1.2   Calculations in models shall be designed to allow the use of the Microsoft Excel formula auditing tools, and the use of functions that do not permit this (for example, OFFSET and INDIRECT) shall not be used.

    (A)   VLOOKUP, HLOOKUP and LOOKUP shall not be used – a combination of INDEX(MATCH) is an acceptable alternative technique.

    (B)   Array functions shall not be used.

    (C)   The number of worksheets contained in the model shall be minimised.

    (D)   Sections with clearly labelled headings shall be used.

    (E)   Use of range names is permitted with any cells referred to in visual basic for applications (VBA) being defined by a range name.

    (F)   Models shall not contain any external links. If input data is sourced from supporting models a separate input sheet shall be created, and the output from the supporting models shall be copied and pasted as hard-coded values into this separate input sheet. Such input ranges shall be clearly labelled with the filename of the underlying model, range references, version number and date of import.

    (G)   Any macros used shall be transparent and clearly documented both in the VBA itself and in the Record of Assumptions and Data Book.

    (H)   Models shall not contain any circularities and iteration shall be switched off in the calculation setting.

    (I)   In automatic calculation mode, all models shall calculate fully.

    (J)   Each row/column with input data, calculations or outputs must be labelled with the appropriate units.

    (K)   All models must contain a version number and date.

    (L)   The use of VBA is permitted. However transparency and traceability within models shall continue to be maintained. For example:

        (i)   VBA may be used in circumstances where the DP wishes to minimise replicating identical calculations and speed up the time taken for a model to calculate. In this case, the DP shall clearly show the inputs to and the formulae used in the calculation. Checks shall be in place to ensure reconciliation between inputs and VBA-driven outputs;

        (ii)   VBA shall not be used when the calculation itself is being performed within VBA in virtual memory such that only the inputs and outputs are visible to the model user;

        (iii)   VBA may be used for the purposes of model control, including navigation and print macros;

        (iv)   VBA shall not be used where the output of the VBA macro could as easily be obtained by using Excel formulae;

(v) cells that are populated by VBA routine shall be transparently identifiable, say via colour coding, as being distinct from the input or calculation cells;

(vi) VBA code shall contain adequate non-technical narrative and be fully documented in the ROADB; and

(vii) "Option Explicit" shall be switched on.

(M) All pages in models shall be set up by the DP to print single-sided with header and / or footer labels that include:

(i) the title of the print-out;

(ii) the date and time of the print-out;

(iii) the page number of the print out and the total number of pages in the print out;

(iv) the protective marking applicable to the print out; and

(v) the name of the worksheet and the name of the workbook from which the print out has been prepared.

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APPENDIX 3: NOT USED

APPENDIX 4: NOT USED

APPENDIX 5: NOT USED

APPENDIX 6: OPERATIONAL PERFORMANCE DATA

MI Data Element	Description/Measure (Desired Data Elements)	Frequency of Measurement Day 1 (SCD)	Frequency of Measurement Milestone 1 (SCD+90)	Frequency of Measurement Milestone 2 (SCD+ 395)	Frequency of Measurement Milestone 3 (SCD+ 734)	Frequency of Measurement Milestone 4 (FSCD)	Notes
No. and % of consignments by Standard Priority Code (SPC) classification delivered on time and in full (OTIF*)	Breakdown by SPC	Daily (10 BD's after SCD)	Daily	Daily	Daily	Daily	
All Services – No. and % of Requests delivered on time in full (OTIF*)	Breakdown by SPC	Daily (10 BD's after SCD)	Daily	Daily	Daily	Daily	
UK Palletised – Demands delivered OT and OTIF*	% and no. of demands	Daily (10 BD's after SCD)	Daily	Daily	Daily	Daily	
UK Parcel – Demands delivered OT and OTIF*	% and no. of demands	Daily (10 BD's after SCD)	Daily	Daily	Daily	Daily	
UK Courier – Demands delivered OT and	% and no. of demands	Daily (10 BD's after SCD)	Daily	Daily	Daily	Daily	

