



Ministry
of Defence

MOD Commercial

FLEET/00521 (WPS 98)

Wider Public Sector Framework (RM 1568)

**RESETTLEMENT & FINANCIAL AWARENESS TRAINING
FOR THE NAVAL SERVICE**

This Contract is made

BETWEEN (1) **HER BRITANNIC MAJESTY'S SECRETARY OF STATE FOR DEFENCE**, acting by Defence Commercial Commands & Centre Navy, Building 1/080, Jago Road, HM Naval Base, Portsmouth, Hampshire, PO1 3LU ("the Authority")

AND (2) **CAPITA BUSINESS SERVICES LIMITED**, 4th Floor, Barnard's Inn, 86 Fetter Lane, London, EC4A

1. The Contractor shall provide the Services described in the Statement of Requirements, in accordance with the Conditions of Contract (as detailed in Framework Schedule 4 – Order Form and Call-Off Terms for the Wider Public Sector dated 2 June 2014 to the Framework Agreement entered into between the Authority and the Supplier on RM 1568), the firm prices attached and the Contractor's Work Order (WO) Reference WPS 98 dated 28 April 2016.

2. The Contract will come into effect 1 June 2016 and expires 31 May 2019.

3. Except where there is prior written approval from the Commercial Branch no payment shall be made for work performed which is outside the scope or period of the Contract.

4. If there is a conflict between the documents described in Paragraph 1 above the order of precedence shall be:

- a. Work Order (WO) Reference WPS 98 dated 28 April 2016.
- b. Statement of Requirements at Schedule 1.
- c. Conditions of Contract (as detailed in Framework Schedule 4 – Order Form and Call-Off Terms for the Wider Public Sector dated 2 June 2014 to the Framework Agreement entered into between the Authority and the Supplier on RM 1568).

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SCHEDULE 1

STATEMENT OF REQUIREMENTS

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1. **General.** The White Ensign Association (WEA) will deliver the requirement through trained and experienced members of staff visiting Royal Navy (RN) and Royal Marine (RM) units on a regular programmed basis (bi-monthly, monthly or termly) depending upon demand. Visits will be co-ordinated through regional or unit level Resettlement Offices and will be advertised on the WEA Website and in the relevant establishments through WEA regional staff interaction with local command. In addition the WEA will provide service associated with the contract to any RN/RM unit upon invitation, to any Naval Service personnel, either locally or at the Association's registered office in HMS BELFAST. Training and advice will be provided in a number of different formats to cater with individual preference and convenience to the host establishment.
2. **Resettlement Training.** The WEA will provide a tailored presentation (currently titled "Your Future") on a regular basis to general audiences on personal finance and employment aspects of resettlement and civilian transition at the following military establishments:

| | |
|---------------|-----------------------|
| HMS NELSON | HMS SULTAN |
| HMS EXCELLENT | HMS COLLINGWOOD |
| RM Poole | HMS HERON |
| CTCRM | MOD ABBEYWOOD |
| HMS DRAKE | HMS RALEIGH |
| HMS SEAHAWK | HMS NEPTUNE/43 CDO RM |
| MOD CALEDONIA | 40 CDO RM |
| JSU NORTHWOOD | 42 CDO RM |
| CLR RM | 45 CDO RM |

WEA staff will make themselves available to attending Naval Service personnel for direct consultation or one to one interviews where guidance will be provided on all aspects of the resettlement process including job hunting techniques, CV advice, business start-up, personal finance, pension considerations, housing options and taxation implications. Such interviews will not be limited to those personnel who have attended a lecture. Detailed or specific advice pertaining to financial, legal or taxation questions for which WEA staff are not qualified or authorised to give will be referred to an appropriate member or members of the WEA Professional Advisors Panel who will provide specialist general advice on a no-charge basis. Naval Service personnel will also, where desired, have access to external employment mentors either through the British Telecom/WEA Mentor scheme or WEA Voluntary Employment Advisors.

3. **Financial Awareness Training.** WEA staff will provide a specific lecture on the principles of personal financial planning to all RN/RM personnel undergoing initial training at a convenient opportunity during their training programme. It is anticipated that such lectures will be delivered at the following Service establishments:

HMS COLLINGWOOD (Warfare Branch)

HMS COLLINGWOOD (Engineering Branch)

HMS RALEIGH (Logistic Branch)

CTCRM (RM junior ranks and officers under training)

BRNC (RN officers under training)

HMS NEPTUNE (Submariners)

HMS SEAHAWK (Aircraft Handlers)

DCHET Lichfield (Medical Assistants)

4. **Personal Administration Advice.** A general awareness of personal administration pertinent to those serving in the RN and RM will be included in both the resettlement and financial awareness lectures and WEA staff will be available for either remote, or face to face, individual guidance on such subjects as welfare benefits, implications of divorce, powers of attorney, will writing, service representations and complaints, the Armed Forces Compensation Scheme, property letting and taxation.

5. **Additional Lectures/Visits.** The WEA will also produce tailored presentations on any combination of resettlement, personal finance or administration topics at the request of individual units. Where practical the Association will also respond to such requests from deployed units at no additional cost.

