



Ministry
of Defence



Maritime Command and Staff Trainer (MCAST)

Appendix D to SoW – Contract Deliverables

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Date: 13 December 2023

Defence Equipment & Support

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Amendment Control:

Version	Date	Authors	Purpose of Change
1.1	12 May 2023	██████████████████████████████████████ ██████████████████████████████████	Realignment with SoW Appendix E: Data Item Description 1.5 – Deliverables method.
1.2	13 June 2023	██████████████████████████████████████ ██████████████████████████████████	Alignment with Annex D to DEFFORM 47 – Deliverables Documentation & Appendix E to SoW – DiD
1.3	13 December 2023	██████████████████████████████████████ ██████████████████████████████████	Post negotiation stage consolidation and to be viewed in conjunction with Appendix E to SoW – DiD V2.0. Restructured in line with proposed management functions.

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1.0 Introduction

- 1.1 This Appendix forms a concise list of all Maritime Command and Staff Trainer (MCAST) contract deliverables that the Contractor shall deliver to the Authority throughout this contract.
- 1.2 The Contractor shall develop, deliver and maintain all deliverables in accordance with this Appendix. References to this Appendix are provided in Annex A Statement of Work (SoW) for requirements which relate to contract deliverables.
- 1.3 During the final tender stage of negotiation the format and structure of deliverables required shall be discussed between the Authority and the tenderers to ensure there is coherency between the proposed solution and the Authority's requirement for contract deliverables.
- 1.4 Deliverables shall be submitted to the Authority by the Contractor in compliance with the content and timescales requirements detailed within this Appendix, or as otherwise agreed by the Parties and confirmed in writing by the Authority's Commercial Officer. The deliverables shall also be submitted with a Deliverable Acceptance/Rejection Form detailed within this Appendix with a completed Part A. The Authority will respond within thirty (30) business days of the Authority receipt of the deliverable, or such alternative timescale agreed between the Parties (such agreement not to be unreasonably withheld and confirmed in writing by the Authority's Commercial Officer), either accepting or rejecting the deliverable. This Acceptance/Rejection process is completed by the Authority filling in Part B of the Deliverable Acceptance/Rejection Form and returning the same to the Contractor.
- 1.5 The Contractor shall submit all ITN deliverable documents to the Authority via a secure portal (DSP) and all Post-ITN deliverable documents to the Authority via email / secure portal (to be confirmed). Any ITN deliverables which are not received via the portal will be classed as 'not delivered'.
- 1.6 The Contractor shall provide an e-mail confirmation to nominated individuals at Commercial, Project and Engineering of having placed documents on the portal.
- 1.7 Each document deliverable shall be accessible to the Authority, UK Defence and wider HM Government, and shall be marked "Crown Copyright". Any document(s) received without the "Crown Copyright" marking will be rejected.
- 1.8 The Contractor shall provide all deliverable documentation to the Authority in an acceptable, compatible and editable format.
- 1.9 Where a deliverable is accepted, in accordance with the Deliverable Acceptance/Rejection Form detailed within this Appendix, it shall be clearly understood and agreed by the Contractor that such acceptance demonstrates that the Authority considers that the deliverable appears complete, compliant, contains the necessary level of information and displays no obvious errors. Notwithstanding this, the Authority has and reserves the right to conduct, or to have conducted on its behalf, a more detailed analysis of that deliverable. In the event that this detailed analysis of the deliverable causes Authority concern that the deliverable contains information which could reasonably be considered inaccurate, erroneous or misleading, then the Authority shall, upon discovery immediately notify the Contractor of this concern and the Contractor shall correct, clarify and/or reissue that deliverable for subsequent detailed reanalysis at no additional cost to the Authority. The Authority at its sole discretion shall decide if a deliverable is to be reissued by a date to be agreed or incorporated into the next revision.
- 1.10 Where a deliverable is rejected, in accordance with the Deliverable Acceptance/Rejection Form detailed within this Appendix, the Authority shall complete by filling in Part B of the Deliverable Acceptance/Rejection Form and returning the same to the Contractor with reasons of rejection and give ten (10) Business Days for reissue, or other time period as requested by the Contractor and agreed by the Authority, such agreement shall require the approval of the Authority's Commercial Officer (see Box 1 of DEFFORM 111 – Annex N to Contract).

- 1.11 If Appendix D does not specify an actual date for the next formal delivery of a deliverable, the comments shall include a recommendation for up issuing the deliverable to address any agreed changes.

2.0 Contract Deliverables Documentation.

The deliverables set falls into 3 categories:

2.1 Project Management.

The PM deliverables detailed provide those required for Governance Oversight of the Service Delivery and its delivery of the annual training task. The documentation, briefs and data will be used to inform the Contract Management Board and Project Progress Board and to provide strategic oversight and reporting of the establishment of the training delivery capability, KPIs, risks, issues, opportunities and configuration and quality management.