MI Data Element	Description/Measure (Desired Data Elements)	Frequency of Measurement Day 1 (SCD)	Frequency of Measurement Milestone 1 (SCD+90)	Frequency of Measurement Milestone 2 (SCD+ 395)	Frequency of Measurement Milestone 3 (SCD+ 734)	Frequency of Measurement Milestone 4 (FSCD)	Notes
OTIF*							
Own fleet – Demands delivered OT and OTIF*	% and no. of demands	Daily (10 BD's after SCD)	Daily	Daily	Daily	Daily	
Munitions deliveries	No of deliveries & Collections	Daily	Daily	Daily	Daily	Daily	
Demands Processed, Demands Issued	Adherence to SPC classification(IV's , m3, pallets)	Daily (10 BD's after SCD)	Daily	Daily	Daily	Daily	Measurement to commence in accordance with the Transition Plan
Trade Receipts in last 24 hrs	Absolute number (m3/pallets)	Daily (10 BD's after SCD)	Daily	Daily	Daily	Daily	Measurement to commence in accordance with the Transition Plan
Unit Returns in last 24 hrs	Absolute number (m3/pallets)	Daily (10 BD's after SCD)	Daily	Daily	Daily	Daily	Measurement to commence in accordance with the Transition Plan
Number of non-conforming receipts	Absolute number and % of total receipts – by non-conformance	Daily (10 BD's after SCD)	Daily	Daily	Daily	Daily	

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MI Data Element	Description/Measure (Desired Data Elements)	Frequency of Measurement Day 1 (SCD)	Frequency of Measurement Milestone 1 (SCD+90)	Frequency of Measurement Milestone 2 (SCD+ 395)	Frequency of Measurement Milestone 3 (SCD+ 734)	Frequency of Measurement Milestone 4 (FSCD)	Notes
	type and project team						
Number of non-conforming returns	Absolute number and % of total receipts – by non-conformance type and UIN	Daily (10 BD's after SCD)	Daily	Daily	Daily	Daily	
Purple Gate receipts/issues	Absolute number (m3/pallets)	Daily (10 BD's after SCD)	Daily	Daily	Daily	Daily	
Commodity NSN's with Immediate Dues Out	IV's by UIN	Daily (10 BD's after SCD)	Daily	Daily	Daily	Daily	
LS Significant Events	Exception reports	Daily	Daily	Daily	Daily	Daily	
LC Significant Events	Exception reports	Daily	Daily	Daily	Daily	Daily	
SCI/IS Significant Events	Exception reports	Daily	Daily	Daily	Daily	Daily	
Commodity Product recalls received/actioned	Performance Reported through SOR 4.3.1 (v) and SOR 4.3.1 (vi)	Daily	Daily	Daily	Daily	Daily	

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MI Data Element	Description/Measure (Desired Data Elements)	Frequency of Measurement Day 1 (SCD)	Frequency of Measurement Milestone 1 (SCD+90)	Frequency of Measurement Milestone 2 (SCD+ 395)	Frequency of Measurement Milestone 3 (SCD+ 734)	Frequency of Measurement Milestone 4 (FSCD)	Notes
Open Commodity UOR's	Performance Reported through SOR 4.2.1 (viii)	Daily	Daily	Daily	Daily	Daily	
Contingency Operational Report	Includes multiple SOR line items	Weekly (increasing to daily when required)	Weekly (increasing to daily when required)	Weekly (increasing to daily when required)	Weekly (increasing to daily when required)	Weekly (increasing to daily when required)	
Man Hours – Total Available and Total Used	Productivity	Monthly	Monthly	Weekly	Daily	Daily	
Technical Services Report	Includes multiple SOR Lines Items	Weekly	Weekly	Weekly	Weekly	Weekly	
Actual, attempted or suspected breaches of security	Exception reports	Daily	Daily	Daily	Daily	Daily	
Environmental incidents	Exception reports	Daily	Daily	Daily	Daily	Daily	
Risks that have materialised together with mitigation or contingency action	Exception reports	Daily	Daily	Daily	Daily	Daily	

