



Ministry
of Defence

██████████
Army Commercial BFG Proc TL

Army Commercial
Catterick Barracks
Bielefeld
BFPO 39
Tel: ██████████
Email: Army Comrcl-BFG-Proc-TL@mod.uk

Your Reference:

Our Reference: CB/BFG/0133

Date: 30 June 2017

Dear Sir/Madam

Invitation To Tender (ITT) Reference No. CB/BFG/0133

1. You are invited to tender for the Provision of Respect for Others Training in competition in accordance with the attached documentation.
2. The requirement is for the provision of Respect for Others Training in accordance with the Statement of Requirements at Schedule 5 to the draft contract.
3. Funding has been approved.
4. The anticipated date for the contract award decision is 18 September 2017, please note that this is an indicative date and may change.
5. You must submit your Tender to arrive **no later than 10.00hrs on 8 August 2017**. You must attach the enclosed Tender Return Label (DEFFORM 28) to the outer packaging of your Tender when you submit it to the Authority. **Please note that the Tender return address is not the address shown above.**
6. **IMPORTANT NOTE** - prospective tenderers should be aware that as the Open procedure is being used the Authority will not necessarily know who the tenderers are prior to the Tender Return date. Therefore, any updates to the tender documentation will be posted to the Defence Contracts Online website (www.contracts.mod.uk), so prospective tenderers should keep this website under review throughout the tender period to ensure that they are referencing the correct and most up-to-date documentation.

Yours faithfully

Invitation To Tender
for
The Provision of Respect for Others Training

Contents

This invitation consists of the following documentation:

- DEFFORM 47 – Invitation To Tender. The DEFFORM 47 sets out the key requirements that Tenderers need to meet in submitting a valid Tender. It also sets out the conditions relating to this competition. For ease it is broken into:
 - Section A – Introduction Page 3
 - DEFFORM 47 Definitions
 - Purpose
 - ITT Documentation and ITT Material
 - Tender Expenses
 - Material Change of Control from Supplier Selection
 - Contract Conditions
 - Consultation with Credit Reference Agencies
 - Other Information
 - Section B – Key Tendering Activities Page 6
 - Section C – Instructions on Preparing Tenders Page 7
 - Tenders for Selected Contractor Deliverables
 - Construction of Tenders
 - Validity
 - Variant Bids
 - Section D – Tender Evaluation Page 8
 - Section E – Instructions on Submitting Tenders Page 12
 - Submission of your Tender
 - Samples
 - Section F – Conditions of Tendering Page 13
 - Conforming to the Law
 - Bid Rigging and Other Illegal Practices
 - Conflicts of Interest
 - Government Furnished Assets
 - Standstill Period
 - Publicity Announcement
 - Sensitive Information
 - Reportable Requirements
 - Specific Conditions of Tendering
 - DEFFORM 47 Annex A – Tender Submission Document (Offer) Page 16
 - Appendix 1 to DEFFORM 47 Annex A (Offer) – Information on Mandatory Declarations
- DEFFORM 28 – Tender Return Label
- Contract Provisions - Standardised Contracting Template 3 core plus (SC3 core plus)

Section A – Introduction

DEFFORM 47 Definitions

A1. "The Authority" means the Secretary of State for Defence of the United Kingdom of Great Britain and Northern Ireland, (referred to in this document as "the Authority"), acting as part of the Crown.

A2. "Tenderer" means the economic operator or group of operators in the form of a consortium, including sub-contractors, who have been invited to submit a response to this Invitation to Tender. Where "you" is used this means an action on you the Tenderer.

A3. "Invitation to Tender" (ITT) refers to the first document that the Authority sends out to potential Tenderers that initiates a tender response, competitive dialogue or negotiation.

A4. A "Tender" is the offer that you are making to the Authority.

A5. "Contractor Deliverables" means the works, goods and / or the services, including packaging (and Certificate(s) of Conformity supplied in accordance with any Quality Assurance (QA) requirements, if specified) and any associated technical data which the contractor is required to provide under the contract in accordance with the Schedule of Requirements, but excluding incidentals outside the Schedule of Requirements such as progress reports.

A6. "Schedule of Requirements" (Standardised Contracting Template 3 core plus (SC3 core plus) – means that part of the contract which identifies, either directly or by reference, the Contractor Deliverables to be supplied or carried out, the quantities involved and the price or pricing terms in relation to each Contractor Deliverable.

A7. The "Statement of Requirement" details the technical requirements and acceptance criteria SC3 core plus Schedule "Acceptance" in SC3 core plus of the Contractor Deliverables. The Statement of Requirement is attached at Annex B to this DEFFORM 47. This may include the System Requirements Document (SRD).

A8. "Conditions of Tendering" means the conditions set out in the DEFFORM 47 that govern the competition.

A9. "Contract Conditions" means the attached conditions that will govern any resultant contract.

A10. A "Third Party" is any person who is not an employee of the Authority or Tenderer, as defined at A2.

Purpose

A11. The purpose of this ITT is to invite you to propose a solution / best price to meet the Authority's requirement. This documentation explains and sets out the:

- a. tender process and timetable for the next stages of the procurement;
- b. instructions and conditions that govern this competition;
- c. information you must include in your Tender and the required format;
- d. administrative arrangements for the receipt and evaluation of Tenders; and
- e. Contract Conditions that shall apply in the event that the Authority awards a contract following this competition.

A12. The sections in this ITT and associated documents are structured in line with a generic tendering process and do not indicate importance / precedence.

A13. This ITT has been issued to all potential Tenderers that expressed an interest.

A14. The requirement was advertised by the Authority in the Official Journal of the European Union dated **30 June 2017** with reference to the requirement for the Provision of Respect for Others Training following the Open procedure under the Public Contracts Regulations 2015.

ITT Documentation and ITT Material

A15. ITT Documentation means any information in any medium or form (for example drawings, handbooks, manuals, instructions, specifications and notes of pre-tender clarification meetings), issued to you, or to which you have been granted access, by the Authority for the purposes of responding to this ITT. ITT Material means any other material (including patterns and samples), equipment or software issued to you, or to which you have been granted access, by the Authority for the purposes of responding to this ITT. ITT Documentation, ITT Material and any Intellectual Property Rights (IPR) in them shall remain the property of the Authority or other Third Party owners and is released solely for the purposes of enabling you to submit a Tender. You must:

- a. take responsibility for the safe custody of the ITT Documentation and ITT Material and for all loss and damage sustained to it while in your care;
- b. not copy or disclose the ITT Documentation or any part of it to anyone other than the bid team involved in preparing your Tender, and not use it except for the purpose of responding to this ITT;
- c. seek written approval from the Authority if you need to provide access to any ITT Documentation or ITT Material to any Third Party;
- d. abide by any reasonable conditions imposed by the Authority in giving its approval under sub-paragraph A15.c, which at a minimum will require you to ensure any disclosure to a Third Party is made by you in confidence. Alternatively, due to IPR issues for example, the disclosure may be made, in confidence, directly by the Authority;
- e. accept that any further disclosure of ITT Documentation or ITT Material (or use beyond the original purpose), or further use of ITT Documentation or ITT Material, without the Authority's written approval may make you liable for a claim for breach of confidence and / or infringement of IPR, a remedy which may involve a claim for compensation;
- f. inform the named Commercial Officer if you decide not to submit a Tender;
- g. immediately return all ITT Documentation, ITT Material and derived information of an unmarked nature, should you decide not to respond to this ITT, or you are notified by the Authority that your Tender has been unsuccessful; and
- h. consult the named Commercial Officer to agree the appropriate destruction process if you are in receipt of ITT Documentation and ITT Material marked 'OFFICIAL-SENSITIVE' or 'SECRET'.

A16. Some or all of the ITT Documentation and ITT Material may be subject to one or more confidentiality agreements made between you and either the Authority or a Third Party, for example a confidentiality agreement established in the form of DEFFORM 94. The obligations contained in any such agreement will be in addition to, and not derogate from, your obligations under paragraph A15 above.

Tender Expenses

A17. You will bear all costs associated with preparing and submitting your Tender. If the Tender process is terminated or amended by the Authority, the Authority will not reimburse you.

Material Change of Control from Supplier Selection

A18. You must inform the Authority in writing if there is any material change in control, composition or membership of your organisation and / or consortium members, including any sub-contractors at any time during the procurement process. This may affect your right to stay in the competition.

Contract Conditions

A19. Standardised Contract 3 conditions (SC3 and additional SC3 – Specific core plus terms and conditions) are attached.

Consultation with Credit Reference Agencies

A20. The Authority may consult with credit reference agencies to assess your creditworthiness. This information may be used to support and influence decisions to enter into a contract with you.

Section B – Key Tendering Activities

The key dates for this procurement are currently anticipated to be as follows:

Stage	Date and Time	Initiated By	Submit to:
Final date for Clarification Questions / Requests for additional information	By 0900 on 27 July 2017	Tenderers	<u>ArmyComrcl-BFG-Mailbox@mod.uk</u>
Final Date for Requests for Extension to return date ²	By 0900 on 27 July 2017	Tenderers	<u>ArmyComrcl-BFG-Mailbox@mod.uk</u>
The Authority issues Final Clarification Answers	By 1700 on 28 Jul 2017	The Authority	All Tenderers ³
Tender Return	8 August 2017	Tenderers	The Tender Board, using DEFFORM 28
Tender Evaluation	9 – 25 August 2017	The Authority	N/A
Negotiations ⁴	N/A	N/A	N/A

Notes

1. ~~A Bidders Conference is where the Authority presents the requirement to all Tenderers at the same time. A copy of the presentation will be issued to all Tenderers regardless of attendance. It gives you an opportunity to ask questions about the requirement. The Tenderer must provide the name(s) of those attending the Bidders Conference to the above named contact, by the date shown, so that access to the site can be arranged.~~

2. The Tenderer must make requests for an extension in writing (email is sufficient) to the above named contact, by the date and time shown. Any extension is at the sole discretion of the Authority and if granted will be granted to all Tenderers.

3. The Authority will automatically copy questions and answers to all Tenderers, removing the names of those who have raised the questions. If you do not want your question disclosed you must inform the Authority of this and the reason why when submitting the question. The Authority may choose to discuss with you whether it is appropriate to disclose the question or response, or both, to other Tenderers. If the Authority decides to disclose, you will be given the opportunity to withdraw your question. Where a question reveals a piece of information that could significantly impact the Tenderers responses this may result in an extension of the Tender return date. The Authority will endeavour to ensure that you have at least 10 working days to submit your Tender.

4. Negotiations are not permitted under the Open or Restricted Procedures.

Section C - Instructions on Preparing Tenders

Tenders for Selected Contractor Deliverables

C1. You must Tender for all the Contractor Deliverables listed in the attached Schedule of Requirements. The Authority reserves the right to reject your Tender where you have not tendered for all of the Contractor Deliverables.

Construction of Tenders

C2. Your Tender must be written in English, using Arial font size 11. Prices must be in £ (Sterling) ex VAT. Prices must be Firm Prices.

C3. To assist the Authority's evaluation please set out your Tender response in accordance with Section D (Tender Evaluation).

Validity

C4. In accordance with F3 your Tender must be valid / open for acceptance for 90 calendar days from the Tender return date. If successful, your Tender must be open for acceptance for a further thirty (30) calendar days.

C5. Variant Bids - Any Tender made subject to additional or alternative Contract Conditions alone is not a variant bid. A variant bid is a Tender that offers an alternative approach to, or method of, meeting the Authority's requirements as set out in the ITT Documentation. Where the tender evaluation has a pass / fail for the Contract Conditions the Authority may reject the Tender on the grounds of such additional or alternative Contract Conditions.

C6. The Authority cannot evaluate any Variant Bids during this competition.

Section D – Tender Evaluation

D1. This section details how your Tender will be evaluated, including the evaluation criteria to be used.

The Tender Evaluation will be on the basis of:

Most Economically Advantageous Tender (MEAT)

MEAT ratio: 50% Technical, 50% Price

To give a total score the following calculation shall be used:

This Tender will be evaluated using the MEAT method. This is a comparative score and the scoring method is worked out using the ratio above. The optimum is the highest technical score and lowest price, this together would get the highest total score. If you had the highest technical score but your price was double that of the lowest compliant Tender, this would receive a lower total score. The score will be calculated to two decimal places. In the event of two or more Tenders being awarded the same total, the Tender with the lowest price will be selected.

Evaluation Process

D2. The Tender evaluation process is split into a number of phases and shall be conducted separately for Commercial, Technical and Price aspects.

Evaluation Overview

D3. An overview of the evaluation phases for this requirement is as follows:

Phase	Name	Evaluation	Evaluation Criteria
1	SAQ Evaluation	Evaluation of the Supply Assessment Questionnaire (SAQ) responses. Should the tenderer fail to pass the SAQ evaluation then the tenderer's tender will not be considered further.	Pass/Fail
2	Commercial Evaluation	The Commercial evaluation will check whether the tenderer has submitted all of the required information as described at paragraph D4. These will be judged as a 'tender compliance' issue (i.e. Pass/Fail). Any suggested adjustments to the MOD Terms and Conditions by the tenderer will be subject to a 'risk assessment', to assess their acceptability, and may therefore be rejected if the associated risk is evaluated as being too high for the Authority to accept. A bidder's tender will be deemed 'non-compliant' and therefore excluded from the remainder of the evaluation process if marked as a 'Fail' on the Commercial Evaluation.	Pass/Fail
3	Technical Evaluation	The qualitative evaluation by the Authority's Subject Matter Experts, which will be undertaken independently without sight of pricing information. It will be conducted by scoring the tenderer's responses to the Technical RORs at paragraph D11.	A mark that comprises 50% of overall score
4	Price Evaluation	Assessment conducted by the Authority to ensure a fair and reasonable overall price has been submitted by the Tenderer.	A mark that comprises 50% of overall score

Commercial Evaluation Responses Required

D4 Tenderers should submit the following in order to comply with the Commercial requirements of this tender:

ROR No	Subject - Commercial	Evaluation Criteria
1	A signed completed DEFFORM 47 Offer - Tender Certificate	Pass or Fail
2	A statement within the ITT submission that the Terms and Conditions of Contract are accepted by the Tenderer	Pass or Fail
3	Confirmation that the Tender is open for at least 90 calendar days.	Pass or Fail
4	A completed Tenderer's Commercially Sensitive Information Form (Schedule 6 of the draft contract).	Pass or Fail
5	A Firm Price for Items 1 to 4 of the Schedule of Requirements (Schedule 2 to the Contract) for each year of the Contract	Pass or Fail
6	A breakdown of the price showing how it is has been arrived at in terms of labour costs, materials, sub-contract costs, overheads and profit.	Pass or Fail
7	A statement on whether the tenderer would be able to deliver the possible option mentioned in the advert for this requirement – i.e. courses for alcohol abuse awareness.	To be noted, but does not form part of the evaluation

D5. Evaluation will be carried out in accordance with the Evaluation Criteria specified in the table above. Failure to meet the commercial criteria may result in your tender being declared non-compliant.

Technical Evaluation

D6. Fifty (50) 'points' will be allocated to the bidder who achieves the highest number of technical 'marks'. Subsequent points will then be awarded to the remaining compliant bidders based on their technical marks as a percentage of the highest technical marks. This calculation is subsequently converted to a technical score to reflect that this carries 50% of the total score.

D7. Tenderers should note that a failure to achieve a minimum score of '6' (Satisfactory and acceptable response) against Technical ROR No. 6 will automatically render a tender non-compliant, to be excluded from the remainder of the evaluation process regardless of the total score attained.

D8. The Technical Evaluation will assess the technical effectiveness of each bid. The evaluators will allocate a score against each of the Requirements of Response (ROR) based upon the evaluator's individual assessment. Following the individual assessments, the Technical Evaluation Team will be convened for a single set of overall consensus scores to be agreed and allocated to each ROR response.

D9. The scoring guide characteristics applicable to all RORs are as follows:

Classification	Score	Definition
Outstanding response (fully compliant, with some areas exceeding requirements)	10	Submission sets out a robust solution (as for an 8 score) and, in addition, provides or proposes additional value and/or elements of the solution which exceed the requirements in substance and outcomes in a manner acceptable to the contracting authority; provides full confidence as to the relevant ability, understanding, expertise, skills and/or resources not only to deliver the requirements, but also exceed it as described. Low/no risk solution for the contracting authority.
Fully satisfactory /very good response (fully compliant with requirements).	8	Submission sets out a robust solution that fully addresses and meets the requirements, with full details (and, where evidence is required or necessary, full and relevant evidence) provided to support the solution; provides full confidence as to the relevant ability, understanding, expertise, skills and/or resources to deliver the requirements. Low/no risk solution for the contracting authority.
Satisfactory and acceptable response (compliant with no major concerns)	6	Submission sets out a solution that largely addresses and meets the requirements, with some detail (or, where evidence is required or necessary, some relevant evidence) provided to support the solution; minor reservations or weakness in a few areas of the solution in respect of relevant ability, understanding, expertise, skills and/or resources to deliver the requirements. Medium, acceptable risk solution to the contracting authority.
Partially acceptable response (one or more areas of major weakness)	4	Weak submission which does not set out a solution that fully addresses and meets the requirements: response may be basic/ minimal with little or no detail (and, where evidence is required or necessary, with insufficient evidence) provided to support the solution and demonstrate that the tenderer will be able to provide the services and/or some reservations as to the tenderer's solution in respect of relevant ability, understanding, expertise, skills and/or resources to deliver the requirements. May represent a high risk solution for the contracting authority.
Unsatisfactory response (potential for some compliance but very major areas of weakness)	2	Substantially unacceptable submission which fails in several significant areas to set out a solution that addresses and meets the requirements: little or no detail may (and, where evidence is required or necessary, no evidence) have been provided to support and demonstrate that the tenderer will be able to provide the services and/or considerable reservations as to the tenderer's proposals in respect of relevant ability, understanding, expertise, skills and/or resources to deliver the requirements. Would represent a very high risk solution for the contracting authority.
No response (complete non-compliance)	0	No response at all or insufficient information provided in the response such that the solution is totally un-assessable and/or incomprehensible.

