



Ministry
of Defence

[REDACTED]
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KPMG LLP
15 Canada Square
Canary Wharf
London
E14 5GL

Your Reference:

Our Reference: CTLBC/2177

Date: 22nd June 2015

FAO: [REDACTED]
Director Procurement & Sourcing

Dear Sir,

**CONTRACT NUMBER CTLBC/2177 – MOD COST ASSURANCE AND ANALYSIS DEVELOPMENT
PROGRAMME – AMENDMENT No. 2**

I am writing to inform you that the Authority hereby amends the above Contract as follows:

Schedule 1 - Pricing Schedule

Delete: existing "Table 1"

Insert: "New Table 1" – attached

Insert: "Scott Grant additions to Table 2- Cost Engineering Rate Card - RATE CARD 2" - attached

Schedule 3 Annex A

Delete: "existing Amendment 1 Milestones"

Insert: "Milestones" – attached

DEFFORM 111

Delete: "existing DEFFORM 111 (Edn 07/12)"

Insert: "new DEFFORM 111 (Edn 04/15)" – attached

All other Terms and Conditions of the Contract remain unchanged.

Please sign and return the page attached to this letter as acknowledgment of your receipt of this amendment.

Yours faithfully

[REDACTED]
Assistant Head Team Leader 1

Signed.....

Name.....

Company.....KPMG.....

Appointment.....

Date.....

TABLE 1

Original programme, split by KSR

KSR	Year 1		Year 2 (by KSR)		Actuals	
	Actual Man days	Actual Fee (£)	Actual Man days	Actual Fee (£)	Actual Man days	Actual Fee (£)
	1/12/13 – 31/3/14	1/4/14 – 30/6/14	1/12/13 – 30/6/14			
KSR 1	304		344		647	
KSR 2	491		305		796	
KSR 3	189		115		303	
KSR 4	54		58		112	
KSR 5	-		-			
KSR 6	74		54		128	
KSR 7	-		-			
Total	1112	1,610,825.00	876	1,255,079.00		*14,949,720.00

Revised programme, split by workstream

Workstream	Year 2		Year 3		Year 4		Total (entire programme)	
	Actual Man days	Actual Fee (£)	Man days	Fee (£)	Man days	Fee (£)	Man days	Fee (£)
	1/7/2014 – 31/3/15	1/4/15 – 31/3/16	1/4/16 – 30/11/16					
PMO	372.39		340					
Capability CEF	852.11		191					
Capability PA	285.89		762					
Capability SSPP	164.33		380					
Operational Effectiveness/Quality	538.13		1,283					
Customers & Markets	286.3		441					
Strategic Development	137.27		-					
Total	2,636	3,901,941.00	3,697	5,358,677.00	1,928	2,823,198.00	10,249	*14,949,720.00

*Total Price is firm price. Total number of man days is an estimate which will be flexible, depending on tasking order requirements, and is assumed to be within 5% of the aggregate average daily rate delivered in the programme to date. Ave daily rate is [REDACTED] / 5%
 Limit of Expenditure for Travel and Subsistence for KSRS 1 to 7 is £12K

Travel and Subsistence for KSR 8 (Capability Augmentation) will be as per individual tasks

The limit of liability for KSR 8 shall not exceed £75m over the 3 years of the Contract.

The aggregate value of the contract shall not exceed £90m over the 3 years of the Contract.



