Team Leidos

FULL USER TRIAL DIRECTIVE

SHOE FITNESS TRAINER (SFT) &
PHYSICAL TRAINING INSTRUCTOR (PTI) SFT

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Version Control

This document uses version control history. Draft documents for review shall have a 'DRAFT' watermark on each page. The first draft version is shown as D01C00 in the document header (then D02C00, D03C00 etc., for subsequent drafts). The first approved, fully released document is shown as R01C00 (then R02C00, R03C00, etc., for subsequent approved versions). A minor change (such as a formatting change or a spelling mistake) within a draft or a released document is shown as C01, C02 etc.

Version	Date	Author	Amendment
D01C00	17 Feb 22	Nick Stacey	First Draft
R01C00	7 Mar 22	Nick Stacey	First Approved Version

Note: When updating this document and the Version Control table, the document header needs to be updated with the latest version number.

Contents

1 Scope ..... **Error! Bookmark not defined.**
1.1 Introduction ..... **Error! Bookmark not defined.**
1.2 Aim 4
1.3 Outcome 4
2 Full User Trial 5
2.1 Description 5
2.2 Evaluation 6
2.3 Reporting 5
3 Responsibilities
Appendix A Questionnaire 7
Appendix B Scoring Methodology 9
Appendix C Plan of Test (Not included) 10
Appendix D Trial Diary 11
Appendix E Front Line Command Trial Summary Report 12

1 Introduction

1.1 Background

A fit, form and function trial is required to ensure that suitable items are selected to bring into service. Royal Navy (SFT only), Army and Royal Air Force. Front Line Command representatives will assess samples that have passed the User Assessment Panel.

1.2 Aim

The aim of the trial is to prove suitability, assess performance against specified user requirements, and contribute to the selection of items to be used in the future.

1.3 Outcome

A fair and unbiased summative report of the Trial personnel's feedback of the samples.

2 Full User Trial

2.1 Description

Those undertaking the trial will be issued one pair of SFT and PTI SFT (for PTI's only). Personnel are expected to wear the SFT or PTI SFT as much as possible for the duration of the trial. This will ensure the greatest opportunity to assess performance across most routine military activities. A performance questionnaire will be required from all personnel at the end of the trial. This will be done digitally using survey software.

A paper copy of the Questionnaire can be found at Appendix A and the Scoring Methodology to be used can be found at Appendix B.

A full list of mandated activities has been compiled and is located in the Plan of Test at Appendix C. This will ensure a minimum degree of parity in use across all samples irrespective of location or Trials Team.

During the course of the FUT personnel will be given a diary to capture any points they wish to include in their questionnaire, this can be found at Appendix D.

In the event of an injury, related to the equipment use, evidence must be collected. In addition to recording the injury on the questionnaire supporting photographs are requested. Before resuming the trial Team Leidos Technical staff need to assess the injury by communicating with the Local Trials Officer (LTO) and seeing photographic evidence to evaluate if the individual can continue with the trial.

2.2 Evaluation

- Visits or contact with suppliers are not permitted during the process.
- All samples to be evaluated and scored.
- Benchmark score of 70% (105/150) required to proceed to Price Evaluation.
- Once all questionnaires and trial diaries have been received a full report of the findings will be provided.

2.3 Reporting

Team Leidos Trials Team will produce a report summarising the outcome of the Trial in a separate document.

3 Responsibilities

Team Leidos

- Produce the assessment questionnaire.
- Provide Technical Staff.
- Produce a Unit Brief prior to the commencement of the trial.
- To visit units at any point deemed necessary during the trial.
- Evaluate questionnaires and produce a report.

Front Line Commands

- Provide lines of communication with the Trials Team
- Provide a list of nominated personnel to conduct the trial
- Provide Compatibility Equipment where appropriate
- Provide Local Trial officers (LTO) to oversee the trials.
- Complete an FLC Trial Summary Report Appendix E.

Trial Units

- Provide a Local Trials Officer.
- Assure maximum use of the trial equipment.
- Provide medical and logistical support to trial personnel.
- Ensure mandated activities are undertaken.
- Ensure that all questionnaires are correctly filled in and collated.
- Return all Trial equipment to Team Leidos (if required).
- Inform Team Leidos of any event that could significantly impact the trial.

