

**SSRO**

Single Source  
Regulations Office

*Assuring value, building confidence*

## User guide for quarterly contract report

October 2016

Version 3

# Contents

|   |    |
|---|----|
| Introduction  | 2  |
| 1 Introduction  | 2  |
| 2 Reporting timeline                                    | 2  |
| 3 General guidance for completing report templates      | 2  |
| <br>  |    |
| User Guide  | 5  |
| 01. Report submission admin                             | 5  |
| 02. Contract reporting plan                             | 6  |
| Mandated and additional agreed reporting dates          | 7  |
| 03. Supplier  | 8  |
| 04. Contract basic reference data                       | 9  |
| Pricing analysis – currencies and commercial constructs | 10 |
| Business unit involvement                               | 11 |
| 08. Price   | 12 |
| 09. Actual – forecast                                   | 13 |
| 10. Quarterly analysis of actuals/forecasts             | 14 |
| 11. Variance analysis and commentary                    | 15 |
| 12. Risk  | 16 |
| 14. Final payments                                      | 17 |
| 15. Contract delivery milestones                        | 18 |
| 16. Sub-contracts                                       | 19 |

# 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'). We are providing this guidance for the purposes of Regulation 22(9) of the Regulations.
- 1.3 Regulation 26 defines the need to provide a quarterly contract reports for the qualifying defence contract.
- 1.4 **No report is required for a contract if the value of the contract is less than £50 million.**
- 1.5 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 quarterly contract report is required within one month of the end of the calendar quarter from the initial reporting date until the contract completion date. The initial reporting date is the date the contract was entered into (time of agreement not contract signature date if this date is different) or the date the contract was amended (if the contract becomes a QDC by amendment). Information needs to be 'as at' the reporting date unless the Regulations require information at a different date.
- 2.2 No report is required for the calendar quarter in which the initial reporting date falls.
- 2.3 No report is required for the calendar quarter in which the contract completion date falls.

### 3 General guidance for completing report templates

- 3.1 When completing the spreadsheet, contractors should comply with the guidance set out below. Contractors should 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 contains 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 information that is required   |
| Yellow cells | Are data entry cells and are the <b>only cells to which you input</b> : 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   |

<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>

- 3.7 The content of each cell is in the following format:
- choice list – select the appropriate answer from the drop down list;
  - free text – text/numbers;
  - date – follow the date format specified; and
  - 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, you should complete the worksheets in the prescribed order, with the exception of 01.02 under 'report submission admin'. Some worksheets will drive automatic 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 should be provided in GBP and in millions unless stated otherwise.**
- 3.12 For the purposes of this report, the financial year begins on 1 April and 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 qualifying business unit (QBU) is referred to as a QBU reporting period.
- 3.13 Complete all the required information on the template before submission. Some areas of the template will populate other areas when completed, we refer to this in the guide as auto-population.
- 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, please contact [helpdesk@ssro.gov.uk](mailto:helpdesk@ssro.gov.uk).

# User Guide

## 01. Report submission admin

### 01 - Dates

| Ref | Date   | Comments (if anything relevant) | Notes  |
|-----|--|---------------------------------|--|
| 01  | Date this report is required by              |                                 | Must comply with SSCRs, and where applicable, with Contract Report Plan. |
| 02  | Date this report was submitted to MOD & SSRO |                                 | Date email sent / data dispatched  |

This is the date format required

dd/mm/yyyy

The date is one month after the initial reporting date. The initial reporting date is the date the contract was entered into (date of agreement not the contract signature date if this is different) or the date a contract was amended (if it became a qualifying defence contract on amendment).

Insert any comments relating to these dates.

### 02 - People

| Ref | Name  | Position | Contact details - phone | Contact details - email |
|-----|---|----------|-------------------------|-------------------------|
| 01  | Supplier Staff - Report Submitted by                  |          |                         |                         |
| 02  | Supplier Staff - Contact for Report Compliance Issues |          |                         |                         |
| 03  | MOD Staff - Main Project Team contact for Supplier    |          |                         |                         |
| 04  | Supplier Staff - CEO Contact Details                  |          |                         |                         |

Insert name, position, contact telephone number and email address of the individuals listed.