Table 2- Cost Engineering Rate Card- RATE CARD 2

[REDACTED]	Partner	[REDACTED]
[REDACTED]	Director	[REDACTED]
[REDACTED]	Managing Consultant	[REDACTED]
[REDACTED]	Principal Consultant	[REDACTED]
[REDACTED]	Senior Consultant	[REDACTED]
[REDACTED]	Consultant	[REDACTED]



Nov-14	Blueprint 2017 - Delivery by Nov 2014	Provide a Written report (to the satisfaction of the Authority) that: • Collates and analyses the results of Strategy Workshops and discussions • Documents at a high level the current CAAS Operating Model • Documents the key features needed for CAAS to be 'self - sustaining' post completion of the CAADP Development programme. • Documents a high level assessment of the potential impact of wider trends in Defence on the future demand for CAAS services (working with CAAS CRM teams, and building on wider IPWIG insights). Provide a Written report (to the satisfaction of the Authority) that: • Collates and analyses the results of Strategy Workshops and discussions • Documents at a high level the current CAAS Operating Model • Documents the key features needed for CAAS to be 'self - sustaining' post completion of the CAADP Development programme. • Documents a high level assessment of the potential impact of wider trends in Defence on the future demand for CAAS services (working with CAAS CRM teams, and building on wider IPWIG insights).	Strategy	N/A
	Monthly Progress / Monthly Management Report - Dec-14	Production of a monthly flash report that captures progress against plan, risks, issues, UOS. Supporting this are other documents including the financial status, task tracker, rate card analysis. Adhoc report will also form part of this deliverable that address current issues.	PMO	1.2.2
	GCAS Systems model available for population		Capability	2.1.1
	Level 3.3.4 Cost Estimating tools and processes finalised		Capability	3.2.4
	CS development and exploitation report finalised		Capability	3.3.3/3.3.2
	Support the delivery of an SSPR training plan		Capability	
	SSPR IPREC processes and tools finalised			4.4.1
	Support the delivery of SSPR IPREC processes and tools for both new cost accounting products (PAC, POCO and supplier compliance audit) and existing cost accounting processes (recovery rates and profit rates)			
	SSPR training materials available for use			4.5.1
	Support the delivery of SSPR training materials for awareness and practitioner training		Capability	2.4/2.5
Dec-14	Quarterly A-P-E assessment report complete (CE & CF)		Capability	
	Data governance framework, policy, process and templates available	Establish a governance framework and rules for PA use of the data warehouse, including the governance associated with data input/output, control, access and management. - Identify example CAAS common data sources - Draft outline framework - Populate framework with policy, approach and direction including a process and templates for data dictionary - Agree and populate data dictionary exemplars	Capability	
	Supplier analytics modelling capability in Oracle available	Create a 'data sphere' within the data warehouse that links PR-ICE to P3/39 to Supplier Supplier insight data. This will involve linking existing PR-ICE data in ODE, by relevant Supplier insight data (not yet in Oracle) and P3/39 to supplier missing data (not yet in Oracle) that has been obtained and will be refreshed in relation to direct tasking - Transition Supplier insight data into data warehouse - Demonstrate linkage between PR-ICE and Supplier insight data - 'Orchard' linkage - Test logic and application of logic in Oracle - Linked data in data warehouse	Capability	
	Portfolio risk generic product available	Develop a generic portfolio risk product to meet future customer needs given realistic levels of CAAS resources. - Develop concept/approach paper - Complete proof of concept - Document process standards, skills, communications	Capability	
	Launch the Planning process/cycle for FY15/16 Ceca - Continuous Improvement Plan drafted for 2015 (revised way forward)	Launch of the consolidated account plan Identify existing best practice - Internal (DESSA) and external (Holt Royce) to support CI process maturity that together with the two deliverables in November will support the development of the draft CI plan for 2015/16	Operational Effectiveness Quality	6 6
	Account plan pilots completed and LFE applied ready to roll out across all delivery areas	2x Populated live account plans, based on real opportunity and customer data and BIS data	Customer & Markets	N/A
	Monthly Progress / Monthly Management Report - Jan-15	Production of a monthly flash report that captures progress against plan, risks, issues, UOS. Supporting this are other documents including the financial status, task tracker, rate card analysis. Adhoc report will also form part of this deliverable that address current issues.	PMO	1.2.2
	PA training needs analysis and plan finalised		Quality	5.5.1 - 5.6.3
	Establish HQ assurance model with accurate estimates of resourcing requirements	confirm current HQ practices, review and add value to those practices to ensure they add fullest value to CAAS. Further estimates will be delivered on the resourcing implications to support the revised HQ assurance model	Quality	6
Jan-15	Quarterly Review to identify and confirm the next three months deliverables Ceca - should this be a payment milestone? Seems more like contact review point and normal business	Review progress to date and confirm the ongoing way forward for the quarter ending March 2015	Operational Effectiveness	6

