

DELIVERABLE MANAGEMENT PLANS

1. A Transition Plan and a Resource Plan should be **delivered in draft form at the Tender submission stage** and finalised at appropriate stages where indicated below. Each plan should detail how often they will be reviewed and by whom.

a. Transition Plan – Detail of the activities required to move from Contract Award (CA) to Full Operating Capability (to include but not limited to the following) **(Final version to be supplied within 10 working days after CA);**

- (1) Planning meetings
- (2) Training e.g. Induction, MOD IS system, driving etc. Mobilisation strategy
- (3) Personnel Readiness/provision/SQEP
- (4) Key milestones to be achieved (with dates)
- (5) Vetting and Clearances Register

b. Resource Plan **(Final version to be issued during Transition period)**

The following plans (1.c-1.i) **are not required** to be submitted with your Tender, but as part of the tender response the SP will be required to confirm that their organisation has them in place and that they are readily available if the Authority was to request them.

- c. Quality Management Plan.
- d. Risk Management Plan
- e. Risk and Issues Register
- f. Health and Safety Policy
- g. Security Plan
- h. Business Continuity Plan
- i. Exit Plan **(Final version to be issued NLT 18 months prior to agreed exit date)**

2. All plans should be in MS Word format, available electronically and accessible to the Authority, as requested.