



Ministry
of Defence

MOD Commercial

701546387

Managed Learning Service

Post-graduate Chaplain Education

This Contract is made

BETWEEN (1) HER BRITANNIC MAJESTY'S SECRETARY OF STATE FOR

DEFENCE, acting by the Directorate of Head Office and Corporate Services (HOCS), Kentigern House, 65 Brown Street, Glasgow G2 8EX ("the Authority")

AND (2) CAPITA BUSINESS SERVICES LIMITED, 4th Floor, Barnard's Inn, 86 Fetter Lane, London, EC4A

1. The Contractor shall provide the Services described in the Statement of Requirement, in accordance with the Conditions of Contract (as detailed in Framework Schedule 4 – Order Form and Call-Off Terms for the Managed Learning Service dated 4th July 2017 – to the Framework Agreement entered into between the Authority and the Supplier on RM3822), the firm prices attached and the Contractor's Work Order (WO) reference PSGW01677 dated 21 May 2021.

2. The Contract shall come into effect on 01 Sept 2021 until 31 Aug 2026. Plus 1 plus 1 option years.

3. Except where there is prior written approval from the Contracts Branch no payment shall be made for work performed which is outside the scope or period of the Contract.

4. If there is a conflict between the documents described in Item 1 above, the order of precedence shall be:

1. Work Order PSGW01677 dated 21 May 2021.

2. Statement of Requirements at Schedule 1

3. Conditions of Contract (as detailed in Framework Schedule 4 – Order Form and Call-Off Terms for the Managed Learning Service dated 4th July 2017 to the Framework Agreement entered into between the Authority and the Supplier on RM3822)

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Schedule 1

Schedule of Requirement

Background

Since 2002 MOD Chaps (A) has managed a contract with REMOVED to provide a bespoke Masters' in Theology degree in Military Chaplaincy. This degree was devised to ensure that chaplains within the Army are professionally developed over the period of their careers, as chaplains do not routinely attend the regular Army officer career courses ICSC(L) or ACSC. In 2019 an amendment was made to the contract allowing for one MPhil or PhD candidate to be enrolled per annum at no additional contract costs. The current contract REMOVED ends 31 Aug 23 with the last intake of students beginning study in Sep 20

Course Outline/Content/Requirement

The procurement process is required to provide:

The opportunity for a minimum of 3 and maximum of 5 chaplains per academic year to be enrolled on post-graduate chaplaincy-related theological MTh, MPhil or PhD study.

The resulting contract must be flexible enough to allow for chaplains to remain fully deployable during their period of study.

The course must be broad, ecumenical, academically challenging and chaplaincy focussed.

The course should provide opportunity for students to learn and interact with military and non-military chaplains.

The contract will run from 01 Sep 2021 for 5 annual intakes of a minimum of 3 and maximum of 5 students per academic year. A single student within each intake may be invited to study for MPhil or PhD if suitably qualified (holding a Masters level qualification or higher), is recommended by MOD Chaps (A) and is supported by the provider.

The last intake of MTh and MPhil students will be in Sep 2025. The last PhD research enrolment will be in Sep 2023. Contractual obligations will cease on 31 Aug 2028.

Students must complete their studies within a maximum of 5 years of enrolment except for those enrolling on MTh or MPhil courses in Sep 2024 and Sep 2025.

Students must be able to seek permission for a suspension in study for pastoral or operational reasons. Any suspension in study must be ratified by both the provider and MOD Chaps (A).

Copies of work submitted by students on the course are to be made available to the RACHD for research, teaching and policy development.

Logistics

Format	Under normal circumstances - Face to face Under extraordinary circumstances (Pandemic / operational deployment etc) - e-learning
Numbers of delegates	<ul style="list-style-type: none"> • Min 3 per cohort • Max 5 per cohort
Tutor/Instructor to delegate ratio	1:10
Length of event	<p>MTh: 4 x 2.5 day residential studies per academic year for 3 years.</p> <p>MPhil: 4 x 2.5 day residential research periods per academic year for 3 years.</p> <p>PhD: 4 x 2.5 day residential research periods per academic year for 5 years.</p>
Number of events	4 per academic year
Location	REMOVED
Key Dates & Timing	Contract start: 01 Sep 21
Materials and Equipment needed, including format	<p>REMOVED will provide all requisite materials for study periods</p> <p>Chaplains will be required to provide their own IT equipment or have access MOD equipment for submission of course-work and dissertation.</p>
Dependencies and constraints, e.g. other events	<p>Needs of the service will require the option for students to:</p> <p>Work remotely if required</p> <p>Suspend study for a period of time</p> <p>Request extension of course-work and submission dates without financial penalty</p>

Service Levels

Success will be measured by:

Student feedback managed by Knowledgepool

Student feedback managed by MOD Chaps (A)

MTh, MPhil and PhD awards

Schedule 2

Pricing Schedule

Commercials and Invoicing

*All costs are inclusive of expenses and exclude VAT

Pricing Schedule REMOVED

Justification/Explanations / FOC Value Added if Required

1. It is assumed that each delivery element is an academic year.
2. The figures in the 'Delegates per Cohort' column is the number of MOD students on the course in that year. Therefore, Delivery Element 1 will have 5 1st year students, Delivery Element 2 will have 5 first year and five second year students, Delivery Element 3 will have 5 first year, 5 second year and 5 third year students, and so on.
3. As there is not a column for accommodation these costs have been included in accreditation costs, at £REMOVED per residential. All teaching will be residential REMOVED unless there is a major unavoidable reason that this is not possible, namely the current pandemic. If this means teaching has to be undertaken on-line then we would not charge for the residential affected.
4. REMOVED

Invoicing and Payment Terms:

Payment Terms:

Upon receipt of the Event Reference (CP&F Purchase Order number), REMOVED shall invoice Capita.

Suppliers will only receive payment when Capita have the written endorsement of the deliverable from the MOD. At this point, the Event Reference will be released to the supplier to allow them to invoice Capita.

All Invoices for the Managed Learning Services must be submitted as stated in the invoicing guide and template.

Next Steps:

Upon execution of the contract, the following would follow:

1. A Capita MLS Project Coordinator will contact your organisation to coordinate delivery between yourself and the Client – please DO NOT contact the client directly.
2. Event references/PO to be sent prior to delivery dates, please do not commence work until you have received the above.

Note:

- **Delivery should not commence until you have been contacted by the project manager and have been issued with an event reference.**
- **Capita will not be liable for any work undertaken without the above being satisfied.**
- **Any amendment to this work order without approval by Capita-MLS Supplier Management is void.**

Payment shall be claimed (thru' CP&F) following the satisfactory completion of all work [appropriate milestone.].

DEFFORM 111 – See separate attachment