[illegible]

DELETED	Oct-15	Monthly Progress / Monthly Management Report - Oct-15	Production of a monthly flash report that captures progress against plan, risks, issues, UOS. Supporting this are other documents including the financial status, task tracker, rate card analysis. Adhoc report will also form part of this deliverable that address current issues.	PMO	1.2.2	
DELETED	Nov-15	PA profession training pilot courses completed Monthly Progress / Monthly Management Report - Nov-15	Production of a monthly flash report that captures progress against plan, risks, issues, UOS. Supporting this are other documents including the financial status, task tracker, rate card analysis. Adhoc report will also form part of this deliverable that address current issues.	PMO	1.2.2	
DELETED		Monthly Progress / Monthly Management Report - Dec-15	Production of a monthly flash report that captures progress against plan, risks, issues, UOS. Supporting this are other documents including the financial status, task tracker, rate card analysis. Adhoc report will also form part of this deliverable that address current issues.	PMO	1.2.2	
DELETED		Cost estimating process and tools training completed		Capability	2.2.2	
DELETED		Continuous System Review process initiated and tools delivered		Capability	2.3.2	
DELETED		CA implementation delivery lead training course completed		Capability	4.3.1	
DELETED	Dec-15	Support to SPFR Awareness and Practitioner familiarisation complete. Support the CAAS terms in completing an assessment of 30% of the relevant supplier business units' capability to comply with SPFR reporting requirements		Capability	4.1.1 / 4.2.1	
DELETED		SPFR Compliance Assessment training delivered to delivery leads		Capability	4.2.1	
DELETED		Quarterly A-P-E assessment report complete (CE & CF)		Capability	2.4/2.5	
DELETED		Quarterly account plan review		Customer & Markets	N/A	
DELETED		Product capabilities and marketing effect measures in place		Customer & Markets	N/A	
DELETED	Jan-16	Monthly Progress / Monthly Management Report - Jan-16	Production of a monthly flash report that captures progress against plan, risks, issues, UOS. Supporting this are other documents including the financial status, task tracker, rate card analysis. Adhoc report will also form part of this deliverable that address current issues.	PMO	1.2.2	
DELETED		Monthly Progress / Monthly Management Report - Feb-16	Production of a monthly flash report that captures progress against plan, risks, issues, UOS. Supporting this are other documents including the financial status, task tracker, rate card analysis. Adhoc report will also form part of this deliverable that address current issues.	PMO	1.2.2	
DELETED	Feb-16	Capability MI Report Submitted	Potential New Milestone : Combined Capability Report incorporating CEF / PA / CAT / CA CAAS	Capability		
DELETED		Monthly Progress / Monthly Management Report - Mar-16	Production of a monthly flash report that captures progress against plan, risks, issues, UOS. Supporting this are other documents including the financial status, task tracker, rate card analysis. Adhoc report will also form part of this deliverable that address current issues.	PMO	1.2.2	
DELETED	Mar-16	Advanced Manufacturing Training Provided	Potential New Milestone : Advanced Manufacturing Training Delivered at CE Conference	Capability		
DELETED		Quarterly A-P-E assessment report complete (CE & CF)		Capability	2.4/2.5	
DELETED	Apr-16	Monthly Progress / Monthly Management Report - Apr-16	Production of a monthly flash report that captures progress against plan, risks, issues, UOS. Supporting this are other documents including the financial status, task tracker, rate card analysis. Adhoc report will also form part of this deliverable that address current issues.	PMO	1.2.2	
DELETED	May-16	Monthly Progress / Monthly Management Report - May-16	Production of a monthly flash report that captures progress against plan, risks, issues, UOS. Supporting this are other documents including the financial status, task tracker, rate card analysis. Adhoc report will also form part of this deliverable that address current issues.	PMO	1.2.2	
DELETED		Monthly Progress / Monthly Management Report - Jun-16	Production of a monthly flash report that captures progress against plan, risks, issues, UOS. Supporting this are other documents including the financial status, task tracker, rate card analysis. Adhoc report will also form part of this deliverable that address current issues.	PMO	1.2.2	
DELETED	Jun-16	Capability MI Report Submitted	Potential New Milestone : Combined Capability Report incorporating CEF / PA / CAT / CA CAAS	Capability		
DELETED		Quarterly A-P-E assessment report complete (CE & CF)		Capability	2.4/2.5	
DELETED	Jul-16	Monthly Progress / Monthly Management Report - Jul-16	Production of a monthly flash report that captures progress against plan, risks, issues, UOS. Supporting this are other documents including the financial status, task tracker, rate card analysis. Adhoc report will also form part of this deliverable that address current issues.	PMO	1.2.2	
DELETED	Aug-16	Monthly Progress / Monthly Management Report - Aug-16	Production of a monthly flash report that captures progress against plan, risks, issues, UOS. Supporting this are other documents including the financial status, task tracker, rate card analysis. Adhoc report will also form part of this deliverable that address current issues.	PMO	1.2.2	
DELETED		Monthly Progress / Monthly Management Report - Sep-16	Production of a monthly flash report that captures progress against plan, risks, issues, UOS. Supporting this are other documents including the financial status, task tracker, rate card analysis. Adhoc report will also form part of this deliverable that address current issues.	PMO	1.2.2	
DELETED	Sep-16	Capability MI Report Submitted	Potential New Milestone : Combined Capability Report incorporating CEF / PA / CAT / CA CAAS	Capability		
DELETED		Quarterly A-P-E assessment report complete (CE & CF)		Capability	2.4/2.5	
DELETED	Oct-16	Monthly Progress / Monthly Management Report - Oct-16	Production of a monthly flash report that captures progress against plan, risks, issues, UOS. Supporting this are other documents including the financial status, task tracker, rate card analysis. Adhoc report will also form part of this deliverable that address current issues.	PMO	1.2.2	

