

Statement of Requirement for the Provision of Lean Leadership Academy Courses

A General Requirements

A.1 Scope of Requirement

Provide Lean Leadership and innovation training for service and civilian staff at RAF Lossiemouth. This would normally be two classroom-based courses per year for up to 54 students that includes:

- Continuous Improvement Theory
- Practical/hands-on use of Continuous Improvement tools, Real-time visits across suitable parts of the Station to identify waste, how Policy Deployment is implemented and the onsite use of Visual Management. These visit to be facilitated by the Station Continuous Improvement Team
- Case Studies chosen by the Station Continuous Improvement Team that offer the opportunity to put the taught theory and tools into use on a “live” issue.
- Supporting Innovation

This is expected to be an ongoing requirement to account for the natural churn in staffing across the Station.

A.2 Definitions

A.2.a In addition to the definitions detailed in the Terms and Conditions of the Contract the following definitions shall also apply. Where the definitions below contrast to those detailed in the Terms and Conditions of the Contract then the definitions within the Terms and Conditions of the Contract shall take precedence.

<u>Definition</u>	<u>Interpretation</u>
Contractor's Personal Use	Any use of MOD furnished property, facilities or equipment intended for the primary benefit of the Contractor or the Contractor's Personnel which is contrary to the MOD's interests is considered personal use.
Contractor's Personnel	Any employees, including sub-contractors or other agents working on behalf of the Contractor, shall be deemed the Contractor's Personnel.

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Designated Officer The Designated Officer is the MOD representative responsible for the Requirement and is as defined at Box 2 of DEFFORM 111 of this Contract.

A.3 Abbreviations and Acronyms

A.3.a In addition to the abbreviations and acronyms detailed in the Terms and Conditions of the Contract the following abbreviations and acronyms will be used.

<u>Abbreviation or Acronym</u>	<u>Interpretation</u>
AOC	Air Officer Commanding
CI	Continuous Improvement
DO	Designated Officer
LLA	Lean Leadership Academy
MOD	Ministry of Defence
OC	Officer Commanding
RAF	Royal Air Force
SC	Security Check
SoR	Statement of Requirement

A.4 References

A.4.a In addition to the references detailed in the Terms and Conditions of the Contract the following references shall also apply as well as any subsequent revisions and amendments to the references. This list does not absolve the Contractor from conforming to any other relevant publications.

<u>Reference</u>	<u>Version</u>	<u>Source</u>
Data Protection Act 2018	2018 c. 12	http://www.legislation.gov.uk/ukpga/2018/12/contents/enacted
AP 2 Continuous Improvement in the RAF	<i>Issue 1.1</i>	
Government Security Classifications	1.0	https://www.gov.uk/government/publications/government-security-classifications

A.5 Processes and Related Taskings

A.5.a Assistance will be provided by the Station Continuous Improvement Team to identify and facilitate the necessary visits around station.

A.6 Site

A.6.a The Site for the delivery of all services is RAF Lossiemouth. RAF Lossiemouth is located in Moray NE Scotland. Individuals visiting RAF Lossiemouth will require recognised photographic identity (UK passport or UK driving licence stating the UK as country of birth).

A.7 Security

A.7.a The Contractor is to ensure that all of the Contractor's Personnel have Security Check (SC) clearance. Where the Contractor's Personnel does not have SC clearance that individual will not be allowed access to MOD facilities.

A.7.b All information related to or generated by this Contract is to be treated in the appropriate manner in accordance with Government Security Classifications. The classification of the material to be handled shall not exceed OFFICIAL-SENSITIVE in nature.

A.7.c All personal data processed under this Contract is to be treated in accordance with the Data Protection Act 2018. Define the security conditions the Contractor will have to apply to. The local security adviser (such as the RAF Police) is to be consulted to deem the appropriate security levels required.

A.8 Site Access

A.8.a Individuals who do not have a permanent unescorted pass to MOD establishments will require an escort for the duration of the training course.

A.9 Safety and Environmental Provisions

A.9.a When on the Site the Contractor is to comply with all MOD Safety, Health and Environmental Protection regulations and policy.

A.10 Hours of Operation and Times of Delivery

- A.10.a All services to the Site shall be delivered between the hours of 07:00 - 17:00 on weekdays with exception of recognised UK Bank Holidays and Public Holidays.

A.11 Quality Assurance

- A.11.a There are no defined Quality Management System requirements, however, the Supplier is to ensure training materials are fit for purpose up to date.

A.12 Contract Monitoring

- A.12.a For the purposes of contract monitoring, representatives of the Contractor will routinely report to the Designated Officer on the performance of the Contract.
- A.12.b The Contractor is responsible for the performance of the Contract by any sub-contractors or other agents working on behalf of the Contractor. The Contractor is to deal with any issues relating to any sub-contractors or other agents working on behalf of the Contractor, this however does not exclude sub-contractors or other agents working on behalf of the Contractor from attending any Contract Monitoring meeting or contributing to any report where it is appropriate for such sub-contractors or other agents to do so.

A Deliverable Requirements

<u>Ref</u>	<u>Requirement</u>	<u>Additional Information</u>	<u>Quantity</u>	<u>Standard of Performance</u>
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<u>Ref</u>	<u>Requirement</u>	<u>Additional Information</u>	<u>Quantity</u>	<u>Standard of Performance</u>
A.1	Provide appropriate up to date course documentation	Produce training materials that cover the course content and will provide a reference guide to be retained by the trainee after the course.	All course attendees	To the satisfaction of the Project Officer