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MI Data Element	Description/Measure (Desired Data Elements)	Frequency of Measurement Day 1 (SCD)	Frequency of Measurement Milestone 1 (SCD+90)	Frequency of Measurement Milestone 2 (SCD+ 395)	Frequency of Measurement Milestone 3 (SCD+ 734)	Frequency of Measurement Milestone 4 (FSCD)	Notes
Health and safety incidents	Exception reports	Daily	Daily	Daily	Daily	Daily	
Occurrences of issues that are potentially harmful to the reputation of the Authority or DP	Exception reports	Daily	Daily	Daily	Daily	Daily	

APPENDIX 7: SPECIFIED MI RAMP-UP

Schedule 11 Specified MI Requirement			MI Ramp Up Milestones to meet Schedule 11 Requirements for Specified MI					
Schedule 11 MI Data Element	Schedule 11 Report	Schedule 11 Frequency	Frequency of Measurement Day 1 (SCD)	Frequency of Measurement Milestone 1 (90 days after SCD)	Frequency of Measurement Milestone 2 (SCD+ 395)	Frequency of Measurement Milestone 3 (SCD+ 734)	Frequency of Measurement Milestone 4 (FSCD)	Notes
Fixed monthly forecast of activity and costs for the AOB for each remaining contract year	Forecast of Expenditure	Annually	As required by Annual Planning Cycle	As required by Annual Planning Cycle	As required by Annual Planning Cycle	As required by Annual Planning Cycle	As required by Annual Planning Cycle	
Disaggregation of the proposed Annual Operating Budget to level 3 of the Work Breakdown Structure	Forecast of Expenditure	Annually	As required by Annual Planning Cycle	As required by Annual Planning Cycle	As required by Annual Planning Cycle	As required by Annual Planning Cycle	As required by Annual Planning Cycle	
Disaggregation of the proposed Annual Planned Budget to level 3 of the Work Breakdown Structure	Forecast of Expenditure	Annually	As required by Annual Planning Cycle	As required by Annual Planning Cycle	As required by Annual Planning Cycle	As required by Annual Planning Cycle	As required by Annual Planning Cycle	
Disaggregation of the proposed Annual Estimated Budgets to level 3 of the Work Breakdown Structure	Forecast of Expenditure	Annually	As required by Annual Planning Cycle	As required by Annual Planning Cycle	As required by Annual Planning Cycle	As required by Annual Planning Cycle	As required by Annual Planning Cycle	
An updated ROADB to reflect any changes in assumptions in respect of the Outturn Report and/or Forecast of Expenditure including clear and accurate cross-referencing between the ROADB, the DP Financial Model, the Outturn Report and any subsequent Forecasts of Expenditure	Forecast of Expenditure	Annually	As required by Annual Planning Cycle	As required by Annual Planning Cycle	As required by Annual Planning Cycle	As required by Annual Planning Cycle	As required by Annual Planning Cycle	
A clear audit trail and reconciliation together with supporting information justifying any variances between the projected costs set out in the Forecast of Expenditure and the projected costs in the DP financial model	Forecast of Expenditure	Annually	As required by Annual Planning Cycle	As required by Annual Planning Cycle	As required by Annual Planning Cycle	As required by Annual Planning Cycle	As required by Annual Planning Cycle	
