DATA ITEM DESCRIPTION

1. DID NUMBER: -
2. TITLE: Contract status report
3. DESCRIPTION and intended use

The Contract Status Report (CSR) is the Contractor’s principal statement and explanation of the status of the Contract, including for the Services provided, at the end of each reporting period. The CSR is used as a basis for the Contract Performance Review (CPR).

The Contractor uses the CSR to inform the Commonwealth in regard to the:

provision of the Services;

progress of planned activities; and

risks and issues requiring management.

The Commonwealth uses the CSR:

to assist with monitoring the performance of the Contractor;

to determine that the Services are meeting contractual requirements; and

as a record of contractual performance.

1. INTER-RELATIONSHIPS

The CSR is subordinate to the Services Management Plan (SMP).

The CSR inter-relates with all agenda and minutes of scheduled review meetings, where these are required under the Contract.

1. APPLICABLE DOCUMENTS

The following documents form part of the DID to the extent specified herein:

|  |  |
| --- | --- |
| 1. Nil |  |

1. Preparation Instructions
   1. Generic Format and Content

The data item shall be provided in the Contractor’s format.

When the Contract has specified delivery of another data item that contains aspects of the required information, the CSR shall summarise these aspects and refer to the other data item.

* 1. Specific Content – Part A: Contract Status
     1. Current Status

The CSR shall identify the date at which the CSR is statused and the time period since the status date of the previous CSR (the ‘reporting period’).

The CSR shall include the following information:

a summary of the Services provided (to be covered in detail in Part B of the CSR) during the reporting period;

a summary of work activities expected in the next reporting period and of any significant events likely to influence Services or Contract management activities;

a report identifying the status of all data items, including data items for which delivery is outstanding (if any), data items awaiting Commonwealth action, and those data items reviewed for accuracy and found not to require update;

a list of action items from previous performance reviews and their status, including all open action items and those that were closed during the reporting period;

a list of correspondence that requires a response from the Commonwealth, but for which no response has been received; and

a list of Commonwealth correspondence to the Contractor for which a response is outstanding, and an estimate of the response date.

* + 1. Finance Report

The Finance Report shall, for the reporting period, include a summary of (as applicable);

Recurring Services, noting any significant discrepancies between the Services provided and how the scope is described in Annex C to Attachment B;

Task-Priced Services, noting where the requested Services were significantly higher or lower than the expected; and

Survey and Quote (S&Q) Services, including the types of Services provided and the quantity of S&Q Orders within nominal price ranges.

The Finance Report shall include, for future financial management activities:

any recommended changes to the Price and Payments schedules (eg, if repeated S&Q Services may be better managed as Task-Priced or Recurring Services); and

a summary of any anticipated CCPs that may affect the Price and Payments.

* + 1. Risk Report

The CSR shall include a Risk Report, which reflects the current status of risks for the Contract, including for any S&Q Services.

The Risk Report shall include highlights of progress of risk mitigation activities for the identified risks, and any changes in risk status since the previous CSR.

* + 1. Health Safety and Environment

The CSR shall summarise Work Health and Safety matters, issues and incidents (including Notifiable Incidents) pertaining to work under the Contract, for the reporting period, and any outstanding remediation actions or planned improvements.

If applicable, the CSR shall summarise any environmental management matters, issues and incidents pertaining to work under the Contract, for the reporting period, and any outstanding actions.

* + 1. Indigenous Participation Report

If the Contract includes an Indigenous Participation Plan, the CSR shall include an Indigenous Procurement Report that contains a statement confirming if reporting through the Indigenous Procurement Policy Reporting Solution (IPPRS) has been undertaken in accordance with the Contract, for the reporting period.

* 1. Specific Content – Part B: Services Summary Report

Note: The SOW may specify delivery for Part B of the CSR that is independent of other parts.

* + 1. General

If the SOW requires the Services Summary Report (SSR) to be submitted more frequently than Part A of the CSR, the SSR that is delivered concurrent with Part A shall include details for the most recent SSR reporting period and a summary that spans the full reporting period for Part A of the CSR.

The SSR shall summarise the applicable Services provided during the reporting period.