DELETED	Nov-16	Monthly Progress / Monthly Management Report - Nov-16	Production of a monthly flash report that captures progress against plan, risks, issues, UOS Supporting this are other documents including the financial status, task tracker, and card analysis. Adhoc report will also form part of this deliverable that address current issues.	PMO	1.2.2	
DELETED		Monthly Progress / Monthly Management Report - Dec-16	Production of a monthly flash report that captures progress against plan, risks, issues, UOS Supporting this are other documents including the financial status, task tracker, and card analysis. Adhoc report will also form part of this deliverable that address current issues.	PMO	1.2.2	
DELETED		Advanced Manufacturing Training Provided	Report: New Milestone : Advanced Manufacturing Training Delivered at CE Conference. D018 TBC	Capability		
DELETED		Quarterly A-P-E assessment report complete (CE & CF) Casa - we need to tie this milestone in to the new baseline figures agreed to A-P-E and their achievement	Report: drafted summarising activities, deliverables, benefits, outstanding actions, handover arrangements to BAU, configuration management.	Capability	2.472.5	
DELETED		2nd refresh of UOS complete	Report: drafted summarising activities, deliverables, benefits, outstanding actions, handover arrangements to BAU, configuration management.	PMO	1.2.5	
DELETED	Dec-16	End of project report	Report: drafted summarising activities, deliverables, benefits, outstanding actions, handover arrangements to BAU, configuration management.	PMO		
DELETED		End of project report	Report: drafted summarising activities, deliverables, benefits, outstanding actions, handover arrangements to BAU, configuration management.	Customer & Markets		
DELETED		End of project report	Report: drafted summarising activities, deliverables, benefits, outstanding actions, handover arrangements to BAU, configuration management.	Strategy		
DELETED		End of project report	Report: drafted summarising activities, deliverables, benefits, outstanding actions, handover arrangements to BAU, configuration management.	Productivity & Effectiveness		
DELETED		End of project report	Report: drafted summarising activities, deliverables, benefits, outstanding actions, handover arrangements to BAU, configuration management.	Quality		
NEW		CORE Programme monthly written report	From April 15, Report to include: Update of Budget report including variance against planned budget Flash report for each work stream Risk log that consolidates all the Core Programme risks Summary of change control and impact to programme Report of payment milestones and what has been delivered	PMO		
NEW		Quarterly summary report	Monthly Report: - Forecast vs. Actuals & EOD from June 15 onwards	TSM		
NEW		End of year report	From June 15; Report will provide details of CRM's Coaching activity requirements, and progress against these requirements. The reports will be approved by each CRM	Operational Effectiveness/Quality		
NEW		Total number for Reports: 12 monthly, 4 qtrly, 1 EOY (17)	Task management coaching report on issues identified, root causes and recommended improvements for implementation by the Change Programme team	Operational Effectiveness/Quality		
NEW	Apr-15	Production of Coaching issues and root cause analysis report	Requirements document for approval by IKM Steering Group produced.	Capability CEF		
NEW	Apr-15	Completion of the Data warehouse / DDE type solution for the A-P-E log book Requirements Capture	Defined Customer Team Roles Core Gateway TOR Core DCRM TOR Customer Team Function	Customers & Markets		
NEW	Apr-15	Customer Team roles definition complete	Develop a guidance document for CAAS practitioners: - Review and sign off by Steve Smith: - Publish on Mess and available to CAAS practitioners.	Capability SSPP		
NEW	Apr-15	Develop guide to the Identification and determination of a Qualifying Business Unit (QBU):	Produced from Engagement Tracker: InfoGraph information. Commenced April 15	Operational Effectiveness/Quality		
NEW	Apr-15	IPCC Compliance Report - Quarterly production of statistics on IPCC compliance	Develop a mobilisation plan that supports the training and recruitment of resources to Practitioner level on SSPP.	Capability SSPP		
NEW	May-15	Mobilisation plan for training and recruitment delivered	Proposed new services in CAAS P&S Catalogue	Capability PA		
NEW	May-15	CAAS new Products and Services for the Catalogue	Purpose: To set out new services and implications for work to support/develop engagement with HoPS Format: Board paper	Operational Effectiveness/Quality		
NEW	May-15	Agreed Plan for Task Management Coaching transition into BAU	To plan for removal of KPMG Coaches at the end of the programme by replacing them with CAAS personnel.	Operational Effectiveness/Quality		
NEW	May-15	DRAFT TDP close out report - A-P-E assessment report submitted for CAAS approval	Report that closes out six monthly A-P-E reporting cycle.	Capability CEF		

