



Ministry
of Defence

MOD Commercial

NAVY COMMAND COMMERCIAL
Wider Public Sector Framework

CCS Framework RM3822

**FLEET/00646 – PSGW00002 – Provision of 16PF
Products and Training For BRNC Dartmouth**

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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 Wider Public Sector dated 2nd June 2014 – 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 PSGW00002 dated 07 Feb 2018.
2. The Contract shall come into effect on date of acceptance until 03 July 2020.
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/SOW reference PSGW00002 dated 07 Feb 2018.
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 Wider Public Sector dated 04 July 2017 to the Framework Agreement entered into between the Authority and the Supplier on RM3822)

Schedule 1

16PF TRAINING AND PRODUCTS – STATEMENT OF REQUIREMENT

Requirement

1. There is a requirement to set up a Framework Agreement for supply of practitioner training and consumables for 16PF products.

Background

2. The Royal Naval Leadership Academy (RNLA) introduced the use of psychometric tools into leadership courses in 2008 and since then they have come to form an integral part of staff development and student training. 16PF training and consumable products are required to support this output.

Description of work

3. Provision of OP0013 16PF electronic Interpretive Report.
4. Provision of OP0018 16PF electronic Profile and Manager Feedback Report.
5. Provision of PFUK04 16PF Scoring and Feedback Guide. These products are sold in packs of ten.
6. Provision of PFUK02 16PF Answer Sheet to support student requirements iaw forecast numbers. These products are sold in packs of ten.
7. Provision of products to replace existing stocks through wear and tear. This includes publications PKUK11 Exploring Your 16PF profile and PFUK01 16PF Questionnaire booklet, with the ability to order similar products deemed necessary at the time without penalty up to the same value. Both these products are sold in packs of ten.
8. Provision of training places on 16PF foundation practitioner courses at venues suitable for travel from Dartmouth.

Government Furnished Equipment (GFE)

9. The Authority will provide the military staff required for practitioner training.

Deliverables

10. The quantity of each product required by the Authority can be adjusted throughout the year, but is not expected to exceed the maximum amount stated in para 18. Due to the fluid planning nature of the RN student numbers fluctuate from course to course and demand throughout the training year for the products mentioned in paras 3-8 above will be subject to ongoing reviews and dynamic planning assumptions. Practitioner residential courses are to be offered throughout the year at locations within 3 hours travelling time of Dartmouth, as agreed by the Authority.

Delivery timescale

11. From receiving notice of demand from the Authority to acceptance, dispatch and receipt of delivery for hard products should be no more than 15 working days to allow for any late changes or demands.
12. Electronic reports are to be produced and forwarded within 5 working days of the client completing the online questionnaire.

Acceptance of deliverables

13. Consumables are to be delivered to

Review and duration of contracts

14. Def Com to initiate a call off contract to 31 Mar 2020, with a 1 year option for extension, for 16PF psychometric testing training and products. During that period a notice of cancellation of 90 days by either party is to be adhered to.

16PF products required

15. The following is a detailed list of what is required throughout a year and is based on historical consumption figures matched against predicted increases in training requirements. The codes listed below relate to the current supplier.

Description	Predicted Qty required per year	Remarks	Minimum Required	Maximum Required
PAN 16PF Foundation Programme 3+1 day	Practitioner Training for RN staff.		2	4
OP0013 16PF electronic Interpretive Report	30		20	40
OP0018 16PF electronic Profile and Manager Feedback Report	95		60	125
PFUK04 16PF Scoring and PFUK02 16PF Answer Sheet	396		300	450
PKUK11 Exploring Your 16PF Profile and PFUK01 16PF Questionnaire	1 set each. These sets are supplied in packs of ten	To replenish worn stocks throughout the year.	1	2

Conditions of Supply

16. The supplier must accept transfer of current training certifications held by the authority, and must recognise those current test certificates.

Point of contact

17. The RNLA lead address:

Telephone
Email

Schedule 2

Pricing Schedule

The applicable Knowledgepool Service Wrap Fee for all serials will be at 5.95%, all prices listed within the Pricing Schedule below are inclusive of the Service Wrap Fee.

