

Appendix 3: On-demand reporting

Existing guidance	Updated Guidance	Rationale for change
<p>9.1 Regulation 30 provides that the Secretary of State may direct a contractor to provide the information specified in any of the following:</p> <p>a) regulation 23(2) – Contract Pricing Statement (CPS);</p> <p>b) regulation 24(2) – Contract Reporting Plan (CRP);</p> <p>c) regulation 27(4) and (5) – Interim Contract Report (ICR); or</p> <p>regulation 29(2) – Contract Cost Statement.0</p>	<p>9.1 The Secretary of State may direct a contractor under regulation 30 to provide the information specified in any of the following in relation to a qualifying contract:</p> <p>a) regulation 23(2) – Contract Pricing Statement (CPS);</p> <p>b) regulation 24(2) – Contract Reporting Plan (CRP);</p> <p>c) regulation 27(4) and (5) – Interim Contract Report (ICR); or</p> <p>d) regulation 29(2) – Contract Cost Statement (CCS).</p> <p>A contractor may also agree to provide any of this information without a written direction (see regulation 24(2)(c)). We refer to reports provided by a contractor containing information specified under regulation 30, whether by direction or agreement, as on-demand reports.</p>	<p>The proposed changes are intended to:</p> <ul style="list-style-type: none"> include an abbreviation for Contract Cost Statement; reflect regulation 24(2)(c), which makes it clear that a contractor may agree to provide regulation 30 information without a direction; and define what is meant by the term on-demand report.
<p>9.2 These on-demand reports may be required in relation to qualifying defence contracts (QDCs) or qualifying sub-contracts (QSCs). Appendix 1 details the due dates for the on-demand reports.</p>	<p>9.2 The decision to require on-demand reports is at the discretion of the Secretary of State and more than one direction may be given. The Secretary of State may direct the primary contractor to provide on-demand reports in relation to a qualifying defence contract (QDC) or the sub-contractor in relation to a qualifying sub-contract (QSC). A direction can be given within one month of the initial reporting date requiring periodic submission of the CCS in relation to a contract, or a direction may be given at any time before the contract completion date for provision of information in the CPS, CRP, ICR or CCS. Appendix 1 details how due dates</p>	<p>The changes clarify several matters in relation to on-demand reports:</p> <ul style="list-style-type: none"> the persons to whom the Secretary of State may give directions; the fact that more than one direction may be given; the information that may be required; and

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	are calculated for on-demand reports that have been directed by the Secretary of State.	<ul style="list-style-type: none"> the time periods during which directions may be given.
<p>9.3 Not all contract reports can be required on-demand. Regulation 30 does not cover the information contained in the Contract Notification Report (CNR), Quarterly Contract Report (QCR), or the Contract Completion Report.</p>	<p>9.3 Not all contract reports can be required on-demand. Regulation 30 does not cover the Contract Notification Report (CNR), Quarterly Contract Report (QCR), or the Contract Completion Report (CCR).</p>	<p>Minor change to improve clarity as, for example, information contained in the CNR is largely replicated in the ICR, however the CNR cannot be requested as an on-demand report under Regulation 30. An abbreviation has been added at the end of the paragraph.</p>
<p>9.4 The decision to require on-demand reports is at the discretion of the Secretary of State. A contractor may agree to provide on-demand contract reports without being directed to do so by the Secretary of State (see Regulation 24(2)(c)). If a contractor has agreed to provide on-demand contract reports, the contractor is required to provide a description in the CRP of what it has agreed to provide.</p>	<p>9.4 If a contractor has agreed to provide on-demand contract reports, the contractor is required to provide a description in the CRP of what it has agreed to provide. This should include a description of any date by which the contractor has agreed to provide an on-demand report. This description should be provided in the comments field at the bottom of this page.</p>	<p>Text has been moved from this paragraph to 9.1. Reference has been included to the need to report agreed due dates if the contractor has agreed to provide on demand reports.</p>
<p>Heading: Contract Pricing Statement and Contract Reporting Plan</p>	<p>Heading: How to complete an on-demand Contract Pricing Statement and/or on-demand Contract Reporting Plan</p>	<p>To be consistent with headings in later sections of Chapter 9.</p>
<p>9.5 DefCARS combines the three initial reports (CPS, CRP and CNR) into a single report called the Contract Initiation Report (CIR). To submit an on-demand report in DefCARS containing the information in regulations 23(2) (CPS) or 24(2) (CRP), the contractor will need to submit a CIR by selecting the 'On-demand' button under the CIR dropdown, as shown in Exhibit 6. Contractors will then be asked to indicate</p>	<p>9.5 To submit an on-demand CPS or CRP, the contractor should select the appropriate option (on demand CPS or on demand CRP) from the list of contract reports provided on the home page (see Exhibit 6). If the contractor has to submit both an on-demand CPS and an on-demand CRP, the two reports will have to prepared and submitted separately.</p>	<p>This change explains how on-demand CRP and CPS reports should be submitted from the report listing on the home page in DefCARS. Some text has been moved</p>

