



Ministry  
of Defence

## **MOD Commercial**

701578645 – MLS for Military Bespoke  
Learning

### **Work Order**

#### **Procurement Name**

Leadership Development and Decision-Making  
Training (LDDMT)

#### **Capita Gateway Number**

CL02152

## **THIS CONTRACT IS MADE**

**BETWEEN (1) MINISTRY OF DEFENCE** THE SECRETARY OF STATE FOR DEFENCE whose offices are at Whitehall, London, SW1A 2HB (“Customer” and “MoD”)

**AND (2) CAPITA BUSINESS SERVICES LIMITED**, 65 Gresham St, London EC2V 7NQ (“Supplier” and “Capita”)

- A. The Parties entered into a RM3822 Call Off Contract for Managed Learning Services dated 1 November 2021 Order Number 701578645 – MLS for Military Bespoke Training (“Original Contract”)
- B. Work Order is contracted under the Original Contract
- C. The Customer has issued a statement of requirements and the Supplier shall provide the Services described in Schedule 1 Statement of Work, Reference Number CL02152, for the Charges detailed in Schedule 2 Pricing Schedule

## **THE PARTIES AGREE:**

### **INTERPRETATION**

1. The definitions and rules of interpretation in Definitions and Interpretations of the Original Agreement shall apply to this Work Order.

### **TERMS**

2. Subject to Clause 4, This Work Order shall come into effect on the date last signature and shall expire on 31/07/2024
3. The Supplier shall provide the goods/services described in the Statement of Work (Schedule 1), in accordance with the Conditions of Contract (as detailed in the Original Agreement, including any agreed Variations).
4. Where a Sub-Contractor is providing the Services, it shall be a condition precedent of this Work Order that the Sub-Contract between the Supplier and the Sub-Contractor is signed and agreed, prior to commencement of service delivery. Should the Sub-Contract not be signed and agreed, this Work Order shall not come into force. The Supplier shall inform the Customer of the expected timelines and immediately communicate when the Sub-Contract has been signed or if any delay is expected.
5. Except where there is prior written approval from the Customers commercial team, no payment shall be made for work performed which is outside the scope or period of the Work Order.
6. If there is a conflict between the documents, the order of precedence shall be:
  - 6.1. the Order or Work Order;
  - 6.2. the Call Off Order Form;
  - 6.3. the Call Off Terms;
  - 6.4. the Framework Agreement, except Framework Schedule 21 (Tender); and
  - 6.5. Framework Schedule 21 (Tender)
7. Unless otherwise stated and mutually agreed by both parties, this Work Order shall not amend or alter the terms and conditions of the Managed Learning Services Call Off Order Form and Call Off Terms.



Contents

Schedule 1 - Statement of Work ..... 5

Schedule 2 – Pricing Schedule ..... 9

APPENDIX 1 – Acceptance of offer contract ..... 10

APPENDIX 2 - DEFFORM 111 – Address & other information ..... 11

Addendum 1 - Revised Description and Pricing ..... 12

Addendum 1 - Revised Acceptance of offer contract ..... 13

## **Schedule 1 - Statement of Work**

**The Supplier shall provide the following Services via the Sub-**

### **Contractor: Description of Services:**

Next Jump will provide members of Royal Navy coaching and rapid decision-making training and licensing/access to Next Jump's suite of software tools; to be delivered across FYs 23/24 and 24/25, with the first 2-day F2F to be delivered w/c 29 October. Requirements includes Rapid Decision-Making Assessment via the DevGPS application, two-day kick-off event, and 13-week decision making course for up to 1000 Sailors as follows:

#### **LDDMT On-Site Kick-off Training**

Includes delivery of 4 face to face 2-day kick-off training events. Each event is run by a team of 4 master coaches who will run training on site at facility designated and provided by Royal Navy to include "intensity" workshops for 100 personnel (400 total seats across 4 events).