NEW	Jun-15	Customer Team training package defined	Customer Team training package defined, including: Proposed Customer Team Approach defined and presented at Strategy Board for consideration and sign off. Initialing approach A-P-E development path (or equivalent) UCS report - updated UCS report taking into consideration the workshop consultation and PA UCS attributes Delivery of an SSPP compliant recovery rate process: - Reviewed and signed off by Steve Smith: - Published on CBMS Report produced on any additional significant issues identified during coaching activity and their root causes. Critical mass of issues identified in February and April 2015 reports. These subsequent reports will be on any significant new issues.	Customers & Markets		
NEW	Jun-15	Updated UCS report	UCS report - updated UCS report taking into consideration the workshop consultation and PA UCS attributes	PMD		
NEW	Jun-15	CAAS Cost Accounting cost recovery rates process updated to incorporate latest Statutory Guidance and SSPP compliant;	Delivery of an SSPP compliant recovery rate process: - Reviewed and signed off by Steve Smith: - Published on CBMS	Capability SSPP		
NEW	Jun-15	Update report on any new issues and their root causes identified during Task Management Coaching	Report produced on any additional significant issues identified during coaching activity and their root causes. Critical mass of issues identified in February and April 2015 reports. These subsequent reports will be on any significant new issues.	Operational Effectiveness/Quality		
NEW	Jun-15	CAAS SSPP reference guide updated to extend Statutory Guidance and SSAT policy;	Update previous version for SSRO published statutory guidance and for the latest policy in the MOD and SSRO - Publish on CBMS	Capability SSPP		
NEW	Jun-15	KPMG support to PA Strategy exercise including preparation materials and input to summary/findings document	PA Strategy and customer focus Title: PA high level customer requirements document (against Head Office, FLC and DEAS customer needs) produced for approval. Purpose: To develop a set of requirements against which PA products and services and profession can be developed to meet Head Office, FLC and other customer needs. Format: Requirements document in Word	Capability PA		
NEW	Jun-15	Risk Product available on CBMS	PA Product Development - Risk Product Title: Risk Product signed off by PA Purpose: To make product ready for use Format: Product documentation on CBMS	Capability PA		
NEW	Jun-15	Produce a report on the outputs of two business requirement workshops (Topic: Incorporation of the Engagement Tracker into BIS)	Collate outputs from business requirement workshops into a single report	Operational Effectiveness/Quality		
NEW	Jun-15	Draft documents / artefacts (as agreed between CAAS and NPMG in accordance with the MCOE plan) produced for approval.	Modelling Centre of Excellence Title: Strategy for MCOE development Purpose: To set out a strategy and plan for development of MCOE including objectives, operating model and governance in line with Board paper as agreed in early 2015. Format: Word/PPT document	Capability PA		
NEW	Jun-15	CDMS performance data published.	• TMS, QEC & T23 PR-ICE outputs project diagrams in CDMS Format • QRPC 1-15 • Ships ESP ICEs saved in CDMS Flat File Format • Plan for Oracle Tool Solution agreed	Operational Effectiveness/Quality		
NEW	Jul-15	IPEC Compliance Report - Quarterly production of statistics on IPEC compliance	Produced from Engagement Tracker BIS information.	Operational Effectiveness/Quality		
NEW	Jul-15	Continuous Improvement Data Feed: IPEC LFE	Review current process and identify actions to improve IPEC LFE Feedback process. Implementation of relevant actions for improvement. (Recommendations may have implementation dates after this milestone.)	Operational Effectiveness/Quality		
NEW	Jul-15	Continuous Improvement Data Feed: CAT Feedback	Review current process and identify actions to improve IPEC CAT Feedback process. Implementation of relevant actions for improvement. (Recommendations may have implementation dates after this milestone.)	Operational Effectiveness/Quality		
NEW	Jul-15	Define Head of Profession (HoP) Assurance: Cost Accounting	Deliverable: Produce a Pan CAAS Assurance document detailing the HoP Assurance process. Activity: Identify with the Head of Profession, which named outputs the HoP, and their Delegated Authorities, need to provide assurance. Agree the process through which such assurance is provided.	Operational Effectiveness/Quality		
NEW	Aug-15	Update report on any new issues and their root causes identified during Task Management Coaching	Report produced on any additional significant issues identified during coaching activity and their root causes. Critical mass of issues identified in February and April 2015 reports. These subsequent reports will be on any significant new issues	Operational Effectiveness/Quality		

