

SSRO

Single Source
Regulations Office

Assuring value, building confidence

User guide for contract notification report

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Version 3

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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. We are providing this guidance for the purposes of Regulation 22(9) of the Regulations. The contract notification report establishes the contract management baseline covering initial contract information, a list of key deliverables, the estimated quantum of those deliverables expressed using the output metrics included in the contract reporting plan, the defined pricing structure and estimated cost recovery bases.
- 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 is required within one month of the initial reporting 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 initial reporting date unless the Regulations require information at a different date (for example the end of the quarter for quarterly reports).

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.¹
- 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.

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>

- 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 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 will be 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 of decimal places specified.
- 3.8 Each worksheet has a sequential number. Where possible, you should complete the worksheets in the prescribed order, as some worksheets will drive automatic calculations in subsequent worksheets. This guidance follows the order contained within the templates and as specified in the Regulations.
- 3.9 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.

- 3.10 **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 Complete all the required information on the template before submission. Some parts of the template will populate other areas when completed, we refer to this in the guide as auto-population.
- 3.13 Where references have been given to cells in the reporting templates, those references will be used in the user guide.
- 3.14 If you encounter any problems, or have any questions regarding the report templates or user guides, please contact helpdesk@ssro.gov.uk.

User Guide

01. Report submission admin

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 date is different) or the date a contract was amended (if it became a qualifying defence contract on amendment).

01 - Dates				
Ref		Date	Comments (if anything relevant)	Notes
01	Date this report is required by	dd/mm/yyyy		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

Insert any comments relating to these dates.

02 - People

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

<p>Other general comments relevant to the submission of this report</p>	
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02. Contract reporting plan

SINGLE SOURCE PROCUREMENT FRAMEWORK

Contract Report Plan

[HOME](#)

02 - Contract Report Plan

All reports are disclosed as OFFICIAL – SENSITIVE
this report in circumstances not permitted by Schedule 2 of the Access to Information Act.

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).

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E.

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	Above?
04	Quarterly Contract Report required above	£m	50.000 FALSE

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

The contract value, including profit and any options which are likely to be exercised or yet to be determined, in £m.

02 - Mandated and Additional Agreed Reporting Dates

Single Fixed Mandated Requirements

	Date when report becomes due	Months allowed for submission	Date when report must be submitted
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	

If the contract value is over £50m this will say "TRUE". Figures should be to three decimal places.

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

1

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																			

Date when report must be submitted

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

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

Mandated and additional agreed reporting dates

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							

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.

03. Supplier basic reference data

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

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.

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.

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 on face of contract document.
	02	Contract Description	Free text		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.
	03	Contractor's Unique Reference Number for Contract	Free text		
	04	MOD's Unique Reference Number for Contract	Free text		Enter the unique identifying number you have allocated to the contract.
	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

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 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
	Total	-	-	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 the name of each business unit involved in the delivery of this contract.

05. DPS input

The contract reporting plan requires a description of the defined pricing structure (DPS) that the contractor will use but the same structure is also required in the contract notification report. The SSRO has published 16 different defined pricing structures and the contractor should choose one of these for the contract if possible. The contractor should ensure that the DPS is constructed so that each level of dis-aggregation contains a breakdown of the cost at the parent level. Level 1 of the DPS must total 100 per cent of the contract value excluding profit and the breakdown of each subsequent level must total the level before. The table below illustrates this.

Level 1	Level 2	Level 3	Level 4	
Contract Value - £220 million Profit - £20 million Level 1 – £200 million	£100 million	£35 million	£10 million	
			£5 million	
			£20 million	
		£55 million	£10 million	£1 million
				£9 million
			£5 million	£5 million
				£40 million
				£10 million
				£5 million
	£20 million	£5 million	£5 million	
			£0.5 million	
		£15 million	£14.5 million	
	£10 million	£2 million	£2 million	
			£8 million	£8 million
	£70 million	£20 million	£4 million	
£16 million				
£50 million		£18 million		
		£3 million		
		£29 million		

The required length of the DPS will vary depending on the contract value (see paragraph 6.19 of the DPS principles guidance document for more information on DPS length). Where the costs of items cannot be mapped directly, they need to be either estimated or a pro rata value should be used. The method of apportionment should be provided and comments included in the comments box on the DPS template. Mapping from cost models to DPS codes is extremely helpful. Further information on DPS principles and the individual templates are included on the **SSRO website**.