2.2 Service Delivery.

A comprehensive Service Delivery Plan shall detail how the service is delivered and managed on a day-to day basis, and should outline:

- 2.2.1 Transition: Start Up and Exit
- 2.2.2 Training Output
- 2.2.3 Contractor engineering and logistic support.
- 2.2.4 Security management.

2.2 Service Acceptance.

Service Acceptance covers the Integrated Test and Evaluation Plan and incorporates the Validation and Verification Requirements Matrix and the associated test plans linked to the Acceptance Milestones and Capability Milestones, leading to demonstration of the Full Operating Capability and Contractual Compliance.

3.0 Project Management

Table 1: Project Management Deliverables

Item	Deliverable Name	Reference	Delivery Schedule	Decision Required	Acceptance Criteria
3.1	Project Management Plan (PMP)		<i>Draft provided as part of the tenderer's response to the Invitation to Negotiate (ITN).</i> Final deliverable due 1 month after contract commencement. Updated at least annually.	Accept/reject following the Authority's review	DID-PM-001
3.1.1	Project Meetings and Working Groups Terms of Reference. • Element of 3.1 (PMP)	██████████ ██████████	As per the delivery schedule for the Project Management Plan (PMP).	Accept/reject following the Authority's review	DID-PM-001
3.1.2	Contract Work Breakdown Structure • Element of 3.1 (PMP)		As per the delivery schedule for the Project Management Plan (PMP).	Accept/reject following the Authority's review	DID-PM-001
3.2	Risks, Issues & Opportunities (RIO) Management Plan		<i>Draft provided as part of the tenderer's response to the ITN.</i> Final deliverable due 3 months after contract commencement. Updated at MCAST Contract Management Meeting.	Accept/reject following the Authority's review	DID-PM-002
3.3	Risks, Issues & Opportunities (RIO) Register		<i>Draft provided as part of the tenderer's response to the ITN.</i> Available within 1 month of contract commencement. Updated and supplied a minimum of 10 business days in advance of subsequent technical reviews. Updated quarterly at the Joint Risk Review.	Accept/reject following the Authority's review	DID-PM-002

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Item	Deliverable Name	Reference	Delivery Schedule	Decision Required	Acceptance Criteria
3.4	Stakeholder Management Plan		<i>Draft provided as part of the tenderer's response to the ITN.</i> Final deliverable due 1 month after contract commencement. Updated at least annually.	Accept/reject following the Authority's review	DID-PM-003
3.5	Earned Value Management (EVM) Plan		<i>Draft provided as part of the tenderer's response to the ITN.</i> Final deliverable due 6 months after contract commencement.	Accept/reject following the Authority's review	Annex C1 – Appendix K EVM Requirement
3.6	Contract Performance Report		Final deliverable due 3 months after contract commencement. Updated at MCAST Contract Management Board	Accept/reject following the Authority's review	Annex C4 – Appendix K EVM Requirement
3.6.1	Baseline Change Control <ul style="list-style-type: none"> Element of 3.6 (Contract Performance Report) 		As per the delivery schedule for the Contract Performance Report	Accept/reject following the Authority's review	Annex C6 – Appendix K EVM Requirement
3.6.2	Cost Collection Reports <ul style="list-style-type: none"> Element of 3.6 (Contract Performance Report) 		As per the delivery schedule for the Contract Performance Report	Accept/reject following the Authority's review	Annex C7 – Appendix K EVM Requirement
3.7	Configuration Management Plan (CMP)	██████████ ██████████	<i>Draft provided as part of the tenderer's response to the ITN.</i> Final deliverable due 3 months after contract commencement. Updated at least annually.	Accept/reject following the Authority's review	DID-PM-005

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Item	Deliverable Name	Reference	Delivery Schedule	Decision Required	Acceptance Criteria
3.7.1	Change Request Register (CRR) <ul style="list-style-type: none"> Element of 3.7 (CMP) 	[REDACTED]	Provided 15 business days prior to the Preliminary Design Review (PDR) and the Critical Design Review (CDR), maintained throughout the service lifecycle and reviewed at the Service Delivery Working Group (SDWG).	Accept/reject following the Authority's review	DID-PM-005
3.7.2	Configuration Item Register (CIR) <ul style="list-style-type: none"> Element of 3.7 (CMP) 	[REDACTED]	Provided 15 business days prior to the Preliminary Design Review (PDR) and the Critical Design Review (CDR). Maintained throughout the service lifecycle and reviewed at the Service Delivery Working Group (SDWG).	Accept/reject following the Authority's review	DID-PM-005
3.7.3	Configuration Status Record (CSR) <ul style="list-style-type: none"> Element of 3.7 (CMP) 	[REDACTED]	Created as each exercise goes through its design review. The Configuration Status Record (CSR) is also delivered 3 months before expiry of the contract unless otherwise specified.	Accept/reject following the Authority's review	DID-PM-005
3.7.4	Local Change Register (LCR) <ul style="list-style-type: none"> Element of 3.7 (CMP) 	[REDACTED]	Provided 15 business days prior to the Preliminary Design Review (PDR) and the Critical Design Review (CDR). Maintained throughout the service lifecycle and reviewed at the Service Delivery Working Group (SDWG).	Accept/reject following the Authority's review	DID-PM-005
3.7.5	Incident Report Register (IRR) <ul style="list-style-type: none"> Element of 3.7 (CMP) 	[REDACTED]	Established before delivery of the first training event (Capability Milestone 1) and reported monthly thereafter.	Accept/reject following the Authority's review	DID-PM-005