### 03 - Other

|  |  |
|--|--|
| Other general comments relevant to the submission of this report |  |
|--|--|

## 02. Contract reporting plan

### SINGLE SOURCE PROCUREMENT FRAMEWORK

#### Contract Report Plan

[HOME](#)

#### 02 - Contract Report Plan

All reports are disclosed as OFFICIAL – SENSITIVE – COMMERCIAL, the disclosure of protected information in this report in circumstances not permitted by Schedule 5 of the Defence Reform Act 2014 is a

The contract start date is the date the contract was entered into (date of agreement not the contract signature date if this date is different).

#### 01 - Basic parameters plan depends upon

|    |  |          |        |
|----|--|----------|--------|
| 01 | Contract Start Date                      | dd/mm/yy |        |
| 02 | Contract End Date                        | dd/mm/yy |        |
| 03 | Contract Value for threshold purposes    | £m       |        |
| 04 | Quarterly Contract Report required above | £m       | 50,000 |

The actual or expected contract completion date. This needs to take into account any options.

The contract value, including profit and any options likely to be exercised or yet to be agreed, in £ million.

#### 02 - Mandated and Additional Agreed Reporting Dates

If the contract value is over £50 million this will say 'TRUE', indicating that quarterly contract reports are due. Figures should be to three decimal places.

##### Single Fixed Mandated Requirements

|     | Date when report becomes due | Months allowed for submission |
|-----|------------------------------|-------------------------------|
| CRP | Contract Report Plan         | 1                             |
| CNR | Contract Notification Report | 1                             |
| CPS | Contract Pricing Statement   | 1                             |
| CCS | Contract Cost Statement      | 12                            |
| CCR | Contract Completion Report   | 6                             |

Further dates can be agreed - see below  
 Single report, once at start of contract  
 Further dates can be agreed - see below  
 Further dates can be agreed - see below  
 Single report, once at end of contract

Auto-populated based on the dates entered above.

##### Quarterly Contract Report

Months allowed for submission:

##### Date when report becomes due

As triggered by calendar quarter end (where policy is that QCR is not required in a partial first calendar quarter, or ever required in last quarter)

|   |                     |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|---|---------------------|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
| 1 | April to June       |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 2 | July to September   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 3 | October to December |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 4 | January to March    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

Auto-populated if quarterly contract reports are due. 'TRUE' will be shown above.

##### Date when report must be submitted

|   |                     |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|---|---------------------|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
| 1 | April to June       |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 2 | July to September   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 3 | October to December |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

## Mandated and additional agreed reporting dates

Enter the date when each interim contract report becomes due and when it must be submitted for each year ending 31 March. If no date is agreed between the primary contractor and the Secretary of State the default date will apply.

The default date will be:  
**Contract Value over £50 million**  
 12 months after the last day of the calendar quarter during which the initial reporting date fell and each anniversary of that date. The date the report must be submitted is two months after the report due date. For example, an interim contract report due on 31 March must include costs up to the reporting date and the report must be submitted by 31 May.

**Contract Value under £50 million**  
 Three years after the last day of the calendar quarter during which the initial reporting date fell and each third anniversary of that date. The date the report must be submitted is two months after the report due date. For example, for an interim contract report due on 1 March, the report must be submitted by 1 May.

**On-demand report dates only**  
 Reports specifically requested by the Secretary of State. This section of the report allows for manual entry of the contract pricing statement, contract reporting plan and contract cost statement(s) dates. These are on-demand contract reports for which the dates will be agreed within one month of the initial reporting date.

| Interim Contract Report            | MANUAL INPUT OF DATES AGREED BETWEEN PARTIES |  |  |  |  |  |  |
|------------------------------------|--|--|--|--|--|--|--|
| Date when report becomes due       |  |  |  |  |  |  |  |
| Date when report must be submitted |  |  |  |  |  |  |  |

| Contract Report Plan               | MANUAL INPUT OF DATES AGREED BETWEEN PARTIES |  |  |  |  |  |  |
|------------------------------------|--|--|--|--|--|--|--|
| Date when report becomes due       |  |  |  |  |  |  |  |
| Date when report must be submitted |  |  |  |  |  |  |  |

| Contract Pricing Statement         | MANUAL INPUT OF DATES AGREED BETWEEN PARTIES |  |  |  |  |  |  |
|------------------------------------|--|--|--|--|--|--|--|
| Date when report becomes due       |  |  |  |  |  |  |  |
| Date when report must be submitted |  |  |  |  |  |  |  |

| Contract Cost Statement            | MANUAL INPUT OF DATES AGREED BETWEEN PARTIES |  |  |  |  |  |  |
|------------------------------------|--|--|--|--|--|--|--|
| Date when report becomes due       |  |  |  |  |  |  |  |
| Date when report must be submitted |  |  |  |  |  |  |  |



