DATA ITEM DESCRIPTION

1. DID NUMBER: DID-PM-STAT-CSR-1-V4.1
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 at the end of each reporting period, and will be one of the documents that form the historical record of contractual performance.

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

progress of the Contract and the delivery of Supplies and deliverable services;

planned activities; and

risks and issues requiring management.

The Commonwealth uses the CSR:

to assist with monitoring the performance of the Contractor; and

as a record of contractual performance.

1. INTER-RELATIONSHIPS

The CSR inter-relates with the following data items, where these data items are required under the Contract:

Final Inspection and Test Plan, and

agenda and minutes of review meetings.

1. APPLICABLE DOCUMENTS

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

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

1. CONTENT
   1. Generic Format and Content

The data item shall be provided in the Contractor’s format and meet the requirements of clause 2.3 of the SOW.

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

The CSR shall include:

a summary of significant work activities undertaken in the period from the date of the last report (or, for the first CSR, from the Effective Date) to the current report;

a summary of significant work activities expected to be undertaken in the period between the current report and the next report;

a summary of progress against meeting all Contract delivery requirements;

a projection of claims for payment envisaged during the next three months;

a report on progress of any export approvals (if required);

a list of all Contract meeting action items and their status;

a list of correspondence for which Commonwealth response is outstanding; and

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

* + 1. Risk

The CSR shall include descriptions of identified risks to the Contract, and the Contractor’s proposed strategy for mitigation of those risks.

The CSR shall highlight progress of risk mitigation activities for the identified risks, and any changes in risk status over the reporting period for the identified risks and for the risks identified in the previous CSR.

* + 1. Issues

The CSR shall describe any significant issues experienced during the reporting period and any potential issues. For each issue, the description is to include:

an account of the issue;

the effect of the issue on the Contract to date;

the action taken or proposed to resolve the issue;

any requested Commonwealth Representative actions to overcome or mitigate the issue;

the effect on the Contract if the proposed actions are put into effect; and

the effect on the Contract if the proposed actions are not taken or fail.

* + 1. Quality Assurance

If a Contractor Quality Management System (QMS) that is Certified by a third party is a requirement of the Contract, then the CSR shall include a report on Contractor Quality Assurance, which shall address:

any change to the Certification status of the QMS, and any external audit results;

any internal audit non-conformances;

changes to quality management staff;

any significant changes to quality management procedures that may affect the Supplies; and

any other quality-related subject on an exception basis nominated by the Commonwealth Representative.

* + 1. Technical Data and Software Rights

The CSR shall include a report on the progress made to ensure that the Technical Data and Software rights required by the Commonwealth under the Contract are provided, including a summary of the progress made towards meeting the Intellectual Property (IP) requirements (eg, obtaining IP licences), and on proposed remedies to any difficulties in meeting these requirements.

* 1. Specific Content – Part B: Australian Industry Capability Report

Note: The SOW may specify that the AIC Report portion of the CSR be delivered less frequently than the other requirements in the CSR.

If the Contract requires an AIC Schedule, the CSR shall include an AIC Report including the following information regarding work performed under the Contract:

a summary of the deliveries and activities for the reporting period that confirm the on-going implementation of, and identifies any exceptions to, the AIC Schedule;

a summary of the achievement of Australian Contract Expenditure (ACE), including (in dollar amounts for values of ACE):

the value of ACE achieved against each AIC activity specified in the AIC Schedule, and the total value of ACE achieved, during the reporting period;

a breakdown, by postcode, of the ACE achieved during the reporting period;

the cumulative value of ACE achieved during all reporting periods to date;

the forecast value of ACE until the completion of the Contract; and

how the cumulative value of ACE represents progress in achieving the Total ACE Value;

an explanation of any over- or under-performance in achieving the AIC Schedule;

if applicable, a description of what actions will be or are being taken to address any under-performance; and

a summary of any expected changes (including contract change proposals) that are expected to materially affect the AIC program.