**[Appendix 2 to Annex A BRONZE Level CMP – Template]**

**BRONZE LEVEL (LEVEL 1) CONTRACT MANAGEMENT PLAN**

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| **Contract Title:** | **Commanding Officer’s Coaching Programme** |
| **Contract Ref No:** | **701163398** |
| **Contractor** | **CAPITA Business Services Limited** |

**Version History:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Version No:** | **Date Issued:** | **Summary of Change:** | **Author:** |
| **1** | **01/2021** | **Creation of CMP** | **Tinashe B Tshuma** |
|  |  |  |  |
|  |  |  |  |

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9. Basic contract operation
10. Contract Performance
11. Contract Admin

Annex A – Contract Obligations Matrix

Guidance on Completion

1. Key Personnel – Roles and Responsibilities

|  |  |  |  |
| --- | --- | --- | --- |
|  | Name: | Contact details: | Role and Responsibilities |
| Commercial Officer | Tinashe Tshuma | Tinashe.tshuma100@mod.gov.uk |  |
| Designated Officer | Erica Bridge | Erica.Bridge290@mod.gov.uk |  |
| Finance Officer | Helen Smith | [Helen.Smith465@mod.gov.uk](mailto:Helen.Smith465@mod.gov.uk) |  |
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1. Key Information – Duration and Value

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| --- | --- | --- | --- | --- |
| Status: | Value (£) ex VAT | Contract Start Date: | Contract End Date: | Contract Extension Options: |
| Original Contract Position | £630,216.24 | 28/10/2020 | 28/10/2023 | No Option years |
| As of [insert date] |  |  |  |  |
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1. Contractor/Supplier Details

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| --- | --- | --- | --- | --- |
| Contractor/Supplier Name | Role in Contract  (main contractor, prime, sub-contractor etc.) | Main Address | DUNS No | Type of Organisation  (JV, plc etc.) |
| Capita | Main Contractor | Capita Business Services Limited, 30 Berners Street, London W1T 3LR |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| Contractor/Supplier Key Contacts: | Name: | Role: |  | Telephone: |
| James Anderson | Learning Programme Manager | james.anderson@knowledgepool.com | +44 7702 968294 |
| Wayne Lewis | Learning Coordinator | Wayne.Lewis@capita.com | 0203 429 7121 |
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1. Contract Purpose

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| A coaching programme for the Commanding Officers attending the Commanding Officers' Designate Course (CODC), delivered by the General Staff Centre (GSC) three times per year, to meet an annual Statement of Training Task (SOTT) of 150. |

1. Governance

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1. Contract Meetings

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| |  |  |  |  |  | | --- | --- | --- | --- | --- | | Meeting Title | Main Purpose and Standing Agenda Items | Frequency | Regular Attendees (MOD) | Regular Attendees (Contractor/Supplier) | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  | |

1. Reports

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|  |

1. Pricing, Invoicing and Payment

|  |  |
| --- | --- |
| Outline approach to pricing: |  |
| Outline invoicing/payment process: |  |

1. Basic Contract Operation:

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1. Contract Performance:

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1. Contract Admin:

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