#### **LDDMT 13-Week Training Course**

Includes delivery of 70 iterations of the 13-week program (1hr / week) designed to help teams to reduce behaviours that create silence in teams and organisations with each other – and start being more authentic, especially sharing critical feedback & speaking-up about difficult topics.

Research shows that when people bring their authentic self to work, they perform better. But before focusing outwards on sharing our full thoughts with other ("giving feedback"), Mod-1 trains people to focus inward and DIAL DOWN behaviours that are stopping people from being truthful with us. (700 total seats across 70 courses).

#### **Optional LDDMT PIONEERS 52-Week Programme (INTENSITY + CONSISTENCY)**

CONSISTENCY: ABT ("Always Be Training") is a program that trains 1 hour per week consistently for a year, the consistency includes the cohorts of 10 with the same coach. The impact is significant on team development and also on mission innovation. Resulting in (1) High Performing + (2) Self Sustaining Teams (they apply good judgment and help each other vs pushing all decisions upstream).

INTENSITY (2x per year...every 6 months...F2F): This OFFSITE will be substantially different than the On-Site Kick-off (training in that the team will get close, the coaches will be training with them and 10 person groups will gel/bond/fuse in a much higher level before moving into the consistent 1 hour a week (moving across the 6 modules of decision making training as needed/ customized by the coach per group).

#### **Course Aims and Objectives**

1. Minimise behaviours that create organisational silence.
2. Foster authentic communication and sharing of critical feedback.
3. Enhance risk-taking capabilities for more effective decision-making.
4. Develop stronger relationships within the team

#### **Course Description**

Programmes are designed to increase self-awareness and actions in 2 key areas: getting truth (dial down organizational silence) and unlearning faulty catastrophic narratives. These are the biggest pitfalls of poor decision making (not able to get a real read of the situation and freezing in uncertainty).

- 1-hour per week (equates to 2% of a workweek)
- 13 weeks (90 days to achieve habit changes)
- Peer groups or teams of 10 (peer-driven discipline → self-driven growth)
- Virtual (train globally, coached by Next Jump certified coaches)

### **Example Modules:**

**Mod-1: Self Awareness Training:** This module aims to help teams minimise behaviours that create silence and foster more authentic communication, particularly in sharing critical feedback and addressing challenging topics. Red-Arrow Behaviours are actions that inadvertently prevent others from sharing the truth. Mod-1 focuses on individuals identifying and dialling down these behaviours, enabling teams to navigate conflicts and build authentic relationships more effectively.

**Mod 2: Conflict & Recovery:** Learning how to navigate difficult conversations without shutting down (i.e. being triggered).

**Mod 3: Debate to Learn vs. to Win:** This course focuses on developing foundational skill for effective decision making: Debating to learn instead of arguing to win. This is a crucial, especially in uncertain and ambiguous situations where the right course of action is unclear. Complex problems require vigorous debate to explore potential solutions. When there is no debate, it implies that the solution is obvious - which is rarely the case.

### **Software & Applications**

Dev GPS Assessment tool/web access licensing for all participants

Feedback application licensing for all participants

On My Mind application licensing for all participants

All materials plus shipping and handling provided by contractor.

### **Next Jump to deliver:**

- 4 Two Day Kick-off Training (2 days, 4 Master Coaches per event)
- 70 LDDMT 13-Week Training Courses (13 weeks, 1 hour per week, 1 Master Coach)
- Dev GPS Assessment tool/web access licensing for all participants
- Feedback application licensing for all participants
- On My Mind application licensing for all participants

Next Jump will supply:

Feedback App

Dev GPS Assessment Tool

On My Mind App

All course materials and any required reading

All materials development, printing, and delivery.

Equipment needed (e.g. flip charts, projector, etc.) to be discussed with Royal Navy depending on location of training.