NEW	AUG-15	Develop CAAS guidance for practitioners on supplier Statutory Reporting responsibilities;	Develop CAAS guidance for CAAS practitioners: - Review and sign off by Steve Smith. - Publish on Moss and available to CAAS practitioners.	Capability SSPR		
NEW	SEP-15	Pipeline & opportunity management approach (including pre-IPCC process) embedded	Full process mapped and briefed out to Customer Teams Any relevant training delivered Process embedded	Customers & Markets		
NEW	SEP-15	Draft assessment of PA methods, data, skills and tools against PA customer requirements (CPA 2) prepared for CAAS approval	PA Strategy and customer focus Title: Assessment of overarching process/methods, data, skills & tools requirements to meet statement of requirement for PA deliverables Purpose: Assessment of what PA require (in terms of processes, data, skills etc.) to meet customer requirements. Format: Word document	Capability PA		
NEW	SEP-15	CAAS SSPP reference guide updated to extant Statutory Guidance and SSAT policy;	Update previous version for SSRO published statutory guidance and for the latest policy in the MOD and SSRO Publish on CBMS	Capability SSPR		
NEW	SEP-15	Update report on any new issues and their root causes identified during Task Management Coaching	Report produced on any additional significant issues identified during coaching activity and their root causes. Critical mass of issues identified in February and April 2015 reports. These subsequent reports will be on any significant new issues.	Operational Effectiveness/Quality		
NEW	SEP-15	Draft Product Development Plan produced for CAAS approval	PA Product Development Title: Prioritised plan for PA product and service development in FY15/16 based on Customer/Stakeholder engagement (CPA2). "Plan" in the context is a new products to be developed in 15/16. Purpose: To set out a plan for PA product and service development in FY15/16 (and beyond where possible and appropriate) Format: Project plan and supporting Word document	Capability PA		
NEW	SEP-15	Continuous Improvement Data Feed: Tactical Customer Feedback	Consultant to support CAAS Management team's: - Review of the current process and identification of actions to improve the process - Implementation of relevant actions for improvement. (Recommendations may have implementation dates after this milestone.)	Operational Effectiveness/Quality		
NEW	SEP-15	Continuous Improvement Data Feed: HoP technical workshops	Deliver a report which: - Identifies where the current process is not operating as designed - Recommends remedial actions Activity requirement: Provide support to the business owner to implement the remedial actions (Recommendations may have implementation dates after this milestone.)	Operational Effectiveness/Quality		
NEW	SEP-15	Define Head of Profession (HoP) Assurance: Portfolio Analytics	Activity: Identify with the Head of Profession, which named outputs the HoP, and their Delegated Authorities, need to provide assurance. Agree the process through which such assurance is provided. Deliverable: Produce a Pan CAAS Assurance document detailing the HoP Assurance process.	Operational Effectiveness/Quality		
NEW	SEP-15	CDMS performance data published.	• Update CDMS Documents • First CDMS performance report issued • Oracle Tool Completed • Ships QIPCC 2-16 ESP PR-ICs prepared using CDMS and in Oracle Tool.	Operational Effectiveness/Quality		
NEW	OCT-15	Completion of documentation of ESP Processes	Final document capturing ESP processes for PR-ICs.	Capability CEF		
NEW	OCT-15	Develop Profit on Cost Once POCO training course to incorporate latest Statutory Guidance;	Develop training slides and associated exercises Steve Smith to sign off	Capability SSPR		
NEW	OCT-15	IPCC Compliance Report - Quarterly production of statistics on IPCC compliance	Produced from Engagement Tracker AIS information	Operational Effectiveness/Quality		
NEW	SEP-15	Continuous Improvement Data Feed: Staff feedback	Consultant to support CAAS Management team's: - Review of the current process and identification of actions to improve the process. - Implementation of relevant actions for improvement. (Recommendations may have implementation dates after this milestone.)	Operational Effectiveness/Quality		