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<p>whether the on-demand report is a CRP, a CPS, or both. Please select the relevant option (see Exhibit 7). The contractor should not seek to submit their on-demand CPS or CRP submission by correcting an existing draft report.</p>		<p>to paragraph 9.2 and the new paragraph below.</p>
<p>New paragraph</p>	<p>9.6 The contractor should not submit an on-demand CPS or CRP by:</p> <ul style="list-style-type: none"> • submitting a Contract Initiation Report (CIR); or • correcting an existing report submission. <p>To update a report in response to a compliance issue, or to correct previously submitted data, the contractor should select 'Start Correction' having navigated to the relevant report in the contractor home page rather than by starting an on-demand submission.</p>	<p>New paragraph to explain the difference between an on-demand report and a report correction.</p>
<p>9.6 If the contractor has not previously completed a CIR, or if a CIR is in draft, then the 'On-demand' button will not be available. This reflects our expectation that an on-demand CPS or CRP is not likely to be due until after the initial reports have been submitted.</p>	<p>None.</p>	<p>The text in the existing paragraph 9.6 is no longer required due to the creation of the new report types.</p>
<p>Exhibit 6 – Screen shot of CIR options</p>	<p>Exhibit 6 – Screen shot of on-demand report options</p>	<p>As DefCARS now has new options for submitting an on-demand CPS or CRP, Exhibit 6 will be changed to show the new options by revising the heading and including a new screen shot.</p>
<p>Exhibit 7 – Selection of on-demand report</p>	<p>None.</p>	<p>Exhibit 7 will be deleted, as the screen shot is no longer required, and the exhibit is</p>

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<p>9.7 The contractor will see the following pop-up message when starting an On-Demand report:</p> <p><i>Create On-Demand Report - Contractors may be required by written direction from the MOD to provide On-Demand Contract Reports, or may agree to provide such reports, during the life of the contract.</i></p> <p><i>Only the CRP and CPS elements of the CIR submission may be required on-demand. If you are providing an on-demand CRP, CPS or both a CRP and a CPS, then please identify which you are providing before selecting "Continue".</i></p> <p><i>If you are updating a report in response to a compliance issue, or to correct data that you previously have submitted, please correct that report by selecting "Start Correction"</i></p>	<p>None.</p>	<p>not referred to in the guidance text.</p> <p>The previous pop-up message has been deleted as it is not required now that the new options for submitting an on-demand CPS or CRP have been introduced.</p>
<p>9.8 This message reflects our guidance that on-demand reports should be initiated using the "On-demand" button and the facility to correct existing reports should be used to address compliance issues.</p>	<p>None.</p>	<p>The paragraph can be deleted as the guidance is covered in the new paragraph after 9.5.</p>

