

Framework Schedule 6 (Order Form Template and Call-Off Schedules)
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RM6187 Framework Schedule 6 (Order Form and Call-Off Schedules)

Order Form

CALL-OFF REFERENCE:	704421450
THE BUYER:	The Secretary of State for Defence of the United Kingdom of Great Britain and Northern Ireland
BUYER ADDRESS	Navy Command Headquarters, Leach Building, Whale Island, Portsmouth, PO2 8BY
THE SUPPLIER:	BMT Defence & Security UK Ltd
SUPPLIER ADDRESS:	Maritime House, 210 Lower Bristol Road, Bath, BA2 3DQ
REGISTRATION NUMBER:	02326885
DUNS NUMBER:	501487433
SID4GOV ID:	N/A

Applicable framework contract

This Order Form is for the provision of the Call-Off Deliverables and dated 20 July 2022

It's issued under the Framework Contract with the reference number RM6187 for the provision of a **Temporary Navy Climate Change and Sustainability Programme Manager**.

CALL-OFF LOT(S):

- Lot 9 - Environmental Sustainability & Socio-Economic Development.

Call-off incorporated terms

The following documents are incorporated into this Call-Off Contract.

Where schedules are missing, those schedules are not part of the agreement and can not be used. If the documents conflict, the following order of precedence applies:

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1. This Order Form includes the Call-Off Special Terms and Call-Off Special Schedules.
2. Joint Schedule 1 (Definitions and Interpretation) RM6187
3. The following Schedules in equal order of precedence:

Joint Schedules for RM6187 Management Consultancy Framework Three

- Joint Schedule 1 (Definitions)
- Joint Schedule 2 (Variation Form)
- Joint Schedule 3 (Insurance Requirements)
- Joint Schedule 4 (Commercially Sensitive Information)
- Joint Schedule 10 (Rectification Plan)
- Joint Schedule 11 (Processing Data)

Call-Off Schedules

- Call-Off Schedule 3 (Continuous Improvement)
 - Call-Off Schedule 17 (MOD Terms)
 - Call-Off Schedule 20 (Call-Off Specification)
4. CCS Core Terms (version 3.0.10)
 5. Joint Schedule 5 (Corporate Social Responsibility)
 6. Call-Off Schedule 4 (Call-Off Tender) as long as any parts of the Call-Off Tender that offer a better commercial position for the Buyer (as decided by the Buyer) take precedence over the documents above.

Supplier terms are not part of the Call-Off Contract. That includes any terms written on the back of, added to this Order Form, or presented at the time of delivery.

Call-off special terms

The following Special Terms are incorporated into this Call-Off Contract:

None

Call-off start date: 21 July 2022

Call-off expiry date: 20 December 2022

Call-off initial period: 22 weeks

Call-off deliverables: See details in Call-Off Schedule 20 (Call-Off Specification)

Security

The post holder will be SC cleared to allow routine access to Navy Command HQ and other military/MoD/DSTL establishments.

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Maximum liability

The limitation of liability for this Call-Off Contract is stated in Clause 11.2 of the Core Terms.

The Estimated Charges used to calculate liability in this Call-Off are:

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and this shall be the Supplier's total limit of liability for this call-off dated 20 July 2022.

Call-off charges

Redacted under FOIA Section 43, Commercial interests

= £85,140.

The Charges will not be impacted by any change to the Framework Prices. The Charges can only be changed by agreement in writing between the Buyer and the Supplier because of:

- Specific Change in Law

Reimbursable expenses

Included within day rate charged.

Payment method

Payment within 30 days of invoice via Exostar electronic invoicing.

Buyer's invoice address

Redacted under FOIA Section 40, Personal Information

Chief of Staff to Director Naval Staff
Navy Command Headquarters,
Leach Building, Whale Island,
Portsmouth, PO2 8BY

FINANCIAL TRANSPARENCY OBJECTIVES

The Financial Transparency Objectives do apply to this Call-Off Contract.

Buyer's authorised representative

Redacted under FOIA Section 40, Personal Information

Chief of Staff to Director Naval Staff
Navy Command Headquarters,
Leach Building, Whale Island,
Portsmouth, PO2 8BY

Buyer's security policy

As per MOD terms

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Supplier's authorised representative

Redacted under FOIA Section 40, Personal Information

Future Business Development

Redacted under FOIA Section 40, Personal Information

Maritime House, 210 Lower Bristol Road, Bath, BA2 3DQ

Supplier's contract manager

Redacted under FOIA Section 40, Personal Information

Head of Commercial

Redacted under FOIA Section 40, Personal Information

Maritime House, 210 Lower Bristol Road, Bath, BA2 3DQ

Progress report frequency

Monthly or sooner as requested.