	Continuous Improvement Data Feed: Risk Registers	Deliver a report which: - Identifies where the current process is not operating as designed - Recommends remedial actions	Operational Effectiveness/Quality		
NEW	Oct-15	Customer agreement form operating as designed	Operational Effectiveness/Quality		
NEW	Dec-15	Product Exploitation Guidance and Customer Facing Products & Services Catalogue in place	Operational Effectiveness/Quality		
NEW	Dec-15	Customer contact tracking embedded	Operational Effectiveness/Quality		
NEW	Dec-15	CAAS Cost Accounting cost certification and post costing processes updated to incorporate latest Statutory Guidance and to be SSPF compliant	Operational Effectiveness/Quality		
NEW	Dec-15	CAAS SSPF reference guide updated to extend Statutory Guidance and SSAT policy	Operational Effectiveness/Quality		
NEW	Dec-15	Drift Strategy produced for CAAS approval	Operational Effectiveness/Quality		
NEW	Jan-16	Product Exploitation Guidance and Customer Facing Products & Services Catalogue in place	Operational Effectiveness/Quality		
NEW	Jan-16	Customer contract tracking embedded	Operational Effectiveness/Quality		
NEW	Jan-16	IPEC Compliance Report - Quarterly production of statistics on IPEC compliance	Operational Effectiveness/Quality		
NEW	Feb-16	Updates report on any new issues and their root causes identified during Task Management Coaching	Operational Effectiveness/Quality		
NEW	Mar-16	CAAS SSPF reference guide updated to extend Statutory Guidance and SSAT policy	Operational Effectiveness/Quality		
NEW	Mar-16	Update report on any new issues and their root causes identified during Task Management Coaching	Operational Effectiveness/Quality		
NEW	Mar-16	Completion of transition from KPMG to CAAS Task Management Coaches	Operational Effectiveness/Quality		
NEW	Mar-16	Create focused 'Voice of the Customer' within CAAS to drive improvement	Operational Effectiveness/Quality		

