

Office of the Contractor General

Public Body Contract Awards (J\$250,000 – J\$3,999,999.99 in Value) Quarterly Contract Awards (QCA) Report

Instructions for Completing QCA Report (Revision 2; Issue Date: March 1, 2007)

- (a) All Public Bodies should use the following instructions as a guide when completing the QCA Report. The QCA Report is designed in a Microsoft Excel spreadsheet format. Accordingly, all Public Bodies should complete the QCA Report using a compatible version of Microsoft Excel, preferably versions from 1997 going forward. The QCA 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 one (1) QCA Report comprising the particulars of all the contracts which it has awarded during the relevant calendar quarter. If no contract has been awarded, the QCA Report should state so.
- (c) The QCA Report must then be submitted by the Public Body to the Contractor General. The QCA Report should be submitted via email to qca@ocg.gov.jm, no later than 30 days following the ending of the quarter to which it relates. In addition, a printed and signed hard copy of the QCA Report must also be sent to the Contractor General within the same 30 day time period.
- (d) Care should be taken to complete the QCA 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 the Contractor General. A failure to comply with any lawful requirement of the Contractor General will also constitute a criminal offence under Section 29 of the Contractor General Act.
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SECTION 1 – HEADER SECTION OF QCA 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**
State the calendar quarter and the year to which the QCA Report relates. (e.g. 1st. Quarter of 2006).
- 3. Line 3 – Reporting Date**
State the date on which the QCA Report is submitted to the Contractor General in the following format: yyyy-mm-dd. (e.g. 2006-07-30).
- 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 QCA 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 QCA Report.

SECTION 2 – MAIN SECTION OF QCA 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 – 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. 2006-05-22).

3. Column 3 – Contract Description

Provide a brief description of the Contract, indicating the goods or services which are to be provided or the works which are to be performed under the Contract. (e.g. Supply and Installation of Office Furniture; Provision of Security Services; Construction of bathroom facilities).

4. Column 4 – Name of Contractor

State the name of the person or entity to whom the Contract was awarded. (e.g. Marsh Installation).

5. Column 5 – Contractor ID

If the Contractor is a Goods or Services Contractor, please insert the Reference # which appears on the Contractor's NCC Letter of Registration. If the Contractor is a Works Contractor, please insert the Certificate # which appears on the Contractor's NCC Registration Certificate. (e.g. 2345 or CP-358/04-05/4-2).

6. Column 6 – 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").

7. Column 7 – Contract Value

State the total Contract sum to the nearest dollar, in Jamaican currency. (e.g. 3200000). The programme will automatically add the "\$" sign. The contract sum must be less than J\$4,000,000.

8. Column 8 – Principal Site of Contract Performance

State the site at which the goods will be delivered or the services performed or the district and parish in which the construction or other works will be executed. (e.g. University of the West Indies, Mona Campus, St. Andrew).

9. Column 9 – Procurement Method

Select one of the following codes from the drop-down list to indicate the Procurement Method which was utilized: ('OT' for "Open Tender", 'ST' for "Selective Tender", 'LT' for "Limited Tender", 'SS' for "Sole Source" or 'GG' for "Government to Government").

10. Column 10 – Number of Tenders and/or Quotes Received

Please state the total number of tenders and/or quotes which were received.

11. Column 11 – Public Body Procurement Committee Evaluation?

Select either "Yes" or "No" from the drop-down list to indicate whether the Public Body's Procurement Committee has evaluated the procurement and approved the contractor which has been selected.