subcontracts.
- 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').
- 1.3 Regulation 30 defines the different reports the Secretary of State may demand by written direction.
- 1.4 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 On-demand reports

- 2.1 Within one month of the initial reporting date of the qualifying defence contract, the Secretary of State may by written notice, require the primary contractor to provide a contract costs statement for one or more specified periods. Each such period ending on a date before the contract completion date.
- 2.2 Before the contract completion date, the Secretary of State may by written direction also require the primary contractor to provide:
 - a contract pricing statement, as described in Regulation 23(2);
 - a contract reporting plan, as described in Regulation 24(2);
 - an interim contract report, as described in Regulation 27(4) and (5); and
 - a contract costs statement, as described in Regulation 29(2).

The Secretary of State may make more than one written direction in relation to the contract.

If any on-demand contracts are required, please refer to the relevant report user guide.

3 Reporting timelines

- 3.1 The information required under Regulation 30(1) must be provided within 12 months after the last day of each period specified in the written direction.
- 3.2 The information for the contract pricing statement and contract reporting plan under Regulation (30(3)(a) and (b)) must be provided:
 - if the contractor and the Secretary of State agree a date which is no more than three months after the date of receiving the written direction, by that date; or
 - if no such agreement is made, within one month of receiving the written direction.
- 3.3 The information for the interim contract report (Regulation 30(3)(c)) must be provided:
 - if the contractor and the Secretary of State agree a date which is no more than six months after the date of receiving the written direction, by that date; or
 - if no such agreement is made, within two months after receiving the written direction.

- 3.4 The information for the contract cost statement (Regulation 30(3)(d)) must be provided:
- if the contractor and the Secretary of State agree a date which is no more than 18 months after the date of receiving the written direction, by that date; or
 - if no such agreement is made, within six months after receiving the written direction.