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Item	Deliverable Name	Reference	Delivery Schedule	Decision Required	Acceptance Criteria
3.8	Contractor Master Schedule (CMS)		<i>Draft provided as part of the tenderer's response to the ITN.</i> Final deliverable due 1 month after contract commencement. Updated at least quarterly.	Accept/reject following the Authority's review	DID-PM-006
3.9	Service Delivery Manual (MCAST Handbook)	██████████	To be presented for Approval by the Authority within 6 months of contract commencement and updated at least annually. A joint document prepared with the Joint Training and Exercise Planning Staff (JTEPS).	Accept/reject following the Authority's review	Training Delivery Working Group Post Contract Award
3.10	Monthly (Progress) Report	██████████	Report to the Project Progress Meeting and Integrated Test, Evaluation and Acceptance (ITEA) Management Working Group in support of compliance demonstration. Last working day of each month, or a date agreed with the Project Progress Meeting, from contract commencement.	Accept/reject following the Authority's review	Scope set against the SoW and proposed Key Activities of the Project Progress Meeting / Contract Management Board
3.10.1	Service Performance Report <ul style="list-style-type: none"> Element of 3.10 (Monthly progress Report) 	██████████	Issued monthly. Reports are delivered on dates agreed with the Project Progress Meeting.	Accept/reject following the Authority's review	Scope set against the SoW and proposed Key Activities of the Project Progress Meeting / Contract Management Board
3.10.2	Incident Report <ul style="list-style-type: none"> Element of 3.10 (Monthly progress Report) 	██████████	Notification of incident provided within 24 hours of the incident occurring. Detailed report delivered within 5 working days of the incident occurring. Issued & Reported to the Project Progress Meeting / Contract Management Board	Accept/reject following the Authority's review	Scope set against the SoW and proposed Key Activities of the Project Progress Meeting / Contract Management Board

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Item	Deliverable Name	Reference	Delivery Schedule	Decision Required	Acceptance Criteria
3.10.3	Key Performance Indicator (KPI) Report <ul style="list-style-type: none"> Element of 3.10 (Monthly progress Report) 	[REDACTED]	Issued & Reported to the Project Progress Meeting / Contract Management Board	Accept/reject following the Authority's review	Scope set against the SoW and proposed Key Activities of the Project Progress Meeting / Contract Management Board
3.11	Quarterly Report	[REDACTED]	Every three months from the start of the contract.	Accept/reject following the Authority's review	Scope set against the SoW and proposed Key Activities of the Project Progress Meeting / Contract Management Board
3.11.1	Learning From Experience (LFE) Library <ul style="list-style-type: none"> Element of 3.11 (Quarterly Report) 	[REDACTED]	As per the delivery schedule for the Quarterly Report.	Accept/reject following the Authority's review	Scope set against the LFE Activity of the Contract Management Board
3.12	Annual Report	[REDACTED]	Every 12 months after contract commencement.	Accept/reject following the Authority's review	Scope set against the SoW and proposed Key Activities of the Project Progress Meeting / Contract Management Board
3.13	Management Report	[REDACTED]	Delivered in accordance with 4.2 (Business Continuity Plan) in response to incidents or specific requests from the customer.	Accept/reject following the Authority's review	DID-SM-002
3.14	Target Operating Model (TOM)	[REDACTED]	To be presented for approval by the Authority within 3 months of contract commencement.	Accept/reject following the Authority's review	DID-PM-008

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Item	Deliverable Name	Reference	Delivery Schedule	Decision Required	Acceptance Criteria
3.15	Service Quality Management Plan (SQMP)	[REDACTED]	Draft due 4 weeks after contract commencement. Final deliverable due 10 weeks after contract commencement. Updated at least annually.	Accept/reject following the Authority's review	DID-QM-001
3.15.1	Quality Manual <ul style="list-style-type: none"> Element of 3.15 (SQMP) 	[REDACTED]	10 weeks after contract commencement. Reviewed at least annually with International Organization for Standardization (ISO) accreditation audits.	Accept/reject following the Authority's review	DID-QM-001
3.15.2	Non-Conformance Log <ul style="list-style-type: none"> Element of 3.15 (SQMP) 	[REDACTED]	Non-Conformance Log is available in accordance with MCAST Quality Management System requirements.	Accept/reject following the Authority's review	DID-QM-001
3.15.3	Regulatory Compliance Document <ul style="list-style-type: none"> Element of 3.15 (SQMP) 	[REDACTED]	As per the delivery schedule for the Quality Manual.	Accept/reject following the Authority's review	DID-QM-001
3.16	Benefits Realisation Management Plan (BRMP)	[REDACTED]	3 months after contract commencement. Updated at least annually.	Accept/reject following the Authority's review	DID-PM-009
3.16.1	Benefits Realisation Report <ul style="list-style-type: none"> Element of 3.16 (BRMP) 	[REDACTED]	1 month after the delivery of the first training event (Capability Milestone 1). Issued quarterly thereafter.	Accept/reject following the Authority's review	DID-PM-009