* + 1. Services

The SSR shall include a ‘sub-report’ for each of the major Services to be provided under the Contract (ie, the deliverable Services identified as a level 1 clause in the SOW).

Each Services sub-report (as identified in clause 6.3.2.1) shall include, for the applicable Services:

a summary of the scope of Services provided during the SSR reporting period;

details of specific tasks that were completed during the SSR reporting period (eg, study reports delivered, events held, or training courses provided);

details regarding the progress of the on-going tasks that are part of the Services;

any issues or events that disrupted or adversely effected the delivery of the Services during the SSR reporting period;

a summary of the Services expected during the next SSR reporting period, and any risks, issues and planning requirements that the Commonwealth should be made aware of.

* + 1. Performance Measurement Report

If performance measurement is required by the Contract, the SSR shall report on the results obtained against the performance measures over the SSR reporting period, including the performance of any Services that is measured by Key Performance Indicators (KPIs).

Subject to clause 6.1.2, the SSR shall, for each performance measure under the Contract:

report the result (eg, Achieved Performance) in terms of the measurement used;

if a normalised result (ie, an Adjusted Performance Score) is required to be calculated, the normalised result;

summarise the cause(s) for any non-achievement and identify any related claim for Performance Relief in accordance with clause 6.4 of the conditions of contract; and

provide a comparison between the reported results and the results from previous reporting periods, sufficient to enable the identification of performance trends.

* + 1. Other Observations and Opportunities

The SSR shall include details of any other event or activity that the Contractor believes to be significant to the performance of the Services during the reporting period.

The SSR shall include a description of any opportunities identified by the Contractor to improve the effectiveness or efficiency (or both) of the Services.

* + 1. S&Q Services

The SSR shall report on the status of S&Q Services for the reporting period, including:

a summary of the S&Q Services completed or in progress, including the nature of the Services and the commencement and completion dates, as applicable; and

details of any issues or risks with initiated, pending or Approved S&Q Services.

* 1. Specific Content – Part C: Commonwealth Assets Stocktaking Report

Note: The SOW may specify delivery for Part C of the CSR that is independent of other parts.

If the stocktaking of Contractor Managed Commonwealth Assets (CMCA) is required under the Contract, the CSR shall include a Commonwealth Assets Stocktaking Report (CASR), including:

if the Contractor does not have access to a Commonwealth supply management system under the Contract, details of the Assets Register to be used for accounting for CMCA;

a summary of all stocktakes completed during the reporting period, detailing:

the stocktake number;

the storage location of all goods included in the stocktake;

all stocktake codes;

stocktake start and end dates; and

statistical data, including the quantity and value of all discrepancies, shelf Stock Items held, shelf Stock Items stocktaked, surpluses and deficiencies;

a summary of all stocktakes programmed for the coming reporting period; and

the percentage of completed stocktakes, where the SOW requires programmed stocktakes that are applied to a percentage of the total stock.

* 1. Specific Content – Part D: Defence Industry Participation Report

Note: The SOW may specify delivery for Part D of the CSR that is independent of other parts.

If the Contract includes a Defence Industry Participation (DIP) program (as defined by a DIP Schedule or a DIP Plan), the CSR shall include a DIP Report that provides the following information, in relation to the work performed by Australian Industry under the Contract:

a summary of the activities undertaken during the reporting period that confirm the implementation of the DIP program, including the continuation of established work activities and identifying any new activities or changes to the scope and/or location of work performed by the Contractor and Subcontractors that affect the DIP program;

a summary of the Contractor’s expenditure within Australian Industry (including with Contractor business units and Subcontractors) for Recurring Services and any Milestones, including:

for each line of the DIP Schedule, the expenditure during the reporting period that contributes to the relevant DIP Activity Value;

an explanation of how the expenditure (clause 6.5.1b(i)) represents an achievement, or otherwise, of the DIP Activity Values within the DIP Schedule, considering the expenditure to date and that expected for the remaining Term of the Contract; and

the cumulative total of expenditure with Australian Industry during all reporting periods to date;

an explanation of any over- or under-performance in achieving any aspect of the DIP program; and

a summary of any expected changes (including Contract Change Proposals) that are expected to materially affect the DIP program.