Timeline to be discussed & mutually agreed:

DevGPS – start mid-October

2-day Training – first week of November

MODULE 1 A sessions – start based on mutual agreement (intent to start two weeks after the first kick off and then rolling starts from there)

**Proposed Course Outline/Content if applicable & sample course material****How it Works:**

- 1 hour per week, in teams of about 10
- Each meeting is facilitated by a Master Coach (via VTC)
- Ideally, meetings are scheduled for same day & time (for consistency)

**13-Week Curriculum Overview:****PHASE 1: Investment**

Week 1	Week 2	Week 3	Week 4
<b>Resiliency Worksheet 1</b> <ul style="list-style-type: none"> <li>On My Mind</li> <li>Resiliency Training Worksheet: Part 1</li> <li>Share with group</li> </ul> Duration: 1-hour	<b>Resiliency Worksheet 2</b> <ul style="list-style-type: none"> <li>On My Mind</li> <li>Resiliency Training Worksheet: Part 2</li> <li>Share with group</li> </ul> Duration: 1-hour	<b>Add Group Feedback</b> <ul style="list-style-type: none"> <li>On My Mind</li> <li>Emphasis on Part 2</li> <li>Feedback: who working hardest/not</li> </ul> Duration: 1-hour	<b>Checkpoint 1</b> <ul style="list-style-type: none"> <li>Reflection of feedback</li> <li>Share changes to worksheet</li> <li>End with feedback</li> </ul> Duration: 1-hour

**PHASE 2: 1<sup>ST</sup> Signals of Success**

Week 5	Week 6	Week 7	Week 8
<b>Group 1 Presentation</b> <ul style="list-style-type: none"> <li>On My Mind</li> <li>Group 1 presents practice ground, Q&amp;A</li> <li>Feedback to Group 1</li> </ul> Duration: 1-hour	<b>Group 2 Presentation</b> <ul style="list-style-type: none"> <li>On My Mind</li> <li>Group 2 presents practice ground, Q&amp;A</li> <li>Feedback to Group 2</li> </ul> Duration: 1-hour	<b>Group 3 Presentation</b> <ul style="list-style-type: none"> <li>On My Mind</li> <li>Group 3 presents practice ground, Q&amp;A</li> <li>Feedback to Group 3</li> </ul> Duration: 1-hour	<b>Group 4 Presentation</b> <ul style="list-style-type: none"> <li>On My Mind</li> <li>Group 4 presents practice ground, Q&amp;A</li> <li>Feedback to Group 4</li> </ul> Duration: 1-hour

**PHASE 3: ROI Period**

Week 9	Week 10	Week 11	Week 12	Week 13
<b>Group 1 Presentation (version 2)</b> <ul style="list-style-type: none"> <li>On My Mind</li> <li>Group 1 presents practice ground, Q&amp;A</li> <li>Feedback to Group 1</li> </ul> Duration: 1-hour	<b>Group 2 Presentation (version 2)</b> <ul style="list-style-type: none"> <li>On My Mind</li> <li>Group 2 presents practice ground, Q&amp;A</li> <li>Feedback to Group 2</li> </ul> Duration: 1-hour	<b>Group 3 Presentation (version 2)</b> <ul style="list-style-type: none"> <li>On My Mind</li> <li>Group 3 presents practice ground, Q&amp;A</li> <li>Feedback to Group 3</li> </ul> Duration: 1-hour	<b>Group 4 Presentation (version 2)</b> <ul style="list-style-type: none"> <li>On My Mind</li> <li>Group 4 presents practice ground, Q&amp;A</li> <li>Feedback to Group 4</li> </ul> Duration: 1-hour	<b>Checkpoint 2</b> <ul style="list-style-type: none"> <li>Reflection of changes since start of program</li> <li>"Dial Up" exercise [What to do more of]</li> </ul> Duration: 1-hour

**Week 14+ (Ongoing):** Optional continuation after formal program ends

**Quality Assurance to include:**

- **How the Bidder will ensure the quality of the contract**
- **Quality Assurance Surveillance Plan**

