

SSRO

Single Source
Regulations Office

User Guide for Interim Contract Report (Higher Value Contracts of £50m or more)

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”).
- 1.3 Regulation 27 requires an interim contract report be provided for qualifying defence contracts.

2. Reporting Timeline

- 2.1 An interim contract report must be submitted on the date agreed between the primary contractor and the Secretary of State. This date will be no more than three years following the date of the contract for qualifying defence contracts with a value equal to or greater than £50m.
- 2.2 Subsequent dates for submission of interim contract reports before the expected contract completion date will be as agreed between the primary contractor and the Secretary of State. This date will be no more than three years after the previous reporting date.
- 2.3 If no agreement on reporting dates has been reached between the primary contractor and the Secretary of State, the reporting dates for the interim contract reports will be 12 months after the calendar quarter during which the initial reporting date fell and each anniversary of that date.

3. General Guidance for completing report templates

- 3.1 Ensure macros are enabled within Excel for use of the reporting templates¹
- 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.

¹ <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>

User Guide for Interim Contract Report (Higher Value)

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 information that is required
Yellow cells	Are data entry cells and are the only cells to which you input : Select correct option, or input numbers (#) or monetary amounts (£).
Orange cells	Contain help, definitions or notes
Green cells	Indicate when a cell has been completed and passed the 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 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.

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

3.10 Complete all the required information on the template before submission

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

3.12 If you encounter any problems, or have any questions regarding the report templates or user guides, contact **helpdesk@singlesourceregulationoffice.gov.uk** (email address to be set up).

User Guide for Interim Contract Report (Higher Value)

4. User Guide

01. Report Submission Admin

This worksheet shows the basic information required for the interim contract report, including dates, individuals, and other general information or comments as specified in Regulation 22(2).

01.01 - Dates

01.01 As prompted, complete in the box stating the date 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 the 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 that shall 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 the event you have any issues completing the report template.

02. Contract Reporting Plan

Regulations 22(2)(b)(h) and (i) requires that the date which the report is due, the date on which the contract was entered into and the contract completion date be provided (or, if that date is not known, the expected completion date)

01.01 Basic parameters plan depends upon

01.01 As prompted, include the contract start date

User Guide for Interim Contract Report (Higher Value)

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.

01.04 This is a general information requirement for contract reporting purposes. This will identify if the contract value meets the threshold for a quarterly contract report.

02.02 Mandated and Additional Agreed Reporting Dates

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

The interim contract report dates are agreed between the primary contractor and the Secretary of State. The interim contract report dates can be added manually for each relevant financial year on rows 55 – 64. The required dates are when the report is due and when the report was submitted.

02.01 Include the agreed date when the additional reports become due and the relevant financial year to which the report relates.

02.02 Include the date the report is submitted and the relevant financial year to which the report relates.

03. Supplier

Under Regulation 22 (3) it is a requirement that the interim contract report submitted by the 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.

User Guide for Interim Contract Report (Higher Value)

- 03.11 State the name of 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

- 05 Regulations 22(2)(b)(h) and (i) require that the date which the report is due, the date on which the contract was entered into and the contract completion date be provided (or, if that date is not known, the expected completion date).

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 document.
- 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.

User Guide for Interim Contract Report (Higher Value)

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 27(4)(d) and (e), the interim contract report requires estimated 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 DPS element description.
- 3) Specify from the drop down list if this is a data input line.

06. Key Deliverables

Under Regulation 27 (4) (a), the interim contract 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 27 (4) (b), the interim contract report must contain a list of 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 of each metric.

User Guide for Interim Contract Report (Higher Value)

08. Price

In accordance with Regulation 27 (4) (c), the interim contract report requires an annual profile of the following matters which have been or are expected to be, part of the contract price. These items 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, 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 any risk contingency element included in the allowable costs.
- 2) For each financial year include the planned amount of 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.
- 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 27 (4) (d) requires an annual profile of any estimated costs (split by the defined pricing structure) at time of the agreement are included in the interim contract 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

User Guide for Interim Contract Report (Higher Value)

- 4) Include any comments as required.

03 Recovery base Volumes

Regulation 27 (4) (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.

09. Actual-Forecast

In accordance with Regulation 27 (4) (g), the interim contract report requires an annual profile of the following matters which reflect the costs already incurred and the forecast costs which are expected to be incurred, indicating for each year whether those costs have been incurred, are forecast, or a combination of both.

These items have been included in this section and detailed below.

In this section all financials are 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).

Under the data status flag, for each financial year, select whether the cost is a final actual cost, provisional actual cost, a forecast cost or a combination of forecast and actual costs

- 1) For each financial year, include the any risk contingency element for current/future year only
- 2) For each financial year include the planned amount of 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.
- 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.

User Guide for Interim Contract Report (Higher Value)

02a Costs by Defined Pricing Structure

Regulation 27 (4) (h) requires an annual profile of the costs already incurred and the forecast costs which are expected to be incurred, split by the defined pricing structure and indicating whether the costs have been incurred, are forecast, or a combination of both.

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

02b Costs by Defined Pricing Structure – data entry

- 5) 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.
- 6) In column AT provide the amount of those allowable costs that are non-recurring (split by defined pricing structure)
- 7) In column AP include the amount that has not been included in the annual profile, for each DPS code
- 8) Include any comments as required.

03 Recovery Base Volumes

Regulation 27 (4) (h) (ii) requires an annual profile of the costs already incurred and the forecast costs which are expected to be incurred, split by the defined pricing structure and indicating for each year the 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.

11. Variance Analysis and Commentary

Regulation 27 (4) (i) requires a quantified analysis of the causes of variance (explaining not less than 90% of the total variance) between any estimated cost used to determine the contract price and the actual and forecast costs

- 1) Provide a brief description of all material reasons for variance in forecast total cost to completion. The reasons must be recognisable and understandable by the SSRO and MOD.
- 2) Provide the quantitative amount of variance in £m (to one decimal point)

User Guide for Interim Contract Report (Higher Value)

- 3) The worksheet will calculate the % of total variance and the % of planned cost

13. Payments

01 – List of significant individual payments

Regulation 27 (4) (j) of the Regulations states that the interim contract report must include a list of all payments exceeding £100,000 or 1% of the contract value that have been or are expected to be made by the Secretary of State.

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

For each payment, include

- 1) The date 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 three decimal points), or expected amount of each payment;
- 5) Add any additional comments as required.

02 – Annual profile summarising all contracted payments

Regulation 27 (4) (k) and (l) of the Regulations 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 1dp.