D10. Scoring against each of the RORs shall be carried out in accordance with the following:

ROR No.	Subject	Weighting	Score	Maximum Marks achievable
ROR 1	Timeliness and Scope	20	10/8/6/4/2/0	200
ROR 2	Diversity and Inclusion and complaints policy	20	10/8/6/4/2/0	200
ROR 3	Understanding of unique military requirements	20	10/8/6/4/2/0	200
ROR 4	Pilot module	20	10/8/6/4/2/0	200
ROR 5	Management	30	10/8/6/4/2/0	300
ROR 6	Delivery of the core training	30	10/8/6/4/2/0	300
ROR 7	Meeting customer needs	20	10/8/6/4/2/0	200
ROR 8	Quality measures	10	10/8/6/4/2/0	100
ROR 9	Course development	20	10/8/6/4/2/0	200
ROR 10	Feedback	10	10/8/6/4/2/0	100
MAXIMUM MARKS AVAILABLE				2000

A. D.11 Details of the Technical RORs are as follows, tenderers must complete a full response against each of the requirements:

ROR Ser No	Description	Weighting
1	<p>Timeliness and Scope</p> <ul style="list-style-type: none"> • Describe the resources that you would put in place to deliver the programme of courses, including those that might be required at short notice (not less than 10 working days). • Describe how you would meet the location requirements throughout the UK and overseas permanent Army bases. • Confirm your understanding of the need to adapt to delivering training in a variety of different venues with differing facilities. 	20
2	<p>Diversity and Inclusion and complaints policy</p> <ul style="list-style-type: none"> • Describe how you would ensure that the content of the drama interventions complies with all current Ministry of Defence (MOD) and single Service Diversity and Inclusion and complaint reporting policy. 	20
3	<p>Understanding of unique military requirements</p> <ul style="list-style-type: none"> • Explain how you would intend to ensure that the training takes into account the following factors: military ethos, organisational changes, recent military operations and the Army rank structure. 	20
4	<p>Pilot module</p> <ul style="list-style-type: none"> • Explain how you would develop a pilot module and have this verified by the Authority. 	20
5	<p>Management</p> <ul style="list-style-type: none"> • Describe the management structure and resources that you would put in place to manage delivery of the training. • If sub-contracting any element of the requirement describe how you intend to manage the sub-contract in terms of outputs and relationships. 	30
6	<p>Delivery of the core training</p> <ul style="list-style-type: none"> • Provide confirmation with supporting evidence that you understand the different requirements of each of the 4 training modules as specified in the Statement of Requirements, i.e. <ul style="list-style-type: none"> ○ Respect for Others (Standard) Training ○ Headquarters Respect for Others Training ○ Command Leadership and Management Respect for Others Training ○ Phase 1 Respect for Others Training • Provide confirmation that the each module would meet the duration requirements specified in the Statement of Requirement. • Describe the type of scenario-based training that you would deliver, and the actors that you would use, providing CVs where relevant. • Describe how you would operate the facilitated workshops, providing examples CVs of facilitators. 	30
7	<p>Meeting customer needs</p> <ul style="list-style-type: none"> • Describe what you do to tailor your training to meet specific customer needs. • Describe how you would achieve maximum audience engagement and participation. 	20
8	<p>Quality measures</p> <ul style="list-style-type: none"> • Describe the measures that you will take to ensure that the training meets the required standards of quality. Include reference to any quality assurance measures that your company already uses. 	10
9	<p>Course development</p> <ul style="list-style-type: none"> • Describe the measures that you will take to ensure that the content of the courses are kept up to date in terms of legislation, Ministry of Defence policy, the Army Leadership Code, Army Values and Standards, and current operational context. 	20
10	<p>Feedback</p> <ul style="list-style-type: none"> • Describe the methods that you would use to gather quantitative electronic data for use as feedback. 	10

Evaluation of Price

D12. Following the Commercial and Technical Evaluations, those tenders considered compliant in accordance with the guidance provided in this section D will be scored in terms of their Price proposal. Maximum 'points' will be allocated to the commercially and technically compliant bidder who submits the lowest tender price. Subsequent points will then be awarded to the remaining compliant bidders based on their total price as a percentage of the lowest total price. This calculation is subsequently converted to a price score to reflect that this carries 50% of the total score.

D13. The price for evaluation purposes shall be the total of the following: the Firm Price per course offered by the tenderer for Items 1 to 4 of the Schedule of Requirements (Schedule 2) multiplied by the estimated quantity for each training course as specified in the Statement of Requirements at Schedule 5. Please note that this does not mean that the Authority will necessarily take up the number of courses specified.

Non-Competition Value for Money Analysis

D14. In the event that only one Tender is received, the Authority reserves the right to consult the MOD Cost Assurance and Analysis Team in order to conduct an independent Value for Money Assessment.

Section E – Instructions on Submitting Tenders

Submission of your Tender

E1. Tenders must be sent to the Tender Board by the date and time stated in the covering letter to this DEFFORM 47. The Authority reserve the right to reject any Tender received after the stated date and time. You must provide 3 paper copies and 1 CD unpriced and 1 paper priced copy of your Tender. You must not email electronic copies until after the Tender Board has taken place. If you email your Tender before the Tender Board date, your Tender may be excluded from the competition.

E2. You must include the electronic copy of the unpriced Tender with the associated paper copies only. You must label CDs containing electronic copies of the Tender with "Includes Prices" or "Unpriced". The electronic copies of the Tenders must be compatible with Microsoft Office Word 2010 and other MS Office 2010 applications. If you, password protect or encrypt any information on CDs containing prices you must supply the password / use compatible encryption methods so that the Authority can undertake a pricing evaluation.

E3. You must complete and include DEFFORM 47 Annex A (Offer) with your Tender. Where you select 'Yes' to any questions you must attach the relevant information.

E4. You must include the original signed DEFFORM 47 Annex A (Offer) with one paper copy of your priced Tender.

E5. You must submit your paper and CD copies in a sealed envelope or box. For health and safety reasons, no individual envelope or box should weigh more than 11 kilos.

E6. You must attach the enclosed Tender Return Label (DEFFORM 28) to the outer packaging of each envelope or box that contains your Tender.

E7. If you intend to hand deliver your Tender you must inform the named Commercial Officer of your intention and seek further delivery instructions. Failure to do so may result in your Tender being refused and / or returned. All Tenders delivered by hand should be delivered to the reception desk of Army Headquarters Andover North Site between the hours of 08.00hrs – 15.30 hrs to allow Commercial staff to collect tenders and for the Tender Board Secretary to record and secure them. The MOD Guard Service are not allowed to receive the Tenders by hand so tenderers who try to deliver tenders outside of the hours specified will either be refused or tenders could be lost.

E8. All Tenders delivered by hand on the actual Tender Return Date should be presented to the reception desk of Army Headquarters Andover North Site by no later than 10.00 hrs of the day of the Tender Board. Due to recent problems of receipt of parcels/letters please ask couriers or other delivery agents to have proof of ID, as this is a secure site. Without ID the tender will be refused.

E9. You must ensure you include all relevant information in your Tender. The Authority can only evaluate information that you include in your Tender.

Samples

E10. Samples are not required.

Section F – Conditions of Tendering

F1. The issue of ITT Documentation or ITT Material is not a commitment by the Authority to place a contract as a result of this competition or at a later stage. Any expenditure, work or effort undertaken prior to any offer and subsequent acceptance of contract, is a matter solely for your commercial judgement. The Authority reserves the right to:

- a. seek clarification or additional documents in respect of a Tenderer's submission;
- b. visit your site;
- c. disqualify any Tenderer that does not submit a compliant Tender in accordance with the instructions in this ITT;
- d. disqualify any Tenderer that is guilty of misrepresentation in relation to its Tender, expression of interest, the dynamic Pre-Qualification Questionnaire (PQQ) or the tender process;
- e. re-assess your suitability to remain in the competition, for example where there is a material change of control from supplier selection;
- f. withdraw this ITT at any time, or re-invite Tenders on the same or any alternative basis;
- g. re-issue this ITT on a single source basis, in the event that this procurement does not result in a 'competitive process' as defined in the Single Source Contract Regulations 2014, making such adjustments as would be required by the application of the Defence Reform Act 2014 and / or the Single Source Contract Regulations 2014;
- h. choose not to award any contract as a result of the current procurement process;
- i. award a contract for some of the Contractor Deliverables, unless you specifically oppose this in your Tender or state any minimum order quantities; and / or:
- j. ask for an explanation of the costs or price proposed in the tender where the tender appears to be abnormally low.

F2. The contract will be entered into when the Authority sends written notification of its entry into the contract, via a DEFFORM 159. Written notification will be issued, to the address you provide, on or before the end of the validity period specified in paragraph C4 and subject to paragraph F3.

F3. It is a Condition of Tendering that the winning Tenderer holds their Tender open for acceptance for the period stated in C4. This period starts on the day the Authority announces its decision to award the contract to the winning Tenderer in accordance with the Tender. In the event that legal proceedings are instigated, challenging the award of the contract, prior to entry into contract, it is a condition of this ITT that you hold your Tender open for acceptance during this period, and up to fourteen (14) days after the result of the legal proceedings. In the event of such legal challenge, the Authority agrees to use all reasonable measures to accelerate proceedings.

Conforming to the Law

F4. You must comply with the UK Competition Act 1998, the UK Bribery Act 2010, applicable EU and UK legislation and any equivalent legislation in a third state.

F5. Your attention is drawn to legislation relating to the canvassing of a public official, collusive behaviour and bribery. If you act in breach of this legislation your Tender may be disqualified from this procurement. Disqualification will be without prejudice to any civil remedy available to the Authority or any criminal liability that your conduct may attract.

Bid Rigging and Other Illegal Practices

F6. You must report any bid rigging, fraud, bribery, corruption, or any other dishonest irregularity in connection to this tendering exercise to:

Defence Regulatory Reporting Cell Hotline
0800 161 3665 (UK) or

+44 1371 85 4881 (Overseas)

Conflicts of Interest

F7. You must notify the Authority immediately of any Conflicts of Interest (COI) that have arisen or that arise at any point prior to contract award decision.

F8. Where there is an existing or potential Conflict of Interest (COI) you must include a proposed Compliance Regime in your Tender. As a minimum this must include:

- a. manner of operation and management;
- b. roles and responsibilities;
- c. standards for integrity and fair dealing;
- d. levels of access to and protection of competitors sensitive information and Government Furnished Information;
- e. confidentiality / non-disclosure agreements (e.g. DEFFORM 702);
- f. the Authority's rights of audit; and
- g. physical and managerial separation.

Should your Tender be accepted your proposed Compliance Regime will become part of the Contract Conditions and shall be legally binding.

Government Furnished Assets

F9. Where the Authority provides Government Furnished Assets (GFA) in support of this competition, you must include details of the GFA in your Public Store Account and treat it in accordance with Def Stan 05-099. If unsuccessful in this competition, you must seek instructions for the GFA from the named Commercial Officer.

Standstill Period

F10. The Authority is obliged under certain circumstances to allow a space of ten (10) calendar days between the date of dispatch of its notice to Tenderers before entering into a contract, known as the standstill period. This period is to give unsuccessful Tenderers an opportunity to make a legal challenge before the contract is entered into if there has been, or it is alleged that there has been, a breach of the Regulations. The standstill period ends at midnight at the end of the 10th day after the date the DEFFORM 158 is sent. Where this is not a working day, it extends to midnight at the end of the next working day.

Publicity Announcement

F11. The Authority will publish notification of the contract and shall publish contract documents under the FOI Act except where publishing such information would hinder law enforcement; would otherwise be contrary to the public interest; would prejudice the legitimate commercial interest of any person, or might prejudice fair competition between suppliers. You should complete and return the Contractor's Commercially Sensitive Information Form at Schedule 6 as explained in the DEFFORM 47 Annex A and associated Appendix 1.

F12. If you wish to make a similar announcement, you must seek approval from the named Commercial Officer.

F13. Under no circumstances should you confirm to any Third Party the Authority's acceptance of an offer of contract prior to either informing the Authority of your acceptance or the Authority's announcement of the award of contract, whichever occurs first.

Sensitive Information

F14. All Central Government Departments and their Executive Agencies and Non Departmental Public Bodies are subject to control and reporting within Government. In particular, they report to the Cabinet Office and HM Treasury for all expenditure. Further, the Cabinet Office has a cross-governmental role delivering overall Government policy on public procurement, including ensuring value for money, related aspects of good procurement practice and answering Freedom Of Information requests.

F15. For these purposes, the Authority may share within Government any of the Contractor's documentation / information (including any that the Contractor considers to be confidential and / or commercially sensitive such as specific bid information) submitted by the Contractor to the Authority during this procurement. Contractors taking part in this competition must identify any sensitive material in the Contractor's Commercially Sensitive Information Form at Schedule 6 and consent to these terms as part of the competition process. This allows the MOD to share information with other Government Departments while complying with our obligations to maintain confidentiality.

F16. The Authority reserves the right to disclose on a confidential basis any information it receives from Tenderers during the procurement process (including information identified by the Tenderer as Commercially Sensitive Information in accordance with the provisions of this ITT/ITN) to any third party engaged by the Authority for the specific purpose of evaluating or assisting the Authority in the evaluation of the Tenderer's Tender. In providing such information the Tenderer consents to such disclosure.

Reportable Requirements

F17. Listed in the DEFFORM 47 Annex A (Offer) are the Mandatory Declarations. It is a Condition of Tendering that you complete and attach the returns listed in the Annex and, where you select yes, you attach the relevant information.

F18. Failure to complete this part of the Annex in full makes your Tender non-compliant. Additional information provided in response to Appendix 1 may be used to support the Authority's evaluation of your tender, as detailed in Section D.

F19. If you are an overseas Contractor and your Tender is successful you will be required to provide the name and address of your bank and the relevant bank account number on contract award.

Ministry of Defence

Tender Ref No. CB/BFG/0133

Tender Submission Document (Offer)

To the Secretary of State for Defence of the United Kingdom of Great Britain and Northern Ireland (hereafter called "the Authority")

The undersigned Tenderer, having read the ITT Documentation, offers to supply the Contractor Deliverables at the stated price(s), in accordance with any referenced drawings and / or specifications, subject to the Conditions of Tendering. It is agreed that only the Contract Conditions or any amendments issued by the Authority shall apply.

Applicable Law				
I agree that any contract resulting from this competition shall be subject to English Law *Where 'No' is selected, Scots Law will apply.				Yes / No*
Total Value of Tender (excluding VAT)				
€				
WORDS				
UK Value Added Tax				
If registered for Value Added Tax purposes, please insert:				
a. Registration No				
b. Total amount of Value Added Tax payable on this Tender (at current rate(s)) £.....				
Location of work (town / city) where contract will be performed by Prime:				
Where items which are subject of your Tender are not supplied or provided by you, state location in town / city to be performed column (continue on another page if required)				
Tier 1 Sub-contractor Company Name	Town / city to be Performed	Contractor Deliverables	Estimated Value	SME Yes / No
Mandatory Declarations (further details are contained in Appendix 1 to DEFFORM 47 Annex A (Offer)):			Tenderer's Declaration	
Is the offer subject to the Authority contracting for all the Contractor Deliverables?			Yes* / No	
Is the offer made subject to a Minimum Order Quantity?			Yes* / No	
Are the Contractor Deliverables subject to IPR that has been exclusively or part funded by Private Venture, Foreign Investment or otherwise than by Authority funding?			Yes* / No	
Are the Contractor Deliverables subject to Foreign Export Control and Security Restrictions? If the answer is Yes, please complete and attach DEFFORM 528			Yes* / No	
Have you obtained foreign export approval necessary to secure IP user rights for the Authority in Contract Deliverables, including technical data, as determined in the Contract Conditions?			Yes* / No	
Have you provided details of how you will comply with all regulations relating to the operation of the collection of custom import duties, including the proposed Customs procedure to be used and an estimate of duties to be incurred or suspended?			Yes / No	
Have you completed Form 1686 for sub-contracts?			Yes / No	

Have you completed the compliance matrix/ matrices?	Yes / No /
Are you a Small Medium Sized Enterprise (SME)?	Yes / No
Have you and your sub-contractors registered with the Prompt Payment Code with regards to SMEs?	Yes / No
Have you completed and attached Tenderer's Commercially Sensitive Information Form (Schedule 6)?	Yes / No
If you have not previously submitted a Statement Relating to Good Standing, or circumstances have changed have you attached a revised version?	Yes* / No / N/A
Do the Contractor Deliverables contain Asbestos, as defined by the control of Asbestos Regulations 2012?	Yes* / No
Have you completed and attached a DEFFORM 68 – Hazardous Articles, Deliverables materials or substances statement?	Yes* / No
Do the Contractor Deliverables (including Packaging) use Substances that deplete the Ozone Layer, as defined in Regulation (EC) 1005/2009 (as amended by EC 744/2010) of the European Parliament and of the Council.	Yes* / No
Have you attached The Bank / Parent Company Guarantee?	Yes* / No / Not Required
Have you complied with the requirements of the Military Aviation Authority Regulatory Articles?	Yes / No / Not Required
Have you completed the additional Mandatory Requirements?	Yes / No / Not Required

*If selecting Yes to any of the above questions, please attach the information detailed in Appendix 1 to DEFFORM 47 Annex A (Offer).