Deliverables	Performance Standard	Acceptable Quality	Monitoring Method
<b>Dev GPS Assessment tool/web access licenses</b>	Licenses active to the correct number of users	Software accessible in accordance with the Service Level Agreement	Project manager and Royal Navy review and approval of deliverable
<b>LDDMT Two Day Kickoff Training</b>	Workshop is conducted by personnel facile with the subject	Workshop is conducted on time and includes all required topics and material	Project manager and Royal Navy review and approval of deliverable
<b>LDDMT 13-Week Training Course</b>	Workshops are conducted by personnel facile with the subject (Next Jump Master Coaches)	Workshops are conducted on time and includes all required topics and material	Project manager and Royal Navy review and approval of deliverable
<b>Feedback application licenses</b>	Licenses active to the correct number of users	Software accessible in accordance with the Service Level Agreement	Project manager and Government review and approval of deliverable
<b>On My Mind application licenses</b>	Licenses active to the correct number of users	Software accessible in accordance with the Service Level Agreement	Project manager and Government review and approval of deliverable

For the purposes of this Schedule, where the Services are provided by a Sub-Contractor, all references to “Supplier” shall be deemed to be “Sub-Contractor”

The Sub-Contractor is Next Jump



Schedule 2 – Pricing Schedule

Summary													
	Max Delegates per Cohort	Number of Trainers	Blended day rate	Expenses per trainer per day	Number of days per cohort	Accreditation per delegate	Materials cost per delegate	Total	Qty	Total	Knowledge/Skills Service Fee	Total Price to MOD ex VAT	Total Price to MOD inc VAT
Delivery Element 1	Per cohort	100	4		2				1				
Delivery Element 2	Per cohort	100	4		2				1				
Delivery Element 3	Per cohort	100	4		2				1				
Delivery Element 4	Per cohort	100	4		2				1				
Delivery Element 5	Per cohort	50	5		13				1				
Delivery Element 6	Per cohort	50	5		13				1				
Delivery Element 7	Per cohort	50	5		13				1				
Delivery Element 8	Per cohort	50	5		13				1				
Delivery Element 9	Per cohort	50	5	Redacted under FOIA Section 43, Commercial interests	13	Redacted under FOIA Section 43, Commercial interests		Redacted under FOIA Section 43, Commercial interests	1		Redacted under FOIA Section 43, Commercial interests		
Delivery Element 10	Per cohort	50	5		13				1				
Delivery Element 11	Per cohort	50	5		13				1				
Delivery Element 12	Per cohort	50	5		13				1				
Delivery Element 13	Per cohort	50	5		13				1				
Delivery Element 14	Per cohort	50	5		13				1				
Delivery Element 15	Per cohort	50	5		13				1				
Delivery Element 16	Per cohort	50	5		13				1				
Delivery Element 17	Per cohort	50	5		13				1				
Delivery Element 18	Per cohort	50	5		13				1				
									Total			£958,050.37	£ 1,149,660.45
									Qty				
Optional: Additional Services											Knowledge/Skills Service Fee	Total Price to MOD ex VAT	Total Price to MOD inc VAT
Addl. LDDMT 13-Week Training Course	Per cohort	10	1		13				1				
Addl. LDDMT On-Site Kick-off Training	Per cohort	100	4		2				1				
LDDMT Pioneer Consistent Training   6 Months   30 people	Per cohort	30	3		26				3				
LDDMT Pioneer Consistent Training   6 Months   40 people	Per cohort	40	4	Redacted under FOIA Section 43, Commercial interests	26	Redacted under FOIA Section 43, Commercial interests		Redacted under FOIA Section 43, Commercial interests	3		Redacted under FOIA Section 43, Commercial interests		
LDDMT Pioneer Consistent Training   12 Months   30 people	Per cohort	30	3		52				1				
LDDMT Pioneer Consistent Training   12 Months   40 people	Per cohort	40	4		52				1				
LDDMT Pioneer Intense Training 2X	Per cohort	50	5		4				1				
LDDMT Pioneer Intense Training 1X	Per cohort	50	5		2				1				

Key Deliverable List - Next Jump Description

Delivery Element 1-4: 2-day kick off event with 400 seats available

Delivery Element 5-18: 13-week pre-resiliency training course with 700 seats available

Payment should be made on completion of each Cohort mentioned above.

