



Appendix II

Office of the Contractor General Instructions for completing the Recurring Services Contract Form

- a) All Public Bodies should use the following information as a guide when completing the Recurring Services Contract Form. The Form is designed in a Microsoft Excel spreadsheet format, which is available for download from the OCG's website at www.ocg.gov.jm.
- b) Each Public Body should complete the Recurring Services Contract Form in the prescribed Format.
- c) The Recurring Services Contract Form must then be submitted by the Public Body to the Contractor General no later than the date stated in the cover letter. The Recurring Services Contract Form should be submitted via email to rsc@ocg.gov.jm and a signed hard copy of the Form also submitted to the Contractor General within the specified period.
- d) Care should be taken to complete the Recurring Services Contract Form accurately. Section 29 of the Contractor General Act makes it a criminal offence for any person to willfully mislead or make 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.

Header section of the Recurring Services Contract Form

Number – Allocate a unique sequential number to each entry.

Name of Contractor-State the name of the Contractor.

Type of Service – Services refer to any object of procurement other than goods or works. Kindly indicate the type of services being reported on.

Project Location – Indicate the location that the service is being carried out.

Start date of the original contract or initial engagement – State the date that the first contract for the reported service was signed or the date of the initial engagement of the service provider.

Total amount paid in 2014 – Indicate the total sum paid for calendar year 2014.

Total amount paid to date – Indicate the total sum paid to the Contractor for the reported service throughout the contract period/period of engagement.

Open ended, Contract Extension or No Contract Exists - Indicate whether the service is being provided as an extension of contract or whether a contract was signed but consist of a clause which makes the contract renewable but not for a specific period or no Contract exists for the service being provided.

Current Status – the current status of the arrangement.

Steps to regularize – Where steps were taken to regularize the engagement, kindly indicate the advertisement date or the date of the letters of Invitation (in the case of a Limited Tender Procurement Methodology) of the new Procurement Process.



Additional Comment/Justification - Any other information that would assist the OCG in its review, as well as Justification for the engagement and an indication of any approvals that were received.