Tenderer's Declaration of Compliance with Competition Law

We certify that the offer made is intended to be genuinely competitive. No aspect of the price has been fixed or adjusted by any arrangement with any Third Party. Arrangement in this context includes any transaction, or agreement, private or open, or collusion, formal or informal, and whether or not legally binding. In particular:

- a. the offered price has not been divulged to any Third Party,
- b. no arrangement has been made with any Third Party that they should refrain from tendering,
- c. no arrangement with any Third Party has been made to the effect that we will refrain from bidding on a future occasion,
- d. no discussion with any Third Party has taken place concerning the details of either's proposed price, and
- e. no arrangement has been made with any Third Party otherwise to limit genuine competition.

We understand that any instances of illegal cartels or market sharing arrangements, or other anti-competitive practices, suspected by the Authority will be referred to the Competition and Markets Authority for investigation and may be subject to action under the Competition Act 1998 and the Enterprise Act 2002.

We understand that any misrepresentations may also be the subject of criminal investigation or used as the basis for civil action.

We agree that the Authority may share the Contractor's information / documentation (submitted to the Authority during this Procurement) more widely within Government for the purpose of ensuring effective cross-Government procurement processes, including value for money and related purposes. We certify that we have identified any sensitive material in the Contractor's Commercially Sensitive Information Form (Schedule 6).

Dated this..... day of Year

Signature:

In the capacity of

(Must be original)

(State official position e.g. Director, Manager, Secretary etc.)

Name: (in BLOCK CAPITALS)

Postal Address:

duly authorised to sign this Tender for and on behalf of:

Telephone No:

(Tenderer's Name)

Registered Company Number:

Dunn And Bradstreet number:

Information on Mandatory Declarations

Part Tender

1. Under Condition of Tendering F1, the Authority reserves the right to order some or part of your Tender. If your offer is subject to the Authority contracting for all the Contractor Deliverables, select 'Yes' and provide further details in your Tender.

Minimum Order Quantities

2. Where your offer is subject to minimum order quantities select 'Yes' and provide further details in your Tender.

IPR Restrictions

3. Where the Contractor Deliverables are subject to IPR that has been exclusively or part funded by Private Venture, Foreign Investment or otherwise than by Authority funding you must select 'Yes' in Annex A (Are the Contractor Deliverables subject to IPR that has been exclusively or part funded by Private Venture, Foreign Investment or otherwise than by Authority funding) .

4. If you have answered 'Yes' in Annex A (Offer) as directed by paragraph 3 above, you must provide details in your Tender of any Contractor Deliverable which will be, or is likely to be, subject to any IPR restrictions or any other restriction on the Authority's ability to use or disclose the Contractor Deliverable, including export restrictions. In particular, you must identify:

a. any restriction on the provision of information to the Authority; any restriction on disclosure or the use of information by the Authority; any obligations to make payments in respect of IPR, and any Patent or Registered Design (or application for either) or other IPR (including unregistered Design Right) owned or controlled by you or a Third Party;

b. any allegation made against you, whether by claim or otherwise, of an infringement of Intellectual Property Rights (whether a Patent, Registered Design, unregistered Design Right, Copyright or otherwise) or of a breach of confidence, which relates to the performance of any resultant contract or subsequent use by or for the Authority of any Contractor Deliverables;

c. the nature of any allegation referred to under sub-paragraph 4.b., including any obligation to make payments in respect of the Intellectual Property Right of any confidential information and / or;

d. any action you need to take or the Authority is required to take to deal with the consequences of any allegation referred to under sub-paragraph 4.b.

5. You must, when requested, give the Authority details of every restriction and obligation referred to in paragraph 4. The Authority will not acknowledge any such restriction unless so notified under paragraph 4 or as otherwise agreed under any resultant Contract. You must also provide, on request, any information required for authorisation to be given under Section 2 of the Defence Contracts Act 1958.

6. If you have previously provided information under paragraphs 4 and 5 you can provide details of the previous notification, updated as necessary to confirm their validity.

Notification of Foreign Export Control Restrictions

7. If, in the performance of the Contract, you need to import into the UK or export out of the UK anything not supplied by or on behalf of the Authority and for which a UK import or export licence is required, you will be responsible for applying for the licence. The Authority will provide you with all reasonable assistance in obtaining any necessary UK import or export licence.

8. In respect of any Contractor Deliverables, likely to be required for the performance of any resultant contract, you must provide the following information in your Tender:

- a. Whether all or part of any Contractor Deliverables are or will be subject to:
 - (1) a non-UK export licence, authorisation or exemption; or
 - (2) any other related transfer control that restricts or will restrict end use, end user, re-transfer or disclosure.

You must complete DEFFORM 528 (or other mutually agreed alternative format) in respect of any Contractor Deliverables identified at paragraph 8 and return it as part of your Tender. If you have previously provided this information you can provide details of the previous notification and confirm the validity.

9. You must use reasonable endeavours to obtain sufficient information from your potential supply chain to enable a full response to paragraph 8. If you are unable to obtain adequate information, you must state this in your Tender. If you become aware at any time during the competition that all or part of any proposed Contractor Deliverable is likely to become subject to a non-UK Government Control through a Government-to-Government sale only, you must inform the Authority immediately by updating your previously submitted DEFFORM 528 or completing a new DEFFORM 528.

10. This does not include any Intellectual Property specific restrictions mentioned in paragraph 4.

11. You must notify the named Commercial Officer immediately if you are unable for whatever reason to abide by any restriction of the type referred to in paragraph 8.

12. Should you propose the supply of Contractor Deliverables of US origin the export of which from the USA is subject to control under the US International Traffic in Arms Regulations (ITAR), you must include details on the DEFFORM 528. This will allow the Authority to make a decision whether the export can or cannot be made under the US-UK Defense Trade Co-operation Treaty. The Authority shall then convey its decision to the Tenderer. If the Authority decides that use of the Treaty for the export is permissible, it is your responsibility to make a final decision whether you want to use that route for the export concerned if you are awarded the contract.

Import Duty

13. European Union (EU) legislation permits the use of various procedures to suspend customs duties.

14. For the purpose of this competition, for any deliverables not yet imported into the EU, you are required to provide details of your plans to address customs compliance, including the Customs procedures to be applied (together with the procedure code) and the estimated Import Duty to be incurred and / or suspended.

15. You should note that it is your responsibility to ensure compliance with all regulations relating to the operation of the accounting for import duties. This includes but is not limited to obtaining the appropriate Her Majesty's Revenue & Customs (HMRC) authorisations.

Sub-contracts Form 1686

16. Form 1686 (also known as Appendix 5) is to be used in all circumstances where contractors wish to place a sub-contract with a contractor where the release of OFFICIAL-SENSITIVE information is involved. The process will require submission of the single page document either directly to the MOD Project Team or, where specified, to the DE&S Security Advice Centre. You can find further information in the Security Policy Framework - Contractual Process.

Small and Medium Enterprises

17. The Authority is committed to supporting the Government's small and medium-sized enterprise (SME) initiative; its ambitious target is that every £1 in every £3 that the Government spends should be with small businesses by 2020. Our goal is that 25% of MOD spending should be spent with SMEs by 2020; this applies to the money which the MOD spends directly with SMEs and through the supply chain. The Authority uses the European Commission definition of an SME.

18. A key aspect of the Government's SME Policy is ensuring that its suppliers throughout the supply chain are paid promptly. All suppliers to the Authority and their sub-contractors are encouraged to make their own commitment and register with the Prompt Payment Code.

19. Suppliers are also encouraged to work with the Authority to support the Authority's SME initiative. Information on the Authority's purchasing arrangements, our commercial policies and our SME policy can be found at Gov.UK.

20. The opportunity also exists for Tenderers to advertise any sub-contract valued at over £10,000 in the MOD Contracts Bulletin and further details can be obtained directly from:

BiP Solutions Ltd
Web address: www.contracts.mod.uk
Tel No: 0845 270 7099

Transparency, Freedom of Information and Environmental Information Regulations

21. You should be aware that the contents of any resultant contract may be published in line with government policy set out in the Prime Minister's letter of May 2010 (Government Transparency and Accountability) and the information contained within the Contractor's Commercially Sensitive Information Form (Schedule 6 to the draft contract).

22. Before publishing the contract, the Authority will redact any information which is exempt from disclosure under the Freedom of Information Act 2000 ("the FOIA") or the Environmental Information Regulations 2002 ("the EIR").

23. You should complete the attached Tenderer's Commercially Sensitive Information Form (Schedule 6 to the draft contract) explaining which parts of your Tender you consider to be commercially sensitive. This includes providing a named individual who can be contacted with regard to FOIA and EIR.

24. You should note that while your views will be taken into consideration, the ultimate decision whether to publish or disclose information lies with the Authority. You are advised to provide as much detail as possible on the form. It is highly unlikely that a Tender will be exempt from disclosure in its entirety. Should the Authority decide to publish or disclose information against your wishes, you will be given prior notification.

Electronic Purchasing

25. Tenderers must note that use of the Contracting, Purchasing and Finance (CP&F) electronic procurement tool is a mandatory requirement for any resultant contract awarded following this Tender. By submitting this Tender you agree to electronic payment. Please feel free to consult the service provider on connectivity options. Failure to accept electronic payment will result in your Tender being non-compliant.

Change of Circumstances

26. If you have not previously submitted a Statement Relating to Good Standing or circumstances have changed, please select 'Yes' and submit a Statement Relating to Good Standing with your Tender.

Asbestos, Hazardous Items and Depletion of the Ozone Layer

27. The Authority is required to report any items that use asbestos, that are hazardous or where there is an impact on the Ozone. Where any Contractor Deliverables fall into one of these categories select 'Yes' and provide further details in your Tender.

Military Aviation Authority (MAA) Requirements

28. There are no MAA Requirements.

Bank or Parent Company Guarantee

29. A Bank or Parent Company Guarantee is not required.

The Armed Forces Covenant

30. The Armed Forces Covenant is a public sector pledge from Government, businesses, charities and organisations to demonstrate their support for the Armed Forces community. The Covenant was brought in under the Armed Forces Act 2011 to recognise that the whole nation has a moral obligation to redress the disadvantages the armed forces community face in comparison to other citizens, and recognise sacrifices made.

31. The Covenant's two principles are that:

- a. the Armed Forces community would not face disadvantages when compared to other citizens in the provision of public and commercial services; and
- b. special consideration is appropriate in some cases, especially for those who have given most, such as the injured and the bereaved.

The Authority encourages all Tenderers, and their suppliers, to sign the Corporate Covenant, declaring their support for the Armed Forces community by displaying the values and behaviours set out therein.

32. The Armed Forces Covenant provides guidance on the various ways you can demonstrate your support through the Corporate Covenant.

33. If you wish to register your support you can provide a point of contact for your company on this issue to the Armed Forces Covenant Team at the address below, so that the MOD can alert you to any events or initiatives in which you may wish to participate. The Covenant Team can also provide any information you require in addition to that included on the website.

Email address: covenant-mailbox@mod.uk

Address: Armed Forces Covenant Team

Zone D, 6th Floor, Ministry Of Defence

Main Building, Whitehall, London, SW1A 2HB

34. Paragraphs 30 - 33 above are not a condition of working with the Authority now or in the future, nor will this issue form any part of the tender evaluation, contract award procedure or any resulting contract. However, the Authority very much hopes you will want to provide your support.

DEFFORM 28 Tender Return Label

Not to be used for General
Correspondence with the
Ministry

Affix
Stamp
Here

**THE TENDER BOARD
ARMYHQ-DES Commercial
Ramillies Building, Floor 2 Zone 8
Marlborough Lines,
Andover
SP11 8HJ**

Tender No: CB/BFG/0133

Due 10 am: 8 August 2017

DEFFORM 28



**Ministry
of Defence**

Army HQ BFG Team

Contract No: CB/BFG/0133

**For: The Provision of Respect for
Others Training**

**Between Secretary of State for Defence of the United
Kingdom of Great Britain and Northern Ireland
Team Name and address:**

**Army Commercial
Catterick Barracks
Bielefeld
BFPO 39**

E-mail Address: [REDACTED]
Telephone Number: [REDACTED]
Facsimile Number: [REDACTED]

And

Contractor Name and address:

E-mail Address:
Telephone Number:
Facsimile Number:

A	<u>GENERAL CONTRACT PROVISIONS</u>	27
	<u>A1. Interpretation</u>	27
	<u>A2. Amendments to Contract</u>	27
	<u>A3. Variations to Specification</u>	27
	<u>A4. Precedence</u>	28
	<u>A5. Severability</u>	28
	<u>A6. Assignment of Contract</u>	28
	<u>A7. Waiver</u>	28
	<u>A8. Third Party Rights</u>	28
	<u>A9. Governing Law</u>	28
	<u>A10. Entire Agreement</u>	29
	<u>A11. Disclosure of Information</u>	29
	<u>A12. Publicity and Communications with the Media</u>	31
	<u>A13. Protection of Personal Data</u>	31
	<u>A14. Transparency</u>	31
	<u>A15. Equality</u>	31
	<u>A16. Child Labour and Employment Law</u>	32
	<u>A17. Subcontracting</u>	32
	<u>A18. Change of Control of Contractor</u>	32
	<u>A19. Termination for Insolvency or Corrupt Gifts</u>	33
	<u>A20. Consequences of Termination</u>	36
	<u>A21. Dispute Resolution</u>	36
	<u>A22. Termination for Convenience</u>	36
	<u>A23. Contractor's Records</u>	36
	<u>A24. Duration of Contract</u>	36
	<u>A25. Contractor's Warranties</u>	36
B	<u>THE CONTRACTOR DELIVERABLES</u>	37
	<u>B1. Supply of Contractor Deliverables and Quality Assurance</u>	37
	<u>B2. Environmental Requirements</u>	37
	<u>B3. Disruption</u>	37
C	<u>PRICE</u>	38
	<u>C1. Contract Price</u>	38
D	<u>INTELLECTUAL PROPERTY</u>	38
	<u>D1. Third Party Intellectual Property – Rights and Restrictions</u>	38
E	<u>FACILITIES AND ASSETS</u>	41
	<u>E1. Access to Contractor's Premises</u>	41
F	<u>DELIVERY</u>	41
	<u>F1. Authority's Remedies for Breach of Contract</u>	41
G	<u>PAYMENT AND RECEIPTS</u>	42
	<u>G1. Payment</u>	42
	<u>G2. Value Added Tax</u>	42
	<u>G3. Debt Factoring</u>	43
H	<u>CONTRACT ADMINISTRATION</u>	43
	<u>H1. Progress Monitoring, Meetings and Reports</u>	43
	<u>H2. Authority Representatives</u>	43
	<u>H3. Notices</u>	44
J.	<u>THE PROJECT SPECIFIC DEFCONS AND DEFCON SC VARIANTS THAT APPLY TO THIS CONTRACT ARE:</u>	44
K.	<u>THE SPECIAL CONDITIONS THAT APPLY TO THIS CONTRACT ARE:</u>	44
L.	<u>THE PROCESSES THAT APPLY TO THIS CONTRACT ARE:</u>	45

The Schedules that apply to this Contract are:

- Schedule 1 Definitions of Contract
- Schedule 2 Schedule of Requirements
- Schedule 3 Contract Data Sheet
- Schedule 4 Contract Change Process Procedure (i.a.w. clause A2.b)
- Schedule 5 Statement of Requirement (SOR)
- Schedule 6 Contractor's Commercially Sensitive Information Form

MOD Conditions for the Provision of Services: Contract No: CB/BFG/0133

A General Contract Provisions

A1. Interpretation

- a. The defined terms in the Contract shall be as set out in Schedule 1.
- b. Unless the context otherwise requires:
 - (1) The singular includes the plural and vice versa, and the masculine includes the feminine and vice versa.
 - (2) The words "include", "includes", "including" and "included" are to be construed as if they were immediately followed by the words "without limitation", except where explicitly stated otherwise.
 - (3) The expression "person" means any individual, firm, body corporate, unincorporated association or partnership, government, state or agency of a state or joint venture.
 - (4) References to any statute, enactment, order, regulation, or other similar instrument shall be construed as a reference to the statute, enactment, order, regulation, or instrument as amended, supplemented, replaced or consolidated by any subsequent statute, enactment, order, regulation, or instrument.
 - (5) The heading to any Contract provision shall not affect the interpretation of that provision.
 - (6) Any decision, act or thing which the Authority is required or authorised to take or do under the Contract may be taken or done only by the person (or their nominated deputy) authorised in Schedule 3 (Contract Data Sheet) to take or do that decision, act, or thing on behalf of the Authority.
 - (7) Unless excluded within the terms of the Contract or required by law, references to submission of documents in writing shall include electronic submission.

A2. Amendments to Contract

- a. All amendments to this Contract shall be serially numbered, in writing, issued only by the Authority's Representative (Commercial), and agreed by both Parties.
- b. Where the Authority or the Contractor wishes to introduce a change which is not Minor or which is likely to involve a change to the Contract Price, the provisions of Schedule 4 (Change Process) shall apply. The Contractor shall not carry out any work until any necessary change to the Contract Price has been agreed and a written amendment in accordance with clause A2.a above has been issued.