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4.0 Service Delivery

Table 1: Service Delivery

Item	Deliverable Name	Reference	Delivery Schedule	Decision Required	Acceptance Criteria
4.1	Service Delivery Plan (SDP)	██████████ ██████████	Draft provided as part of the tenderer's response to the ITN. Final deliverable due 3 months after contract commencement. Updated to reflect changes in management arrangements and delivered at least every 6 months.	Accept/reject following the Authority's review	DID-SM-001
4.1.1	Business Continuity Plan • Element of 4.1 (SDP)	██████████	As per the delivery schedule for the Service Delivery Plan.	Accept/reject following the Authority's review	DID-SM-002
4.1.2	Data Management Plan • Element of 4.1 (SDP)		As per the delivery schedule for the Service Delivery Plan.	Accept/reject following the Authority's review	DID-SM-003
4.1.3	Intellectual Property Register • Element of 4.1 (SDP)	██████████	As per the delivery schedule for the Service Delivery Plan.	Accept/reject following the Authority's review	DID-SM-004
4.1.4	Disposal Log • Element of 4.1 (SDP)		As per the delivery schedule for the Service Delivery Plan.	Accept/reject following the Authority's review	DID-SM-005
4.1.5	Warranties Register • Element of 4.1 (SDP)	██████████	As per the delivery schedule for the Service Delivery Plan.	Accept/reject following the Authority's review	DID-SM-006
4.1.6	Software Licence Register • Element of 4.1 (SDP)	██████████	As per the delivery schedule for the Service Delivery Plan.	Accept/reject following the Authority's review	DID-SM-007

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Item	Deliverable Name	Reference	Delivery Schedule	Decision Required	Acceptance Criteria
4.1.7	Compliance Plan (CP) • Element of 4.1 (SDP)	██████████	As per the delivery schedule for the Service Delivery Plan.	Accept/reject following the Authority's review	DID-SM-008
4.1.7.1	Standards Management Plan • Element of 4.1.7 (CP)	██████████	As per the delivery schedule for the Service Delivery Plan. Standards compliance assessments are included within each technical review and system test.	Accept/reject following the Authority's review	DID-SM-008
4.1.7.2	Compliance Report Element of 4.1.7 (CP)	██████████	As per the delivery schedule for the Service Delivery Plan.	Accept/reject following the Authority's review	DID-SM-008
4.2	Integrated Support Plan (ISP)		Draft ISP documents provided as part of the tenderer's response to the ITN and final deliverables due 3 months after contract commencement (unless specified otherwise). Updated and supplied a minimum of 20 business days ahead of subsequent technical reviews. Updated at least annually.	Accept/reject following the Authority's review	DID-SP-001
4.2.1	Supportability Analysis Plan (SAP) • Element of 4.2 (ISP)		As per the delivery schedule for the Integrated Support Plan (ISP).	Accept/reject following the Authority's review	DID-SP-001
4.2.2	Reliability and Maintainability (R&M) Plan • Element of 4.2 (ISP)	██████████	Draft provided as part of the tenderer's response to the ITN. Final deliverable due 3 months after contract commencement. Updated at least annually or when major design or system changes are introduced.	Accept/reject following the Authority's review	DID-SP-001

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Item	Deliverable Name	Reference	Delivery Schedule	Decision Required	Acceptance Criteria
4.2.3	Reliability and Maintainability (R&M) Case Report <ul style="list-style-type: none"> Element of 4.2 (ISP) 		Provided 20 business days prior to the Preliminary Design Review (PDR) and the Critical Design Review (CDR). Provided quarterly.	Accept/reject following the Authority's review	DID-SP-001
4.2.4	Maintenance Plan <ul style="list-style-type: none"> Element of 4.2 (ISP) 		3 months after contract commencement. Updated at least annually.	Accept/reject following the Authority's review	DID-SP-001
4.2.4.1	Maintenance Log <ul style="list-style-type: none"> Element of 4.2.4 (Maintenance Plan) 		Available quarterly.	Accept/reject following the Authority's review	DID-SP-001
4.2.5	Support and Test Equipment Plan <ul style="list-style-type: none"> Element of 4.2 (ISP) 		3 months after contract commencement. Updated at least annually.	Accept/reject following the Authority's review	DID-SP-001
4.2.6	Supply Support Plan <ul style="list-style-type: none"> Element of 4.2 (ISP) 		3 months after contract commencement. Updated at least annually.	Accept/reject following the Authority's review	DID-SP-001
4.2.7	Disposal Plan <ul style="list-style-type: none"> Element of 4.2 (ISP) 		6 months after contract commencement. Updated at least annually.	Accept/reject following the Authority's review	DID-SP-001
4.2.8	Packaging, Handling, Storage and Transportation (PHS&T) Plan <ul style="list-style-type: none"> Element of 4.2 (ISP) 		6 months after contract commencement. Updated at least annually.	Accept/reject following the Authority's review	DID-SP-001
4.2.9	Obsolescence Management Plan (OMP) <ul style="list-style-type: none"> Element of 4.2 (ISP) 		Final deliverable due 6 months after contract commencement. Updated at least annually.	Accept/reject following the Authority's review	DID-SP-001
4.2.10	Software Support Plan <ul style="list-style-type: none"> Element of 4.2 (ISP) 		Final deliverable due 3 months after contract commencement.	Accept/reject following the Authority's review	DID-SP-001