### 03. Supplier

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

Required information

| Ref | Required Data  | Units          | Value | Help / Definition / Notes   |
|-----|--|----------------|-------|---|
| 01  | Contracting Company - Name                                 | Free text      |       | Full name of legal entity as registered with companies house / equivalent |
| 02  | Contracting Company - Registration Number                  | Number as text |       |   |
| 03  | Contractor "Trading as" Name - if different to legal name  | Free text      |       | Please enter "as above" if not applicable                                 |
| 04  | Registered Address - Name/Number & Street/Road             | Free text      |       |   |
| 05  | Registered Address - Town / City                           | Free text      |       |   |
| 06  | Registered Address - County / Region                       | Free text      |       |   |
| 07  | Registered Address - Country                               | Free text      |       |   |
| 08  | Registered Address - Post / Zip Code                       | Free text      |       |   |
| 09  | UK SME Classification                                      | Choice text    |       |   |
| 10  | Last day of most recently completed Company Financial Year | dd/mm/yyyy     |       |   |
| 11  | Immediate Parent Company 1 - Name                          | Free text      |       |   |
| 12  | Immediate Parent Company 1 - Registration Number           | Number as text |       |   |
| 13  | Immediate Parent Company 1 - Registered Address            | Free text      |       | In short / summarised form if insufficient space                          |
| 14  | Immediate Parent Company 2 - Name                          | Free text      |       |   |
| 15  | Immediate Parent Company 2 - Registration Number           | Number as text |       |   |
| 16  | Immediate Parent Company 2 - Registered Address            | Free text      |       | In short / summarised form if insufficient space                          |
| 17  | Immediate Parent Company 3 - Name                          | Free text      |       |   |
| 18  | Immediate Parent Company 3 - Registration Number           | Number as text |       |   |
| 19  | Immediate Parent Company 3 - Registered Address            | Free text      |       | In short / summarised form if insufficient space                          |
| 20  | Other relevant information                                 | Free text      |       | For example, a list of other Immediate Parent Companies if more than 3.   |

- Full name of the legal entity as registered with a registrar of companies such as Companies House.
- This can include numbers (e.g. registration number) and text.
- If the trading name is the same as the contracting company name please include 'as above' in this cell.
- Select "SME" or "Not SME". SME has a meaning given in Commission Recommendation 2003/361/ EC of 6 May 2003 concerning the definition of micro, small and medium sized enterprises (employ fewer than 250 people and annual turnover of ≤€50m and/or annual balance sheet total of ≤€43m).
- Last day of the most recently completed accounting period.
- Include parent company details. A parent company has the meaning given by Section 1162 of the Companies Act 2006. This needs to only cover immediate parent companies and not the whole parent chain.

#### 04. Contract basic reference data

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 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 |    |  |            |     |   |
|-----------------------|----|--|------------|-----|---|
| Required information  | 01 | Contract Title                                     | Free text  |     | Please align with title of                        |
|                       | 02 | Contract Description                               | Free text  |     | Summary description for intended to deliver, in m |
|                       | 03 | Contractor's Unique Reference Number for Contract  | Free text  |     |   |
|                       | 04 | MOD's Unique Reference Number for Contract         | Free text  |     |   |
|                       | 05 | Contract Start Date                                | dd/mm/yyyy | TBC | Linked through from 02_ReportingPlan              |
|                       | 06 | Contract End Date                                  | dd/mm/yyyy | TBC | Linked through from 02_ReportingPlan worksheet    |
|                       | 07 | Latest Pricing Amendment - Date Signed             | dd/mm/yyyy |     | If applicable                                     |
|                       | 08 | Latest Pricing Amendment - Contractor Reference ID | Free text  |     | If applicable                                     |
|                       | 09 | Latest Pricing Amendment - MOD Reference ID        | Free text  |     | If applicable                                     |

The contract title should align with the title on the contract document.

Provide a brief description of the goods, works or services that are to be provided under the contract, such that a reasonable person with familiarity of the defence sector could understand what is being delivered.