A3. Variations to Specification

- a. The Authority's Representative may, by Notice (following consultation with the Contractor as necessary), alter the Specification as from a date agreed by both Parties and to the extent specified by the Authority, provided that any such variations shall be limited to the extent that they do not alter the fit, form, function or characteristics of the Contractor Deliverables to be supplied under the Contract. The Contractor shall ensure that the Contractor Deliverables take account of any such variations. Such variations shall not require formal amendment of the Contract in accordance with the process set out in condition A2 (Amendments to Contract) and shall be implemented upon receipt, or at the date specified in the Authority's Notice, unless otherwise specified.
- b. Any variations that cause a change to:
 - (1) fit, form, function or characteristics of the Contractor Deliverables;
 - (2) the cost;
 - (3) Delivery Dates;
 - (4) the period required for the production or completion; or
 - (5) other work caused by the alteration,

shall be the subject to condition A2 (Amendments to Contract). Each amendment under condition A2 shall be classed as a formal change.

A4. Precedence

a. If there is any inconsistency between the different provisions of the Contract the inconsistency shall be resolved according to the following descending order of precedence:

- (1) Sections A - H (and J - L, if sections J - L are included in this Contract) of the Conditions of the Contract shall be given equal precedence with Schedule 1 (Definitions of Contract) and Schedule 3 (Contract Data Sheet);
- (2) Schedule 2 (Schedule of Requirements) and, where included, Schedule 8 (Acceptance Procedure);
- (3) the remaining Schedules; and
- (4) any other documents expressly referred to in the Contract.

b. If either Party becomes aware of any inconsistency, within or between the documents referred to in clause A4.a such Party shall notify the other Party forthwith and the Parties will seek to resolve that inconsistency on the basis of the order of precedence set out in clause A4.a. Where the Parties fail to reach agreement, and if either Party considers the inconsistency to be material to its rights and obligations under the Contract, then the matter will be referred to the dispute resolution procedure in accordance with condition A21 (Dispute Resolution).

A5. Severability

If any provision of the Contract is held to be invalid, illegal or unenforceable to any extent then:

- a. such provision shall (to the extent that it is invalid, illegal or unenforceable) be given no effect and shall be deemed not to be included in the Contract but without invalidating any of the remaining provisions of the Contract; and
- b. the Parties shall use all reasonable endeavours to replace the invalid, illegal or unenforceable provision by a valid, legal and enforceable substitute provision the effect of which is as close as possible to the intended effect of the invalid, illegal or unenforceable provision.

A6. Assignment of Contract

Neither Party shall be entitled to assign the Contract (or any part thereof) without the prior written consent of the other Party.

A7. Waiver

- a. No act or omission of either Party shall by itself amount to a waiver of any right or remedy unless expressly stated by that Party in writing. In particular, no reasonable delay in exercising any right or remedy shall by itself constitute a waiver of that right or remedy.
- b. No waiver in respect of any right or remedy shall operate as a waiver in respect of any other right or remedy.

A8. Third Party Rights

Notwithstanding anything to the contrary elsewhere in the Contract, no right is granted to any person who is not a Party to the Contract to enforce any term of the Contract in its own right and the Parties to the Contract declare that they have no intention to grant any such right.

A9. Governing Law

- a. Subject to clause A9.d, the Contract shall be considered as a contract made in England and subject to English Law.
- b. Subject to clause A9.d and A21 (Dispute Resolution) and without prejudice to the dispute resolution process set out therein, each Party submits and agrees to the exclusive jurisdiction of the Courts of England to resolve, and the laws of England to govern, any actions proceedings, controversy or claim of whatever nature arising out of or relating to the Contract or breach thereof.
- c. Subject to clause A.9.d any dispute arising out of or in connection with the Contract shall be determined within the English jurisdiction and to the exclusion of all other jurisdictions save that other jurisdictions may apply solely for the purpose of giving effect to this clause A9 and for the enforcement of any judgment, order or award given under English jurisdiction.

- d. If the Parties agree pursuant to the Contract that Scots Law should apply then the following amendments shall apply to the Contract:

(1) Clause A9.a, A9.b and A9.c shall be amended to read:

"a. The Contract shall be considered as a contract made in Scotland and subject to Scots Law.

b. Subject to clause A21 (Dispute Resolution) and without prejudice to the dispute resolution process set out therein, each Party submits and agrees to the exclusive jurisdiction of the Courts of Scotland to resolve, and the laws of Scotland to govern, any actions, proceedings, controversy or claim of whatever nature arising out of or relating to the Contract or breach thereof.

c. Any dispute arising out of or in connection with the Contract shall be determined within the Scottish jurisdiction and to the exclusion of all other jurisdictions save that other jurisdictions may apply solely for the purpose of giving effect to this clause A9 and for the enforcement of any judgment, order or award given under Scottish jurisdiction."

(2) Clause A21.b shall be amended to read:

"In the event that the dispute or claim is not resolved pursuant to clause A21.a the dispute shall be referred to arbitration. Unless otherwise agreed in writing by the Parties, the arbitration and this clause A21.b shall be governed by the Arbitration (Scotland) Act 2010. The seat of the arbitration shall be Scotland. For the avoidance of doubt, for the purpose of arbitration the tribunal shall have the power to make provisional awards pursuant to Rule 53 of the Scottish Arbitration Rules, as set out in Schedule 1 to the Arbitration (Scotland) Act 2010."

- e. Each Party warrants to each other that entry into the Contract does not, and the performance of the Contract will not, in any way violate or conflict with any provision of law, statute, rule, regulation, judgement, writ, injunction, decree or order applicable to it. Each Party also warrants that the Contract does not conflict with or result in a breach or termination of any provision of, or constitute a default under, any mortgage, contract or other liability, charge or encumbrance upon any of its properties or other assets.
- f. Each Party agrees with each other Party that the provisions of this clause A9 shall survive any termination of the Contract for any reason whatsoever and shall remain fully enforceable as between the Parties notwithstanding such a termination.
- g. Where the Contractor's place of business is not in England or Wales (or Scotland where the Parties agree pursuant to this Contract that Scots Law should apply), the Contractor irrevocably appoints the solicitors or other persons in England and Wales (or Scotland where the Parties agree pursuant to the Contract that Scots Law should apply) detailed in Schedule 3 (Contract Data Sheet) as its agents to accept on its behalf service of all process and other documents of whatever description to be served on the Contractor in connection with any litigation or arbitration within the English jurisdiction (or Scottish jurisdiction where the Parties agree pursuant to this Contract that Scots Law should apply) arising out of or relating to the Contract or any issue connected therewith.

A10. Entire Agreement

This Contract constitutes the entire agreement between the Parties relating to the subject matter of the Contract. The Contract supersedes, and neither Party has relied upon, any prior negotiations, representations and undertakings, whether written or oral, except that this condition shall not exclude liability in respect of any fraudulent misrepresentation.

A11. Disclosure of Information

a. Subject to clauses A11.d, A11.e, A11.h and A14 each Party:

(1) shall treat in confidence all Information it receives from the other;

(2) shall not disclose any of that Information to any third party without the prior written consent of the other Party, which consent shall not unreasonably be withheld, except that the Contractor may disclose Information in confidence, without prior consent, to such persons and to such extent as may be necessary for the performance of the Contract;

(3) shall not use any of that Information otherwise than for the purpose of the Contract; and

(4) shall not copy any of that Information except to the extent necessary for the purpose of exercising its rights of use and disclosure under the Contract.

b. The Contractor shall take all reasonable precautions necessary to ensure that all Information disclosed to the Contractor by or on behalf of the Authority under or in connection with the Contract:

(1) is disclosed to its employees and Subcontractors, only to the extent necessary for the performance of the Contract; and

(2) is treated in confidence by them and not disclosed except with the prior written consent of the Authority or used otherwise than for the purpose of performing work or having work performed for the Authority under the Contract or any subcontract.

c. The Contractor shall ensure that its employees are aware of the Contractor's arrangements for discharging the obligations at clauses A11.a and A11.b before receiving Information and shall take such steps as may be reasonably practical to enforce such arrangements.

d. Clauses A11.a and A11.b shall not apply to any Information to the extent that either Party:

(1) exercises rights of use or disclosure granted otherwise than in consequence of, or under, the Contract;

(2) has the right to use or disclose the Information in accordance with other Conditions of the Contract; or

(3) can show:

(a) that the Information was or has become published or publicly available for use otherwise than in breach of any provision of the Contract or any other agreement between the Parties;

(b) that the Information was already known to it (without restrictions on disclosure or use) prior to receiving the Information under or in connection with the Contract;

(c) that the Information was received without restriction on further disclosure from a third party which lawfully acquired the Information without any restriction on disclosure; or

(d) from its records that the same Information was derived independently of that received under or in connection with the Contract;

provided that the relationship to any other Information is not revealed.

e. Neither Party shall be in breach of this condition where it can show that any disclosure of Information was made solely and to the extent necessary to comply with a statutory, judicial or parliamentary obligation. Where such a disclosure is made, the Party making the disclosure shall ensure that the recipient of the Information is made aware of and asked to respect its confidentiality. Such disclosure shall in no way diminish the obligations of the Parties under this condition.

f. The Authority may disclose the Information:

(1) on a confidential basis to any central government body for any proper purpose of the Authority or of the relevant central government body, which shall include: disclosure to the Cabinet Office and / or HM Treasury for the purpose of ensuring effective cross-Government procurement processes, including value for money and related purposes;

(2) to Parliament and Parliamentary Committees or if required by any Parliamentary reporting requirement;

(3) to the extent that the Authority (acting reasonably) deems disclosure necessary or appropriate in the course of carrying out its public functions;

(4) on a confidential basis to a professional adviser, consultant or other person engaged by any of the entities defined in Schedule 1 (including benchmarking organisations) for any purpose relating to or connected with this Contract;

(5) on a confidential basis for the purpose of the exercise of its rights under the Contract; or

(6) on a confidential basis to a proposed body in connection with any assignment, novation

or disposal of any of its rights, obligations or liabilities under the Contract;

and for the purposes of the foregoing, references to disclosure on a confidential basis shall mean disclosure subject to a confidentiality agreement or arrangement containing terms no less stringent than those placed on the Authority under this condition.

g. Before sharing any Information in accordance with sub-clause A11.f above, the Authority may redact the Information. Any decision to redact Information made by the Authority shall be final.

h. The Authority shall not be in breach of the Contract where disclosure of Information is made solely and to the extent necessary to comply with the Freedom of Information Act 2000 (the "Act") or the Environmental Information Regulations 2004 (the "Regulations"). To the extent permitted by the time for compliance under the Act or the Regulations, the Authority shall consult the Contractor where the Authority is considering the disclosure of Information under the Act or the Regulations and, in any event, shall provide prior notification to the Contractor of any decision to disclose the Information. The Contractor acknowledges and accepts that its representations on disclosure during consultation may not be determinative and that the decision whether to disclose Information in order to comply with the Act or the Regulations is a matter in which the Authority shall exercise its own discretion, subject always to the provisions of the Act or the Regulations.

i. Nothing in this condition shall affect the Parties' obligations of confidentiality where Information is disclosed orally in confidence.

A12. Publicity and Communications with the Media

The Contractor shall not, and shall ensure that any employee or Subcontractor shall not, communicate with representatives of the press, television, radio or other media on any matter concerning the Contract unless the Authority has given its prior written consent.

A13. Protection of Personal Data

In the performance of the Contract, both Parties shall comply with their obligations as a data controller, as defined in the Data Protection Act 1998.

A14. Transparency

a. Subject to clause A14.b but notwithstanding condition A11, the Contractor understands that the Authority may publish the Transparency Information to the general public. The Contractor shall assist and cooperate with the Authority to enable the Authority to publish the Transparency Information.

b. Before publishing the Transparency Information to the general public in accordance with clause A14.a, the Authority shall redact any Information that would be exempt from disclosure if it was the subject of a request for Information under the Freedom of Information Act 2000 or the Environmental Information Regulations 2004, and any Information which has been acknowledged by the Authority at Schedule 6 (Contractor's Commercially Sensitive Information).

c. The Authority may consult with the Contractor before redacting any Information from the Transparency Information in accordance with clause A14.b. The Contractor acknowledges and accepts that its representations on redactions during consultation may not be determinative and that the decision whether to redact Information is a matter in which the Authority shall exercise its own discretion, subject always to the provisions of the Freedom of Information Act 2000 or the Environmental Information Regulations 2004.

d. For the avoidance of doubt, nothing in this condition A14 shall affect the Contractor's rights at law.

A15. Equality

a. The Contractor shall not unlawfully discriminate either directly or indirectly on the grounds of age, disability, gender (including re-assignment), sex or sexual orientation, marital status (including civil partnerships), pregnancy and maternity, race, or religion or belief.

b. Without prejudice to the generality of the obligation in clause A15.a, the Contractor shall not unlawfully discriminate within the meaning and scope of the Equality Act 2010 (or any statutory modification or re-enactment thereof) or other relevant or equivalent Legislation in the country where the Contract is being performed.

c. The Contractor agrees to take reasonable efforts to secure the observance of the provisions of this condition A15 by any of its employees, agents, or other persons acting under its direction or Control who are engaged in the performance of the Contract.

d. The Contractor agrees to take reasonable efforts to reflect this condition A15 in any subcontract that it enters into to satisfy the requirements of the Contract and to require its Subcontractors to reflect this condition A15 in their subcontracts that they enter into to satisfy the requirements of the Contract.

A16. Child Labour and Employment Law

a. In performing the Contract, the Contractor shall comply in all material respects with Child Labour Legislation and applicable employment legislation of those jurisdiction(s) where the Contract is being performed.

b. The Contractor agrees to use reasonable efforts to reflect this Condition in any subcontract that it enters into to satisfy the requirements of the Contract and to require its Subcontractors to reflect this Condition in their subcontracts that they enter into to satisfy the requirements of the Contract.

A17. Subcontracting and Prompt Payment

a. Subcontracting any part of the Contract shall not relieve the Contractor of any obligation, duty or liability attributable to the Contractor under the Contract.

b. The Contractor shall ensure, to the extent that they are applicable, that the Conditions of the Contract are reflected in any subcontracts for any part of the Contractor Deliverables.

c. In all circumstances the Contractor shall ensure that all subcontracts in relation to this Contract include:

(1) a requirement that either party to the subcontract may release to the Authority any of those parts of the subcontract documentation as are necessary to demonstrate the Contractor's compliance with the provisions of the Contract and that any such release shall not amount to a breach of any provision of confidentiality contained within the subcontract; and

(2) a term which requires payment to be made to the Subcontractor within a specified period not exceeding thirty (30) calendar days from receipt of a valid and undisputed invoice as defined by the subcontract requirements.

d. Where the Contractor places any subcontract with a value of more than £50,000 in connection with this Contract, it shall ensure that it has the right to terminate that subcontract for convenience giving twenty (20) Business Days' notice (or such other notice period as the Authority shall give under this Contract).

e. When placing subcontracts, the Contractor is asked to give consideration, as far as possible, to placing work on a competitive basis with Subcontractors that are Supported Businesses. The Contractor can find details of Supported Businesses in the United Kingdom on the Supported Business Directory that is British Association for Supported Employment at Unit 4, 200 Bury Road, Tottington, Lancashire BL8 3DX (Telephone: 01204 880733) or <http://business.base-uk.org/procurement>.

f. Where the Contractor subcontracts work under the Contract, which is likely to be subject to foreign export control, the Contractor shall use reasonable endeavours to incorporate in each subcontract the terms set out in Schedule 5 to this Contract. Where it is not practicable to include the terms set out in Schedule 5, the Contractor shall report that fact and the circumstances to the Authority.

A18. Change of Control of Contractor

a. The Contractor shall inform the Mergers & Acquisitions section, Supplier Relations Team, Poplar Level 1 # 2119, MOD Abbey Wood South, Bristol BS34 8JH as soon as practicable of any intended, planned or actual change of Control. The Contractor shall not be required to submit any notice which is unlawful or is in breach of either any pre-existing non-disclosure agreement or any regulations governing the change of Control of the Contractor in the UK or other jurisdictions. The Authority's Representative shall consider the potential change of Control and advise the Contractor in writing of any concerns that the Authority may have. Such concerns may include but are not limited to potential threats to national security, the ability of the Authority to comply with its statutory obligations or matters covered by the declarations

made by the Contractor prior to Contract Award.

b. Each notice of change of Control shall be taken to apply to all contracts with the Authority.

c. The Authority may, acting reasonably, terminate the Contract by giving written notice to the Contractor within six (6) months of the Authority being notified or becoming aware that the Contractor has undergone a change of Control where the Contractor has failed to address the Authority's concerns to the Authority's satisfaction in accordance with clause A18.a, or has failed to supply or withheld the Information required under clause A18.a.

d. If the Authority exercises its right to terminate in accordance with clause F1.a.(4) the Contractor shall be entitled to request the Authority to consider making a payment to represent any commitments, liabilities or expenditure which are reasonable and properly chargeable by the Contractor in connection with the Contract and which would otherwise represent an unavoidable loss by the Contractor by reason of the termination of the Contract. Any request for payment under this clause A18.d must be fully supported by documentary evidence. The decision whether to make such a payment shall be at the Authority's sole discretion.

