

SSRO

Single Source
Regulations Office

Appendix 5 – Proposals to remove comment boxes from reporting guidance and DefCARS

1 July 2019

Appendix 5 – Proposals to remove comments boxes

1. Introduction

1.1 Table 1 presents the proposals to remove comment data fields from reporting guidance and DefCARS and highlights any changes in guidance which are needed.

Table 1 – Data collection changes on ‘comment boxes’

Page	DefCARS field name	Reporting guidance changes
Supplier	Other relevant information – comments box	<p>Deletion</p> <p>Table 6, page 30, row 8</p> <p>Data required: Other Relevant Information</p> <p>Guidance: The contractor may provide any other information which is relevant to the contract and might be useful to the SSRO or the Ministry of Defence.</p> <p>Addition</p> <p>To the final row of Table 6 - The contractor may provide any other information relevant to the data on this page using the comments functionality or by attaching supporting files.</p>
Report Submission Admin	Date this report is due – comments box	<p>No change to the guidance required</p> <p>There is no current guidance reference to this comment box.</p>
Report Submission Admin	Other general comments relevant to the submission of this report	<p>Deletion</p> <p>Table 7, page 31, row 7</p> <p>Data required: Other general comments relevant to the submission of this report</p> <p>Guidance: Please include information which helps the SSRO to understand this contract and when it was entered into.</p>

Appendix 5 – Proposals to remove comments boxes

Page	DefCARS field name	Reporting guidance changes
		<p>Addition</p> <p>In row 8 of Table 7 - The contractor may provide any other information relevant to the data on this page using the comments functionality or by attaching supporting files.</p>
Profit	Additional comment boxes (except those where contractors are asked to explain any deviations from statutory guidance)	<p>The comment boxes relate to Table 11, page 37, all rows but no specific guidance is given about completing comment boxes.</p> <p>Addition</p> <p>To the final row of Table 11 - The contractor may provide any other information relevant to the data on this page using the comments functionality or by attaching supporting files.</p>
Pricing Method Breakdown	Comments on Pricing Analysis	<p>Amendment</p> <p>Para 6.17, page 61 and para 7.17, page 77</p> <p>If the price associated with each pricing method is unknown, this should be explained in the 'comments on pricing analysis' field using the comments functionality.</p>
DPS Input Values	Commentary on the above section	<p>No change to the guidance required.</p> <p>There is no current guidance reference to this comment box.</p>
Summary Analysis of Price	Commentary on the above section	<p>Deletion</p> <p>Table 14, page 45, row 8</p> <p>Data required: Commentary on the above section</p> <p>Guidance: The contractor is asked to provide any additional comments (using the blue edit icon) relating to the price summary which is relevant and might be useful to the SSRO or the Ministry of Defence.</p>

Appendix 5 – Proposals to remove comment boxes

Page	DefCARS field name	Reporting guidance changes
		<p>Table 24, page 64, row 8</p> <p>Data required: Commentary on the above section</p> <p>Guidance: The contractor is asked to provide any additional comments relating to the price summary (using the blue edit icon) which is relevant and might be useful to the SSRO or the Ministry of Defence. This could include explanatory comments relating to changes in the price in comparison to the last report submitted.</p> <p>Table 28, page 79, row 7</p> <p>Data required: Commentary on the above section</p> <p>Guidance: The contractor is asked to provide any additional comments relating to the price summary (using the blue edit icon) which is relevant and might be useful to the SSRO or the Ministry of Defence. This could include explanatory comments relating to changes in the price in comparison to the last report submitted.</p> <p>Addition</p> <p>To the final rows of Table 14, 24 and 28 - The contractor may provide any other information relevant to the data on this page using the comments functionality or by attaching supporting files.</p>
Cost Breakdown	Additional comments boxes	<p>Amendment</p> <p>Para 5.52, page 48</p> <p>Comments functionality is available to enable contractors to provide information about facts, assumptions and calculations relating to the relevant element of Allowable Costs.</p>
Payments	Comments	<p>Deletion</p> <p>Table 21, page 55, row 5</p>

Appendix 5 – Proposals to remove comments boxes

Page	DefCARS field name	Reporting guidance changes
		<p>Data required: Comments</p> <p>Guidance: Any other comments which the contractor considers to be relevant.</p> <p>Addition</p> <p>To the final row of Table 21 - The contractor may provide any other information relevant to the data on this page using the comments functionality or by attaching supporting files.</p>
Key deliverables	Comments	<p>Deletion</p> <p>Table 22, page 57, row 3</p> <p>Data required: Comment</p> <p>Guidance: Any other comments which the contractor considers to be relevant.</p> <p>Addition</p> <p>To the final row of Table 22 - The contractor may provide any other information relevant to the data on this page using the comments functionality or by attaching supporting files.</p>
Milestones	Comments	<p>Deletion</p> <p>Table 23, page 58, row 5</p> <p>Data required: Comment</p> <p>Guidance: Any other comments which the contractor considers to be relevant.</p> <p>Addition</p> <p>To the final row of Table 23 - The contractor may provide any other information relevant to the data on this page using the comments functionality or by attaching supporting files.</p>

Appendix 5 – Proposals to remove comment boxes

Page	DefCARS field name	Reporting guidance changes
Actual & Forecast DPS Input Values (ICR)	Comments on the above section	No current guidance reference
Actual & Forecast Price Summary (QCR, ICR & CCR)		<p>Deletion</p> <p>Table 25, page 67, row 8</p> <p>Data required: Commentary on the above section</p> <p>Guidance: If the contractor considers there is information not captured in the DefCARS fields on this page which they wish to provide then they can click on the blue icon and complete the comments box.</p> <p>Table 29, page 83, row 8</p> <p>Data required: Commentary on the above section</p> <p>Guidance: If the contractor considers there is information not captured in the DefCARS fields on this page which they wish to provide then they can click on the blue icon and complete the comments box.</p> <p>Addition</p> <p>To the final row of Table 25 and 29 - The contractor may provide any other information relevant to the data on this page using the comments functionality or by attaching supporting files.</p>
Final payments	Comments	No current guidance reference