Enter the unique identifying number you have allocated to the contract.

Enter the unique identifying number allocated to the contract by the Secretary of State.

If a contract has been amended and become a QDC the date of the amendment should be equivalent to the latest pricing amendment. If there has been a re-determination of a contract price the date this was agreed should be entered here.

Enter the identifying number you have allocated to the amendment.

Enter the identifying number the MOD has allocated to the amendment.

Enter the contract completion date or, if that date is not known, the expected contract completion date.

The contract start date is the date the contract was entered into (date of agreement not the contract signature date if this date is different).

## Pricing analysis – currencies and commercial constructs

Under the appropriate pricing method (contractors may use one of or a combination of the six regulated pricing methods Regulation 10(4) – (12)), input the price resulting from each method (if known) in millions to three decimal places. Except where otherwise provided in Part 5 of the Regulations, any reference to money in a report must be expressed in sterling. Use the appropriate contract currency for each pricing method. The contractor should enter all currencies that they will want to use in other parts of this report in the table below. The MOD and contractor may use different exchange rates, but for the purposes of reporting the contracting authority’s exchange rate should be used (MOD for QDCs and the primary contractor for QSCs). Further information on foreign currencies can be found at SSRO Answer 1.31.

| 02 - Pricing Analysis - Currencies and Commercial Constructs |                                      |                     |     |          |
|--|--------------------------------------|---------------------|-----|----------|
| 01   | Price Breakdown - millions to 3 d.p. | Contract Currencies |     |          |
|  |                                      | GBP                 | USD | Not used |
|  | Firm Pricing                         |                     |     | Not used |
|  | Fixed Pricing                        |                     |     | Not used |
|  | Cost Plus Pricing                    |                     |     | Not used |
|  | Estimate Based Fee Pricing           |                     |     | Not used |
|  | Volume Driven Pricing                |                     |     | Not used |
|  | Target Pricing                       |                     |     | Not used |
|  | <b>Total</b>                         | -                   | -   | Not used |
|  | Exchange Rate Used                   |                     |     |          |
|  | Comments on Pricing Analysis         |                     |     |          |

Input the price breakdown in millions to three decimal places resulting from each regulated pricing method. This must include profit and any options likely to be exercised. Use the appropriate contract currency for each pricing method.

If the contract currency is not GBP, enter the exchange rate used.

Enter any additional comments on the pricing analysis, for example, if there are options or a maximum or minimum price.

## Business unit involvement

Include any business unit in relation to which a cost recovery rate has been used in determining the price payable under the contract.

| 03 - Business Unit Involvement |                         |           |  |  |
|--------------------------------|-------------------------|-----------|--|--|
| 01                             | Name of Business Unit 1 | Free text |  | Please list the business units involved in the delivery of this contract |
| 02                             | Name of Business Unit 2 | Free text |  |  |
| 03                             | Name of Business Unit 3 | Free text |  |  |
| 04                             | Name of Business Unit 4 | Free text |  |  |
| 05                             | Name of Business Unit 5 | Free text |  |  |

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.





## 09. Actual – forecast

The quarterly contract report requires an annual profile of the costs already incurred and the forecast costs which are expected to be incurred, or a combination of both.

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

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.

| Code   | Description   | Level / Units | 15/16 | 16/17 | 17/18 | 18/19 | Not profiled | Total | Capex           |
|--|---|---------------|-------|-------|-------|-------|--------------|-------|-----------------|
| <b>Data Status Flag</b>  |   |               |       |       |       |       |              |       |                 |
| <b>01. Summary Analysis of Price</b>   |   |               |       |       |       |       |              |       |                 |
|  | <b>Subtotal actual / forecast cost of components - as below</b>   |               | -     |       |       |       |              | -     | % of total cost |
|  | <b>Risk / Contingency Allowance - current / future years only</b> |               |       |       |       |       |              |       |                 |
|  | <b>Subtotal Cost</b>  |               | -     |       |       |       |              | -     |                 |
|  | <b>Profit (excluding incentive adjustment)</b>                    |               |       |       |       |       |              |       |                 |
|  | <b>Total Contract Price (excluding incentive adjustment)</b>      |               | -     |       |       |       |              | -     |                 |
|  | <b>Additional Profit arising from Incentive Adjustment if met</b> |               |       |       |       |       |              |       |                 |
|  | <b>Total Contract Price (including incentive adjustment)</b>      |               |       |       |       |       |              | -     | % of total cost |
| <b>Comments on above section</b>   |   |               |       |       |       |       |              |       |                 |
| Commentary on the above section here   |   |               |       |       |       |       |              |       |                 |
| <b>02. QCR Template Only - Analysis of Cost by Supplier's Own Reporting Structure (as used for internal contract management)</b> |   |               |       |       |       |       |              |       |                 |
| 0  | <b>Level 1 Total - Supplier Breakdown</b>                         |               | -     | -     | -     | -     | -            | -     |                 |
| 1  | Supplier breakdown line 1   |               |       |       |       |       |              |       |                 |
| 2  | Supplier breakdown line 2   |               |       |       |       |       |              |       |                 |