#	DPS Code	DPS Element Description	Data Input Line?
		Version2 Surface ships. Published 1 Jan 2016	
1	1	Surface Ships	No
2	1.1	Ship Manufacture	No
3	1.1.1	Hull	Yes
4	1.1.2	Electrics	Yes
5	1.1.3	Weapons	No
6	1.1.3.1	Mounted weapons	Yes
7			
8			

Enter the DPS title and version number. The DPS templates can be found on the SSRO website. The version number is on the 'Guidance' tab of the DPS template.

Enter each applicable DPS code from the appropriate DPS template.

Enter the description of each DPS element.

Specify from the drop down list if this is a data input line. All level 1 items will not be a data input line. All level 2 items with subordinate level 3 items will not be data input lines. All level 3 items with subordinate level 4 items will not be data input lines.

06. Key deliverables

The contract notification report must contain a list of key deliverables specified in the contract, with a brief description of each. A deliverable means any goods, works or services which are provided under a contract and can be described using an output metric (Regulation 2). It would be expected that there would be at least one key deliverable. Examples of deliverables include a completed vessel, available engines or delivery of a training programme.

#	Name / Item / Title	Description	Comment
	Free text	Free text	Free text
1			
2			
3			
4			
5			
6			
7			
8			

Include the name/ item/title of each key deliverable. For example, one completed vessel.

For each key deliverable include a description as directed. For example, handover of completed vessel to the Ministry of Defence following completion of all testing and sea trials.

Provide other comments as required.

07. Metrics

The contract notification report requires a list of the output metrics that will be used to describe deliverables. An output metric means a quantifiable description of any goods, works or services (including a number, weight, dimension, time or physical capability, but not including a monetary value). These are related to the DPS input list and can be drawn from the contractor’s performance management system, where applicable. Examples of metrics include quantity of aircraft/engines that are available or the weight of a finished vessel. There should be at least one metric per key deliverable.

#	Related DPS Code	Related DPS Element Description	Parameter	Definition	Value	Units
1						
2						
3						
4						
5						
6						
7						
8						
9						

Enter each related DPS code. For example, 1.1.2.4.

Include the description of each DPS code. For example, Propulsion Units and Control Equipment.

Include the parameters for each metric.

Include a definition of each metric. For example, test hours for vessel engines.

Include the value (not £) and units of the quantity for each metric. For example, value = 300; units = hours.

08. Price

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

The DPS table which was completed earlier populates Table 02b with codes and descriptions. Table 02b should be completed first in the Price section of the report as it feeds tables above.

Code	Description	Level / Units	15/16	16/17	17/18	18/19	Not profiled	Total	O/W Non Recur Capex
Data Status Flag			Priced Est	Priced Est	Priced Est	Priced Est			

02b - Costs by Defined Pricing Structure - data entry

Warning - if the input DPS is modified after cost data is entered, cost data and codes / descriptions below

TOTAL	Total of all cost data input	Var				
1.1.1	Hull	3				
1.1.2	Electrics	3				
1.1.3.1	Mounted weapons	4				

Comments on above section

None

03. Recovery Base Volumes

1	Recovery Base Volume 1	Hours				
2	Recovery Base Volume 2	Hours				

DPS Title and version number Version2 Surface ships Published 1 Jan 2016

#	DPS Code	DPS Element Description	Data Input Line?
1	1	Surface Ships	No
2	1.1	Ship Manufacture	No
3	1.1.1	Hull	Yes
4	1.1.2	Electrics	Yes
5	1.1.3	Weapons	No
6	1.1.3.1	Mounted weapons	Yes
7			

When completing the price tab you should **start** at **02b – Costs by defined pricing structure – data entry**. The data entry input fields will be those that were selected as Data Input lines on “05-DPS Input”. An annual profile (year ended 31 March) of the estimated cost for each item at the initial reporting date is required.