A clear audit trail and reconciliation between the outputs of the Outturn Report and the corresponding assumptions upon which the FE is established;	Forecast of Expenditure	Annually	As required by Annual Planning Cycle	As required by Annual Planning Cycle	As required by Annual Planning Cycle	As required by Annual Planning Cycle	As required by Annual Planning Cycle	
Each annual budget at a consolidated level	Forecast of Expenditure	Annually	As required by Annual Planning Cycle	As required by Annual Planning Cycle	As required by Annual Planning Cycle	As required by Annual Planning Cycle	As required by Annual Planning Cycle	
Each annual budget split by the MoD Top Level Budget Holder	Forecast of Expenditure	Annually	As required by Annual Planning Cycle	As required by Annual Planning Cycle	As required by Annual Planning Cycle	As required by Annual Planning Cycle	As required by Annual Planning Cycle	
Forecast against the agreed WBS specifying all estimated costs and charges by UIN and/or Authorised Demander (TLB/Command).	Forecast of Expenditure	Annually	As required by Annual Planning Cycle	As required by Annual Planning Cycle	As required by Annual Planning Cycle	As required by Annual Planning Cycle	As required by Annual Planning Cycle	
The proposed year on year reduction in Service Costs and Commodity Costs (subject to the application of the Adjustment Factors) with reference to the Authority Baseline and DP Financial Model.	Forecast of Expenditure	Annually	As required by Annual Planning Cycle	As required by Annual Planning Cycle	As required by Annual Planning Cycle	As required by Annual Planning Cycle	As required by Annual Planning Cycle	
Evidence, a clear audit trail and reconciliation together with supporting information justifying any savings (or increases) to the proposed Annual Service Operating Budget (Non-Capital Service Costs) in comparison with the Service Costs incurred in the previous Contract Year specifically as a result of the application of the Adjustment Factors	Forecast of Expenditure	Annually	As required by Annual Planning Cycle	As required by Annual Planning Cycle	As required by Annual Planning Cycle	As required by Annual Planning Cycle	As required by Annual Planning Cycle	
Evidence, a clear audit trail and reconciliation together with supporting information justifying any savings (or increases) to the proposed Annual Service Operating Budget (Non-Capital Service Costs) in comparison with the Service Costs incurred in the previous Contract Year that arise not as a result of the application of Adjustment Factors	Forecast of Expenditure	Annually	As required by Annual Planning Cycle	As required by Annual Planning Cycle	As required by Annual Planning Cycle	As required by Annual Planning Cycle	As required by Annual Planning Cycle	
Evidence, a clear audit trail and reconciliation together with supporting information justifying any savings (or increases) to the proposed Annual Commodity Operating Budget in comparison with the Commodity Costs incurred in the previous Contract Year specifically as a result of the application of the Adjustment Factors	Forecast of Expenditure	Annually	As required by Annual Planning Cycle	As required by Annual Planning Cycle	As required by Annual Planning Cycle	As required by Annual Planning Cycle	As required by Annual Planning Cycle	

