

**Defence Digital Deployed Strategic Command**

**Contract Management Plan**

**Contract Number 707336451**

**Date: 22 March 2023**

Author: **Mike Smith**

Approved by: **Flik Little**

Version: **1.0**

**Strategic Command – Defence Digital**

**Contract Management Plan 707336451 Provision of Commercial Implementation and Procurement Lead**

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| ***Version Number*** | ***Date Issued/Updated*** | ***Author*** |
| **V1** | **22/03/2023** | **Mike Smith** |

1. **Introduction**
   1. - A requirement was received for a Commercial Implementation and Procurement Lead Role in the Defence Digital Service and Delivery Operations team to continue to provide commercial expertise and support and a G Cloud contract was raised with Investigo Limited.
   2. - It has been assessed that this Contract does not necessitate the full set of artefacts associated with Level 1 CMP, due to the low value and low complexity of the contract and has been completed with a ‘lite’ CMP developed only.

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| Contract Number: | **707336451** |
| Contract Title: | **Provision of Commercial Implementation and Procurement Lead** |
| Route to market: | **G Cloud** |
| Contractor: | **Investigo Limited** |
| Start Date: | **21/03/2023** |
| End Date: | **20/12/2023** |
| Contract value (Ex VAT): | **£131,670** |
| Extension Options/Prices | **2 x 6 month options** |
| Pricing Mechanism: | **Firm Price** |
| Payment mechanism | **To be paid against deliverables in CP&F** |
| CP&F Order Number | **31464242** |
| Programme Manager | **James Holgate** |
| CP&F Invoice Receipted by | **Sophie Mccron** |
| Commercial Officer | **Flik Little** |
| Finance Area | **Nick Rumley** |
| Supplier Contact | **Harry Rawson** |
| Change management (amendments) | **Mike Smith** |

1. **Summary of requirement** 
   1. This is a requirement for a Commercial Implementation and Procurement Role in the Defence Digital DPS Commercial Deployed team.
   2. The Requirement under the contract is to drive the FBC3 Programme through the remaining approvals activities, moving formally into the implementation phase of the approved Commercial Strategy and begin work on mobilising associated future procurement activity, they are required to lead this activity from a Commercial perspective. In line with the Commercial Strategy approach will conduct regular in-depth reviews of the existing commercial support delivery vehicles for Legacy and NSoIT(D) (Maritime Live Service, NSoIT(D) Through Life Support, D&IS Installation of Maritime Deployed Systems onto Ships and Submarines, ADELIE Deployed Land and Maritime Support Services and other additional support contracts) to ensure continued best value for money and route to market decisions/ approaches are adopted by the department.

1. **List of key Obligations and Milestones**
   1. **The key deliverables are listed in the table below**:

|  |  |  |  |
| --- | --- | --- | --- |
| **Obligation** | **Who owns the obligation** | **Where listed in Contract** | **When – delivery or required by dates** |
| Contractor to complete Tasking as instructed by the MOD highlighting any issues that could effect deliveryof programmes. | Supplier | Schedule of Requirements | Tasking to be completed in line with tasking activities as advised by MOD. |
| MOD to provide clear instructions for tasking and to support if any issues raised by contractor in completing these tasks. | MOD | Schedule of Requirements | To respond to contractor queries regarding a task within to enable the task to be completed in a timely fashion. |
| Payment of Contract through CP&F | MOD | Milestone Payments | Set up of Purchase Order at start of contract then receipting invoices on monthly basis. |
| Supplier to submit invoices in CP&F against work completed. | Supplier | Milestone Payments | To be submitted for payment on a monthly basis. |

1. **Performance Management**
   1. The performance will be measured against the objectives set **(Frequency and by who)**
   2. **Contract Management activities are listed in the table below:**

|  |  |
| --- | --- |
| **Contract Management Activity** | **Completed** |
| Kick-off meeting. | 22 March 2023 |
| Conducting monthly reviews of performance with the supplier including progress reports. | Flik Little, Derek Reid, Harry  Rawson to complete |
| Management of all programme risks and the timely delivery of any programme GFE. | Flik Little, Derek Reid, Harry  Rawson to complete |
| Monitoring and recording the delivery of specified supplier milestones and outputs. | Flik Little, Derek Reid, Harry  Rawson to complete |
| Review of the supplier’s claims for payment, and receipting these in CP&F. | Mike Smith, Flik Little, Harry Rawson, Sophie McCron to complete |
| Conducting a final review of supplier performance and producing the required LFE outputs. | Flik Little, Derek Reid, Harry  Rawson to complete |

1. **Key Terms**

5.1 This Contract was placed through the G Cloud Contract against the agreed terms and conditions the suppliers have signed up to under that framework.

1. **Risks**
   1. **The key risks are listed in the table below:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Risk** | **Probability** | **Impact** | **Mitigation** |
| The Contractor is unable to complete Tasking under the Contract needing MOD Support. | Low | Moderate | The MOD project team will engage with the Contractor to assist with any difficulties that may affect the completion of tasks under the contract and these should be regularly captured and dealt with during monthly meetings. |
| Difficulty with completing payment for work completed. | Low | Moderate | The MOD will ensure that receipting is completed promptly by the project team so that payment is made in a timely fashion and will engage with the CP&F team should any action be needed to resolve payment issues. |

1. **Dependencies**
   1. The main dependency is the Contractor being able to complete the tasking activities under the contract as directed by the MOD and the MOD Project team. This will involve engagement throughout the NSOIT(D) and DPS areas so that the commercial activities can be completed to enable new and existing work to be undertaken or systems maintained as necessary. It is dependent on good management of time and activities to ensure that deadlines are met but also dependent on the MOD Project teams supporting by providing the information and support that is necessary to enable completion of taskings that have tight timescales and impact on important areas across the business.
2. **Exit Plans** 
   1. The purpose of an Exit Plan is to ensure that there is a smooth handover from the existing contract and supplier to an alternative provision. In this case the procurement is an enduring requirement with further options that can be exercised if required for this contract or it will conclude 20 December 2023. However, as part of routine contract management, the Project Team will ensure that any relevant data and documentation has been received together with the return of any issued equipment before the contract expires and any final payment is made. The Contract Completion & Closure Checklist (DEFFORM 50) will be used to confirm appropriate closure actions have been completed including the return of any GFE.