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 Support Services Management Plan (SSMP).

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.

The data item shall include a traceability matrix that defines how each specific content requirement, as contained in this DID, is addressed by sections within the 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 include, for the reporting period, a summary of (as applicable);

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

Task-Priced Services, noting where the requested Services were significantly higher or lower than 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. Operating Support Services

If Operating Support Services are required under the Contract, the SSR shall include, for the reporting period and as required by the Contract, details quantifying the level of effort related to the various activities undertaken within the scope of the Operating Support Services provided, and any significant events or milestones that occurred.

* + 1. Engineering Services

If Engineering Services are required under the Contract, the SSR shall include, for the reporting period and as required by the Contract, details of:

the engineering investigations and Technical Data review activities undertaken including any significant outcomes or recommendations resulting from them;

Configuration Management activities, including details of audits and any findings;

Technical Instructions (TIs) that are under development or that were completed, separate from any engineering change program;

progress and significant issues for hardware and/or Software modifications being developed under Engineering Change Proposals (ECPs); and

the progress and significant issues for Engineering-related S&Q Services.

If the Contract includes a Commonwealth-authorised Annual Technical Effort (CAATE) the SSR shall include, for the current year, a summary of the CAATE task hours used to the end of the reporting period, the hours remaining to be used, and the expectations for using those remaining hours.

* + 1. Maintenance Services

If Maintenance Services are required under the Contract, the SSR shall include, for the reporting period and as required by the Contract, details of:

the number and type of Maintenance activities undertaken and any significant delays or issues encountered;

Technical Instructions (TIs) and Modification Orders (MOs), including the number completed, the number in progress, and the number remaining;

the Defect reports submitted, summarising:

the number and nature of the Defects or unexpected failure modes,

the measures already undertaken to avoid future Defects or failure modes of a similar nature, and

those Defects and unexpected failure modes remaining without resolution or pending Commonwealth action;

each RI, by type and numbers of, which have been identified as Beyond Physical Repair (BPR) or Beyond Economic Repair (BER); and

the progress and any significant issues for Maintenance-related S&Q Services.

* + 1. Supply Services

If Supply Services are required under the Contract, the SSR shall include, for the reporting period and as required by the Contract, details of:

any significant issues or concerns with Stock Item levels;

the numbers of Stock movements under:

warranty,

distribution through Commonwealth channels, and

disposal through Commonwealth channels;

any significant problems encountered or envisaged for obtaining Stock Items;

the numbers and value of procurements made on behalf of the Commonwealth for delivery to Commonwealth units; and

the number of reports by Commonwealth units to the Contractor pertaining to the receipt of non-conforming Deliverables, if any.

* + 1. Training Services

If Training Services are required under the Contract, the SSR shall include, for the reporting period and as required by the Contract, details of:

the name and quantity of each course or unit of a Training program conducted;

analyses of the Training Services provided, including the number of:

trainees participating in each course or unit;

trainees, by course / unit, deemed ‘competent’ and ‘not yet competent’;

trainees withdrawing during a Training program, if any; and

qualifications or ‘statement of attainments’ issued;

activities to review and upgrade Training Materials; and

recommended changes, if any, to the Training courses, materials and equipment.

* + 1. Performance Measurement Report

If performance measurement is required by the Contract, the SSR shall report on the results obtained against the performance measures during the reporting period, including any performance 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 metric / measurement base 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 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, 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.

The CSR shall include a Commonwealth Assets Stocktaking Report (CASR), including:

if applicable, the current Assets Register for Contractor Managed Commonwealth Assets that are not accounted for using the standard supply management system;

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: Australian Industry Capability Report

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

If the Contract requires an Australian Industry Capability (AIC) Schedule, the CSR shall include an AIC Report that provides the following information in relation to the work performed under the Contract by Australian Industry:

a summary of the activities undertaken during the reporting period that confirm the on-going implementation of the AIC Schedule, including:

the continuation of established work activities, identifying any changes in the nature or location (including any change in postcodes) of work performed by the Contractor and Subcontractors;

any new activities that commenced or existing activities that expanded; and

any other change in relation to the performance of the activities described in the AIC Schedule;

if Australian Industry Activities (AIAs) are included in Attachment K, a summary of:

those activities that contributed to the implementation or sustainment of the AIAs, including activities performed by a Subcontractor; and

any risks or issues that may affect future AIC activities contributing to the AIAs;

a summary of the Australian Contract Expenditure (ACE), for the Recurring Services, 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 ACE achieved, during the reporting period;

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

the forecast value of ACE to be achieved in the next reporting period;

an explanation of how the ACE, for all or part of the current Recurring Services pricing period in Attachment B (annual or otherwise) has or will, as applicable, represent an achievement of the Annual ACE Value for that period;

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.