

Order Schedule 20 (Order Specification)

Statement of Requirements

TERMS OF REFERENCE FOR THE ANALYSIS, DESIGN AND DELIVERY OF TRAINING PACKAGES TO SUPPORT THE MOBILISATION AND BUSINESS AS USUAL DELIVERY OF FDIS TRAINING ESTATE.

Reference: JSP822 Part 2, Version 3.2 (Jun 19).

- 1. Introduction.** The delivery of the FDIS Project will represent a significant change to the way DIO has previously written, implemented, managed and assured its previous Hard and Soft Facilities Management (H&SFM) contracts. To support the introduction of the new contracts FDIS has identified the need for a comprehensive training and education package to be developed and delivered to support mobilisation and subsequent delivery through IOC to FOC.
- 2.** The FDIS Training Estate Support Contract (TESC) will provide a Total Facilities Management solution maintaining a safe and sustainable training estate. The Supplier acts on behalf of the MOD to ensure that all military units undertaking training are successfully and efficiently booked-in, received, accommodated, fed, refuelled, and provided with safe and functional training facilities throughout their stay.
- 3. Requirement.** This contract requires the successful bidder to undertake the delivery of the below which is required to support both the operationalisation of the FDIS projects for Training Estate, and the subsequent exploitation of the wider benefits and capability afforded by the FDIS Project IOC:
 - a. Training design of a suite of innovative, interactive and inspiring training packages at Practitioner Level, for FDIS RD Training Estate teams, re-purposing existing FDIS training content where appropriate and using new FDIS content provided by the Buyer. These packages to be designed as e-learning modules for virtual training that could also be presented in classroom / workshop training.
 - b. Delivery of training material that meet the needs of RD Training Estate teams and provides them with the tools and knowledge to enable them to complete their roles under the new FDIS contract. It is envisaged that the training will be delivered in a modular way enabling delegates to be able to select and complete the training that is most relevant to their role. The training should include a way of being able to validate the delegates understanding post completing the training. The training material is intended to be hosted on the Defence Learning Academy DLE site.
 - c. Create a pilot training course that enables, as part of learning from experience (LFE), additions to be made to the final training material.
 - d. Propose a maintenance contract that will enable the training material to be reviewed and updated annually post the contract going live.

Order Schedule 20 (Order Specification)

Order Ref:

Crown Copyright 2020

4. The purpose of this practitioner level training is to provide RD Training Estate teams with the tools and knowledge to be able to carry out their roles effectively under the new contract.
5. Suppliers should note that the Buyer is already delivering an FDIS awareness training package (Tier 1) as well as completing a comprehensive Impact Assessment based on the change of contracting and operating model as such a top-level TNA and training matrix has been produced to support Tier 2 training.
6. The Buyer has a finite budget for the successful bidder to deliver the training services and as such are looking for advice and recommendations on which would be the best approach to meet both the budgetary objectives as well as the training objectives of the FDIS project.
7. There are [Redacted – Sensitive Information] of RD Training Estate, completing varying roles to support the new FDIS contract. These employees are based nationally across the UK and NI. There are several ‘enabler’ teams which sit outside RD Training Estate who would also benefit from understanding the key FDIS elements specific to RD Training Estate.
8. **Scope and standards of deliverables.** The successful bidder will be required to operate in line with the Defence Systems Approach to Training (DSAT) as published in JSP822, Part 2, Version 3.2 (Jun19). The Buyer requires the following DSAT outputs:
 - a. **Training Design.** Training Design (*What should the training activity look like; who will deliver it, and with what resources?*). Design is a 3-stage process where the design of the training activity is completed. For Tier 2 training, previously delivered FDIS training packages can be re-purposed where appropriate as well as including new material for RD Training Estate specific training.
 - i. The Supplier is responsible for uploading the training material onto the DLE and will therefore require to have the necessary certification and qualification.
 - ii. DLE courses are to be in SCORM format and not to exceed 2.5GB. If there is a requirement for a course to exceed the 2.5GB limit, written authorisation is to be sought from the Buyer.
 - iii. DLE courses are to only contain learning content that is consumed by the student; non-learning content (e.g. ISpecs, resource libraries, media stores) is not to be stored on to the DLE.
 - iv. Media (video, audio and images) are to be appropriately compressed prior to loading on to the DLE.
 - b. **Delivery.** Practical Delivery of the pilot training (*The training activity is delivered*). This is to be achieved via both completion of a virtual e-learning type module and a classroom style delivery in order to test both delivery options. Short videos to support the training elements would also be considered acceptable. The delivery of a pilot course and the preparation of a train the trainer (T3) capability is required output of this task
9. **Duration of task** The Buyer requires the Supplier to start no later than March 2022 and all outputs are to be delivered no later than October 2022

Order Schedule 20 (Order Specification)

Order Ref:

Crown Copyright 2020

10. JSP822 Defence Direction and Guidance for Training and Education. The DSAT process is laid out in JSP822. The Buyer requires the successful supplier to adhere to JSP 822 in order to deliver training that is:

- a. Appropriate to the training need;
- b. Cost-effective;
- c. Accountable;
- d. Safe;
- e. Risk-focused.

11. Full guidance as to the Buyer's requirements and the DSAT process may be found at: <https://www.gov.uk/government/publications/jsp-822-governance-and-management-of-defence-individual-training-education-and-skills>

12. Support operationalisation (mobilisation). Corporately, DIO RD has a good understanding of the initial type of training required to operationalise and mobilise the project successfully. In this area TNA support is only required to confirm extant findings and then design and deliver the requisite training material. The training approach agreed will form three levels – Awareness Training, Functional Practitioner Training then completed with a Joint Induction programme. The areas identified by the Buyer that fall within this category are:

Training Estate:

- a. Schedule 14 and 14a Performance Management
- b. Schedule 15 Contract Management (Contract Management Handbook)
- c. Schedule 4 Facilities Management
- d. Schedule 24 Collaboration
- e. Schedule 5 Call off Pricing
- f. SFG20 (what is it, how does it work and how is MOD applying it)
- g. EM02 (what it is, how does it work and how is MOD applying it)

13. Support subsequent exploitation of the wider benefits and capability.

DIO personnel, stakeholders and incoming suppliers will all require training to understand and fully exploit the opportunities and benefits being presented. The areas identified by the Buyer that fall within this category will include, but are not be limited to:

- a. FDIS Background and "one size doesn't fit all"
- b. ISO 44001 / Collaborative Working
- c. Culture and Behaviours / JRMP
- d. Common Data Environment
- e. Facilities Condition Management
- f. Trust with consequences
- g. Delegation
- h. Common user experience
- i. Assurance (Compliance and Audit, Quality Management)
- j. Commercial and Procurement (Truing up, VFM scrutiny, SOP development)
- k. Governance
- l. Reports and dashboards