Include the amount that has not been included in the annual profile. The total must equal the total cost.

Provide the amount of those Allowable Costs that are non-recurring (split by defined pricing structure).

List each recovery base used, or expected to be used. A cost recovery base means the unit of measure to which a cost recovery rate is applied in order to calculate a cost under a contract. A cost recovery base (CRB – for example labour hours) might relate to multiple cost recovery rates (CRR – for example, senior engineer and apprentice); and that a CRR might be applied to more than one CRB. Provide the required units/level of that recovery base. These should not be figures in £.

Enter an annual profile of the estimated amount of each cost recovery base. These should be in the units that have been defined.

Code	Description	Level / Units	15/16	16/17	17/18	18/19	Not profiled	Total	O/W Non Recur Capex
Data Status Flag			Priced Est						
01. Summary Analysis of Price									
	Subtotal planned cost of components - as below		-						% of total cost
	Risk / Contingency Allowance								
	Subtotal Cost		-						
	Profit (excluding incentive adjustment)								
	Total Contract Price (excluding incentive adjustment)								
	Additional Profit arising from Incentive Adjustment if met								
	Total Contract Price (including incentive adjustment)		-						% of total cost
Comments on above section									
Commentary on the above section here									
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.									
02a - Costs by Defined Pricing Structure - summary report calculated from data entry - no input required									
<i>check that level 1 total equals total of all inputs</i>			OK	OK	OK	OK	OK	OK	OK
1	Surface Ships	1	-					-	-
1.1	Ship Manufacture	2	-					-	-
1.1.1	Hull	3	-					-	-
1.1.2	Electrics	3	-					-	-
1.1.3	Weapons	3	-					-	-

For each financial year, include the estimated risk contingency included in the Allowable Costs. Even if zero, complete with that value. Please separate the risk amount from costs by Defined Pricing Structure total.

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

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.

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.

Auto-populated based on what is included in **02b – Costs by defined pricing structure – data entry**

Auto-populated based on what is included in **02b – Costs by defined pricing structure – data entry**

13. Payments

13 - Payments Analysis

All Row Visibility Control

PLEASE NOTE - this schedule is only required for Qualifying Defence Contracts let by or on be

01 - List of Significant Individual Payments

#	Contracted Date	Actual / Expected Date	Currency	Amount (£m)	Comments
Please include all payments which exceed both £100k or 1% of GDC Value					
	dd/mm/yyyy	dd/mm/yyyy	Choice List	Num, 3 d.p.	Free Text

1					
2					
3					
4					
5					
6					
7					

For each payment, include the date on which the payment did or is expected to fall due.

For each payment, include the actual/expected payment date.

As required by the contract, select the appropriate currency in which the contractor expects the Secretary of State to make payments.

For each payment, include the amount (£ millions to three decimal points), or expected amount of each payment.

01 – List of significant individual payments

The contract notification report must include a list of all payments exceeding £100,000 or 1 per cent of the contract value (whichever is greater) expected to be made by the Secretary of State. A maximum of 100 rows are available in this table.

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

02 - Annual Profile summarising all contracted payments

Num > 0, 1dp		Excluding any final adjustments / settlements						
Currency	15/16	16/17	17/18	18/19	19/20	20/21	21/22	
1	GBP							
2	USD							
3	EUR							
4	Not used							
5	Not used							
6	Not used							

02 – Annual profile summarising all contracted payments

Provide 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 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, you should include that date. There should 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	ddmm/yyyy	ddmm/yyyy	To include explanation of material date variance if applicable (slippage etc) Free text
1					
2					
3					
4					
5					
6					

Include the milestone short name and milestone description. For example, delivery or receipt of parts.

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 contract notification 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 (including 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, or intends to enter into, for the purpose of enabling it to perform its obligations under 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 contractor.

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 (made to 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.

Select from the dropdown list if the sub-contractor is an SME. (see 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 £ millions 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).