Auto populated based on what is included in **02. QCR template only – analysis**

For each financial year, include any risk contingency element for current/future year only.

For each financial year, include the planned amount of profit (excluding incentive adjustment).

Include the amount that has not been included in the annual profile.

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.

Linked to breakdown included on **08. Price**

Provide an annual profile of the costs already incurred and the forecast costs which are expected to be incurred. This should be split by the contractor's reporting structure. This is the supplier's reporting structure used for internal contract management.

Using the data status flag indicate for each year whether those costs have been incurred, are forecast, or a combination of both.

## 10. Quarterly analysis of actuals/forecasts

The report requires a breakdown of costs already incurred and the forecast costs by reference to the calendar quarters of each of:

- the current financial year;
- the previous financial year; and
- the next financial year.

These costs are to be split by the contractor's reporting structure. This is the breakdown of contract costs into categories used by the contractor for its own internal contract management purposes.

### Quarterly Contract Report

[HOME](#)

#### 10 - Quarterly Analysis of Actuals

Select the government financial year (April to March) and calendar quarter to which the report relates. The relevant quarter will be highlighted in orange.

Please specify Calendar Quarter to which the report relates

Contract Start Date: 01/01/2016

Contract End Date: 01/01/2022

Government Financial Year: 16/17

Calendar Quarter: Q1

| Code | Description                               | PRIOR YEAR |   |              |            | THIS YEAR  |            |            |            | NEXT YEAR  |            |            |  |
|------|---|------------|---|--------------|------------|------------|------------|------------|------------|------------|------------|------------|--|
|      |   | 15/16      |   |              |            | 16/17      |            |            |            | 17/18      |            |            |  |
|      |   |            |   | Q4           | Q1         | Q2         | Q3         | Q4         | Q1         | Q2         | Q3         | Q4         |  |
|      | From                                      |            |   | 01/01/2016   | 01/04/2016 | 01/07/2016 | 01/10/2016 | 01/01/2017 | 01/04/2017 | 01/07/2017 | 01/10/2017 | 01/01/2018 |  |
|      | To  |            |   | 31/03/2016   | 30/06/2016 | 30/09/2016 | 31/12/2016 | 31/03/2017 | 30/06/2017 | 30/09/2017 | 31/12/2017 | 31/03/2018 |  |
|      | Cost Data Status                          |            |   | Final Actual | Act & Fore | Forecast   |            |            |            |            |            |            |  |
| 0    | <b>Level 1 Total - Supplier Breakdown</b> | -          | - | -            | -          | -          | -          | -          | -          | -          | -          | -          |  |
| 1    | Supplier breakdown line 1                 |            |   |              |            |            |            |            |            |            |            |            |  |
| 2    | Supplier breakdown line 2                 |            |   |              |            |            |            |            |            |            |            |            |  |
| 3    | Supplier breakdown line 3                 |            |   |              |            |            |            |            |            |            |            |            |  |
| 4    | Supplier breakdown line 4                 |            |   |              |            |            |            |            |            |            |            |            |  |
| 5    | Supplier breakdown line 5                 |            |   |              |            |            |            |            |            |            |            |            |  |
| 6    | Supplier breakdown line 6                 |            |   |              |            |            |            |            |            |            |            |            |  |
| 7    | Supplier breakdown line 7                 |            |   |              |            |            |            |            |            |            |            |            |  |
| 8    | Supplier breakdown line 8                 |            |   |              |            |            |            |            |            |            |            |            |  |
| 9    | Supplier breakdown line 9                 |            |   |              |            |            |            |            |            |            |            |            |  |
| 10   | Supplier breakdown line 10                |            |   |              |            |            |            |            |            |            |            |            |  |
| 11   | Supplier breakdown line 11                |            |   |              |            |            |            |            |            |            |            |            |  |

Linked to breakdown included on 08. Price

Using the contractors reporting structure, provide a breakdown of actual and forecast costs for the previous year, the current year and next year by reference to the calendar quarters of each.