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Item	Deliverable Name	Reference	Delivery Schedule	Decision Required	Acceptance Criteria
4.2.11	Modelling and Simulation (M&S) Plan <ul style="list-style-type: none"> Element of 4.2 (ISP) 		Final deliverable due 3 months after contract commencement. Updated at least annually.	Accept/reject following the Authority's review	DID-SP-001
4.2.12	Technical Documentation Management Plan <ul style="list-style-type: none"> Element of 4.2 (ISP) 	██████████ ██████████	3 months after contract commencement. Updated at least annually.	Accept/reject following the Authority's review	DID-SP-001
4.3	Technical Documentation	██████████	4 weeks prior to the first exercise. Updated at least annually.	Accept/reject following the Authority's review	As aligned with Security, Safety & Configuration Control.

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5.0 Contractor Engineering & Logistics Support

Table 3: Contractor Engineering & Logistics Support

Item	Deliverable Name	Reference	Delivery Schedule	Decision Required	Acceptance Criteria
5.1	Engineering Management Plan (EMP)		As per the delivery schedule for the Service Delivery Plan.	Accept/reject following the Authority's review	DID-EM-001
5.2	Interface Management Plan		3 months after contract commencement. Updated at least annually.	Accept/reject following the Authority's review	DID-EM-002
5.3	Interface Control Definition (ICD) Document <ul style="list-style-type: none"> Element of 3.7 (CMP) 	<div style="background-color: black; width: 100px; height: 15px; margin-bottom: 2px;"></div> <div style="background-color: black; width: 100px; height: 15px; margin-bottom: 2px;"></div> <div style="background-color: black; width: 100px; height: 15px; margin-bottom: 2px;"></div> <div style="background-color: black; width: 100px; height: 15px; margin-bottom: 2px;"></div> <div style="background-color: black; width: 100px; height: 15px; margin-bottom: 2px;"></div> <div style="background-color: black; width: 100px; height: 15px;"></div>	<p>Provided to meet system and security accreditation.</p> <p>Delivered 15 business days prior to the Preliminary Design Review (PDR) and the Critical Design Review (CDR).</p>	Accept/reject following the Authority's review	DID-PM-005
5.4	Architecture and Design of the Training System	<div style="background-color: black; width: 100px; height: 15px;"></div>	<p>Draft provided as part of the tenderer's response to the ITN.</p> <p>Delivered 15 business days prior to the System Requirements Review (SRR) and Preliminary Design Review (PDR).</p> <p>Final delivery 15 business days prior to the Critical Design Review (CDR).</p> <p>Updated when design or system changes are introduced.</p>	Accept/reject following the Authority's review	DID-Op-001

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Item	Deliverable Name	Reference	Delivery Schedule	Decision Required	Acceptance Criteria
5.5	Human Factors Integration (HFI) Plan		<p><i>Draft provided as part of the tenderer's response to the ITN.</i></p> <p>Delivered 3 months after contract commencement.</p> <p>Updated and supplied 10 business days in advance of the System Requirements Review (SRR).</p> <p>Reviewed at Service Delivery Working Group (SDWG) and updated at least annually.</p>	Accept/reject following the Authority's review	DID-EM-003
5.5.1	Human Factors Integration (HFI) Case Report <ul style="list-style-type: none"> Element of 5.5 (HFI Plan) 		<p>3 months after contract commencement.</p> <p>Updated and supplied a minimum of 10 business days in advance of subsequent technical reviews.</p> <p>Delivered 10 working days prior to each Service Delivery Working Group (SDWG).</p>	Accept/reject following the Authority's review	DID-EM-003
5.6	Safety and Environmental Management Plan (SEMP)		<p><i>Draft provided as part of the tenderer's response to the ITN.</i></p> <p>Final deliverable due 10 business days prior to SRR.</p> <p>Updated and supplied a minimum of 10 business days in advance of subsequent technical reviews.</p> <p>Updated at least annually.</p>	Accept/reject following the Authority's review	DID-S+E-001