Progress meeting frequency

Monthly or sooner as requested.

Key staff

Redacted under FOIA Section 40, Personal Information

Sustainability Programme Manager

Redacted under FOIA Section 40, Personal Information

Maritime House, 210 Lower Bristol Road, Bath, BA2 3DQ

Key subcontractor(s)

Not applicable

Commercially sensitive information

Not applicable

Service credits

Not applicable

Additional insurances

Not applicable

Guarantee

Not applicable

Buyer's environmental and social value policy

See details in Call-Off Schedule 20 (Call-Off Specification)

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Social value commitment

The Supplier agrees, in providing the Deliverables and performing its obligations under the Call-Off Contract, that it will comply with the social value commitments in Call-Off Order Form and the Call-Off Terms.

Formation of call off contract

By signing and returning this Call-Off Order Form the Supplier agrees to enter a Call-Off Contract with the Buyer to provide the Services in accordance with the Call-Off Order Form and the Call-Off Terms.

The Parties hereby acknowledge and agree that they have read the Call-Off Order Form and the Call-Off Terms and by signing below agree to be bound by this Call-Off Contract.

For and on behalf of the Supplier:

Signature: Redacted under FOIA Section 40, Personal Information

Name: Redacted under FOIA Section 40, Personal Information

Role: Head of Commercial

Date: 21 July 2022

For and on behalf of the Buyer:

Signature: Redacted under FOIA Section 40, Personal Information

Name: Redacted under FOIA Section 40, Personal Information

Role: Commercial Manager

Date: 23 July 2022

Call-Off Schedule 20 (Call-Off Specification)

This Schedule sets out the characteristics of the Deliverables that the Supplier will be required to make to the Buyers under this Call-Off Contract

May 22

Statement of Requirement – Navy Sustainability Programme Manager

Introduction/Background

1. The MoD has delivered a strategic guidance on Climate Change and Sustainability (CC&S) which includes cultural, programmatic and commercial ambition to contribute to the Government's legal commitment to deliver Net Zero 2050 (NZ50) and an embedded sustainable culture.
2. The Navy Sustainability Programme Manager will work to cohere a broad range of ongoing CC&S activity across Directorates, Bases and Establishments, provide strategic guidance and refine options to be taken forward in the RN approach to CC&S. They will remain the key interlocutor with the newly established MoD CC&S Directorate.
3. The post will continue to work to Director Naval Staff (DNS) (2*) as the Royal Navy Climate Change and Sustainability Champion, reporting through DNS Chief of Staff (RN OF5). DNS provides a coherence function to any RN activity which cuts across all areas of Royal Navy, for example Safety, Performance, Infrastructure and Communications.
4. The requirement to deliver this activity from industry is driven by the following:
 - a. Lack of immediately available RN/Civil Service workforce capacity and SQEP due to the time taken for recruitment action to now take place post direction to establish the RN CC&S Team.
 - b. Ahead of the RN Team being established is a critical period for finalising and issuing the RN CC&S Plan post the NEC's endorsement of the overall approach.
 - c. Suitability of Industry SQEP to the requirement.

Requirement

5. The key intent of the post will be to deliver the following:
 - a. Building on the existing strategy framework and the NEC direction, continue developing the RN CC&S plan in response to the MoD CC&S Strategic Direction, leading to the RN plan's full issue.
 - b. Drawing on ongoing activity formulate and issue the pan-Navy programme of CC&S activity which provides a central view of activity and opportunity to inform Strategic Prioritisation, ABC and Defence activity.
 - c. Drawing on opportunities for cross-Defence, cross-Government and Industry activity and funding.

