**Non-referral advice request form**

Information on the SSRO’s non-referral advice service can be found on the SSRO’s website at: <https://www.gov.uk/government/publications/the-ssros-non-referral-advice-service>.

A party seeking non-referral advice from the SSRO should complete this form and return it to helpdesk@ssro.gov.uk.

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| Where the completed form contains commercially or otherwise sensitive information, the enquirer should:* include an appropriate security marking in the document and in its filename; and
* provide appropriate protection for the information during transmission.
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| Name of organisation seeking non-referral advice |  |
| Contact name |  |
| Contact telephone |  |
| Contact email |  |
| Date of request | DD/MM/YYYY |
| Name of related contract / proposed contract |  |
| Name of other contract party / proposed contract party |  |
| Contract reference number(*if applicable*) |  |
| Type of contract / proposed contract | [ ]  Qualifying defence contract (QDC)[ ]  QDC by amendment[ ]  Qualifying sub-contract[ ]  Not known |
| Date contract entered into(*or date it is expected to be entered into)* |  |
| Date(s) of any contract amendment(s) relevant to the advice request |  |
| Contract completion date(*or date it is expected to complete if not yet entered into*) |  |
| Total contract price / proposed contract price  | £ million |
| Contract pricing method(s) used (*Tick all that apply*) | [ ]  Firm [ ]  Fixed [ ]  Volume-driven [ ]  Target cost [ ]  Estimate-based fee [ ]  Cost plus [ ]  Alternative method (Please state which)………………………………………………………………….. |
| Brief description of the matter on which advice is requested |  |
| Enquirer’s position on the matter raised (including arguments which support this position) |  |
| Enquirer’s assessment of the impact (if any) on the contract price / proposed contract price of the matter raised | *Supporting calculations may be provided in a separate file* |
| Other party’s position on the matter raised (noting areas of agreement and disagreement) |  |

The information provided in this form will assist the SSRO to understand the matter raised and consider what non-referral advice it can provide. If the SSRO requires additional information to provide authoritative advice, we will request this.

All requests for non-referral advice are treated in confidence by the SSRO. However, if a matter on which non-referral advice has been given is subsequently referred for an opinion or determination the SSRO will disclose its non-referral advice on the matter, and the information on which that advice was based, to any other party to that referral.

Questions on completing this form should be directed in the first instance to the SSRO’s Helpdesk. The Helpdesk can be contacted:

* by phone via 020 3771 4785 (9am to 5pm Monday to Friday); or
* by email to helpdesk@ssro.gov.uk.