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Item	Deliverable Name	Reference	Delivery Schedule	Decision Required	Acceptance Criteria
5.7	Safety and Environmental Case Report (SECR)		<p><i>Draft provided as part of the tenderer's response to the ITN.</i></p> <p>Final deliverable due 3 months after contract commencement.</p> <p>Updated and supplied a minimum of 10 business days ahead of subsequent technical reviews.</p> <p>SECR updated:</p> <ul style="list-style-type: none"> • In readiness to support Initial Operating Capability (IOC). • To reflect significant changes to the MCAST systems. • To support Full Operating Capability (FOC). • Annually or at major changes to the systems. <p>At the start and end of each transition phase.</p>	Accept/reject following the Authority's review	DID-S+E-002

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6.0 Security

Table 4: Security

Item	Deliverable Name	Reference	Delivery Schedule	Decision Required	Acceptance Criteria
6.1	Project Security Plan		<i>Draft provided as part of the tenderer's response to the ITN.</i> Final deliverable due 1 month after contract commencement. Delivered 30 business days prior to the Critical Design Review (CDR). Updated at least annually.	Accept/reject following the Authority's review	DID-Sy-001
6.2	Security Aspects Letter (SAL) - Response		<i>Provided as part of the tenderer's response to the ITN.</i>	Accept/reject following the Authority's review	DID-Sy-002
6.3	DEFFORM 47 Annex G Memorandum of Security for Ministry of Defence (MOD) Contractors		<i>Provided as part of the tenderer's response to the ITN.</i>	Accept/reject following the Authority's review	DID-Sy-003
6.4	DEFFORM 47 Annex L Supplier Assurance Questionnaire (SAQ)		<i>Provided as part of the tenderer's response to the ITN.</i>	Accept/reject following the Authority's review	DID-Sy-004
6.5	Security Risks, Issues & Opportunities (SyRIO) <ul style="list-style-type: none"> Element of 3.2 (Project Risks, Issues & Opportunities Register) 		As per the delivery schedule for the Project RIO.	Accept/reject following the Authority's review	DID-PM-002 DID-Sy-005
6.6	Security Roles and Responsibilities		<i>Provided as part of the tenderer's response to the ITN.</i>	Accept/reject following the Authority's review	DID-Sy-006

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Item	Deliverable Name	Reference	Delivery Schedule	Decision Required	Acceptance Criteria
6.7	Exercise Security Instruction (ESI) <ul style="list-style-type: none"> Element of 8.1(EXPLAN) 		30 working days before each test or trial of the system. 1 month after the Exercise Specification (EXSPEC).	Accept/reject following the Authority's review	Training Delivery Working Group Post Contract Award
6.8	Risk Management and Accreditation Documentation Set (RMADS)		Draft due 1 month after contract commencement. Updated draft due after Critical Design Review (CDR). Updated following system testing, updated to reflect security accreditations awarded. Final deliverable due 1 month before first exercise build and updated following the Service Acceptance Test (SAT). Periodic update will be driven by changes in threat levels, system changes or at least annually for the duration of the service. To follow Gear Security format	Accept/reject following the Authority's review	DiD-Sy-007

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7.0 Transition: Start up and Exit

Table 5: Transition Deliverables

Item	Deliverable Name	Reference	Delivery Schedule	Decision Required	Acceptance Criteria
7.1	Transition Plan (Start of Service)		<p><i>Draft provided as part of the tenderer's response to the ITN.</i></p> <p>Updated draft due 1 month after contract commencement.</p> <p>Final deliverable due 3 months after contract commencement.</p> <p>Updated and supplied a minimum of 10 business days ahead of subsequent technical reviews.</p>	Accept/reject following the Authority's review	DID-PM-001
7.2	Transition Report (Start of Service) <ul style="list-style-type: none"> Element of 3.10 (Monthly Progress Report) 		Provided every month from 1 month after contract commencement until Initial Operating Capability (IOC) is achieved.	Accept/reject following the Authority's review	DID-PM-001
7.3	Service Development Plan <ul style="list-style-type: none"> Element of 4.1 (Service Delivery Plan) 		3 months after contract commencement. Updated at least annually.	Accept/reject following the Authority's review	DID-SM-001
7.4	Mission Development Plan <ul style="list-style-type: none"> Element of 4.1 (Service Delivery Plan) 		As per the delivery schedule for the Service Development Plan.	Accept/reject following the Authority's review	DID-SM-001

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Item	Deliverable Name	Reference	Delivery Schedule	Decision Required	Acceptance Criteria
7.5	Exit Management Plan	██████████	Draft provided as part of the tenderer's response to the ITN. Updated draft provided at Initial Operating Capability (IOC) to account for business as usual. Final deliverable provided 6 months before end of contract and updated for each extension of the contract.	Accept/reject following the Authority's review	DID-PM-007
7.5.1	Enumeration List <ul style="list-style-type: none"> Element of 7.5 (Exit Management Plan) 	██████████	3 months before expiry of the contract unless otherwise specified.	Accept/reject following the Authority's review	DID-PM-007
7.5.2	Federation Object Model (FOM) Data <ul style="list-style-type: none"> Element of 7.5 (Exit Management Plan) 	██████████	3 months before expiry of the contract unless otherwise specified.	Accept/reject following the Authority's review	DID-PM-007
7.5.3	Model Data Pack <ul style="list-style-type: none"> Element of 7.5 (Exit Management Plan) 	██████████	3 months before expiry of the contract unless otherwise specified.	Accept/reject following the Authority's review	DID-PM-007
7.5.4	Interface Information Pack <ul style="list-style-type: none"> Element of 7.5 (Exit Management Plan) 	██████████	3 months before expiry of the contract unless otherwise specified.	Accept/reject following the Authority's review	DID-PM-007
7.6	Exit Report	██████████	Delivered monthly during the transition phase at the end of the service until the final month of the transition phase when the report is delivered weekly until the completion of the contract.	Accept/reject following the Authority's review	To be defined at start of Transition Phase.