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

### 11. Variance analysis and commentary

The quarterly contract report requires a quantified analysis of the causes of variance (explaining not less than 90 per cent of the total variance) between any estimated cost used to determine the contract price, and the actual and forecast costs.

| #   | Description of reason for variance   | Amount of variance                                   | % of total variance | % of total planned cost |
|---|--|--|---------------------|-------------------------|
|   | Brief description of all material reasons for variation in forecast total cost to completion from that currently estimated in latest version of contract. As far as possible, description should be recognisable / understandable by member of MOD project team. | GBP (millions).<br>Increases in cost as positive num |                     |                         |
|   | Free text  | Num 1 d.p.   |                     |                         |
| <b>Total Planned Cost, including Risk Contingency - from Price Schedule</b> |  | -  |                     |                         |
| 1   |  |  |                     |                         |
| 2   |  |  |                     |                         |
| 3   |  |  |                     |                         |
| 4   |  |  |                     |                         |
| 5   |  |  |                     |                         |
| 6   |  |  |                     |                         |
| 7   |  |  |                     |                         |
| 8   |  |  |                     |                         |
| 9   |  |  |                     |                         |
| 10  |  |  |                     |                         |
| 11  | Remaining unexplained variance   | -  |                     |                         |
| <b>Total variance</b>   |  | -  |                     |                         |

Provide a brief description of the reasons for variance in forecast total cost to completion (not less than 90 per cent). The reasons must be recognisable and understandable by the SSRO and MOD.

Provide the quantitative amount of variance in £ million (to one decimal point).

The worksheet will calculate the percentage of total variance and the percentage of planned cost.



## 12. Risk (worksheet label is risk but the Regulations ask for information on events which can be risks and opportunities)

The quarterly contract report requires a description of any event that has occurred, or circumstances which have arisen, since the contract was entered into, that have had or are likely to have a material effect in relation to the contract.

| #                               | Short Name / Title | Brief description of event or occurrence leading to additional cost or saving | Allowed for in Priced Risk Contingency? | Anticipated Cost / Saving to Date | Forecast Total Cost / Saving | Date recognised | Comment   |
|---------------------------------|--------------------|---|---|-----------------------------------|------------------------------|-----------------|-----------|
|                                 | Free text          | Free text   | Choice List                             | Num 3 d.p.                        | Num 3 d.p.                   | dd/mm/yyyy      | Free text |
| <b>01 - Risk Outturn</b>        |                    |   |   |                                   |                              |                 |           |
| 1                               |                    |   |   |                                   |                              |                 |           |
| 2                               |                    |   |   |                                   |                              |                 |           |
| 4                               |                    |   |   |                                   |                              |                 |           |
| 5                               |                    |   |   |                                   |                              |                 |           |
|                                 |                    |   | Total                                   | -                                 | -                            |                 |           |
| <b>02 - Opportunity Outturn</b> |                    |   |   |                                   |                              |                 |           |
| 1                               |                    |   |   |                                   |                              |                 |           |
| 2                               |                    |   |   |                                   |                              |                 |           |
| 3                               |                    |   |   |                                   |                              |                 |           |
| 5                               |                    |   |   |                                   |                              |                 |           |

Include a name/ title for each event (risk/ opportunity).

Include a list of all events (risks/ opportunity) along with a brief description.

Include whether the event or circumstances are covered by any contingency element of the contract price. Select from the drop down list if this item is allowed for in priced risk contingency.

State the anticipated cost/saving. This should be the forecast effect that the event or circumstance will have on forecast cost which it is expected will be incurred.

State the total costs saving. This should be the effect that the event or circumstances have had on the costs already incurred.

Include the date the risk was recognised. This should be the date on which the contractor became aware of the event or circumstances.

Provide any other comments. This should include the currency if it is not GBP.