A19. Termination for Insolvency or Corrupt Gifts

The Authority may terminate the Contract with immediate effect, without compensation, by giving written Notice to the Contractor at any time after any of the following events:

Insolvency:

a. where the Contractor is an individual:

(1) the application by the Contractor for an interim order pursuant to Section 252 of the Insolvency Act 1986 (the "IA 86") or the court making an interim order pursuant to Section 253 of the IA 86;

(2) any composition, compromise, assignment, assignation or arrangement is made with any of the Contractor's creditors (including, without limitation, an individual voluntary arrangement under IA 86 and a trust deed for the benefit of any of the Contractor's creditors) or a moratorium on any of the Contractor's indebtedness comes into force;

(3) a debt payment programme under the Debt Arrangement and Attachment (Scotland) Act 2002 (the "DAAS Act") is approved in respect of a Contractor, an application is made by a Contractor to the Debt Arrangement Scheme (DAS) Administrator under the DAAS Act for approval of a debt payment programme or a Contractor gives written intimation to the DAS Administrator of their intention to make such an application;

(4) the presentation of a petition or other application for the appointment of any liquidator (whether provisional, interim or otherwise), administrator, receiver, administrative receiver, compulsory manager, trustee (in sequestration or otherwise), insolvency official or other similar officer in respect of the Contractor or any of its assets, unless it is withdrawn within three (3) Business Days from the date on which the Contractor is notified of it;

(5) the appointment of any liquidator (whether provisional, interim or otherwise) administrator, receiver, administrative receiver, compulsory manager, trustee (in sequestration or otherwise), insolvency official or other similar officer in respect of the Contractor or any of its assets;

(6) where the Contractor is either unable to pay its debts as they fall due or has no reasonable prospect of being able to pay debts which are not immediately payable. The Authority shall regard the Contractor as being unable to pay its debts if:

(a) it has failed to comply with or to set aside a statutory demand under section 268 of the Insolvency Act 1986 or section 7 of the Bankruptcy (Scotland) Act 1985 within twenty-one (21) Business Days of service of the statutory demand on it;

(b) an execution or other process to enforce a debt due under a judgment or order of the court has been returned unsatisfied in whole or in part;

(c) a charge for payment of a debt has been served on the Contractor and has not been satisfied, returned or avoided within fourteen (14) Business Days of service; or

(d) it is apparently insolvent within the meaning of the Bankruptcy (Scotland) Act

1985; or

(7) any analogous procedure or step is taken in any jurisdiction;

b. where the Contractor is a firm:

(1) the Contractor preparing and submitting documents to a nominee or filing or lodging documents in court, in each case in respect of a moratorium on creditor action under schedule A1 of IA 86 in respect of the Contractor;

(2) any composition, compromise, assignment, assignation or arrangement is made with any of the Contractor's creditors (including, without limitation, an individual voluntary arrangement under IA 86 and a trust deed for the benefit of any of the Contractor's creditors) or a moratorium on any of the Contractor's indebtedness comes into force;

(3) any event listed in clause A19.a occurs in respect of any partner of the Contractor who is an individual in connection with a liability or debt of the Contractor;

(4) any event listed in clause A19.c occurs in respect of any partner of the Contractor which is a company or limited liability partnership registered in England and Wales or Scotland in connection with a liability or debt of the Contractor;

(5) an event listed in clause A19.e in respect of any partner of the Contractor which is a company or similar entity (including any incorporated entity) registered other than in England and Wales or Scotland in connection with a liability or debt of the Contractor;

(6) any event listed in this clause A19.b occurs in respect of any partner of the Contractor which is itself a firm in connection with a liability or debt of the Contractor;

(7) the presentation of a petition or other application for the appointment of any liquidator (whether provisional, interim or otherwise), administrator, receiver, administrative receiver, compulsory manager, trustee (in sequestration or otherwise), insolvency official or other similar officer in respect of the Contractor or any of its assets, unless it is withdrawn within three (3) Business Days from the date on which the Contractor is notified of it;

(8) the appointment of any liquidator (whether provisional, interim or otherwise) administrator, receiver, administrative receiver, compulsory manager, trustee (in sequestration or otherwise), insolvency official or other similar officer in respect of the Contractor or any of its assets;

(9) any resolution is passed or order made for the winding up, dissolution, administration or reorganisation of (or the institution of any other insolvency proceedings or procedure in relation to) the Contractor;

(10) where the Contractor is either unable to pay its debts as they fall due or has no reasonable prospect of being able to pay debts which are not immediately payable. The Authority shall regard the Contractor as being unable to pay its debts if:

(a) it is apparently insolvent within the meaning of the Bankruptcy (Scotland) Act 1985; or

(b) it is unable to pay its debts in terms of section 221 of IA 86; or

(11) any analogous procedure or step is taken in any jurisdiction;

c. where the Contractor is a company or limited liability partnership registered in England and Wales or Scotland:

(1) the Contractor preparing and submitting documents to a nominee or filing or lodging documents in court in each case in respect of a moratorium on creditor action under schedule A1 of IA 86;

(2) any composition, compromise, assignment, assignation or arrangement is made with any of its creditors (including, without limitation, a company voluntary arrangement under IA 86) or a moratorium on any of the Contractors indebtedness comes into force;

(3) the presentation of a petition or other application for the appointment of any liquidator (whether provisional, interim or otherwise), administrator, receiver, administrative receiver, compulsory manager, trustee (in sequestration or otherwise), insolvency official or other similar officer in respect of the Contractor or any of its assets, unless it is withdrawn within three (3) Business Days from the date on which the Contractor is

notified of it;

(4) the appointment of any liquidator (whether provisional, interim or otherwise) administrator, receiver, administrative receiver, compulsory manager, trustee (in sequestration or otherwise), insolvency official or other similar officer in respect of the Contractor or any of its assets;

(5) any resolution is passed or order made for the winding up, dissolution, administration or reorganisation of (or the institution of any other insolvency proceedings or procedure in relation to) the Contractor;

(6) where the Contractor is either unable to pay its debts as they fall due or has no reasonable prospect of being able to pay debts which are not immediately payable. The Authority shall regard the Contractor as being unable to pay its debts if the Contractor is unable to pay its debts in terms of section 123 of IA 86; or

(7) any analogous procedure or step is taken in any jurisdiction;

d. where the Contractor is unable or admits inability to pay its debts as they fall due or is deemed to be or declared to be unable to pay its debts, suspends or threatens to suspend making payments or any of its debts or, by reason of actual or anticipated financial difficulties, or commences negotiations with one or more of its creditors with a view to rescheduling any of its indebtedness;

e. where the Contractor is a company or similar entity (including any incorporated entity) registered other than in England and Wales or Scotland, events occur or are carried out which, within the jurisdiction to which it is subject, are similar in nature or effect to those specified above;

Corrupt Gifts

f. where the Authority becomes aware that the Contractor, its employees, agents or any Subcontractor (or anyone acting on its behalf or any of its or their employees):

(1) has offered, promised or given to any Crown servant any gift or financial or other advantage of any kind as an inducement or reward:

(a) for doing or not doing (or for having done or not having done) any act in relation to the obtaining or execution of this Contract or any other contract with the Crown; or

(b) for showing or not showing favour or disfavour to any person in relation to this Contract or any other contract with the Crown;

(2) commits or has committed any prohibited act or any offence under the Prevention of Corruption Acts 1889 – 1916, under sub sections 108 – 109 of the Anti-Terrorism or Crime and Security Act 2001 before these Acts or sub sections are revoked or an offence under the Bribery Act 2010 with or without the knowledge or authority of the Contractor in relation to this Contract or any other contract with the Crown;

(3) has entered into this Contract or any other contract with the Crown in connection with which commission has been paid or has been agreed to be paid by it or on its behalf, or to its knowledge, unless before the Contract is made particulars of any such commission and of the conditions of any such agreement for the payment thereof have been disclosed in writing to the Authority.

g. In exercising its rights or remedies to terminate the Contract under A19 f. the Authority shall:

(1) act in a reasonable and proportionate manner having regard to such matters as the gravity of, and the identity of the person committing the prohibited act;

(2) give due consideration, where appropriate, to action other than termination of the Contract, including (without being limited to):

(a) requiring the Contractor to procure the termination of a subcontract where the prohibited act is that of a Subcontractor or anyone acting on its or their behalf;

(b) requiring the Contractor to procure the dismissal of an employee (whether its own or that of a Subcontractor or anyone acting on its behalf) where the prohibited act is that of such employee.

h. Where the Contract has been terminated under clause A19 f. of this Condition, the Authority shall be entitled to purchase substitute Contractor Deliverables from elsewhere and recover from the Contractor any costs and expenses incurred by the Authority in obtaining the Contractor Deliverables in substitution from another supplier.

A20. Consequences of Termination

The termination of the Contract, however arising, shall be without prejudice to the rights and duties of either Party accrued prior to termination. The Conditions that expressly or by implication have effect after termination shall continue to be enforceable even after termination.

A21. Dispute Resolution

a. The Parties will attempt in good faith to resolve any dispute or claim arising out of or relating to the Contract through negotiations between the respective representatives of the Parties having authority to settle the matter, which attempts may include the use of any alternative dispute resolution procedure on which the Parties may agree.

b. In the event that the dispute or claim is not resolved pursuant to clause A21.a the dispute shall be referred to arbitration. Unless otherwise agreed in writing by the Parties, the arbitration and this clause A21.b shall be governed by the Arbitration Act 1996. For the purposes of the arbitration, the arbitrator shall have the power to make provisional awards pursuant to Section 39 of the Arbitration Act 1996.

c. For the avoidance of doubt, anything said, done or produced in or in relation to the arbitration process (including any awards) shall be confidential between the Parties, except as may be lawfully required in judicial proceedings relating to the arbitration or otherwise.

A22. Termination for Convenience

a. The Authority shall have the right at any time to terminate the Contract in whole or in part by giving the Contractor written Notice to expire at the end of the period specified in Schedule 3 (Contract Data Sheet) or if no such period is specified at the end of twenty (20) Business Days.

b. In the event that the Authority exercises its rights in accordance with clause A22.a, the Authority shall indemnify the Contractor against any commitments, liabilities or expenditure which are reasonably and properly chargeable by the Contractor in connection with the Contract and which would otherwise represent an unavoidable loss by the Contractor by reason of termination of the Contract or the relevant part thereof.

c. The Authority's total liability under clause A22.b shall be limited to the total price of the Contractor Deliverables payable under the Contract or the relevant part thereof, including any sums paid, due or becoming due to the Contractor at the date of termination.

A23. Contractor's Records

The Contractor shall maintain all records in connection with the Contract (expressly or otherwise), and without prejudice to condition A11 (Disclosure of Information), make them available to be examined or copied, by or on behalf of the Authority, as the Authority may require. These records shall be retained for a period of at least six (6) years from:

- (1) the end of the Contract term;
- (2) termination of the Contract; or
- (3) the final payment,

whichever occurs latest.

A24. Duration of Contract

This Contract comes into effect on the Effective Date of Contract and will expire automatically on the date identified in Schedule 3 (Contract Data Sheet) unless it is otherwise terminated in accordance with the provisions of the Contract, or otherwise lawfully terminated.

A25. Contractor's Warranties

a. The Contractor warrants and represents, that:

- (1) it has the full capacity and authority to enter into, and to exercise its rights and perform its obligations under, the Contract;

(2) from the Effective Date of Contract and for so long as the Contract remains in force it shall give the Authority Notice of any litigation, arbitration (unless expressly prohibited from doing so in accordance with the terms of the arbitration), administrative or adjudication or mediation proceedings before any court, tribunal, arbitrator, administrator or adjudicator or mediator or relevant authority against itself or a Subcontractor which would adversely affect the Contractor's ability to perform its obligations under the Contract;

(3) as at the Effective Date of Contract no proceedings or other steps have been taken and not discharged (nor, to the best of the knowledge of the Contractor, threatened) for its winding-up or dissolution or for the appointment of a receiver, administrative receiver, administrator, liquidator, trustee or similar officer in relation to any of its assets or revenues;

(4) for so long as the Contract remains in force it shall give the Authority Notice of any proceedings or other steps that have been taken but not discharged (nor to the best of the knowledge of the Contractor, threatened) for its winding-up or dissolution or for the appointment of a receiver, administrator, liquidator, trustee or similar officer in relation to any of its assets or revenues.

B The Contractor Deliverables

B1. Supply of Contractor Deliverables and Quality Assurance

a. The Contractor shall provide the Contractor Deliverables to the Authority, in accordance with the Schedule of Requirements and the Specification, and shall allocate sufficient resource to the provision of the Contractor Deliverables to enable it to comply with this obligation.

b. The Contractor shall:

(1) comply with any applicable quality assurance requirements specified in Schedule 3 (Contract Data Sheet) in providing the Contractor Deliverables;

(2) comply with all applicable Legislation; and

(3) discharge its obligations under the Contract with all due skill, care, diligence and operating practice by appropriately experienced, qualified and trained personnel.

c. The provisions of clause B1.b. shall survive any performance, acceptance or payment pursuant to the Contract and shall extend to any remedial services provided by the Contractor.

d. The Contractor shall:

(1) observe, and ensure that the Contractor's Team observe, all health and safety rules and regulations and any other security requirements that apply at any of the Authority's premises;

(2) notify the Authority as soon as it becomes aware of any health and safety hazards or issues which arise in relation to the Contractor Deliverables; and

(3) before the date on which the Contractor Deliverables are to start, obtain, and at all times maintain, all necessary licences and consents in relation to the Contractor Deliverables.

B2. Environmental Requirements

The Contractor shall in all its operations to perform the Contract, adopt a sound proactive environmental approach that identifies, considers, and where possible, mitigates the environmental impacts of its supply chain. The Contractor shall provide evidence of so doing to the Authority on demand.

B3. Disruption

a. The Contractor shall take reasonable care to ensure that in the performance of its obligations under this Contract it does not disrupt the operations of the Authority, its employees or any other contractor employed by the Authority.

b. The Contractor shall inform the Authority of any actual or potential industrial action which affects or might affect its ability at any time to perform its obligations under the Contract as soon as it becomes aware of the actual or potential industrial action and certainly no later than seven (7)

Business Days before the action is due to take place, whether such action be by its own employees or others.

- c. The Contractor shall have robust contingency plans in place to ensure that, in the event of industrial action by the Contractor's Team, provision of the Contractor Deliverables is maintained and such contingency plans shall be available for the Authority to inspect and / or comment on at any reasonable time and shall be updated and revised as necessary by the Contractor throughout the contract period.

C Price

C1. Contract Price

- a. The Contractor shall provide the Contractor Deliverables to the Authority at the Contract Price. The Contract Price shall be a Firm Price unless otherwise stated in Schedule 3 (Contract Data Sheet).
- b. Subject to condition G2 the Contract Price shall be inclusive of any UK custom and excise or other duty payable. The Contractor shall not make any claim for drawback of UK import duty on any part of the Contract Deliverables supplied which may be for shipment outside of the UK.

D Intellectual Property

D1. Third Party Intellectual Property – Rights and Restrictions

- a. The Contractor and, where applicable any Subcontractor, shall promptly notify the Authority as soon as they become aware of:
 - (1) any invention or design the subject of patent or registered Design Rights (or application thereof) owned by a third party which appears to be relevant to the performance of the Contract or to use by the Authority of anything required to be done or delivered under the Contract;
 - (2) any restriction as to disclosure or use, or obligation to make payments in respect of any other intellectual property (including technical Information) required for the purposes of the Contract or subsequent use by the Authority of anything Delivered under the Contract and, where appropriate, the notification shall include such Information as is required by Section 2 of the Defence Contracts Act 1958;
 - (3) any allegation of infringement of intellectual property rights made against the Contractor and which pertains to the performance of the Contract or subsequent use by the Authority of anything required to be done or delivered under the Contract.

Clause D1.a does not apply in respect of Contractor Deliverables normally available from the Contractor as a commercial off the shelf (COTS) item or service.

- b. If the Information required under clause D1.a has been notified previously, the Contractor may meet its obligations by giving details of the previous notification.

