



APPENDIX II Office of the Contractor General

Public Sector Contracts Cost Overrun and Variations for the period January 01 to December 31, 2016 (For projects with original value greater than J \$ 500,000.00)

Instructions for Completing Contracts Cost Overruns and Variations (CCOV) Report

(a) All Public Bodies should use the following instructions as a guide when completing the Report. The CCOV Report is designed in a Microsoft Excel spreadsheet format. Accordingly, all Public Bodies should complete the CCOV Report using a compatible version of Microsoft Excel, preferably versions from 1997 going forward. The CCOV Report in Microsoft Excel spreadsheet format is available for download from the OCG's website at www.ocg.gov.jm.

(b) Each Public Body should complete the CCOV Report in the prescribed format.

(c) The CCOV Report must then be submitted by the Public Body to the Contractor General no later than the date stated in the cover letter referencing same Report. The CCOV Report should be submitted via email to prescribedform@ocg.gov.jm and a signed hard copy of the CCOV Report must also be sent to the Contractor General within the specified period.

(d) Care should be taken to complete the CCOV Report accurately. Section 29 of the Contractor General Act makes it a criminal offence for any person to willfully mislead or to make a false statement to mislead a Contractor General. A failure to comply with any lawful requirement of a Contractor General will also constitute a criminal offence under Section 29 of the Contractor General Act.

SECTION 1 – HEADER SECTION OF CCOV REPORT

1. Line 1 – Name of Reporting Public Body

State the name of the reporting Public Body. (e.g. the Ministry of Education and Youth).

2. Line 2 – Reporting Period

As indicated

3. Line 3 – Reporting Date

State the date on which the Report is submitted to the Contractor General in the following format: yyyy-mm-dd. (e.g. 2009-01-12).

4. Line 4 – Name, Title and Signature of Certifying Principal or Accounting Officer

State the name and title of the Principal or Accounting Officer of the reporting Public Body. The signature of the Principal or Accounting Officer should also be placed in Line #4 of the



printed hard copy of the Report. The name, title and signature of the Principal or Accounting Officer are intended to signify the Officer's certification of the accuracy of the particulars of the Report.

NB: Public Bodies which did not incur any Cost overruns and/or Variations are still required to submit this information in addition to a completed Section 1 of the form.

SECTION 2 – MAIN SECTION OF CCOV REPORT

1. **Column 1 –Record #**

Allocate a number, in date chronological order, to each Contract Award record which is entered. (e.g.1, 2, 3, etc.).

2. **Column 2 – Name of Project**

State the specific name of the Project (e.g. Rural Road Development Phase 1 Contract No.11c)

3. **Column 3 – Original Contract Sum**

State the original Contract sum to the nearest dollar, in Jamaican currency, (e.g. 5200000). The programme will automatically add the "\$" sign. The contract sum must be greater than J\$500,000.00

4. **Column 4 – Type of Contract**

Select one of the following codes from the drop-down list to indicate the type of Contract which was awarded: ('G' for "Goods Contract"; 'S' for "Services Contract", or 'W' for "Works Contract").

5. **Column 5 – Contract Award Date**

State the date on which the Contract was executed by the Agency and the Contractor or, alternately, in the case of a Goods Contract, the date on which a firm order for the supply of the goods was placed. State the date in the following format: yyyy-mm-dd. (e.g. 2008-10-22).

6. **Column 6 – Scheduled Completion Date**

State the scheduled date indicated in the signed Contract Document, between the Agency and the Contractor, for performance of the contract or the calculated time for completion of the contract (e.g. June 22, 2012) .State the date in the following format: yyyy-mm-dd. (e.g. 2012-06-22).

7 **Column 7 – Actual Completion Date**

State the date on which the performance of a Works/Service Contract was completed or the final date goods were delivered (e.g. Practical Completion date (Works) December10, 2012). State the date in the following format: yyyy-mm-dd. (e.g. 2012-12-10).

8. **Column 8 – Status of Contract**

Select either "Completed" or "Ongoing" from the drop-down to indicate the status of the contract.



9. Column 9 – Total Cost Overrun

State the value of the total Cost Overrun to the nearest dollar in Jamaican currency, for the period under review. (e.g. 500000). The programme will automatically add the “\$” sign. If there is no cost overrun, the value should be stated as “0”.

10. Column 10 – Total Variation.

State the value of the Total Variation to the nearest dollar in Jamaican currency, for the period under review. (e.g. 500000). The programme will automatically add the “\$” sign. If there is no variation, the value should be stated as “0”.

11. Column 11- Any Other Price Adjustments

State the value of Any Other Price Adjustments that have affected the original contract sum. Value should be stated to the nearest dollar in Jamaican Currency, for the period under review, (e.g. 500000). The programme will automatically add the “\$” sign. If there are no other price adjustments, the value should be stated as “0”.

12. Column 12- Final Contract Sum

State the final contract sum to the nearest dollar in Jamaican currency, (e.g.520000). The programme will automatically add the “\$” sign.

13. Column 13 – Justification

Provide a brief but concise reason/justification for award of the Cost Overrun, Variation and/or Any Other Price Adjustment.

14. Submitting Report (Soft Copy)

When submitting the soft copy of the CCOV Report using the email address provided, (prescribedform@ocg.gov.jm), Public Bodies **must** include in the “Subject” line, the name of the reporting body followed by the caption, “Detailed Particulars of Public Sector Cost Overruns and Variations”. **For example**, “Office of the Contractor General Detailed Particulars of Public Sector Cost Overruns and Variations”