Schedule 11 MI Data Element	Schedule 11 Report	Schedule 11 Frequency	Frequency of Measurement Day 1 (SCD)	Frequency of Measurement Milestone 1 (90 days after SCD)	Frequency of Measurement Milestone 2 (SCD+ 395)	Frequency of Measurement Milestone 3 (SCD+ 734)	Frequency of Measurement Milestone 4 (FSCD)	Notes
Evidence, a clear audit trail and reconciliation together with supporting information justifying any savings (or increases) to the proposed Annual Commodity Operating Budget in comparison with the Commodity Costs incurred in the previous Contract Year that arise not as a result of the application of Adjustment Factors;	Forecast of Expenditure	Annually	As required by Annual Planning Cycle	As required by Annual Planning Cycle	As required by Annual Planning Cycle	As required by Annual Planning Cycle	As required by Annual Planning Cycle	
Evidence, a clear audit trail and reconciliation together with supporting information justifying any savings (or increases) in Capital Service Costs and the Capital Service Costs assumptions in the DP Financial Model as a result of the application of the Adjustment Factors or otherwise	Forecast of Expenditure	Annually	As required by Annual Planning Cycle	As required by Annual Planning Cycle	As required by Annual Planning Cycle	As required by Annual Planning Cycle	As required by Annual Planning Cycle	
Each annual budget at a consolidated level and split by the Authority Top Level Budget Holder specifying all estimated costs and charges by UIN and / or Authorised Demandor; and provides a clear audit trail and reconciliation back to the Authority's activity forecast.	Forecast of Expenditure	Annually	As required by Annual Planning Cycle	As required by Annual Planning Cycle	As required by Annual Planning Cycle	As required by Annual Planning Cycle	As required by Annual Planning Cycle	
Annual Operating Budget Planned vs Actual	Forecast of Expenditure	Annually	As required by Annual Planning Cycle	As required by Annual Planning Cycle	As required by Annual Planning Cycle	As required by Annual Planning Cycle	As required by Annual Planning Cycle	
Monthly Rolling Budget Planned vs. Actual	Forecast of Expenditure	Annually	As required by Annual Planning Cycle	As required by Annual Planning Cycle	As required by Annual Planning Cycle	As required by Annual Planning Cycle	As required by Annual Planning Cycle	
Financial reconciliation of planned vs. actual	Forecast of Expenditure	Annually	As required by Annual Planning Cycle	As required by Annual Planning Cycle	As required by Annual Planning Cycle	As required by Annual Planning Cycle	As required by Annual Planning Cycle	
Rolling forecast for the remainder of the contract year	Forecast of Expenditure	Annually	As required by Annual Planning Cycle	As required by Annual Planning Cycle	As required by Annual Planning Cycle	As required by Annual Planning Cycle	As required by Annual Planning Cycle	
Annual Operating Budget forecast for the remainder of the contract year	Forecast of Expenditure	Annually	As required by Annual Planning Cycle	As required by Annual Planning Cycle	As required by Annual Planning Cycle	As required by Annual Planning Cycle	As required by Annual Planning Cycle	
Operational Metrics aligned to WBS	Forecast of Expenditure	Annually	As required by Annual Planning Cycle	As required by Annual Planning Cycle	As required by Annual Planning Cycle	As required by Annual Planning Cycle	As required by Annual Planning Cycle	
Cost drivers aligned to WBS	Forecast of Expenditure	Annually	As required by Annual Planning Cycle	As required by Annual Planning Cycle	As required by Annual Planning Cycle	As required by Annual Planning Cycle	As required by Annual Planning Cycle	
Commodity Costs by UIN/TLB/Command	Forecast of Expenditure	Annually	As required by Annual Planning Cycle	As required by Annual Planning Cycle	As required by Annual Planning Cycle	As required by Annual Planning Cycle	As required by Annual Planning Cycle	
Service Costs by UIN/TLB/Command	Forecast of Expenditure	Annually	As required by Annual Planning Cycle	As required by Annual Planning Cycle	As required by Annual Planning Cycle	As required by Annual Planning Cycle	As required by Annual Planning Cycle	
Fixed monthly forecast of activity costs	Forecast of Expenditure	Annually	As required by Annual Planning Cycle	As required by Annual Planning Cycle	As required by Annual Planning Cycle	As required by Annual Planning Cycle	As required by Annual Planning Cycle	
Forecast by WBS element	Forecast of Expenditure	Annually	As required by Annual Planning Cycle	As required by Annual Planning Cycle	As required by Annual Planning Cycle	As required by Annual Planning Cycle	As required by Annual Planning Cycle	
Estimated Cost of Planned Changes	Forecast of Expenditure	Annually	As required by Annual Planning Cycle	As required by Annual Planning Cycle	As required by Annual Planning Cycle	As required by Annual Planning Cycle	As required by Annual Planning Cycle	
Extraordinary Expenditure	Forecast of Expenditure	Annually	As required by Annual Planning Cycle	As required by Annual Planning Cycle	As required by Annual Planning Cycle	As required by Annual Planning Cycle	As required by Annual Planning Cycle	
Expected Cost Savings by WBS element	Forecast of Expenditure	Annually	As required by Annual Planning Cycle	As required by Annual Planning Cycle	As required by Annual Planning Cycle	As required by Annual Planning Cycle	As required by Annual Planning Cycle	
Name of each FTE (Team Leidos employee)	FTE	Quarterly	Quarterly	Quarterly	Quarterly	Quarterly	Quarterly	

