**SSRO referral submission template**

The SSRO’s guidance on procedures for referrals can be found on our [website](https://www.gov.uk/government/publications/guidance-on-the-ssros-referrals-procedures-under-the-defence-reform-act-2014-and-single-source-contract-regulations-2014). Any party or proposed party to a qualifying defence contract or qualifying sub-contract that is considering making a referral to the SSRO is advised to contact us first via referrals@ssro.gov.uk or
020 3771 4785 to discuss the requirements for referrals.

The information supplied in this form will inform the SSRO’s decision as to whether it can accept the referral. If the referral is accepted, the form and supporting information will be shared with the other party to the referral. The other party will be invited to make its own submission on the matter referred which will be shared, in turn, with the referring party.

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| Where the completed form contains commercially or otherwise sensitive information, the sender 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 making referral |  |
| Referring party contact name |  |
| Referring party contact telephone |  |
| Referring party contact email |  |
| Date of referral submission | 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 referral |  |
| Contract completion date(*or date it is expected to complete if not yet entered into*) |  |
| Total contract price / proposed contract price | £ million |
| Regulated pricing method(s) used (*Tick all that apply*) | [ ]  Firm [ ]  Fixed [ ]  Volume-driven [ ]  Target cost [ ]  Estimate-based fee [ ]  Cost plus [ ]  Alternative method (Please state which)………………………………………………………………….. |
| Other party / proposed party contact name |  |
| Other party / proposed party contact telephone |  |
| Other party / proposed party contact email |  |
| Section of the Defence Reform Act 2014 under which the referral is made*(See list below)* |  |
| Brief description of the matter being referred |  |
| Referring party’s position on the matter being referred (including arguments which support this position) |  |
| Referring party’s assessment of the impact (if any) on the contract price / proposed contract price of the matter referred | *Supporting calculations may be provided in a separate file* |
| Other party’s position on the matter being referred (noting areas of agreement and disagreement) |  |
| Summary of steps taken to reach agreement |  |
| Factors that may influence the timetable for concluding an investigation of the referral, if accepted |  |
| **Supporting material to be supplied with this form** | *Add the names of any additional files submitted below* |
| A copy of the proposed / agreed contract (including annexes) and contract amendments |  |
| An analysis or breakdown of costs (where applicable) |  |
| Details of commercial negotiations or correspondence between the parties |  |
| Other supporting information (noting how this is relevant to the arguments presented) |  |

**Provisions of the Defence Reform Act 2014 under which a referral may be made to the SSRO**

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| **Provision** | **Referral permitted** |
| Section 16(2) | Determination of an adjustment in a target price contract |
| Section 16(4) | Determination on whether the contract pricing method for a QDC was appropriate |
| Section 18(3) | Determination of the baseline profit rate and profit rate adjustments |
| Section 20(5) | Determination on allowable costs or a method used to determine allowable costs under a QDC |
| Section 21(3) | Determination on a final price adjustment |
| Section 23(6) | Determination on the Secretary of State’s conduct in accessing records |
| Section 27(3) | Determination on an obligation of confidentiality which affects reporting |
| Section 29(5) | Determination on an appeal against assessment as a qualifying sub-contract |
| Section 30(4) | Determination on a notice of cessation as a qualifying sub-contract) |
| Section 32(8) | Determination on penalty notice matters |
| Section 35(1)(a) | Opinion on a profit rate adjustmentOpinion on cost recovery ratesOpinion on allowable costsOpinion on the use of an alternative pricing methodOpinion on the use of contract componentsOpinion on re-redetermination of the contract price under Part 4 of the ScheduleOpinion on the Secretary of State’s behaviour in requiring an on-demand report |
| Section 35(1)(b) | Determination on the defined pricing structure and output metrics used in reports |
| Section 35(1)(c) | Opinion on any other matter relating to the application or interpretation of Part 2 of the Act or single source contract regulations |
| Section 35(7) | Any matter related to a contract entered into before 18 December 2014 that would otherwise have been referred to the Review Board for Government Contracts |