



Ministry  
of Defence

701578645 – MLS for Military Bespoke  
Learning

**Work Order**  
**MOD Commercial**

**Procurement Name**

PO and SCRM master 3-day course plus 2 weeks  
coaching

**Capita Gateway Number CL02423**

**THIS CONTRACT IS MADE**

**BETWEEN** (1) **MINISTRY OF DEFENCE** THE SECRETARY OF STATE  
FOR DEFENCE whose offices are at Whitehall, London, SW1A  
2HB (“Customer” and “MoD”)

**AND** (2) **CAPITA BUSINESS SERVICES LIMITED**, 65 Gresham St,  
London EC2V 7NQ ("Supplier" and "Capita")

- A. The Parties entered into a RM3822 Call Off Contract for Managed Learning Services dated 1 November 2021 Order Number 701578645 – MLS for Military Bespoke Training ("Original Contract")
- B. Work Order is contracted under the Original Contract
- C. The Customer has issued a statement of requirements and the Supplier shall provide the Services described in Schedule 1 Statement of Work, Reference Number CL02423 for the Charges detailed in Schedule 2 Pricing Schedule.

**THE PARTIES AGREE:**

**INTERPRETATION**

- 1. The definitions and rules of interpretation in Definitions and Interpretations of the Original Agreement shall apply to this Work Order.

**TERMS**

- 2. Subject to Clause 4, This Work Order shall come into effect on the date last signature and shall expire on 31/08/2024.
- 3. The Supplier shall provide the goods/services described in the Statement of Work (Schedule 1), in accordance with the Conditions of Contract (as detailed in the Original Agreement, including any agreed Variations)
- 4. The Supplier shall inform the Customer of the expected timelines and immediately communicate when the Sub-Contract has been signed or if any delay is expected,
- 5. Except where there is prior written approval from the Customers commercial team, no payment shall be made for work performed which is outside the scope or period of the Work Order.
- 6. If there is a conflict between the documents, the order of precedence shall be:
  - 6.1. the Order or Work Order;
  - 6.2. the Call Off Order Form;
  - 6.3. the Call Off Terms;
  - 6.4. the Framework Agreement, except Framework Schedule 21 (Tender); and 6.5. Framework Schedule 21 (Tender)
- 7. Unless otherwise stated and mutually agreed by both parties, this Work Order shall not amend or alter the terms and conditions of the Managed Learning Services Call Off Order Form and Call Off Terms.

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## **Acronymns**

**BCT-** Brigade Combat team

**CoPs/CoEs-** Communities of Practice (CoPs) Centers of Excellence (CoEs)

## **Schedule 1 - Statement of Work**

**The Supplier shall provide the following Services:**

### **BCT HQ Situation and Our Understanding of Requirement**

Over the next 3-5 years the BCT HQ would like to sustain and improve their Agile ways of working using the Scrum methodology. They currently have c6 teams which may rise up to 8 or may even come down. They currently have both mixed teams and some specialist teams (Only these people are able to do their teams function).

However, they currently only have 2 humans trained formally qualified and there is a requirement and a need to increase this number to 2 humans per team. This will ensure each team has someone with a formal knowledge and qualification in Scrum who can help keep teams on track in terms of ways of working and Scrum / Agile knowledge and mindset. With the premise that those qualified humans are then able to provide basic non formalised training until funding becomes available for a train the trainer qualification in the future.

This will mean that the required outcome for BCT HQ is to be self-sufficient in terms of Scrum ways of working moving forward. Meaning should there be an issue in terms of retention of people there is always likely to be someone who is formally qualified who can then help upskill new recruits/starters.

## **Outcomes Desired**

We understand the outcome desired is to:

- Enable 24 various attendees from across BCT HQ to be trained (via registered Scrum Inc programme in class-room based training), and supported via coaching in their relevant teams to operate in Agile Scrum ways of working
- Lay the ground and understanding for developing a future Scrum@Scale structure and utilising events such as the EAT and EMS, Value Stream Mapping, in preparation for wider Agile Scrum adoption across the HQ
- Initial development of a peer to peer learning BCT HQ agile community of practice with a connection into other Defence Agile CoPs/CoEs

## **Our Proposed Approach**

### **1) Training and Support for 24 individuals across BCT HQ**

Scrum training and support which enables the 24 BCT HQ attendees to gain requisite training, including registered qualification, then to start Scrum sprint working, with coaching support to enable them to overcome barriers and embed the new practices with confidence.