Milestone Deliverable	Description	Number of Resource	Capped contractor days per resource	Price Ex VAT
Maximum 4 delegate cohort	In House Course on MCD Estate		2	
Maximum 4 delegate cohort	In-House Course on supplier sourced venue		2	
Single Delegate	Single delegate attending a public course in London			
Consumables – to be demanded as required by customer	16 PF Electronic Comprehensive Insight Report – per report	Per report		Quantity as required in SOR
Consumables – to be demanded as required by customer	16 PF Electronic Profile and Manager Feedback Report per report	Per report		Quantity as required in SOR
Consumables – to be demanded as required by customer	Scoring and Answer Sheet	Supplied in packs of 10		Quantity as required in SOR
Consumables – to be demanded as required by customer	Exploring your 16PF Profile and 16PF Questionnaire	Supplied in packs of 10		Quantity as required in SOR
				Total Contract Cost

* NOTE: Payment of the Total Contract Price of _____ is **Not to be exceeded** and shall be claimed (thru/ C,P & F) following the satisfactory completion of each of the individual elements listed in the above Pricing Schedule.

Appendix - Addresses and Other Information

1. Commercial Officer

Email:

2. Project Manager, Equipment Support Manager or PT Leader
(from whom technical information is available)

Email:

3. Packaging Design Authority

N/A

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

4. (a) Supply / Support Management Branch or Order Manager:

Tel No:

(b) U.I.N. N8684M RAC - NGA003

5. Drawings/Specifications are available from

See Box 2

6. For contracts containing DEFCON 5, mauve Copies of MOD Form 640 are to be sent to

(where no address is shown the mauve copy should be destroyed)

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.uwh.dif.r.mil.uk/> (intranet) or <https://www.dstan.mod.uk/> (extranet, registration needed).

8. Public Accounting Authority

1. 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

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

9. Consignment Instructions

The items are to be consigned as follows:
As per Box 2

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 8JH
Air Freight Centre
IMPORTS ☎ 030 679 81113 / 81114 Fax 0117 913 8943
EXPORTS ☎ 030 679 81113 / 81114 Fax 0117 913 8943
Surface Freight Centre
IMPORTS ☎ 030 679 81129 / 81133 / 81138 Fax 0117 913 8948
EXPORTS ☎ 030 679 81129 / 81133 / 81138 Fax 0117 913 8948

B. **JSCS**

JSCS Helpdesk No. 01869 256052 (select option 2, then option 3)
JSCS Fax No. 01869 256837
www.freightcollection.com

11. The Invoice Paying Authority (see Note 1)

Ministry of Defence ☎ 0151-242-2000
DBS Finance
Walker House, Exchange Flags
Liverpool, L2 3YL Fax: 0151-242-2809
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 Amcott
Bicester, OX25 1LP (Tel. 01869 256197 Fax: 01869 256824)
Applications via fax or email: DES.LCSLS-QoSFormsandPubs@mod.uk

NOTES

1. Forms. Hard copies, including MOD Form 640 are available from address in Box 12., All other invoicing forms e.g. AG Forms 169 and 173, are available from the website address shown at Box 11.

2.* Many DEFCONs and DEFORMs can be obtained from the MOD Internet Site:
<https://www.aof.mod.uk/aofcontent/tactical/toolkit/index.htm>

For Official Use Only Recoverable YES NO

Issue of Government Property YES NO

VAT Contractor - Country of Origin (delete those not applicable)

UK Non-UK (non-EU Country) Non-UK (EU Country)

If EU specify country:

Outside the scope	<input type="checkbox"/>	Item Nos	<input type="text"/>
Exempt	<input type="checkbox"/>	Item Nos	<input type="text"/>
Taxable Zero Rate	<input type="checkbox"/>	Item Nos	<input type="text"/>
Taxable - Standard Rate	<input checked="" type="checkbox"/>	Item Nos	All

(where a contract is with a contractor whose place of business is not the UK, JSP 918 should be consulted)

Finance Branch

RAC / LPC No / Project No

Requisition No

Project Management/ Production branch reference

Place of manufacture

Place of packaging

Contractor's Tel No