- d. Working with Commercial and Finance to understand how CC&S is / can be embedded into assessment activity (through Social Value requirements) and inform Navy-wide desk level guidance.
 - e. Lead for Royal Navy Transformation Programme Outcome 6 (PgO6) – Delivering a Resilient and Sustainable Navy.
 - f. Organise and staff the 2* Navy Command Climate Change and Sustainability group (NC3SG), chaired by DNS. Work with the MoD CC&S directorate to understand and integrate the RN into wider MoD CC&S governance.
 - g. Refine the model for future governance, staffing and SQEP requirements to fully enable DNS to deliver this function on completion of this contract whilst planning to achieve a seamless handover to the Civil Service and Military personnel as the RN CC&S team is established.
 - h. Act as the focal point for RN CC&S Staffing activity and requirements, providing responses to questions, briefs and other management information as appropriate.
6. In order to achieve this, they will need to:
- a. Maintain the strong network of internal and external stakeholders to ensure CC&S best practice and SME expertise is available to support all Navy programmes.
 - b. Draw on other Navy Command directorates, DE&S and Dstl to understand how change in behaviour across the naval enterprise can be driven to ensure transformational requirements are met.
 - c. Consider all aspects of sustainability addressing the direct and indirect impacts of Navy Command on the climate (mitigation) and the impact of climate change on Navy Command (resilience).
 - d. Explore collaborative approaches and mechanisms with international allies and partners, NGOs, partners in UK government, agencies and wider civil society.
7. Additionally, as capacity allows, provide input to the following activity (led in other areas):
- a. Developing and implementing the nurturing nature programme on establishments to support the pollinator strategy, develop small scale woodlands and habitats with community involvement and extend the 'no mow' initiative. (Navy Infra lead).
 - b. Engagement with NATO partners, exploring a shared approach and options on transiting to lower zero carbon fuels and more environmentally friendly oils, lubricants and gases (FGen Logs/Eng and Dev AWB/Spt teams)
 - c. Development of an energy and fuels sub-strategy with the aim of setting out the approach needed to transition away from fossil fuels and how to obtain more resilient, sustainable, deployable energy systems. (Develop Support / AWB lead)
 - d. FMC-led activity to establish a single data-dashboard, understanding what the complete data set should look like, which can dynamically track and monitor mandated GGC and MOD sustainability indicators.
 - e. Utilising the accredited and standardised methodology for CO₂e capture that will be adopted across defence. (FMC/CC&S Strat Team, Naval Base Teams, Infra)

- f. FMC led activity to develop a set of Defence climate assumptions for capability development which provide long-term reasonable scenarios, consequences, and questions which can be considered throughout the process of making capability choices. (FMC / DCDC)

Duration

- 8. 22 weeks. 3 Days per week.

Milestones

9. The following milestones are proposed:

- 10. At the 10-week point, a discussion and review of documentation, including the following:
 - a. The development achieved of the RN CC&S Plan, including for Phase 2 and any initial considerations identified for how Phase 3 may become fully defined in following years.
 - b. Review of potential training courses and material,
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 - c. The development of the RN CC&S Plan's communications approach and outputs, including developing the approach with RN Comms, Media and Engagement, and the creation of the supporting material for issue across the RN.
- 11. At the 22-week point, the final milestones will be delivery of the following:
 - a. A completed Royal Navy Climate Change and Sustainability Plan for Phase 1, together with supporting document for issue across the RN (including the communications "glossy" documentation and similar).
 - b. A Royal Navy CC&S programme including outline detail across Phases 1 and 2 of the current RN draft plan, along with any suggested elements for approaching Phase 3. Consideration should be given to highlighting opportunities, potential investment requirements and decision points in line with ABC, IR and SR activity, together with development of the CC&S Governance Structure.
 - c. Recommendations on the training packages to be rolled out across the RN, ranging from specific targeted courses for example for CC&S SMEs, or SCS and above, through to potential annual and/or mandatory training for all whole-force personnel working across the Naval Service.
 - d. Appropriate handover documentation and guidance for discussion with the incoming RN CC&S Team Leader and team members as appropriate.
 - e. Organisational guidance on the embedding of CC&S principles into finance and commercial activity for publication via internal comms channels.

Location

- 12. The post holder's normal place of duty will be Navy Command HQ in Portsmouth. Travel to MoD Main Building and outstations such as Naval Bases, RN Establishments, DE&S Abbeywood and DSTL locations will be required.

13. The Government guidance encourages employees to return to the workplace if the relevant COVID-secure guidelines are followed, though working from home remains an option. NCHQ, in line with wider Defence, is continuing to embrace Smart Working practices which empowers individuals to work from locations which suit their personal and professional circumstances. Staff can therefore continue to work remotely if they wish, subject to business needs.

Governance

14. Post Holder will report to DNS via the DNS Chief of Staff.

Acceptance

15. Milestones will be assessed, reviewed and approved by DNS COS and DNS as appropriate. A review meeting will be scheduled monthly between the post holder and DNS COS. Changes to the milestones are to be agreed and noted at this meeting. The 22-week review point will output agreed final milestones as per para 11.

Performance Management

16. Post holder will be subject to a performance review at delivery of the 22-week report.

17. Any ongoing performance issues will be raised back to the parent company as necessary.

Government Furnished Assets

18. All required OS level information will be made available to the post holder via MoDNet and RLI.

19. Post holder will have access to all relevant personnel across RN HQ directorates, bases and establishments.

20. MoD IT will be supplied.

Security/Personal Data

21. The post holder will be SC cleared to allow routine access to Navy Command HQ and other military/MoD/DSTL establishments