

**MOD Commercial**

Tiers ditional services

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Managed Learning Service

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Managed Learning Service

**TACTICAL EMERGENCY MANAGEMENT COURSE FOR ASOB HQ**

MARMYHQ2/XXXXX

Managed Learning 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 PSGW01703 dated XXXXXXXX.

2. The Contract shall come into effect on XXXXX until 31st July 2024.

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 PSGW01703 dated XXXXXX 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)

Document Title Her

### Index to Schedules

**SCHEDULE 1 STATEMENT OF REQUIREMENT**

**SCHEDULE 2 PRICING SCHEDULE**

**APPENDIX (DEFFORM 111) ADDRESSES & OTHER INFORMATION**

**Schedule 1**

**Schedule of Requirement**

**Background**

Specialised Infantry Battalions are trained, structured and equipped to train, advise and assist overseas Armies. They train for eight months and then deploy for eight months in the Middle East, Africa and Eastern Europe to increase the Army’s contribution to countering terrorism and building stability overseas.

The course will equip Spec Inf and JCTTAT Team Leaders (TL) with the knowledge, skills and tools to teach and apply integrated emergency management processes within their role in multi-responder environments. In addition, the course will enable TLs to closely examine the different roles of PF at tactical level to offer advice which will ensure the best possible outcome when disaster strikes. TLs will leave the course with the confidence, knowledge and skills required to be an effective leader in crisis management whilst deployed on TA3E operations.

This activity has been identified by HQ Spec Inf as an essential part of pre-deployment training for Team Leaders. Moreover, it will provide them with an invaluable opportunity to hone their crisis management skills prior to deploying in role on operations and will be invaluable knowledge to assist HM Government during MACA tasks associated with a national crisis and emergency management.

**Course Outline/Content/Requirement**

**Output and Learning Objectives**

A four-day Tactical Emergency Management course will enable Spec Inf Team Leaders and members of JCTTAT to train, advise and assist Partner Forces (PF) with counter terrorism (CT) tactical training exercises and PF CT doctrine development.

To educate Spec Inf and JCTTAT operators as Tactical Emergency Managers with the knowledge, skills and tools to apply Integrated Emergency Management processes within their own organisation and in multi-responder environments. By the end of the course, Spec Inf and JCTTAT operators will be able to:

· Identify barriers and enablers to collaborative working as a Tactical Emergency Manager

· Describe the main elements of current UK Integrated Emergency Management (IEM) and their relevance to the Tactical Emergency Manager’s role

· Apply Joint Emergency Service Interoperability Principles (JESIP) doctrine and methodology when managing an incident

· Identify the requirement for justifiable and defensible decision making when managing an emergency scenario and the importance of decision logging

· Understand the role of social media within emergency management

· Apply learning in a discussion exercise

· Identify the strategic issues in a range of case studies and exercises

· Analyse the functions of the local strategic level according to the UK Concept of Operations

· Develop a multi-agency strategic aim and single-agency objectives to support a combined response

· Make strategic decisions in a table-top discussion exercise

**Requirement**

HQ Spec Inf Gp and JCTTAT have identified the EPC Tactical Emergency Management course an essential aspect of high threat pre-deployment training (HTPDT) for TLs. The course will provide TLs with an invaluable opportunity to hone their crisis management skills prior to deploying in role on TA3E operations. The learning is structured to ensure TLs leave the course with the confidence, knowledge and requisite skills to be an effective leader in crisis management whilst deployed on T

On current planning, there is a requirement for up to six EPC Tactical Emergency Management courses in each FY (or over two FY's depending on where the training pipeline falls) to prepare Spec Inf and JCTTAT Team Leaders for their operational deployments, TA3E or counter terrorism operations.

Outline preferred delivery methodology. The course is to be delivered F2F at (up to) five separate venues across Spec Inf Gp (at locations of individual units) or the Gp Trg Wing if a centralised delivery mechanism is selected for Spec Inf TLs. For JCTTAT TLs, the course is to be delivered, on current locations, at Shorncliffe Barracks in Folkstone. If required, and in light of COVID-19, the course is to be designed in such a way that it can be delivered online if, as and when required.

The customer will liaise with the training provider but will not provide any input into the delivery e.g. co-design/delivery, existing materials, Facilitation/Speakers, Programme sponsors, marketing.

The Bidder, not the customer, will own the Intellectual Property Rights relating to the course and course provision.

**Schedule 2**

**Pricing Schedule**

**Commercials and Invoicing**

\*All costs are inclusive of expenses and exclude VAT

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | Number of Trainers | Blended Day Rate  (£) | Expenses per trainer per day (£) | Number of Days to Deliver Objective | Total  (£) | Knowledgepool Service Fee (6.95%)  (£) |
| Design and other one-off costs | 1 | REDACTED |  | 7 | REDACTED | REDACTED |

|  |  |  |
| --- | --- | --- |
| Total Price to MOD (ex VAT)               (£) | VAT  (£) | Total Price to MOD (inc. VAT)             (£) |
| REDACTED | REDACTED | REDACTED |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | Max Delegates per Cohort | No. of Trainers | Blended Day Rate (£) | Expenses per trainer per day (£) | Number of days per cohort | Materials Cost per delegate (£) | Total  (£) |
| Delivery Element 1 | 16 | 1 |  |  |  |  |  |
| Delivery Element 2 | 16 | 1 |  |  |  |  |  |
| Delivery Element 3 | 16 | 1 |  |  |  |  |  |
| Delivery Element 4 | 16 | 1 |  |  |  |  |  |
| Delivery Element 5 | 16 | 1 |  |  |  |  |  |
| Delivery Element 6 | 16 | 1 |  |  |  |  |  |
| Delivery Element 7 | 16 | 1 |  |  |  |  |  |
| Delivery Element 8 | 16 | 1 |  |  |  |  |  |
| Delivery Element 9 | 16 | 1 |  |  |  |  |  |
| Delivery Element 10 | 16 | 1 |  |  |  |  |  |
| Delivery Element 11 | 16 | 1 |  |  |  |  |  |
| Delivery Element 12 | 16 | 1 |  |  |  |  |  |
| Delivery Element 13 | 16 | 1 |  |  |  |  |  |
| Delivery Element 14 | 16 | 1 |  |  |  |  |  |
| Delivery Element 15 | 16 | 1 |  |  |  |  |  |

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| --- | --- | --- | --- |
| Knowledgepool Service Fee (6.95%) (£) | Total Price to MOD (ex VAT) (£) | VAT  (£) | Total Price to MOD (inc. VAT) (£) |
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Invoicing and Payment Terms:

Payment Terms:

Upon receipt of the Event Reference (CP&F Purchase Order number), **Serco Ltd (EPC)** 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 of the total price shall be claimed (thru’ CP&F) following the satisfactory completion of all work [delivery of each course].

**DEFFORM 111 (Attached as Annex A to this document)**