Appendix A Questionnaire

1.	Rank and Name					
	Unit					
	Email					
2.	Type of Trainer (SFT/PTI, Male/Female)					
3.	Sample Reference					
No.	Statement	**High Confidence**	**Confidence**	**Concerns**	**Major Concerns**	Comments You must fill in the 'comments' box if you have selected 'Neutral/Concerns' or 'Disagree/Major Concerns' and give **an explanation WHY**
ACCEPTABILITY						
4.	Is the general appearance, apparent quality of materials, neatness of seams and stitching acceptable?	10	7	3	0	
FIT						
5.	Are the shoes easy to take on and off?	10	7	3	0	
6.	Is there enough room for your toes, are your heels held in place, does your foot move around in the shoe when it is properly laced?	10	7	3	0	
7.	Do the laces remain fastened when shoe is being used?	10	7	3	0	
SUPPORT						
8.	Does the shoe support the foot during changes in direction or when running? i.e. feet should not role or slip within the shoe when correctly fitted.	10	7	3	0	

9.	Is the heel supported by the footbed/insole and the reinforcement around the back part of the shoe?	10	7	3	0	
10.	Does the shoe exhibit suitable rigidity along the length and across the width for outdoor use activities?	10	7	3	0	
11.	Is the grip/traction of the sole suitable for different outdoor and indoor surfaces and when performing quick changes in direction?	10	7	3	0	
COMFORT						
12.	Is there suitable cushioning in the tongue, around the opening and in the footbed?	10	7	3	0	
13.	Are there any areas of discomfort, e.g. Achilles tendon, pressure points ie under ankle, bulky or poorly positioned seams?	10	7	3	0	
14.	Does the foot feel protected from impacts? Did you feel any print through of stones/other through the sole area?	10	7	3	0	
15.	Is the shoe considered to be suitable in weight?	10	7	3	0	
DURABILITY						
16.	Were you able to maintain your shoes in accordance with the User Care Instructions supplied?	10	7	3	0	
17.	Did the shoes refurbish to a smart appearance?	10	7	3	0	
18.	Are there any failures e.g. of seams, soles coming away. Any areas of excessive wear e.g. sole. Any unsightly scuffs to materials?	10	7	3	0	
Total Scores		**150**	**105**	**Benchmark Score**		
			Maximum Available Score			

Appendix B Scoring Methodology

Trial personnel are asked to assess each tender sample and mark accordingly.

User Evaluation Criteria

The tender samples which are presented at trial will have passed the User Assessment Panel and be deemed fit for trial by Front Line Command Subject Matter Experts. The combined trial score will determine which items will go through to the next stage of the tender evaluation.

Scoring

Each solution will be scored individually by the triallists by selecting 'Strongly Agree, Agree, Neutral or Disagree' for each statement on the questionnaire and give a clear explanation for their answer.

The results from each panel member for each item will be added together and divided by the number of questionnaires to calculate an overall percentage, with a benchmark set at 70%. For any solutions that come in under this benchmark, Team Leidos reserves the right to withdraw it from the competition.

Responses to each Question will be marked according to the following four point scale, based solely on the Users qualitative assessment on utility and usability.

Score	Marking Criteria
10	**Strongly Agree.** **Exceeds the users expectation for this requirement**
7	**Agree.** **Meets the users expectation for this requirement**
3	**Neutral.** **Partially meets the users expectation for this requirement**
0	**Disagree.** **Fails to meet the users expectation for this requirement**

Appendix C Plan of Test (Not included)

Appendix D Trial Diary

WEEK --------- **DATE** ----------

Average weekly hours worn ----------

Brief description of duties undertaken during the week ----------

	Points to Consider (but not restricted to)	Strongly Agree	Agree	Neutral	Disagree

Appendix E Front Line Command Trial Summary Report

Trial:

Rank and Name: ……

Contact Details: ……..

Trial Dates: From: …….. To: ……..….

Conduct of the Trial:

Findings of the Trial:

Validity of the Trial:

Comments:

Signatory: …….…… Date: ……

Front Line Command HEADQUARTERS Comments:

Printed Name: ……

Signatory: …… Date: ……