Final Strategy Report approved by CAAS	PA Strategy and customer focus Title: Strategy for PA development over next SDSR period Purpose: To set out a strategy for development of PA products and services and the PA profession over the next SDSR period based on work in CPA2 Format: Word document	Capability PA			
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Total Core programme firm price £14,848,720



Appendix - Addresses and Other Information

1. Commercial Officer

Def Control CC-HOCS3c1, Rm 2.1.02, Kentigern House, 65 Brown Street, Glasgow, G2 8EX.

Tel: 0141-224-3995

Email: DEFCONRCLCC-HOCS3c1@MOD.UK

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

CAAS Change Team, CAAS, Defence Equipment and Support
Larch 2a, #2240

Abbey Wood, Bristol, BS34 8JH

Tel: 030679 87422

Email: DESCAAS-COO-CHANGE-1@MOD.UK

3. Packaging Design Authority

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

4. (a) Supply / Support Management Branch or Order Manager: Tel No:

(b) U.I.N. P2448Z

5. Drawings/Specifications are available from

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)

7. Quality Assurance Representative:

Commercial staff 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.dif.r.mil.uk/> (intranet) or <https://www.dstan.mod.uk/> (extranet, registration needed).

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

9. Consignment Instructions

The Items are to be consigned as follows:

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

B. **JSCS**

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

JSCS Fax No. 01869 256837

www.freightcollection.com

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>

12. Forms and Documentation are available through *:

Ministry of Defence, Forms and Pubs Commodity Management

PO Box 2, Building C16, C Site

Lower Amcott

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

Applications via fax or email: DESLSLS-

OpsFormsandPubs@mod.uk

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>

For Official Use Only Recoverable YES ☐ NO ☒

Issue of Government Property YES ☐ NO ☒

VAT Contractor - Country of Origin (delete those not applicable)

UK

Non-UK (non-EU Country)

Non-UK (EU Country)

If EU specify country:

Outside the scope

Exempt

Taxable Zero Rate

Taxable - Standard Rate

Item Nos

Item Nos

Item Nos

Item Nos

Finance Branch

DES

RAC / LPC No / Project No

NPF001

Requisition No

Project Management / Production branch reference

CTLBC/2177

Place of manufacture

Place of packaging

Contractor's Tel No

(where a contract is with a contractor whose place of business is not the UK, JSP 916 should be consulted)