Schedule 11 MI Data Element	Schedule 11 Report	Schedule 11 Frequency	Frequency of Measurement Day 1 (SCD)	Frequency of Measurement Milestone 1 (90 days after SCD)	Frequency of Measurement Milestone 2 (SCD+ 395)	Frequency of Measurement Milestone 3 (SCD+ 734)	Frequency of Measurement Milestone 4 (FSCD)	Notes
Job title/grade of each FTE	FTE	Quarterly	Quarterly	Quarterly	Quarterly	Quarterly	Quarterly	
FTE status	FTE	Quarterly	Quarterly	Quarterly	Quarterly	Quarterly	Quarterly	
Employment status of each FTE (Direct, Contractor, Temporary)	FTE	Quarterly	Quarterly	Quarterly	Quarterly	Quarterly	Quarterly	
WBS and PAC alignment of each FTE	FTE	Quarterly	Quarterly	Quarterly	Quarterly	Quarterly	Quarterly	
Forecast and actual spend by Commodity category and Commodity Supply Contract by month including any miscellaneous spend outside of Commodity Supply Contracts and analysis of spend by channel of supply	Monthly Performance	Monthly	Monthly	Monthly	Monthly	Monthly	Monthly	
Forecast and actual spend by Commodity Category and Commodity Supply Contract on a rolling annualised basis, split by channel of supply	Monthly Performance	Monthly	Monthly	Monthly	Monthly	Monthly	Monthly	
Supplier delivery performance analysed by channel of supply	Monthly Performance	Monthly	Monthly	Monthly	Monthly	Monthly	Monthly	
Supplier segmentation and stakeholder mapping	Monthly Performance	Monthly	NA	Monthly	Monthly	Monthly	Monthly	
Customer feedback	Monthly Performance	Monthly	Monthly	Monthly	Monthly	Monthly	Monthly	
Supplier reviews	Monthly Performance	Monthly	NA	Monthly	Monthly	Monthly	Monthly	
Supplier Feedback	Monthly Performance	Monthly	NA	Monthly	Monthly	Monthly	Monthly	
Commodity Failure Reports and Escalation and Resolution Status	Monthly Performance	Monthly	Monthly	Monthly	Monthly	Monthly	Monthly	
Commodity Alerts and Recalls and Escalation and Resolution Status	Monthly Performance	Monthly	Monthly	Monthly	Monthly	Monthly	Monthly	
Commodity Returns and Escalation and Resolution Status	Monthly Performance	Monthly	Monthly	Monthly	Monthly	Monthly	Monthly	
Repeat Service Performance Failures and whether the points count towards termination or Service Performance Reduction Factor (mgmt fee) and/or Service Performance Reduction Amount (gain share)	Monthly Performance	Monthly	Monthly	Monthly	Monthly	Monthly	Monthly	
Identify costs against relevant COS VAT headings to enable the Authority to pay/reclaim the appropriate levels of VAT and meet HMRC or other Government reporting requirements	Monthly Performance	Monthly	Monthly	Monthly	Monthly	Monthly	Monthly	
Update regarding RIO for the services in the short, medium & long term identifying areas for improvement and proposed revision to existing arrangements, systems and procedures.	Monthly Performance	Monthly	Monthly	Monthly	Monthly	Monthly	Monthly	
Any RIO in the short, medium and longer term and their potential impact on the cost base reduction, the Authority, the supply chain, LCS(T) strategy and/or the DP's business	Monthly Performance	Monthly	Monthly	Monthly	Monthly	Monthly	Monthly	All Commodity measurements/metrics will be reported for those DP Managed Legacy Contracts managed by, and Legacy Contracts novated to, and any new Commodity Supply Contracts let by, Leidos Supply Limited. For DP Managed Legacy Contracts managed by Leidos Supply Limited such reporting of Commodity measurements/metrics shall only be to the extent such reporting is permitted by the terms of such DP Managed Legacy Contracts.