- c. For COTS Contractor Deliverables patents and registered designs in the UK, in respect of any question arising (by way of an allegation made to the Authority or Contractor, or otherwise) that the manufacture or provision under the Contract of Contractor Deliverables normally available from the Contractor as a COTS item or service is an infringement of a UK patent or registered design not owned or controlled by the Contractor or the Authority, the Contractor shall, subject to the agreement of the third party owning such patent or registered design, be given exclusive conduct of any and all negotiations for the settlement of any claim or the conduct of any litigation arising out of such question. The Contractor shall indemnify the Authority, its officers, agents and employees against any liability and cost arising from such allegation. This clause shall not apply if:

- (1) the Authority has made or makes an admission of any sort relevant to such question;
- (2) the Authority has entered or enters into any discussions on such question with any third party without the prior written agreement of the Contractor;
- (3) the Authority has entered or enters into negotiations in respect of any relevant claim for compensation in respect of Crown Use under Section 55 of the Patents Act 1977 or Section 12 of the Registered Designs Act 1977;

(4) legal proceedings have been commenced against the Authority or the Contractor in respect of Crown Use, but only to the extent of such Crown Use that has been properly authorised.

d. The indemnity in clause D1.c does not extend to use by the Authority of anything supplied under the Contract where that use was not reasonably foreseeable at the time of the Contract.

e. In the event that the Authority has entered into negotiation in respect of a claim for compensation, or legal proceedings in respect of the Crown Use have commenced, the Authority shall forthwith authorise the Contractor for the purposes of performing the Contract (but not otherwise) to utilise a relevant invention or design in accordance with Sections 55 and 56 of the Patents Act 1977 or Section 12 of the Registered Designs Act 1949 and to use any model, document or information relating to any such invention or design which may be required for that purpose.

f. For all other Contractor Deliverables patents and registered designs in the UK, if a relevant invention or design has been notified to the Authority by the Contractor prior to the Effective Date of the Contract, then unless it has been otherwise agreed, under the provisions of Sections 55 and 56 of the Patents Act 1977 or Section 12 of the Registered Designs Act 1949, the Contractor is hereby authorised to utilise that invention or design, notwithstanding the fact that it is the subject of a UK Patent or UK Registered Design, for the purpose of performing the Contract.

g. If, under clause D.1 a, a relevant invention or design is notified to the Authority by the Contractor after the Effective Date of Contract, then:

(1) if the owner (or its exclusive licensee) takes or threatens in writing to take any relevant action against the Contractor, the Authority shall issue to the Contractor a written authorisation in accordance with the provisions of Sections 55 and 56 of the Patents Act 1977 or Section 12 of the Registered Designs Act 1949, and

(2) in any event, unless the Contractor and the Authority can agree an alternative course of action, the Authority shall not unreasonably delay the issue of a written authorisation in accordance with the provisions of Sections 55 and 56 of the Patents Act 1977 or Section 12 of the Registered Designs Act 1949.

h. The Authority shall assume all liability and shall indemnify the Contractor, its officers, agents and employees against liability, including the Contractor's costs, as a result of infringement by the Contractor or their suppliers of any patent, utility model, registered design or like protection outside the United Kingdom in the performance of the Contract when such infringement arises from or is incurred by reason of the Contractor following any specification, statement of work or instruction in the Contract or using, keeping or disposing of any item given by the Authority for the purpose of the Contract in accordance with the Contract.

i. The Contractor shall assume all liability and shall indemnify the Authority, its officers, agents and employees against liability, including the Authority's costs, as a result of infringement by the Contractor or their suppliers of any patent, utility model, registered design or like protection outside the UK in the performance of the Contract when such infringement arises from or is incurred otherwise than by reason of the Contractor following any specification, statement of work or instruction in the Contract or using, keeping or disposing of any item given by the Authority for the purpose of the Contract in accordance with the Contract.

j. The Contractor shall not be entitled to any reimbursement of any royalty, licence fee or similar expense incurred in respect of anything to be done under the Contract, where:

(1) a relevant discharge has been given under Section 2 of the Defence Contracts Act 1958, or relevant authorisation in accordance with Sections 55 or 57 of the Patents Act 1977, Section 12 of the Registered Designs Act 1949 or Section 240 of the Copyright, Designs and Patents Act 1988 in respect of any intellectual property; or

(2) any obligation to make payments for intellectual property has not been promptly notified to the Authority under clause D1.a.

k. Where authorisation is given by the Authority under clause D1.e, D1.f or D1.g, to the extent permitted by Section 57 of the Patents Act 1977, Section 12 of the Registered Designs Act 1949 or Section 240 of the Copyright, Designs and Patents Act 1988, the Contractor shall also be:

- (1) released from payment whether by way of royalties, licence fees or similar expenses in respect of the Contractor's use of the relevant invention or design, or the use of any relevant model, document or information for the purpose of performing the Contract; and
- (2) authorised to use any model, document or information relating to any such invention or design which may be required for that purpose.

l. The Contractor shall assume all liability and indemnify the Authority and its officers, agents and employees against liability, including costs as a result of:

- (1) infringement or alleged infringement by the Contractor or their suppliers of any copyright, database right, Design Right or the like protection in any part of the world in respect of any item to be supplied under the Contract or otherwise in the performance of the Contract;
- (2) misuse of any confidential information, trade secret or the like by the Contractor in performing the Contract;
- (3) provision to the Authority of any information or material which the Contractor does not have the right to provide for the purpose of the Contract.

m. The Authority shall assume all liability and indemnify the Contractor, its officers, agents and employees against liability, including costs as a result of:

- (1) infringement or alleged infringement by the Contractor or their suppliers of any copyright, database right, Design Right or the like protection in any part of the world in respect of any item provided by the Authority for the purpose of the Contract but only to the extent that the item is used for the purpose of the Contract;
- (2) alleged misuse of any confidential Information, trade secret or the like by the Contractor as a result of use of information provided by the Authority for the purposes of the Contract, but only to the extent that Contractor's use of that Information is for the purposes intended when it was disclosed by the Authority.

n. The general authorisation and indemnity is:

- (1) Clauses D1.a – D.1.m represents the total liability of each Party to the other under the Contract in respect of any infringement or alleged infringement of patent or other Intellectual Property Right (IPR) owned by a third party;
- (2) Neither Party shall be liable, one to the other, for any consequential loss or damage arising as a result, directly or indirectly, of a claim for infringement or alleged infringement of any patent or other IPR owned by a third party;
- (3) A Party against whom a claim is made or action brought, shall promptly notify the other Party in writing if such claim or action appears to relate to an infringement which is the subject of an indemnity or authorisation given under this Condition by such other Party. The notification shall include particulars of the demands, damages and liabilities claimed or made of which the notifying Party has notice;
- (4) The Party benefiting from the indemnity or authorisation shall allow the other Party, at its own expense, to conduct any negotiations for the settlement of the same, and any litigation that may arise therefrom and shall provide such information as the other Party may reasonably require;
- (5) Following a notification under clause D1.n.(3), the Party notified shall advise the other Party in writing within thirty (30) Business Days whether or not it is assuming conduct of the negotiations or litigation. In that case the Party against whom a claim is made or action brought shall not make any statement which might be prejudicial to the settlement or defence of such a claim without the written consent of the other Party;
- (6) The Party conducting negotiations for the settlement of a claim or any related litigation shall, if requested, keep the other Party fully informed of the conduct and progress of such negotiations.

o. If at any time a claim or allegation of infringement arises in respect of copyright, database right, Design Right or breach of confidence as a result of the provision of any Contractor Deliverable by the Contractor to the Authority, the Contractor may at its own expense replace the item with an item of equivalent functionality and performance so as to avoid infringement or breach. The Parties will co-operate with one another to mitigate any claim or damage which may arise from use of third party IPR.

p. Nothing in condition D1 shall be taken as an authorisation or promise of an authorisation under Section 240 of the Copyright, Designs and Patents Act 1988.

E Facilities And Assets

E1. Access to Contractor's Premises

The Contractor shall provide to the Authority's Representatives following reasonable notice, relevant accommodation / facilities, at no direct cost to the Authority, and all reasonable access to its premises for the purpose of monitoring the Contractor's progress and quality standards in performing the Contract.

F Delivery

F1. Authority's Remedies for Breach of Contract

a. If the Contractor:

- (1) fails to provide the Contractor Deliverables (or any part thereof) by the relevant date specified in Schedule of Requirements and / or the Specification;
- (2) provides Contractor Deliverables (or any part thereof) that are not in accordance with, or the Contractor fails to comply with, any terms of the Contract;
- (3) supplies Contractor Deliverables that do not comply with clause B1.b;
- (4) fails to address the Authority's concerns to the Authority's satisfaction in accordance with condition A18, or fails to supply or withholds the Information required under clause A18.a;
- (5) commits a persistent failure by failing to meet either:
 - (a) a single Key Performance Indicator (KPI) on two or more occasions in successive three month periods; or
 - (b) two or more KPIs in a single three month periodwhere this Contract includes Core+ condition "Key Performance Indicators and Performance Management"; or
- (6) otherwise commits a material breach of its obligations under the Contract,

the Authority shall have the right to exercise one or more of the following remedies:

- (7) where the Contractor commits a persistent failure in accordance with clause F1.a.(5) or where the breach is material in accordance with clause F1.a.(6), to terminate the Contract or the relevant part thereof, with immediate effect and without liability to the Authority, by giving written Notice to the Contractor;
- (8) refuse to accept the provision of any further Contractor Deliverables by the Contractor and the Contractor shall refund to the Authority any sums paid in respect of the Contractor Deliverables that fail to comply with the terms of the Contract;
- (9) give the Contractor the opportunity at the Contractor's expense to carry out such remedial services as is necessary to correct the Contractor's failure or otherwise to rectify the breach within the Authority-specified time limits;
- (10) purchase substitute services from elsewhere;
- (11) claim such damages as may have been sustained as a result of the Contractor's breach or breaches of the Contract, including but not limited to any costs and expenses incurred by the Authority in:
 - (a) carrying out any work that may be required to make the Contractor Deliverables comply with the Contract; or
 - (b) obtaining the Contractor Deliverables in substitution from another supplier.

b. In addition to the Authority's rights in clause F1.a., if the Authority reasonably believes at any time before the Contract Implementation Date that the Contractor will not be able to achieve Full Service Provision by the Contract Implementation Date then the Authority shall be entitled to terminate the Contract in whole or in part with immediate effect and without liability by giving written Notice to the Contractor.

c. In the event that the Authority terminates the Contract in whole or in part pursuant to

clause F1.a.(7) or F1.b. or for any other lawful reason, the Authority shall also have the right to require the Contractor to transfer any or all of the Assets to the Authority, wherever they are located, upon the payment of a sum representing the market value of those Assets which the Contractor has purchased but not recovered the cost of from the Authority.

d. This condition F1 shall also apply to any remedial services carried out by the Contractor in accordance with clause F1.a.(9).

e. The Authority's rights and remedies under this condition F1 are in addition to its rights and remedies implied by statute and common law.

G Payment And Receipts

G1. Payment and Recovery of Sums Due

a. Payment for Contractor Deliverables under the Contract shall be made via the Contracting, Purchasing & Finance (CP&F) electronic procurement tool.

b. The Authority shall pay all valid and undisputed claims for payment submitted by the Contractor to DBS Finance on or before the day which is thirty (30) days after the later of:

(1) the day upon which a valid request for approval of payment is received by the Authority; and

(2) the date of completion of the part of the Contract to which the request for approval of payment relates.

c. The approval for payment of a valid and undisputed invoice by the Authority shall not be construed as acceptance by the Authority of the performance of the Contractor's obligations nor as a waiver of its rights and remedies under this Contract.

d. Without prejudice to any other right or remedy, the Authority reserves the right to set off any amount owing at any time from the Contractor to the Authority against any amount payable by the Authority to the Contractor under the Contract or under any other contract with the Authority, or with any other Government Department.

G2. Value Added Tax

a. The Contract Price excludes any UK output Value Added Tax (VAT) and any similar EU (or non-EU) taxes chargeable on the provision of any Contractor Deliverables by the Contractor to the Authority.

b. If the Contractor is required by UK VAT law to be registered for UK VAT (or has registered voluntarily) in respect of its business activities at the time of any supply, the Contractor shall include separately in any claim for payment a sum equal to any VAT chargeable at the prevailing rate on the Contract Price claimed and the Authority shall pay it. In the event of any doubt about the applicability of the tax in such cases, the Authority may require the Contractor to obtain and pass to the Authority a formal ruling from HM Revenue and Customs (HMRC).

c. The Contractor is responsible for the determination of VAT liability. In cases of doubt, the Contractor shall consult HMRC and not the Authority's Representative. The Contractor shall notify the Authority's Representative (Commercial) of the Authority's VAT liability under this Contract, when the liability is other than at the standard rate of VAT, and any changes to it.

d. Where the provision of any Contractor Deliverables comes within the scope of UK VAT, but the Contractor is not required by UK VAT law to be registered for UK VAT (and has not registered voluntarily), the Authority shall be responsible for assessing and paying over directly to HMRC any UK output VAT due in respect of the Contractor Deliverables.

e. Where Contractor Deliverables are deemed to be supplied to the Authority outside the UK, the Contractor may be required by the laws of the country where the supply takes place to register there for EU (or non-EU) turnover or similar tax. In that event, the Authority shall pay to the Contractor in addition to the Contract Price (and any other sum due to the Contractor under the Contract) a sum equal to the tax the Contractor is liable to pay to the tax authorities of the country in question in relation to the Contractor Deliverables.

G3. Debt Factoring

a. Subject to the Contractor obtaining the prior written consent of the Authority in accordance with condition A6 (Assignment of Contract), the Contractor may assign to a third Party ("the Assignee") the right to receive payment of the Contract Price or any part thereof due to the Contractor under the Contract (including interest which the Authority incurred through late payment under the Late Payment of Commercial Debts (Interest) Act 1998 ('the Act')). Any assignment of the right to receive payment of the Contract Price (or any part thereof) under this condition G3 shall be subject to:

- (1) reduction of any sums in respect of which the Authority exercises its right of recovery under clause G1.d;
- (2) all related rights of the Authority under the Contract in relation to the recovery of sums due but unpaid; and
- (3) the Authority receiving notification under both clauses G3.b and G3.c.(2).

b. In the event that the Contractor obtains from the Authority the consent to assign the right to receive the Contract Price (or any part thereof) under clause G3.a, the Contractor shall notify the Authority in writing of the assignment and the date upon which the assignment becomes effective.

c. The Contractor shall ensure that the Assignee:

- (1) is made aware of the Authority's continuing rights under clauses G3.a.1 and G3.a.2; and
- (2) notifies the Authority of the Assignee's contact information and bank account details to which the Authority shall make payment, subject to any reduction made by the Authority in accordance with sub-clauses G3.a.(1) and G3.a.(2).

d. The provisions of condition G1 (Payment) shall continue to apply in all other respects after the assignment and shall not be amended without the prior approval of the Authority.

H Contract Administration

H1. Progress Monitoring, Meetings and Reports

a. The Contractor shall attend progress meetings at the frequency or times (if any) specified in Schedule 3 (Contract Data Sheet) and shall ensure that its Contractor's Representatives are suitably qualified to attend such meetings.

b. The Contractor shall submit progress reports to the Authority's Representatives at the times and in the format (if any) specified in Schedule 3 (Contract Data Sheet). The reports shall detail as a minimum:

- (1) performance/Delivery of the Contractor Deliverables;
- (2) risks and opportunities;
- (3) any other information specified in Schedule 3 (Contract Data Sheet); and
- (4) any other information reasonably requested by the Authority.

H2. Authority Representatives

a. Any reference to the Authority in respect of:

- (1) the giving of consent;
- (2) the delivering of any Notices; or
- (3) the doing of any other thing that may reasonably be undertaken by an individual acting on behalf of the Authority,

shall be deemed to be references to the Authority's Representatives in accordance with this condition H2.

b. The Authority's Representatives detailed in Schedule 3 (Contract Data Sheet) (or their nominated deputy) shall have full authority to act on behalf of the Authority for all purposes of the Contract. Unless notified in writing before such act or instruction, the Contractor shall be entitled to treat any act of the Authority's Representatives which is authorised by the Contract as being expressly authorised by the Authority and the Contractor shall not be required to

determine whether authority has in fact been given.

c. In the event of any change to the identity of the Authority's Representatives, the Authority shall provide written confirmation to the Contractor, and shall update Schedule 3 (Contract Data Sheet) in accordance with condition A2 (Amendments to Contract).

H3. Notices

a. A Notice served under the Contract shall be:

- (1) in writing in the English Language;
- (2) authenticated by signature or such other method as may be agreed between the Parties;
- (3) sent for the attention of the other Party's representative, and to the address set out in Schedule 3 (Contract Data Sheet);
- (4) marked with the number of the Contract; and
- (5) delivered by hand, prepaid post (or airmail), facsimile transmission or, if agreed in Schedule 3 (Contract Data Sheet), by electronic mail.

b. Notices shall be deemed to have been received:

- (1) if delivered by hand, on the day of delivery if it is a Business Day in the place of receipt, and otherwise on the first Business Day in the place of receipt following the day of delivery;
- (2) if sent by prepaid post, on the fourth Business Day (or the tenth Business Day in the case of airmail) after the day of posting;
- (3) if sent by facsimile or electronic means:
 - (a) if transmitted between 09:00 and 17:00 hours on a Business Day (recipient's time) on completion of receipt by the sender of verification of the transmission from the receiving instrument; or
 - (b) if transmitted at any other time, at 09:00 on the first Business Day (recipient's time) following the completion of receipt by the sender of verification of transmission from the receiving instrument.

J. The project specific DEFCONS and DEFCON SC variants that apply to this Contract are:

DEFCON 76 (Edn 12/06) - Contractor's Personnel At Government Establishments
DEFCON 630 (Edn 03/15) – Framework Agreements

K. The special conditions that apply to this Contract are:

K1. Overseas Expenditure

a. The Contractor shall report, in writing, to the Authority details of any direct Overseas expenditure valued over £1 million likely to be incurred in the execution of the Contract immediately the possibility is known if such details were not furnished at the time of tendering. The details to be provided are as follows:

- (1) Contract No;
- (2) country in which subcontract placed/to be placed;
- (3) name, division and full postal address of Subcontractor;
- (4) value of subcontract as applicable to main Contract;
- (5) date placed/to be placed.

b. If no overseas orders valued over £1 million are to be placed, or are placed, the Contractor shall advise the Authority to this effect.

c. For the purpose of clauses a. and b. Overseas expenditure comprises only those direct payments made by the Contractor to:

(1) Overseas firms and

(2) UK firms, including UK branches or subsidiaries of Overseas firms, for the supply of finished or semi-finished manufactured products imported directly into the UK by the Contractor or by such UK firms.

d. The Contractor shall submit any Information required by clause a. to the Authority's Representative (Commercial).

K2. Key Performance Indicators and Performance Management

The Contractor's performance of the Contract shall be monitored and measured using the agreed Key Performance indicators (KPIs) within Section L1 of this Contract.

K3. Travel and Subsistence

Claims for Travel and Subsistence (T&S) should be in line with the Civil Service Code which states civil servants must ensure "public money and other resources are used efficiently" e.g. travel should be the most economic option available.

