

Office of the Contractor General

Public Body Contract Awards (J\$250,000 – J\$3,999,999.99 in Value)
Monthly Ministry Contract Awards (MMCA) Report

Instructions for Completing MMCA Report (Revision 1; Issue Date: April 10, 2006)

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

(b) Each Ministry should direct the Public Bodies which fall under its control to submit their monthly Contract Award particulars to the Ministry by providing the particulars which are called for in Section 2 of the MMCA Report (i.e. Columns #1 through #15 of the MMCA Report).

(c) Upon its receipt of the foregoing particulars, the Ministry should then complete one (1) composite MMCA Report comprising (i), the Contract Award particulars which it has received and (ii), the particulars of the Contracts which the Ministry itself has awarded during the relevant calendar month.

(d) The composite MMCA Report, with Section 1 also completed (i.e. Lines #1 through #4 of the MMCA Report), must then be submitted by the Ministry to the Contractor General. The MMCA Report should be submitted on a compact disc no later than 45 days following the ending of the month to which it relates. A printed and signed copy of the MMCA Report must also accompany the compact disc.

(e) Care should be taken to complete the MMCA 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.

SECTION 1 – HEADER SECTION OF MMCA REPORT

1. Line 1 – Reporting Ministry

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

2. Line 2 – Reporting Period

State the calendar month and the year to which the MMCA Report relates. (e.g. May, 2006).

3. Line 3 – Reporting Date

State the date on which the MMCA Report is submitted to the Contractor General in the following format: yyyy-mm-dd. (e.g. 2006-07-30).

4. Line 4 – Name of Certifying Permanent Secretary

State the name of the Permanent Secretary (or Cabinet or Financial Secretary) of the reporting Ministry. The signature of the Permanent Secretary should also be placed in Line #4 of the printed copy of the MMCA Report. The name and signature of the Permanent Secretary are intended to signify that, to the Permanent Secretary's best knowledge, all reasonable steps have been taken to assure the accuracy of the MMCA Report.

SECTION 2 – MAIN SECTION OF MMCA REPORT

1. Column 1 – Record #

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

2. Column 2 – Reporting Agency or Public Body

State the name of the Agency or Public Body that has awarded the Contract. (e.g. the University of the West Indies, Mona Campus).

- 3. Column 3 – Tender Receipt Date**
 State the date on which the completed Tenders were received by the Agency's Procurement Officer. If the Tenders were received on different dates, state the date on which the last Tender was received. State the date in the following format: yyyy-mm-dd. (e.g. 2006-05-15).
- 4. Column 4 – 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).
- 5. Column 5 – 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).
- 6. Column 6 – Name of Contractor**
 State the name of the person or entity to whom the Contract was awarded. (e.g. Marsh Installation).
- 7. Column 7 – 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).
- 8. Column 8 – 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").
- 9. Column 9 – Contract Value**
 State the total Contract sum to the nearest dollar, in Jamaican currency. (e.g. \$3,200,000).
- 10. Column 10 – 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).
- 11. Column 11 – 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").
- 12. Column 12 – Names of Tenderers**
 Except in the case of approved "Sole Source" and "Government to Government" procurements, please state the names of the three (3) responsive Tenderers with the lowest values or with the highest scores where a quality-cost-based selection method was used. Please separate the names by using a semi-colon followed by a single space. (e.g. Marsh Installation; ABC Systems; Best Furniture Company;).
- 13. Column 13 – Values of Tenders**
 Please refer to the Tenderer names in Column 12 and state the corresponding Tender values or highest scores in the same order that the respective Tender names have been entered. Please separate the values or the scores by using a semi-colon followed by a single space. State the matching values to the nearest dollar, in Jamaican currency, preceded by a "\$" sign. (e.g. \$3,200,000; \$3,550,000; \$3,700,000).
- 14. Column 14 – Agency/Public Body Procurement Committee Review and Approval?**
 Select either "Yes" or "No" from the drop-down list to indicate whether, to the Public Body's best knowledge, the Agency's Procurement Committee has reviewed and agreed to the Contractor selection process and whether the procurement was conducted in accordance with the Government Procurement "Handbook" Procedures.
- 15. Column 15 – Name and Title of Certifying Agency/Public Body Officer**
 State the name and the title of the authorized Agency/Public Body Officer who has certified the accuracy of the particulars of the specific Contract Award.