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<p>9.9 DefCARS will auto-populate the on-demand CIR with the most recently submitted CIR data. The contractor can then update this information as required for the on-demand report. The contractor must ensure that the information required on-demand is accurate (i.e. the information in the CPS or CRP or both). The contractor should ignore data which DefCARS has auto-populated in the CIR which is not being provided on-demand.</p>	<p>9.7 DefCARS will auto-populate the first submission (S1) of an on-demand CPS or CRP using the relevant fields from the most recently submitted CIR. Subsequent submissions (S2 and above) of an on-demand CPS or CRP will be auto-populated from the most recent on-demand report of that type. The contractor must ensure that the information provided in an on-demand CPS or CRP is accurate and should make any necessary revisions to auto-populated data prior to submission.</p>	<p>New guidance is provided in this paragraph to explain how DefCARS will auto-populate an on-demand CPS or CRP and to reinforce that the contractor must check auto-populated data prior to submission.</p>
<p>9.10 Table 35 explains the elements of the CIR report which are requirements of the CPS and the CRP. Alternatively, if the contractor wishes to check the information required in the CPS or CRP, it can download the CPS, CRP and CNR elements of the CIR on the submission page of a CIR. Those data fields which are greyed-out in the downloaded report do not relate to the relevant report.</p>	<p>None.</p>	<p>The paragraph will be deleted, as contractors no longer need to use Table 35 to identify the elements of the CPS and CRP that are included in the CIR. The table will be retained and moved to a new appendix in the contract reporting guidance and referred to from Chapter 4, paragraph 4.2 which explains what a CIR is. A sentence has been added stating 'Table 1 of Appendix 3 details which elements of the CRP, CPS and CNR make up each of the individual CIR pages'.</p>
<p>Heading: Table 35: CRP, CPS and CNR fields within the CIR</p>	<p>None.</p>	<p>The heading will be deleted, as the table is being removed from this section of the guidance.</p>
<p>9.11 When completing the CIR report, validation warnings or errors are likely to arise due to</p>	<p>None.</p>	<p>This guidance is no longer required, as separate on-</p>

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<p>inconsistencies between the on-demand information and parts of the CIR that are not required to be provided on demand. The contractor should not attempt to action such validation warnings. Contractors should be aware that if their initial reports were submitted in the previous version of DefCARS and migrated into the new system, this may increase the likelihood of validation warnings or errors which will need to be addressed before submission.</p>		<p>demand reports have been created and only validations specific to the report apply.</p>
<p>9.12 If the MOD has required an on-demand ICR at the same time as an on-demand CRP or CPS, then the contractor should submit the on-demand CRP or CPS elements in the CIR report first before commencing the ICR. This will ensure that updated information in the initial reports, such as contract completion date and contract price, flow to the ICR through auto-population. There is no auto-population of the CCS as this is a free-form report.</p>	<p>None.</p>	<p>This guidance is no longer required, as auto-population is explained in paragraph 9.7.</p>
<p>9.13 To complete the 'date the report is due' field within an on-demand report (ICR or CCS), that is not included in the contractor's Contract Reporting Plan (CRP), the contractor should select the 'On-demand report' option. DefCARS will then provide a calendar selector from which the contractor should select the due date (please note that this new functionality is applicable to the ICR and CCS reports only).</p>	<p>9.8 To complete the 'date the report is due' field in an on-demand CPS or CRP, the contractor should:</p> <ul style="list-style-type: none"> • select the 'Other' option from the drop-down menu for this field; and • select the due date from the calendar selector which is then provided. 	<p>The guidance has been amended here to reflect that DefCARS now provides for an on-demand CPS or CRP. This guidance has been repeated (with appropriate amendments) in the ICR and CCS sections of Chapter 9 (see 'new guidance' paragraphs 9.15 and 9.19 respectively).</p>
<p>Heading: Contract Pricing Statement specific considerations</p>	<p>None.</p>	<p>The heading is being deleted, as the following paragraphs indicate whether they apply to an on-demand CPS or CRP.</p>