It has been agreed that a 50% payment for deliverables 1 to 4, totalling **Redacted under FOIA Section 43, Commercial interests**, will be due when the PO is issued.

Where the Customer is required to action a dependency, it will do so without undue delay.

The Customer will have a 5 Working Days acceptance period or such other mutually agreed period, to approve or provide feedback following delivery of each Cohort . If the Customer does not provide written notification or feedback to the Supplier within the acceptance period, then the deliverable will be deemed accepted and the Customer shall pay the Supplier’s invoice.

**APPENDIX 1 – Acceptance of offer contract**

**Work Order CL02152 for the Supply of Leadership Development and Decision-Making Training (LDDMT)**

This Contract shall come into effect on the date of signature by both parties.

**For and on behalf of the Supplier:**

Redacted under FOIA Section 40, Personal Information

**For and on behalf of the Customer:**

Redacted under FOIA Section 40, Personal Information

**APPENDIX 2 - DEFFORM 111 – Address & other information****DEFFORM 111**  
**(Edn 10/22)****Appendix - Addresses and Other Information****Redacted** under FOIA Section 40, Personal Information**8. Public Accounting Authority:**

- 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
- For all other enquiries contact DES Fin FA-AMET Policy, Level 4 Piccadilly Gate, Store Street, Manchester, M1 2WD  
☎ 44 (0) 161 233 5394

**Redacted** under FOIA Section 40, Personal Information**9. Consignment Instructions:**

The items are to be consigned as follows:

As detailed in Schedule of Requirements

**1. Packaging Design Authority:**

Organisation and point of contact:

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

**2. (a) Supply/Support Management Branch or Order Manager Branch/Name:**

As per box 2

**(b) U.I.N.****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 8JHAir Freight CentreIMPORTS ☎ 030 679 81113 / 81114 Fax 0117 913 8943  
EXPORTS ☎ 030 679 81113 / 81114 Fax 0117 913 8943Surface Freight CentreIMPORTS ☎ 030 679 81129 / 81133 / 81138 Fax 0117 913 8946  
EXPORTS ☎ 030 679 81129 / 81133 / 81138 Fax 0117 913 8946**B. JSCS**

JSCS Helpdesk ☎ 01869 256052 (option 2, then option 3); JSCS Fax No 01869 256837

Users requiring an account to use the MOD Freight Collection Service should contact UKStratCom-DefSp-RAMP@mod.gov.uk in the first instance

**3. Drawings/Specifications are available from:****6. Intentionally Left Blank****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.gateway.isg-r.r.mil.uk/index.html> [intranet] or <https://www.dstan.mod.uk/> [extranet, registration needed]**11. The Invoice Paying Authority:**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 Arncliffe  
Bicester, OX25 1LP (Tel. 01869 256197 Fax: 01869 256824)  
**Applications via fax or email:** [Leidos-FormsPublications@teamleidos.mod.uk](mailto:Leidos-FormsPublications@teamleidos.mod.uk)**\* NOTE**

- Many **DEFCONs** and **DEFFORMs** can be obtained from the MOD Internet Site:  
<https://www.kid.mod.uk/maincontent/business/commercial/index.htm>
- If the required forms or documentation are not available on the MOD Intranet site requests should be submitted through the Commercial Officer named in Section 1.

**Addendum 1 - Revised Description and Pricing**

**Addendum 1 - Revised Acceptance of offer contract**

**Work Order [insert] for the [Supply / Provision] of [insert]  
Revised [Work Order [insert] for the [Supply / Provision] of [insert]**

This Contract shall come into effect on the date of signature by both parties.

**For and on behalf of the Supplier:**

<b>Name and Title</b>	
<b>Signature</b>	
<b>Date</b>	

**For and on behalf of the Customer:**

<b>Name and Title</b>	
<b>Signature</b>	
<b>Date</b>	