L. The processes that apply to this Contract are:

L1. Key Performance Indicators

a. A Key Performance Indicator (KPI) is an objective measure of Contractor performance against Contractor deliverables.

b. The KPIs at condition L2. shall commence from the Effective Date of Contract as specified within A24. Duration of Contract. They shall be measured on a quarterly or annual basis (as specified against each KPI), with the first quarter end being 3 months after the Effective Date of Contract.

c. The Contractor shall score themselves against the KPIs in accordance with the measurement methodology at condition L2. and submit the scores to the Designated Officer within 10 working days of the quarter end. The Designated Officer will review the percentages achieved and either confirm or reject them. In the event of any dispute as to whether the KPIs have been achieved this shall be submitted to the Authority's Commercial Officer for review.

d. The Authority shall invoke condition F1. Authority's Remedies for Breach of Contract if the Contractor commits a persistent failure.

e. The Authority and Contractor shall review the effectiveness of the KPIs, detailed at L2. at 6 monthly intervals as part of Condition H1. Progress Meetings.

L2. Key Performance Indicators Applicable to the Contract

Ser No	Description	Performance Standard	Measurement Timescale	Measurement Methodology
1	Fulfilment of Respect for Others Standard Training courses as requested by the Authority.	Delivery of at least 95% of courses within the timescales requested.	Quarterly	(Number of courses delivered by the Contractor divided by the number of courses requested to be delivered by the Authority) x 100% = performance mark against the KPI performance standard
2	Fulfilment of Respect for Others HQ Training Package courses as requested by the Authority.	Delivery of at least 95% of courses within the timescales requested.	Annual	(Number of courses delivered by the Contractor divided by the number of courses requested to be delivered by the Authority) x 100% = performance mark against the KPI performance standard
3	Fulfilment of Command Leadership & Management Respect for Others Training courses as requested by the Authority.	Delivery of at least 95% of courses within the timescales requested.	Quarterly	(Number of courses delivered by the Contractor divided by the number of courses requested to be delivered by the Authority) x 100% = performance mark against the KPI performance standard
4	Fulfilment of Phase 1 Training Respect for Others Training courses as requested by the Authority.	Delivery of at least 95% of courses within the timescales requested.	Annual	(Number of courses delivered by the Contractor divided by the number of courses requested to be delivered by the Authority) x 100% = performance mark against the KPI performance standard
5	Feedback received from course participants.	Achieve a satisfaction rate of at least 80%.	Quarterly	(Number of satisfied feedback responses received divided by the total number of feedback responses received) x 100% = performance mark against the KPI performance standard

Schedule 1 - Definitions of Contract

Core Definitions

Assets	means items / materials which the Contractor has acquired for the purposes of performing their obligations under the Contract;
Authority	means the Secretary of State for Defence acting on behalf of the Crown;
Authority's Representative(s)	shall be those person(s) defined in Schedule 3 (Contract Data Sheet) who will act as the Authority's Representative(s) in connection with the Contract. Where the term "Authority's Representative(s)" in the Conditions is immediately followed by a functional description in brackets, the appropriate Authority's Representative(s) shall be the designated person(s) for the purposes of clause H2.b;
Business Day	means any day excluding: <ul style="list-style-type: none">a. Saturdays, Sundays and public and statutory holidays in the jurisdiction of either Party;b. privilege days notified in writing by the Authority to the Contractor at least ten (10) Business Days in advance; andc. such periods of holiday closure of the Contractor's premises of which the Authority is given written Notice by the Contractor at least ten (10) Business Days in advance;
Central Government Body	a body listed in one of the following sub-categories of the Central Government classification of the Public Sector Classification Guide, as published and amended from time to time by the Office for National Statistics: <ul style="list-style-type: none">a. Government Department;b. Non-Departmental Public Body or Assembly Sponsored Public Body (advisory, executive, or tribunal);c. Non-Ministerial Department; or Executive Agency.
Child Labour Legislation	means those International Labour Law Conventions concerning economic exploitation of children through the performance of work which is likely to be hazardous or to interfere with a child's health or development, including but not limited to slavery, trafficking, debt bondage or forced labour, which are ratified and enacted into domestic law and directly applicable to the Contractor in the jurisdiction(s) in which it performs the Contract.
Conditions	means the terms and conditions set out in this document;
Consignee	means that part of the Authority identified in Schedule 3 (Contract Data Sheet) to whom the Contractor Deliverables are to be supplied;
Contract	means the Contract including its Schedules and any amendments agreed by the Parties in accordance with condition A2 (Amendments);
Contract Implementation Date	means the day upon which the Contractor is fully responsible for the provision of all of the Contractor Deliverables required;
Contract Price	means the amount set out in Schedule 2 (Schedule of Requirements) to be paid (inclusive of packaging and exclusive of any applicable VAT) by the Authority to the Contractor, for the full and proper performance by the Contractor of its obligations under the Contract;

Contractor	means the person who, by the Contract, undertakes to provide the Contractor Deliverables, for the Authority as is provided by the Contract. Where the Contractor is an individual or a partnership, the expression shall include the personal representatives of the individual or of the partners, as the case may be, and the expression shall also include any person to whom the benefit of the Contract may be assigned by the Contractor with the consent of the Authority;
Contractor Commercially Sensitive Information	means the Information listed in the completed Schedule 6 - Contractor's Commercially Sensitive Information Form, which is Information notified by the Contractor to the Authority, which is acknowledged by the Authority as being commercially sensitive;
Contractor Deliverables	means the services and, where appropriate the documents, which the Contractor is required to provide under the Contract in accordance with the Schedule of Requirements and the Specification;
Contractor's Representative	means a person or persons employed by the Contractor in connection with the provision of the Contractor Deliverables and in connection with this Contract;
Contractor's Team	means all employees, consultants, agents and Subcontractors which the Contractor engages in relation to the Contract;
Control	<p>means the power of a person to secure that the affairs of the Contractor are conducted in accordance with the wishes of that person:</p> <p>a. by means of the holding of shares, or the possession of voting powers in, or in relation to, the Contractor; or</p> <p>b. by virtue of any powers conferred by the constitutional or corporate documents, or any other document, regulating the Contractor;</p> <p>and a change of Control occurs if a person who Controls the Contractor ceases to do so or if another person acquires Control of the Contractor;</p>
Crown Use	in relation to a patent means the doing of anything by virtue of Sections 55 to 57 of the Patents Act 1977 which otherwise would be an infringement of the patent and in relation to a Registered Design has the meaning given in paragraph 2A(6) of the First Schedule to the Registered Designs Act 1949;
DEFFORM	means the MOD DEFFORM series which can be found at https://www.gov.uk/acquisition-operating-framework ;
DEF STAN	means Defence Standards which can be accessed at https://www.dstan.mod.uk ;
Deliver	means hand over the Contractor Deliverables to the Consignee. This shall include unloading, and any other specific arrangements, agreed in accordance with SC3 Condition "Delivery / Collection" and Delivered and Delivery shall be construed accordingly;
Delivery Date	means the date as specified in Schedule 2 (Schedule of Requirements) on which the Contractor Deliverables, or the relevant portion of them are to be Delivered or made available for Collection;
Design Right(s)	has the meaning ascribed to it by Section 213 of the Copyright, Designs and Patents Act 1988;
Effective Date of Contract	means the date specified on the Authority's acceptance letter. For example the DEFFORM 159, or where the standstill period applies, the relevant Notice of Entry into Contract letter;

Firm Price	means a price (Excl. VAT) which is not subject to variation;
Full Service Provision	means the provision by the Contractor of all of the Contractor Deliverables in accordance with the Conditions of this Contract;
Information	means any Information in any written or other tangible form disclosed to one Party by or on behalf of the other Party under or in connection with the Contract, including information provided in the tender or negotiations which preceded the award of the Contract;
Key Performance Indicators	means the agreed method of monitoring and measuring the Contractor's performance against the Contract as set out in Section L (Processes) where this Contract includes Core Plus condition "Key Performance Indicators and Performance Management";
Legislation	means in relation to the United Kingdom: <ul style="list-style-type: none"> a. any Act of Parliament; b. any subordinate Legislation within the meaning of section 21 of the Interpretation Act 1978; c. any exercise of the Royal Prerogative; or d. any enforceable community right within the meaning of section 2 of the European Communities Act 1972;
Minor Change	means any change that does not significantly/materially affect the nature of the Contractor Deliverables;
Notices	shall mean all notices, orders, or other forms of communication required to be given in writing under or in connection with the Contract;
Parties	means the Contractor and the Authority, and Party shall be construed accordingly;
Schedule of Requirements	means Schedule 2 (Schedule of Requirements) and Annex A to Schedule 2, which identifies, either directly or by reference, Contractor Deliverables to be provided, the performance dates involved and the price or pricing terms in relation to each Contractor Deliverable;
Specification	means Schedule 5 (Specification) which provides the detailed description of the Contractor Deliverables and sets out any performance dates by which the Contractor shall provide such Contractor Deliverables;
Subcontractor	means any person engaged by the Contractor from time to time as may be permitted by the Contract to provide the Contractor Deliverables (or any part thereof);
Supported Businesses	means establishments or services where more than 50% of the workers are disabled persons who by reason of the nature or severity of their disability are unable to take up work in the open labour market;
Transparency Information	means the content of this Contract in its entirety, including from time to time agreed changes to the Contract, and details of any payments made by the Authority to the Contractor under the Contract.

Schedule 2 - Schedule of Requirements for Services for Contract No: CB/BFG/0133

Item Number	Contractor Deliverables	Notes to Supplier	Firm Price £ (ex-VAT) per course			
			Year 1	Year 2	Year 3	Year 4
1	Delivery of Respect for Others Standard Training	Firm Price includes the provision of course hand-outs to participants.				
2	Delivery of Respect for Others HQ Training Package	Firm Price includes the provision of course hand-outs to participants.				
3	Delivery of Command Leadership & Management Respect for Others Training	Firm Price includes the provision of course hand-outs to participants.				
4	Delivery of Phase 1 Training Respect for Others Training	Firm Price includes the provision of course hand-outs to participants.				
5	Travel and Subsistence costs in respect of Items 1-4 above.	In accordance with Condition K3. of the Contract.				
6	OPTION: Delivery of Alcohol Abuse Awareness Training	This is an option only. If the Authority requires this option the Contractor shall be requested to provide their price proposal, which shall be based on the same methodology as the pricing for Items 1-4 above. The price shall be subject to the Authority's agreement before the option is taken up.				

Schedule 3 - Contract Data Sheet for Contract No: CB/BFG/0133

<p>Condition A9 Governing Law</p>	<p>Contract to be governed and construed in accordance with: (one must be chosen)</p> <p>English Law <input type="checkbox"/></p> <p>Scots Law <input type="checkbox"/> clause A9.d shall apply</p> <p>Solicitors or other persons based in England and Wales (or Scotland if Scots Law applies) irrevocably appointed for Contractors without a place of business in England (or Scotland, if Scots Law applies) in accordance with clause A9.g (if applicable) are as follows:</p>
<p>Condition A22 Termination for Convenience</p>	<p>The Notice period for terminating the Contract shall be 20 Business Days.</p>
<p>Condition A24 Contract Period</p>	<p>Year 1 from 1 October 2017 to 30 September 2018 Year 2 from 1 October 2018 to 30 September 2019 Year 3 from 1 October 2019 to 30 September 2020 Year 4 from 1 October 2020 to 30 September 2021</p> <p>At the end of this period the Authority shall have the option to extend the Contract provided that there is agreement between the Authority and the Contractor on the extension. The option to extend the Contract will be exercised by no later than 90 days before Contract Expiry. After the expiry of this period, no new contracts relating to this Contract will be issued. The Option Year is detailed as follows:</p> <p>Year 5 from 1 October 2021 to 30 September 2022 (or parts thereof)</p>
<p>Clause B1.b.(1) Contractor's Obligations – Quality Assurance</p>	<p>Is a Deliverable Quality Plan required for this Contract?</p> <p>Yes <input type="checkbox"/></p> <p>No X</p> <p>If Yes the Deliverable Quality Plan must be set out as defined in AQAP 2105 and delivered to the Authority (Quality) within Business Days of Contract Award. Once agreed by the Authority the Quality Plan shall be incorporated into the Contract. The Contractor shall remain at all times, solely responsible for the accuracy, suitability and applicability of the Deliverable Quality Plan.</p> <p>Other Quality Assurance Requirements:</p>
<p>Condition C1 Contract Price (Excl. Vat)</p>	<p>All Schedule 2 line items shall be Firm Price. other than those stated below:</p> <p>Line Item 5 Clause K 3 refers</p>
<p>Clause H1.a Progress Monitoring</p>	<p>The Contractor shall be required to attend the following meetings:</p> <p>Type: Contract Review Meetings</p> <p>Frequency: Every 6 months</p>

	<p>Location: Army HQ Andover, or other UK location.</p> <p>The Authority shall not be liable, in any manner whatsoever, for payment to the Contractor for any such meetings.</p>
Clause H1.b Progress Reports	<p>The Contractor is required to submit the following Reports:</p> <p>Type: KPI Report</p> <p>Frequency: 3 monthly</p> <p>Content: Details of delivery against the KPIs specified at L1 and L2 of the Contract.</p> <p>Method of Delivery: Email or other electronic means.</p> <p>Delivery Address: To be submitted to the Designated Officer and Commercial Officer as specified below.</p>
Clause H2.b Authority's Representatives	<p>The Authority's Representatives for the Contract are as follows:</p> <p>Commercial: Army Commercial, Bldg 5, Catterick Barracks, Detmolder Straße 440, 33605 Bielefeld, Germany</p> <p>E-Mail: [REDACTED] Tel: [REDACTED]</p> <p>Designated Officer: SO2 Employment Ops (Diversity and Inclusion), Employment Branch, Directorate of Manning (Army), IDL 27, Army Headquarters, Blenheim Building, Monxton Road, ANDOVER, SP11 8HJ</p> <p>Email: [REDACTED] Tel: [REDACTED]</p> <p>Payment: DBS Liverpool</p>
Clause H3.a.(3) Notices	<p>Notices served under the Contract shall be sent to the following address:</p> <p>Authority: Army Commercial, Bldg 5, Catterick Barracks, Detmolder Straße 440, 33605 Bielefeld, Germany</p> <p>Contractor:</p>
Clause H3.a.(5) Notices	<p>Notices served under the Contract can be transmitted by electronic mail:</p> <p>Yes <input checked="" type="checkbox"/></p> <p>No <input type="checkbox"/></p>
Clause K16.a Limitation of Contractor's Liability	<p>The Contractor's liability under, or in relation to, the contract shall be limited in respect of the following risks as set out below:</p> <p>Dependent upon Tenderer's response.</p>

**Other Addresses and
Other Information**
(Covers forms and
publications addresses and
official use information)

See Annex A to Schedule 3 (DEFFORM 111)

Appendix - Addresses and Other Information

1. Commercial Officer

Name: [REDACTED]

Army Comrcl BFG-Proc-TL
Address: Army Commercial, Bldg 5, Catterick Barracks, Detmolder
Straße 440, 33605 Bielefeld, Germany.

Email: [REDACTED]

2. Project Manager, Equipment Support Manager or PT Leader

(from whom technical information is available)

(from whom technical information is available)

Name: [REDACTED]

Address: SO2 Employment Ops (Diversity and Inclusion), Employment
Branch, Directorate of Manning (Army), IDL 27, Army Headquarters,
Blenheim Building, Monxton Road, ANDOVER, SP11 8HJ

Email: [REDACTED]

3. Packaging Design Authority

Organisation & point of contact:

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

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

Tel No:

(b) U.I.N.

5. Drawings/Specifications are available from**6. THIS BOX IS INTENTIONALLY BLANK****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.dii.f.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:

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 CentreIMPORTS ☎ 030 679 81129 / 81133 / 81138 Fax 0117
913 8946EXPORTS ☎ 030 679 81129 / 81133 / 81138 Fax 0117 913
8946**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**

Ministry of Defence ☎ 0151-242-2000

DBS Finance

Walker House, Exchange Flags Fax: 0151-242-2809

Liverpool, L2 3YL

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 Arcott

Bicester, OX25 1LP (Tel. 01869 256197 Fax: 01869 256824)

Applications via fax or email: DESLCSLS-OpsFormsandPubs@mod.uk**NOTE**

* Many **DEFCONs** and **DEFFORMs** can be obtained from the
MOD Internet Site:

<https://www.aof.mod.uk/aofcontent/tactical/toolkit/index.htm>

Schedule 4 - Contract Change Process (i.a.w. clause A2.b) for Contract No: CB/BFG/0133

1. Authority Changes

a. Subject always to condition A2 (Amendments to Contract), the Authority shall be entitled, acting reasonably, to require changes to the Contractor Deliverables (a "Change") in accordance with this Schedule 4.

2. Notice of Change

a. If the Authority requires a Change, it shall serve a Notice (an "Authority Notice of Change") on the Contractor.

b. The Authority Notice of Change shall set out the change required to the Contractor Deliverables in sufficient detail to enable the Contractor to provide a written proposal (a "Contractor Change Proposal") in accordance with condition 3 below.