6. **Programme.** The WEA will provide a programme of visits six weeks before commencement of each term for publication by appropriate means. In addition the programme will be published on the WEA Website. Where it is practical and appropriate to do so the WEA will deliver both financial awareness presentations, resettlement lectures and personal interviews during the same visit for one charge only.

SCHEDULE 2

FIRM PRICING SCHEDULE

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| <u>Deliverable</u> | <u>Maximum Delegates per Cohort</u> | <u>Number of Trainers</u> | <u>Blended Day Rate</u> | <u>Number of Days per Cohort</u> | <u>Total</u> | <u>18% Service Wrap added per Cohort</u> | <u>Total Cost with Service Wrap per Cohort</u> | <u>Max Fee to Supplier based on 100 Visits</u> | <u>Max Service Wrap per Year</u> | <u>Max Total Cost to MoD per Year</u> |
|---------------------------|--|----------------------------------|--------------------------------|---|---------------------|---|---|---|---|--|
| Course Delivery Year 1 | 400 | 1 | | 1 | | | | | | |
| Course Delivery Year 2 | 400 | 1 | | 1 | | | | | | |
| Course Delivery Year 3 | 400 | 1 | | 1 | | | | | | |
| | | | | | | | | | | TOTAL CONTRACT VALUE |

PAYMENT

The Supplier shall invoice Capita monthly in arrears. Payment will be processed through P2P once the Authority has confirmed all deliverables in the Statement of Requirements have been completed satisfactorily.

Schedule 3

Addresses and Other Information

Appendix - Addresses and Other Information

1. Commercial Officer

Ann Scott
Defence Commercial CC-Navy 23
Room 303, Building 1/080, Jago Road,
HM Naval Base, Portsmouth, Hampshire, PO1 3LU

☎ 02392 726807
Email: defcomrclcc-navy23@mod.uk

8. Public Accounting Authority

1. Returns under DEFCON 694 (or SC equivalent) should be sent to
DBS Finance ADMT – Assets In Industry 1, Level 4 Piccadilly Gate,
Store Street, Manchester, M1 2WD
☎ 44 (0) 161 233 5397

2. For all other enquiries contact DES Fin FA-AMET Policy, Level 4
Piccadilly Gate, Store Street, Manchester, M1 2WD
☎ 44 (0) 161 233 5394

2. Project Manager, Equipment Support Manager or PT Leader (from whom technical information is available)

☎
Email:

9. Consignment Instructions

The items are to be consigned as follows:

3. Packaging Design Authority

(Where no address is shown please contact the Project Team in Box 2)

10. Transport. The appropriate Ministry of Defence Transport Offices are:

A. DSCOM. DE&S, DSCOM, MoD Abbey Wood, Cedar 3c,
Mail Point 3351, BRISTOL BS34 8JH

Air Freight Centre

IMPORTS ☎ 030 679 81113 / 81114 Fax 0117 913 8943

EXPORTS ☎ 030 679 81113 / 81114 Fax 0117 913 8943

Surface Freight Centre

IMPORTS ☎ 030 679 81129 / 81133 / 81138 Fax 0117 913 8946

EXPORTS ☎ 030 679 81129 / 81133 / 81138 Fax 0117 913 8946

4. (a) Supply/Support Management Branch or Order Manager:

Tel No: As per Box 2

(b) UIN – N26024A (c) RAC – NHB002

B. JSCS

JSCS Helpdesk No. 01869 256052 (select option 2, then option 3)

JSCS Fax No. 01869 256837

www.freightcollection.com

5. Drawings/Specifications are available from

See Box 2

11. The Invoice Paying Authority (see Note 1)

Ministry of Defence ☎ 0151-242-2000

DBS Finance

Walker House, Exchange Flags Fax: 0151-242-2809

Liverpool, L2 3YL

Website is:

<https://www.gov.uk/government/organisations/ministry-of-defence/about/procurement#invoice-processing>

6. For contracts containing DEFCON 5, mauve Copies of MOD Form 640 are to be sent to

(where no address is shown the mauve copy should be destroyed)

12. Forms and Documentation are available through*:

Ministry of Defence, Forms and Pubs Commodity Management
PO Box 2, Building C16, C Site

Lower Arncott

Bicester, OX25 1LP (Tel. 01869 256197 Fax: 01869 256824)

Applications via fax or email: DESLCSLS-

OpsFormsandPubs@mod.uk

7. Quality Assurance Representative:

Commercial staffs are reminded that all Quality Assurance
requirements should be listed under the General Contract Conditions.

AQAPS and **DEF STANS** are available from UK Defence
Standardization, for access to the documents and details of the
helpdesk visit <http://dstan.uwh.diif.r.mil.uk/> [intranet] or
<https://www.dstan.mod.uk/> [extranet, registration needed].

NOTES

1. Forms. Hard copies, including MOD Form 640 are available from
address in Box 12., All other invoicing forms e.g. AG Forms 169 and
173, are available from the website address shown at Box 11.

2.* Many **DEFCONs** and **DEFFORMs** can be obtained from the
MOD Internet Site:

<https://www.aof.mod.uk/aofcontent/tactical/toolkit/index.htm>