

SSRO

Single Source
Regulations Office

User Guide for On-Demand Contract Reports

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 30 defines the different reports the Secretary of State may demand by written direction.

2. On-Demand Reports

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

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

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

3. Reporting timelines

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

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

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