



Single Source
Regulations Office

SSRO-C-140 Political monitoring services

Appendix 1: Specification

1. Introduction

- 1.1 The Single Source Regulations Office (SSRO) is an executive non-departmental public body, sponsored by the Ministry of Defence (MOD). The SSRO was established by the Defence Reform Act 2014, which also created a regulatory framework for single source defence contracts, placing controls on the pricing of qualifying contracts and requiring greater transparency on the part of defence contractors.
- 1.2 The SSRO's purpose is to deliver our statutory functions to support and improve the operation of the regulatory framework. In carrying out our statutory functions, it aims to ensure that good value for money is obtained in government expenditure on qualifying defence contracts, and that contractors are paid a fair and reasonable price under those contracts.
- 1.3 The SSRO is a small organisation with a total permanent staff of 35 and a budget of £6.38 million in 2023/24.
- 1.4 The SSRO's statutory functions include:
- Records: Keeping an up-to-date record of qualifying contracts and receiving statutory reports from defence contractors under the regulatory framework.
 - Contract Profit Rate: Recommending the appropriate baseline profit rate and capital servicing rates for use in calculating contract profit rates.
 - Guidance: Publishing guidance on Allowable Costs, Contract Profit Rate steps, Alternative pricing, Reporting and Penalties. Issue guidance in relation to the application or interpretation of the regulatory framework.
 - Review: Keeping the operation of the regulatory framework under review and making recommendations for changes to the Secretary of State.
 - Referrals: Giving opinions and making determinations on matters referred to the SSRO concerning the regulatory framework.
 - Compliance: Keeping under review the extent to which reporting requirements are being complied with.
 - Analysis: Analysing reported data on request for the Secretary of State.
- 1.5 The SSRO engages closely with the MOD, industry and other stakeholders, and their people bring a diverse range of skills and experience to the regulation of single source contracts. They are accountants, economists, analysts, and specialists in defence acquisition, regulatory policy, law, IT, procurement, and contracting roles.
- 1.6 Additional general information about the SSRO, can be found on our website:
<http://www.gov.uk/government/organisations/single-source-regulations-office>

2. Service requirements

- 2.1 A policy and parliamentary monitoring service, consisting largely of alerts sent via email, and include the following:
- SSRO mention: email alert sent immediately of any mention in parliament of a supplied mention list, which will include the following examples:
 - Single Source Contract Regulations.

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- Single Source Regulations Office.
 - SSRO.
 - Defence Reform Act 2014.
- SSRO – priority references: email alert of relevant content published from stakeholders across the UK including UK Parliament and government, Northern Ireland Executive, Welsh Government, and Scottish Government, for example:
 - Defence procurement.
 - Single source procurement.
 - Defence Reform Act / Single Source Contract Regulations
 - Single Source Regulations Office
 - SSRO
 - Defence reviews and strategic policy setting e.g. Strategic Defence Review.
- Parliamentary monitoring: including write ups of MOD (and other departmental) oral question sessions and debates; select committee inquiries; and Westminster Hall debates.
- Political party conference monitoring: write ups of defence-related keynote speeches and fringe events.
- Briefings: ad hoc briefings on policy developments and political procedure, such as on the Strategic Defence Review and Defence Industrial Strategy; the Budget, Autumn Statement and Spending Reviews; King's Speech; NATO summits and G7 summits.
- Daily updates: email alert sent Monday through Friday, containing details of publications related to defence policy, spending, or budget from HM government, UK Stakeholder, Scottish government, Scotland Stakeholder, Northern Ireland Stakeholder, Northern Ireland Executive, Welsh government, and defence focused trade representative / membership organisations.
- Ad hoc defence related news alert: email alert providing analysis of major defence / government news stories.
- Weekly Parliamentary forward look: email detailing all parliamentary events, with a synopsis of defence related events.
- Weekly consultation tracker: an email summary of all consultations launched by government / government bodies in the past week.
- Who's Who: access to a database of information on all MPs peers, containing a biography of each, and contact details / links to their social media, and provision of staff contact details.

Service approach / management

2.2 The Contractor must nominate a manager whose role is to:

- manage the service and relationship with the SSRO including the ongoing delivery of the contract and assignment of resources;
- ensure the quality and timeliness of the deliverables;
- act as primary point of contact for the SSRO throughout the contract period;
- remain consistently informed about the Contractor's performance on all matters; and
- be available to address issues in a timely manner and meet any urgent requirements within an acceptable timeframe.

Conflicts of interest

2.3 In delivering the services, the Contractor shall always act in the best interests of the SSRO and shall at no time subordinate or otherwise undermine the SSRO's interests to the advantage of its own interests or those of any third party.