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8.0 Training Output

Table 6: Training Output

Item	Deliverable Name	Reference	Delivery Schedule	Decision Required	Acceptance Criteria
8.1	Exercise Plan (EXPLAN)	██████	As required by the Exercise Specification (EXSPEC).	Accept/reject following the Authority's review	Training Delivery Working Group Post Contract Award
8.1.1	Facilities Plan	██████ ██████	As required by the Exercise Specification (EXSPEC).	Accept/reject following the Authority's review	Training Delivery Working Group Post Contract Award
8.2	Scenario Documentation	██████	As required by the Exercise Specification (EXSPEC).	Accept/reject following the Authority's review	Training Delivery Working Group Post Contract Award
8.3	Simulation Plan	██████	As required by the Exercise Specification (EXSPEC).	Accept/reject following the Authority's review	Training Delivery Working Group Post Contract Award
8.4	Target Packs	██████	As required by the Exercise Specification (EXSPEC).	Accept/reject following the Authority's review	Training Delivery Working Group Post Contract Award
8.5	Real Life Support (RLS) Plan	██████	As required by the Exercise Specification (EXSPEC).	Accept/reject following the Authority's review	Training Delivery Working Group Post Contract Award
8.6	Observer Plan	██████	As required by the Exercise Specification (EXSPEC).	Accept/reject following the Authority's review	Training Delivery Working Group

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					Post Contract Award
8.7	White Force Support Plan	██████	As required by the Exercise Specification (EXSPEC).	Accept/reject following the Authority's review	Training Delivery Working Group Post Contract Award
8.8	Statement of Training Task (SOTT)	██████████	Statement of Training Task (SOTT) issued within 1 month of Statement of Training Requirement (SOTR).	Accept/reject following the Authority's review	Training Delivery Working Group Post Contract Award
8.9	Exercise Calendar	██████████	As per the delivery schedule for the Statement of Training Task (SOTT).	Accept/reject following the Authority's review	Training Delivery Working Group Post Contract Award
8.10	Exercise Data	██████████ ██████████ ██████████	Data captured during the exercise shall be made available by the Contractor to inform the After Action Review (AAR) process. Exercise data sets within 2 weeks (10 working days) of completion of each exercise.	Accept/reject following the Authority's review	Training Delivery Working Group Post Contract Award
8.11	Exercise Report	██████████ ██████████	Within 2 weeks (10 working days) of completion of each exercise.	Accept/reject following the Authority's review	Training Delivery Working Group Post Contract Award
8.11.1	Closedown Report <ul style="list-style-type: none"> Element of 8.11 (Exercise Report) 	██████████	As per the delivery schedule for the Exercise Report.	Accept/reject following the Authority's review	Training Delivery Working Group Post Contract Award
8.12	Internal Validation (INVAL) Questionnaire	██████████	Questionnaires for Training Audience, White Force, Exercise Control, and other exercise participants provided 4 weeks (20 working days) prior to each training event/exercise.	Accept/reject following the Authority's review	Training Delivery Working Group Post Contract Award

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8.13	Performance Data	██████████	As required as part of the After Action Review (AAR) of each exercise.	Accept/reject following the Authority's review	Training Delivery Working Group Post Contract Award
8.14	Training Learning Data	██████████	2 weeks after completion of each exercise, unless agreed otherwise with the Training Delivery Authority (TDA).	Accept/reject following the Authority's review	Training Delivery Working Group Post Contract Award
8.15	Training Performance Report	██████████	Delivered to the Training Delivery Authority (TDA) on agreed dates relative to each exercise.	Accept/reject following the Authority's review	Training Delivery Working Group Post Contract Award

