**Notice of QSC assessment**

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| Regulation 61 of the Single Source Contract Regulations 2014 (the Regulations) requires that a contracting authority who proposes to enter into a contract with another person for the provision of anything for the purposes of a qualifying defence contract (QDC) or qualifying sub-contract (QSC) to which the contracting authority is (or expects to be) a party must assess whether that contract would be a QSC if entered into. The Single Source Regulations Office (SSRO) provides guidance on undertaking a QSC assessment on its [website](https://www.gov.uk/government/publications/guidance-on-how-the-single-source-regulatory-framework-applies-to-qualifying-sub-contracts).  The person carrying out a QSC assessment must:   * make and keep a written record of that assessment; * in all cases, give written notice to the Ministry of Defence (MOD) and the SSRO that a QSC assessment has been undertaken; and * following a positive QSC assessment, give written notice to the MOD and the prospective sub-contractor that the contract would be a QSC if entered into.[[1]](#footnote-1)   When completed, this form may be used by a contracting authority to notify the MOD and SSRO that a QSC assessment has been undertaken. For convenience, it may contain details of QSC assessments for more than one sub-contract and may be implemented in spreadsheet format.  Written notifications to the SSRO can be provided:   * by email to [helpdesk@ssro.gov.uk](mailto:helpdesk@ssro.gov.uk) (preferred); * by post to SSRO, 100 Parliament Street, London, SW1A 2BQ; or * by upload to the Defence Contract Analysis and Reporting System (DefCARS).[[2]](#footnote-2)   **Where the completed form contains commercially or otherwise sensitive information, the originator 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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| Contracting authority name | [Enter name] |
| Contracting authority company number | [Enter company number] |
| Contracting authority contract title | [Enter contract title] |
| Contract reference | [Enter contract reference] |

| Proposed sub-contractor name, registered company number, and sub-contract title | Outcome of QSC assessment. Has the sub-contract been assessed as being a QSC if entered into? (Y/N) | Is the proposed sub-contract value equal to or greater than  £15 million? (Y/N) | If the proposed value is equal to or greater than £15 million and the QSC assessment is negative, is the sub-contract the result of a competitive process? (Y/N) | If the proposed value is equal to or greater than £15 million and the QSC assessment is negative, please provide any other reasons relied on for the negative assessment.  (For example, state the contract value if it is less than £25 million.) |
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1. A separate form that may be used to notify the MOD and the sub-contractor of a positive QSC assessment is available on the [SSRO’s website](https://www.gov.uk/government/publications/guidance-on-how-the-single-source-regulatory-framework-applies-to-qualifying-sub-contracts). [↑](#footnote-ref-1)
2. This can be done via the sub-contracts page of the next applicable Contract Notification Report, Quarterly Contract Report, Interim Contract Report or Contract Completion Report for the parent contract, although contracting authorities remain free to adopt other approaches should they wish. [↑](#footnote-ref-2)