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<p>9.14 When completing the on-demand CPS elements of a CIR, updating certain fields such as the total contract price in the Contract page of the CIR is likely to cause validation warnings. This is because the contract price will be inconsistent with that included as part of the CNR on the Summary Analysis of Price. The contractor should not attempt to action any validation warnings which relate to the CNR when they submit their report.</p>	<p>None.</p>	<p>The guidance has been deleted as it is no longer required.</p>
<p>New paragraph</p>	<p>9.9 When completing an on-demand CRP, the contractor should ensure that the Reporting Plan page is updated to reflect any required reports. QCR, CCR and CCS dates should only change if there is a new contract completion date. Changes to the contract completion date can be reflected on the Contract page. When a new contract completion date is reported, the Reporting Plan page will be updated automatically for any further QCRs and ICRs.</p>	<p>Paragraph moved from later section. The text has been updated to reflect the guidance on reporting on-demand submissions.</p>
<p>New paragraph</p>	<p>9.10 Contractors should refer to the SSRO's published DefCARS validations for information on the validations which apply to the two new on-demand reports.</p>	<p>A new paragraph explaining that contractors should refer to the published validations document for information on the validations which apply to these two new reports. The published validations document will be updated to reflect these two new reports.</p>
<p>Heading: Contract Reporting Plan specific considerations</p>	<p>None.</p>	<p>The heading is being deleted, as the paragraphs relating to an on-demand CRP clearly indicate that.</p>

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<p>9.15 If the information in the CRP is being provided on-demand, the contractor should ensure that the Reporting Plan page of the report is updated to reflect any agreed or required reports:</p> <ul style="list-style-type: none"> Any CRP or CPS on-demand report dates should be added to the on-demand reports section at the bottom of the Reporting Plan page. Any on-demand ICR dates should be included in the ICR section of the Reporting Plan page as they are currently not included in the on-demand report section of this page. QCR and CCR dates should only change if there is a new contract completion date. Changes to the contract completion date can be reflected on the Contract page. When a new contract completion date is reported, the Reporting Plan page will be updated automatically for any further ICRs (unless they are on-demand or by agreement reports) and QCRs and the new due dates for the CCR and CCS. <p>The due dates of any on-demand reports required by the Secretary of State should be consistent with the written direction issued by the MOD.</p>	<p>Paragraph moved.</p>	<p>Most of the text has been moved to new paragraph 9.9 and some text has been deleted in consequence.</p>
<p>9.16 If the contractor is providing an on-demand report by agreement rather than pursuant to a written direction, a description of what it has agreed to provide should be reflected in the CRP. Contractors can use the comments functionality, or upload a document in DefCARS, to provide this explanation (for any on-demand report).</p>	<p>No change but renumbered as paragraph 9.11.</p>	