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9.0 Service Acceptance

Table 7: Service Acceptance

Item	Deliverable Name	Reference	Delivery Schedule	Decision Required	Acceptance Criteria
9.1	Compliance Demonstration Plan (CDP)	██████████	Draft deliverable due 3 months after Contract Commencement. Final deliverable due 6 months after Contract Commencement. Updated and supplied a minimum of 15 business days in advance of subsequent technical reviews.	Accept/reject following the Authority's review	ITEA Working Group Post Contract Award
9.2	Verification and Validation Requirements Matrix (VVRM)	██████████	As per the delivery schedule for the Compliance Demonstration Plan (CDP). Final deliverable to show full SoW and System Requirements tracking.	Accept/reject following the Authority's review	ITEA Working Group Post Contract Award
9.3	Existing Qualification Data (EQD)	██████████	As detailed in the Compliance Demonstration Plan (CDP). Required evidence to achieve Capability Milestone 1.	Accept/reject following the Authority's review	ITEA Working Group Post Contract Award
9.4	Factory/System Integration Lab (SIL) Acceptance Statement	██████████	As detailed in the Compliance Demonstration Plan (CDP). Required evidence to achieve Capability Milestone 1.	Accept/reject following the Authority's review	ITEA Working Group Post Contract Award
9.5	Test Plans	██████████	As detailed in the Compliance Demonstration Plan (CDP). Delivered 10 business days in advance of Test/Trials Readiness Review (TRR).	Accept/reject following the Authority's review	ITEA Working Group Post Contract Award
9.6	Operation Test Report	██████████	3 days (72 hours) in advance of the exercise delivery date.	Accept/reject following the Authority's review	ITEA Working Group Post Contract Award

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Item	Deliverable Name	Reference	Delivery Schedule	Decision Required	Acceptance Criteria
9.7	Technical Review Report	██████████	Delivered 3 business days after each technical review.	Accept/reject following the Authority's review	ITEA Working Group Post Contract Award

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10.0 Abbreviations/Acronyms

Table 2: List of Abbreviations and Acronyms

Abbreviation/Acronym	Description
AAR	After Action Review
BIL	Business Impact Level
CDP	Compliance Demonstration Plan
CDR	Critical Design Review
CIR	Configuration Item Register
CM	Capability Milestone
CMP	Configuration Management Plan
CRR	Change Request Register
CSR	Configuration Status Record
DID	Data Item Description
EMP	Engineering Management Plan
EQD	Existing Qualification Data
ESI	Exercise Security Instruction
EVM	Earned Value Management
EXPLAN	Exercise Plan
EXSPEC	Exercise Specification
FOC	Full Operating Capability
FOM	Federation Object Model
HFI	Human Factors Integration
ICD	Interface Control Definition
INVAL	Internal Validation
IOC	Initial Operating Capability
IRR	Incident Report Register
ISO	International Organization for Standardization
ISP	Integrated Support Plan
ITEA	Integrated Test, Evaluation and Acceptance
ITN	Invitation to Negotiate
JTEPS	Joint Training and Exercise Planning Staff
KPI	Key Performance Indicator
LCR	Local Change Register
LFE	Learning From Experience
MCAST	Maritime Command and Staff Trainer
MOD	Ministry of Defence

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Abbreviation/Acronym	Description
M&S	Modelling and Simulation
NCSISS	Naval Combat System Integration Support Services
OMP	Obsolescence Management Plan
PDR	Preliminary Design Review
PHS&T	Packaging, Handling, Storage and Transportation
PMP	Project Management Plan
R&M	Reliability and Maintainability
RIDO	Risks, Issues, Dependencies and Opportunities
RLS	Real Life Support
RMADS	Risk Management and Accreditation Documentation Set
SAL	Security Aspects Letter
SAP	Supportability Analysis Plan
SAQ	Supplier Assurance Questionnaire
SAT	Service Acceptance Test
SDWG	Service Delivery Working Group
SECR	Safety and Environmental Case Report
SEMP	Safety and Environmental Management Plan
SIL	System Integration Lab
SOTR	Statement of Training Requirement
SOTT	Statement of Training Task
SoW	Statement of Work
SRR	System Requirements Review
TDA	Training Delivery Authority
TOM	Target Operating Model
TRR	Test/Trials Readiness Review
VVRM	Verification and Validation Requirements Matrix

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CONTRACT NUMBER 704104450

Name:		Signed for the Authority:	
Position:	DE&S -	Date*:	

11.0 Deliverable Acceptance/Rejection Form

PART A: Deliverable Details *(to be completed by the Contractor):*

Deliverable Title:			
Deliverable Reference No.:			
Deliverable Version No.:			
Deliverable Classification:			
Deliverable Date:			

PART B: Acceptance/Rejection *(to be completed by the Authority):*

Date of Authority's receipt of the deliverable detailed above:	*
--	---

**Note: Unless otherwise agreed, the Authority will complete this form within 30 Business Days of its receipt of the deliverable.*

The Authority hereby: ***delete as applicable*

****accepts** the delivery of the deliverable detailed above and confirms that, at the date indicated above, the content of the deliverable appears complete, compliant, contains the necessary level of information¹ and displays no obvious errors.²

****rejects** the deliverable detailed above for the reason(s) provided below.

Reason(s) for deliverable rejection:

Other observations and comments to be included in the next iteration/version of the deliverable:

¹ The acceptance may include comments/observations where the Authority recognises that information is not yet available, or still in development, at the point of deliverable submission and as such does not constitute a rejection. Comments/observations are to be addressed in the next iteration of the deliverable to be delivered in accordance with the delivery schedule in SoW Appendix D.

² It shall be clearly understood that Authority acceptance of any deliverable shall in no way prevent that Authority from requesting additional information from the Contractor should the Authority reasonably require such additional information.