Activities will be:

- Provide interactive classroom based registered Scrum Master Product Owner (RSMPO) training.
- Coaching and support working with teams to embed practices, answer questions, capture the relevant metrics/data, identify impediments needing upward resolution support and enable the team to operate agile scrum as BAU working.

## 2) Agile CoP Development

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## Our Proposed Approach

### **3) Training and Support for 24 individuals across BCT HQ**

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#### 4) Agile CoP Development

Agile CoP Development aims to commence development of the key enablers that will be needed for an effective Agile Scrum programme, namely creating strong community of practice or centre of excellence within the organisation and creating a core of internal 'experts' within the organisation that others can turn to for help.

Activities will include:

- Outline plan and commence work, as capacity allows, on high impact items such as creation of an Agility Playbook, identification of metrics and initial data capture,
- Establishing communication channels to tap into the wider Defence Agile Scrum CoP and wider learnings.
- Help support to identify key personnel to support establishment of internal CoP

#### Timeline

Proposal is for the project to run from agreed KO date for 3 weeks in total

#### Team Resourcing

Proposed team is for two people, with small project oversight:

- Two Agile scrum consultants, one Full Time for 3 weeks and one for a week to support the training and ensure the coaching period of 2 weeks is set up for success.
- Small governance oversight, ¼ day per week.

#### Way of Operating & Governance

The intent is for the agile consultants to be onsite for the initial 3 days RSMPO training session, with subsequent coaching and support for the following 2 weeks to be a mixture of onsite/remote depending on client need and requests.

#### Assumptions and Risks

It is assumed that:

- Our agile consultants will need full BPSS and Security Clearance
- BCT HQ will provide security access to locations where training and working will normally take place.

Risks identified and suggested mitigations are covered in the table below:

Risk	Likelihood (H/M/L) and Impact (H/M/L)	Mitigations
Difficulty in bringing together the 24 attendees availability for 3 days training and follow on support with suitable training location	M : H	Sharing of ideal dates from BCT HQ which co-incide with training location availability



## **Schedule 2 – Pricing Schedule**

The total cost of this course and coaching will be **£REDACTED**.

Prices above exclude VAT.

### **Please insert payment terms example below**

Payment should be made on completion of each Delivery mentioned above.

Where the Customer is required to action a dependency, it will do so without undue delay.

The Customer will have a 5 Working Days acceptance period or such other mutually agreed period, to approve or provide feedback following delivery of each Delivery. If the Customer does not provide written notification or feedback to the Supplier within the acceptance period, then the deliverable will be deemed accepted and the Customer shall pay the Supplier's invoice.

**APPENDIX 1 – Acceptance of offer contract**

**Work Order CL02423 or the Supply of PO and SCRM master 3-day course plus 2 weeks coaching**

This Contract shall come into effect on the date of signature by both parties.

**For and on behalf of the Supplier:**

<b>Name and Title</b>	<b>REDACTED</b>  Senior Commercial Manager
<b>Signature</b>	<b>REDACTED</b>
<b>Date</b>	15 May 2024   14:17 BST

**For and on behalf of the Customer:**

<b>Name and Title</b>	<b>REDACTED,</b> Procure NI & Field Army Team Leader
<b>Signature</b>	<b>REDACTED</b>
<b>Date</b>	3 June 2024

## **APPENDIX 2 - DEFFORM 111 – Address & other information**

Insert

**Addendum 1 - Revised Description and Pricing**

**Addendum 1 - Revised Acceptance of offer contract**

**Work Order [insert] for the [Supply / Provision] of [insert]  
Revised [Work Order [insert] for the [Supply / Provision] of [insert]**

This Contract shall come into effect on the date of signature by both parties.

**For and on behalf of the Supplier:**

<b>Name and Title</b>	
<b>Signature</b>	
<b>Date</b>	

**For and on behalf of the Customer:**

<b>Name and Title</b>	
<b>Signature</b>	

<b>Date</b>	
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