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Heading: How to submit an on-demand Interim Contract Report (ICR)	No change, heading retained.	
9.17 This section assumes that the contractor is providing an ICR report which, prior to the on-demand written direction or agreement, was not anticipated in the contractor's CRP. When submitting an on-demand ICR, a contractor should start a new submission.	No change but renumbered as paragraph 9.12.	
9.18 The contractor may need to submit an ICR as a standalone on-demand report or as part of a set of such reports. If the contractor provides an on-demand ICR report at the same time as they are required to provide an on-demand CRP or CPS, the contractor should complete and submit the on-demand CRP and CPS before commencing the ICR submission (see paragraphs 9.5 – 9.17). This will allow much of the data that the contractor will need to provide in an on-demand ICR to be auto-populated from the CIR or the most-recent CIR, if one has been submitted. The contractor should complete the submission by reviewing and updating all fields within the report.	9.13 The contractor may need to submit an ICR as a standalone on-demand report or as part of a set of such reports. If the contractor provides an on-demand ICR report at the same time as they are required to provide an on-demand CRP or CPS, the contractor should complete and submit the on-demand CRP and CPS before commencing the ICR submission (see paragraphs 9.5 – 9.11). This will allow much of the data that the contractor will need to provide in an on-demand ICR to be auto-populated from the CIR or the most-recent CIR, if one has been submitted. The contractor should complete the submission by reviewing and updating all fields within the report.	The paragraph has been renumbered to 9.13 and the cross-reference has been updated to refer to paragraphs 9.5 to 9.11. Otherwise there has been no change.
9.19 If the contractor wishes for the dates of on-demand reports to be included in the reporting calendar, but the MOD has not required an on-demand CRP, then the contractor would need to provide the information in an on-demand CRP via agreement (see paragraph 9.4). DefCARS provides the facility to add the due dates of any on-demand ICRs, not included in the original CRP which the contractor submitted, by selecting the 'On-Demand Report' Option in the CIR and adding any additional on-demand reports and their due dates to the Reporting Plan. This option will be necessary if the	9.14 If the contractor wishes for the dates of on-demand reports to be included in the reporting calendar, but the MOD has not required an on-demand CRP, then the contractor would need to provide the information in an on-demand CRP via agreement (see paragraph 9.4).	The paragraph has been renumbered to 9.14. It has been amended to refer to the on-demand CRP option in the report list, rather than the on-demand report option in the CIR, reflecting creation of the new on-demand CRP in DefCARS.

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contractor wishes DefCARS to reflect all the reports that are now due in the reporting calendar.		
New paragraph	9.15 The contractor must complete the 'date the report is due' field within an on-demand ICR, as this is one of the requirements in all contract reports by virtue of regulation 22. The contractor should select the 'On-demand report' option from the drop-down menu provided in the 'date the report is due' field. DefCARS will then provide a calendar selector from which the contractor should select the due date.	New text has been added to clarify how to report the 'date the report is due' field for an on-demand ICR.
Heading: How to submit an on-demand Contract Cost Statement (CCS)	No change, heading retained.	
9.20 This section assumes that the contractor is providing a CCS report which, prior to the on-demand written direction or agreement, was not anticipated in the contractor's CRP. When submitting an on-demand CCS, a contractor should start a new CCS submission.	No change but renumbered as paragraph 9.16.	
9.21 The contractor may need to submit a CCS as a standalone on-demand report or as part of a set of such reports. Chapter 8 of this document provides guidance on how to complete an on-demand CCS and the information it needs to contain.	No change but renumbered as paragraph 9.17.	

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<p>9.22 If the contractor wishes for the dates of on-demand reports to be included in the reporting calendar, but the MOD has not required an on-demand CRP, then the contractor would need to provide the information in an on-demand CRP via agreement (see paragraph 9.4). DefCARS provides the facility to add the due dates of any on-demand CCSs, not included in the original CRP which the contractor submitted, by selecting the 'On-Demand Report' option in the CIR and adding any on-demand additional reports and their due dates to the Reporting Plan. This action will be necessary if the contractor wishes DefCARS to reflect all the reports that are now due in the reporting calendar.</p>	<p>9.18 If the contractor wishes for the dates of on-demand reports to be included in the reporting calendar, but the MOD has not required an on-demand CRP, then the contractor would need to provide the information in an on-demand CRP via agreement (see paragraph 9.4).</p>	<p>Paragraph has been amended to refer to the on-demand CRP option in the report list, rather than the on-demand report option in the CIR, reflecting creation of the new on-demand CRP in DefCARS.</p>
<p>New paragraph</p>	<p>9.19 To complete the 'date the report is due' field within an on-demand report CCS the contractor should select the 'On-demand report' option. DefCARS will then provide a calendar selector from which the contractor should select the due date.</p>	<p>New text has been added to clarify how to report the 'date the report is due' field for an on-demand CCS.</p>