## 14. Final payments

The quarterly contract report must also contain a forecast TCIF adjustment or any final price adjustment (Regulation 16) which the contractor expects will be made.

| # | Final Payment Type                               | Currency    | Amount                                    | Comments   |
|---|--|-------------|---|--|
|   | Only where applicable                            |             | Due to industry (+ve)<br>Due to MOD (-ve) | Please note any key assumptions here, or state if payment type not applicable to this contract |
|   |  | Choice Text | (£m)                                      | Free text  |
| 1 | Protection from Excess Profits and Losses (PEPL) |             |   | ] Add any comments as required.  |
| 2 | TCIF Adjustment                                  |             |   |  |
| 3 | Incentive Adjustment                             |             |   |  |
| 4 | Other (KPI)                                      |             |   |  |

Where applicable, or each final payment type: final price adjustments, protection form excess profits or losses, TCIF, incentive adjustment or other KPI, select the currency in which the adjustment will be made.

Enter the amount of adjustment. Positive if due to industry, or negative if due to the MOD.

## 15. Contract delivery milestones

The quarterly contract report must also contain 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. It would be expected that there would be at least one milestone.

Examples of milestones include completion of sea/flying trials, completion of plans or design and delivery of the final product.

| # | Milestone Short Name | Milestone Description | Contracted Target Date | Actual or Forecast Completion Date | Comment  |
|---|----------------------|-----------------------|------------------------|------------------------------------|--|
|   | Free text            | Free text             | dd/mm/yyyy             | dd/mm/yyyy                         | To include explanation of material date variance if applicable (slippage etc)<br>Free text |
| 1 |                      |                       |                        |                                    |  |
| 2 |                      |                       |                        |                                    |  |
| 3 |                      |                       |                        |                                    |  |
| 4 |                      |                       |                        |                                    |  |
| 5 |                      |                       |                        |                                    |  |
| 6 |                      |                       |                        |                                    |  |

Include the milestone short name and milestone description.

Include the contracted target date as well as the actual or forecast completion date.

Provide any additional comments as required. Additional comments are to be used to explain any material date variance.

## 16. Sub-contracts

The quarterly contract report must also contain 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. This should include the total proportion of the value of the qualifying defence contract which the primary contractor expects to sub-contract.

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

**01 - General Description of Use of Sub-Contracts**

**Free Text**

Summary description of the actual or intended sub-contracts which the contractor has entered into, proportion of the value of the qualifying defence contract which is expected to be sub-contracted.

If you have a QSC, please provide a contact name, email address and phone number for the QSC.

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. Regulation 25(2)(k) requires the total proportion of the value of the qualifying defence contract which the primary contractor expects to sub-contract. If there is a QSC, please provide contract details in this section.

**02 - Sub Contracts Let or Expected**

| #   | Sub Contractor | Registration Number | Registered Address | Associated? ("Group Co.") | SME?   | Summary description of sub contract scope, deliverable goods / services | Date Let / Expected | Expected End Date | Sub Con Currency | Sub Con Price | Assessed as QSC? |
|---|----------------|---------------------|--------------------|---------------------------|--------|---|---------------------|-------------------|------------------|---------------|------------------|
| Please include details of any actual or intended subcontracts which the primary contractor has entered into, or intends to enter into, and has a value not less than £1m (or if more than 20 expected, each of the 20 with the highest value. |                |                     |                    |                           |        |   | >2014               | > let & 2014      |                  | millions, >0  |                  |
|   | Free text      | Num as text         | Free text          | Yes/No                    | Yes/No | Free text   | mm/dd/yyyy          | mm/dd/yyyy        | Choice list      | Num 3dp       | Choice list      |
| 1   |                |                     |                    |                           |        |   |                     |                   |                  |               |                  |
| 2   |                |                     |                    |                           |        |   |                     |                   |                  |               |                  |

For each sub-contract which meets the criteria detailed above, include the name of the sub-contractor.

If the sub-contractor is a registered company, include the full registered name (with a registrar of companies, (such as Companies House), company registration number and the address of its registered office.

Select from the drop down list, if the sub-contractor is associated with the primary contractor or not.

Select from the dropdown list if the sub-contractor is an SME or not. See SME definition on page 8 above.

Provide a brief description of the goods, works or services that will be provided under the sub-contract.

Enter the date the sub-contract was, or is expected to be, entered into and the contract completion date, or expected contract completion date.

Enter the sub-contract currency and the actual (or estimated) price payable under the sub-contract in £ million to three decimal points.

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).