3. Contractor Change Proposal

a. As soon as practicable, and in any event within fifteen (15) Business Days (or such other period as the Parties may agree) after having received the Authority Notice of Change, the Contractor shall deliver to the Authority a Contractor Change Proposal.

b. The Contractor Change Proposal shall include:

- (1) the effect of the Change on the Contractor's obligations under the Contract;
- (2) a detailed breakdown of any costs which result from the Change;
- (3) the programme for implementing the Change;
- (4) any amendment required to this Contract as a result of the Change, including, where appropriate, to the Contract Price; and
- (5) such other information as the Authority may reasonably require.

c. The price for any Change shall be based on the prices (including all rates) already agreed for the Contract and shall include, without double recovery, only such charges that are fairly and properly attributable to the Change.

4. Contractor Change Proposal – Process and Implementation

a. As soon as practicable after the Authority receives a Contractor Change Proposal, the Authority shall:

- (1) evaluate the Contractor Change Proposal;
- (2) where necessary, discuss with the Contractor any issues arising and, following such discussions, the Authority may modify the Authority Notice of Change and the Contractor shall, as soon as practicable, and in any event not more than ten (10) Business Days (or such other period as the Parties may agree) after receipt of such modification, submit an amended Contractor Change Proposal.

b. As soon as practicable after the Authority has evaluated the Contractor Change Proposal (amended as necessary) the Authority shall:

- (1) indicate its acceptance of the Change Proposal by issuing an amendment to the Contract in accordance with condition A2 (Amendments to Contract); or
- (2) serve a Notice on the Contractor rejecting the Contractor Change Proposal and withdrawing (where issued) the Authority Notice of Change.

c. If the Authority rejects the Change Proposal it shall not be obliged to give its reasons for such rejection.

d. The Authority shall not be liable to the Contractor for any additional work undertaken or expense incurred unless a Contractor Change Proposal has been accepted in accordance with clause 4.b.(1).

5. Contractor Changes

a. If the Contractor wishes to propose a Change, it shall serve a Contractor Change Proposal on the Authority, which shall include all of the information required by clause 3.b, and the process at condition 4 shall apply.

Schedule 5 – Statement of Requirement (SOR) for Contract No: CB/BFG/0133

1. Introduction and Background

1.1 The Watts-Andrews Review in 2010 identified that the Army's Diversity & Inclusion (D&I) training was not fit for purpose. A "Respect for Others" (RFO) package was introduced to deliver unit-level D&I training in addition to other training or briefings. The required training consists of drama based scenarios, facilitated discussions and bespoke middle and senior management training.

1.2 The purpose of this Contract is for the delivery of effective D&I training that actively challenges poor behaviour, and which is agile enough to be adapted for different audiences and time available. The training is divided into 4 different packages as follows:

- 1.2.1 RFO Standard Training (all ranks)
- 1.2.2 RFO HQ Package
- 1.2.3 Phase 1 Training
- 1.2.4 Command Leadership and Management (CLM) Training (Warrant Officers (WOs) and Senior Non-Commissioned Officers (SNCOs))

2. General Requirements

2.1 The Contractor shall meet the following general requirements:

- 2.1.1 Deliver a pilot module (including course handouts and supporting material) at the Authority's premises for each of the 4 different packages prior to delivery of further training.
- 2.1.2 Following the initial pilot, make any necessary amendments or reworking of the training to the satisfaction of the Authority prior to final acceptance. The programme shall be confirmed and verified by the Authority as to compliance or non-compliance in accordance with the SOR.
- 2.1.3 Delivery of the specified training throughout UK and overseas permanent UK Army bases.
- 2.1.4 Keep scenarios updated (as a minimum every 2 years) to ensure they remain relevant.
- 2.1.5 Tailor the length of training to fit into existing training programmes.
- 2.1.6 Liaise with the Authority on a monthly basis to ensure currency.
- 2.1.7 Have the ability to conduct serials simultaneously in different locations.
- 2.1.8 Utilise electronic data capture.
- 2.1.9 Deliver training that is drama based using facilitators as specified below.
- 2.1.10 Be able to deliver the training in austere non-bespoke venues where required.
- 2.1.11 Clear content and delivery with the Authority at each phase of development.
- 2.1.12 Provide feedback to the Authority on issues/concerns arising from training serials.
- 2.1.13 Book training deliverers, logistics, accommodation and travel for their personnel to fulfil a programme of training provided by the Authority.
- 2.1.14 Have the flexibility to accept additional serials at short notice (not less than 10 working days).
- 2.1.15 Once training has been allocated to units, the Contractor shall liaise with the recipient unit directly.

2.2 The course and programmes will be loaded and managed by the Authority directly. No third party will be required to distribute joining instructions etc.

3. Quantity Requirements

3.1 It should be noted that the number of units of training referred to throughout this Statement of Requirements (SOR) are estimates only and are not guaranteed numbers.

3.2 The Contractor shall provide up to 239 units per annum of high quality, innovative and engaging training to be delivered across the Army in the following packages:

- 3.2.1 RFO Standard Training – up to 57 units of training per annum
- 3.2.2 RFO HQ Package – up to 9 units of training per annum
- 3.2.3 Phase 1 Training – up to 6 units of training per annum
- 3.2.4 CLM Training – up to 167 units of training per annum (52 for WO's and 115 for SNCO's)

3.3 The Contractor shall maintain a flexible approach so that under-subscription in one or more types of training outlined above can be substituted for a different type if required.

4. Specific Training Requirements

4.1 RESPECT FOR OTHERS – STANDARD (RFO-S) TRAINING

4.1.1 General Information RFO-S is the provision of scenario based trainee participant D&I training for Unit audiences (minimum 180 personnel) with bespoke facilitated training for syndicates of senior and middle managers.

4.1.2 Aim of the Training The training is about getting the best from all personnel in order to optimise operational effectiveness; it should act as a catalyst to change attitudes, behaviour and organisational culture. The training should empower individuals to lead by example and work towards implementing an environment where diversity is valued, all feel included and one where inappropriate behaviour and attitudes are challenged when they become apparent.

4.1.3 Scope of Training

4.1.3.1 Target Audience. The target population is British Army personnel ranging from a Private to Lt Col with a minimum of 180 PAX for each serial.

4.1.3.2 Frequency. Training is to consist of up to 50 serials, divided across Army commands. Each training serial shall take one full working day.

4.1.3.3 Location. The scenario-based training shall be delivered across the Defence estate in the United Kingdom and permanent garrisons overseas (e.g. Germany, Cyprus and others on request)

4.1.4 RFO-S Supporting Material

4.1.4.1 Training documentation will be provided by the Authority as a basis for delivery. The Contractor shall develop the training content of the modules, as legislation and 'best practice' develops and matures. The Contractor shall maintain the detailed design of the modules, consulting with the Authority as appropriate, and thereafter deliver the modules as required.

4.1.4.2 The Authority shall provide the Contractor with relevant information on Ministry of Defence (MOD) and single Service policies on D&I, (including the Army Leadership Code (ALC) and Values & Standards (V&S)), including named contacts who must be consulted during the ongoing development of the course.

4.1.4.3 The Contractor shall gather quantitative electronic data, as directed by the Authority, for immediate training feedback and shall make this available to the Authority for its own utilisation and analysis.

4.1.4.4 Any changes made to the module as a result of ongoing development, shall be subject to the agreement in advance of the Authority. The Contractor shall submit any change proposals to the Authority's Designated Officer (DO) as specified in the Contract.

4.1.5 RFO-S Training Components

4.1.5.1 The training programme shall deliver scenario-based interventions which shall include acted scenarios and mechanisms to achieve maximum audience engagement and participation.

4.1.5.2 The training programme shall deliver facilitated workshops for senior and middle managers which shall incorporate D&I theory, including management models and strategies for managing diverse workforces. It shall also cover MOD and single Service policy on D&I (including ALC and V&S) and bullying, harassment and discrimination in depth. The training shall be supported by material that can be referenced after the event.

4.1.5.3 The content of the drama interventions shall comply with all current MOD and single Service D&I (including ALC and V&S) and complaint reporting policy.

4.1.5.4 Training shall include (electronic) internal validation (INVAL) with questions set by the Authority and delivered at the start and end of the training serial as directed.

4.1.5.5 Training interventions (both scenario based and facilitated groups) shall cover the following objectives:

- 4.1.5.5.1 Identify the benefits of diversity to organisations.
- 4.1.5.5.2 Identify the impact of relevant UK legislation on the Army, and the responsibilities of the individual.
- 4.1.5.5.3 Identify Bullying, Harrassment and Discrimination (BH&D) formal and informal complaint management techniques.
- 4.1.5.5.4 Identify the impact of attitudes and behaviour on individuals.
- 4.1.5.5.5 Identify positive approaches to inclusive working practice and how this impacts on motivation and productivity.
- 4.1.5.5.6 Identify the advice and support available to those experiencing or witnessing all forms of inappropriate behaviour.

4.1.6 RFO-S Training Delivery

- 4.1.6.1 The Contractor shall provide suitably qualified, accomplished actors who possess a high level of skill required to deliver convincing scenario-based interventions to a military audience. CVs shall be required of the actors and they may be required to give a practical demonstration of their abilities before a decision is taken by the Authority to use their services. The credibility of the actors with a military audience is essential in achieving a successful outcome to the training. Actors must have the requisite skills to conduct small group facilitation in order to achieve maximum audience participation. If, in the opinion of the Authority, the actors do not have the required skills and creditability to deliver the training then the Contractor shall replace that actor with a suitable alternative.
- 4.1.6.2 The Contractor shall provide suitably qualified, experienced facilitators to conduct the middle and senior management focus groups and a separate facilitator to conduct the scenario based aspects of the training.
- 4.1.6.3 The Contractor shall continually monitor the training and, if necessary, update it, in consultation with the Authority to reflect the most recent initiatives and practice inside and outside MOD and single Service.
- 4.1.6.4 The Contractor shall outline the processes they will adopt to keep pace with changing requirements and future developments to the course content.
- 4.1.6.5 The Contractor shall conform to the agreed forum for delivery of the programme within the boundaries of available time, number of participants and training requirements as stipulated within this SOR. The venue will be different for each training serial and the actors and training team will be required to adapt to the available facilities.
- 4.1.6.6 The Contractor shall run the training programme as single training serials or in training blocks, moving between locations as required.
- 4.1.6.7 Flexibility is required to cater for a number of ad-hoc training serials in addition to the main programme.
- 4.1.6.8 The training events shall embrace the following ethos:
 - 4.1.6.8.1 The Army's commitment to D&I (including the ALC) and the responsibilities of the individual to uphold the V&S in particular the value of Respect for Others.
 - 4.1.6.8.2 A more inclusive approach to diversity within the workplace.
 - 4.1.6.8.3 Awareness of the benefits that diversity brings to the Army.
 - 4.1.6.8.4 Build confidence around diversity issues.
 - 4.1.6.8.5 Courage to tackle inappropriate behaviour in all its forms whenever it occurs.
 - 4.1.6.8.6 The role of senior leadership in setting the right D&I climate.

4.1.6.8.7 The benefits of well led diverse teams to operational effectiveness.

4.1.6.8.8 The link between D&I and the V&S and ALC.

4.2 HEADQUARTERS RFO (HQ RFO) TRAINING PACKAGE

4.2.1 General Information HQ RFO is the provision of scenario based trainee participant D&I training for HQ audiences (c.150 personnel).

4.2.2 Aim of the Training The training is about getting the best from all personnel in order to optimise operational effectiveness; it should act as a catalyst to change attitudes, behaviour and change the organisational culture within a mixed military / civilian HQ environment. The training should empower individuals to lead by example and work towards implementing an environment where diversity is valued, all feel included and one where inappropriate behaviour and attitudes are challenged when they become apparent.

4.2.3 Scope of Training

4.2.3.1 Target Audience. The target population is British Army and Civil Service (CS) personnel working specifically in the HQ Staff environment, ranging from a Cpl to General up to a maximum of 150 PAX.

4.2.3.2 Frequency. Training is to consist of 9 serials per year, divided across Army command HQs. Each training serial shall take half a day for the full HQ.

4.2.3.3 Location. The drama-based training shall be delivered across the Defence estate in the United Kingdom and overseas (e.g. Germany, Cyprus and others on request).

4.2.3.4 Additional Training. The Contractor shall be able to deliver additional serials, as and when funds are secured, with a minimum notice of 2 months

4.2.4 HQ RFO - Supporting Material

4.2.4.1 Training documentation will be provided by the Authority as a basis for delivery. The Contractor shall develop the training content of the module, as legislation and 'best practice' develops and matures. The Contractor shall maintain the detailed design of the module, consulting with the Authority as appropriate, and thereafter deliver the module as required.

4.2.4.2 The Authority shall provide the Contractor with relevant information on MOD and single Service policies on D&I, (including the ALC and V&S), including named contacts who must be consulted during the ongoing development of the course.

4.2.4.3 The Contractor shall gather quantitative electronic data, as directed, for immediate training feedback and shall make this available to the Authority for its own utilisation and analysis.

4.2.4.4 Any changes made to the module as a result of ongoing development, shall be subject to the agreement in advance of the Authority. The Contractor shall submit any change proposals to the Authority's Designated Officer (DO) as specified in the Contract.

4.2.5 HQ RFO - Training Components

4.2.5.1 The training programme shall deliver drama based interventions. This shall include acted scenarios and mechanisms to achieve maximum audience participation.

4.2.5.2 The content of the drama interventions shall comply with all current MOD and single Service D&I (including ALC and V&S) and complaint reporting policy.

4.2.5.3 Training shall include (electronic) internal validation (INVAL) with questions set by the Authority and delivered at the start and end of the training serial as directed.

4.2.5.4 Training interventions shall cover the following objectives:

4.2.5.4.1 Identify the benefits of diversity to organisations.

- 4.2.5.4.2 Identify the impact of relevant UK legislation on the Army, Army TLB Civil Servants, and the responsibilities of the individual.
- 4.2.5.4.3 Identify D&I and complaint management techniques.
- 4.2.5.4.4 Identify the impact of attitudes and behaviour on individuals (both Service and Civilian).
- 4.2.5.4.5 Identify positive approaches to inclusive working practice and how this impacts on motivation and productivity.
- 4.2.5.4.6 Identify the advice and support available to those experiencing or witnessing all forms of inappropriate behaviour.

4.2.6 HQ RFO - Training Delivery

4.2.6.1 The Contractor shall provide suitably qualified, accomplished actors who possess a high level of skill required to deliver convincing¹ drama-based interventions to a military audience. CVs shall be required of the actors and they may be required to give a practical demonstration of their abilities before a decision is taken by the Authority to use their services. The credibility of the actors with a military audience is essential in achieving a successful outcome for the training. If, in the opinion of the Authority, the actors do not have the required skills and creditability to deliver the training then the Contractor shall replace that actor with a suitable alternative.

4.2.6.2 The Contractor shall provide a suitably qualified, experienced facilitator to conduct the training.

4.2.6.3 The Contractor shall continually monitor the training and, if necessary, update it, in consultation with the Authority to reflect the most recent initiatives and practice inside and outside MOD.

4.2.6.4 The Contractor shall outline the processes they will adopt to keep pace with changing requirements and future developments to the course content.

4.2.6.5 The Contractor shall conform to the agreed delivery method of the programme within the boundaries of available time, number of participants per year and training requirements as stipulated within this SOR. The venue will be different for each training serial and the actors and facilitator will be required to adapt to the available facilities.

4.2.6.6 The Contractor shall run the training programme as single training serials or in training blocks, moving between locations as required.

4.2.6.7 The training events shall embrace the following ethos:

4.2.6.7.1 The Army's commitment to D&I (including the ALC) and the responsibilities of the individual to uphold the V&S or the Civil Service Code in particular the value of Respect for Others.

4.2.6.7.2 A more inclusive approach to diversity within the workplace.

4.2.6.7.3 Build confidence around diversity issues.

4.2.6.7.4 Courage, knowledge and confidence to tackle inappropriate behaviour in all its forms whenever it occurs.

4.2.6.7.5 The role of senior leadership in setting the right D&I climate.

4.2.6.7.6 The benefits of well led diverse teams to operational effectiveness.

4.3. COMMAND LEADERSHIP & MANAGEMENT (CLM) RFO TRAINING – (CLM RFO)

¹ Must be convincing in terms of behaviours, mannerisms, character, language and be able to answer questions to create the perception that the actor is in the Army.

4.3.1 General Information CLM RFO is the provision of scenario based, trainee participant, dramatic representation for the Junior Non-Commissioned Officer (JNCO), Senior Non-Commissioned Officer (SNCO) and Warrant Officer (WO) Arms and Services (A&S) Part 1 CLM Courses.

4.3.2 Aim of the Training The training is about getting the best from all personnel in order to optimise operational effectiveness; it should act as a catalyst to change attitudes, behaviour and organisational culture. The training should empower individuals to lead by example and work towards implementing an environment where diversity is valued, all feel included and one where inappropriate behaviour and attitudes are challenged when they become apparent.

4.3.3 CLM RFO - Scope of Training

4.3.3.1 Target Audience. The target population is all British Army personnel selected for promotion to Corporal (JNCO CLM), Sergeant (SNCO CLM) and Warrant Officer Class 2 (WO CLM).

4.3.3.2 Frequency. Training is to consist of up to 167 x 3 hour training serials, divided across Army A&S CLM Part 1 training locations. Training will be for up to 30 PAX per serial.

4.3.3.3 Location. The drama-based training shall be delivered across the Defence estate in the United Kingdom and overseas (e.g. Germany).

4.3.4 CLM RFO - Supporting Material:

4.3.4.1 Training documentation will be provided by the Authority as a basis for delivery. The Contractor shall develop the training content of the modules, as legislation and 'best practice' develops and matures. The Contractor shall maintain the detailed design of the modules, consulting with the Authority as appropriate, and thereafter deliver the modules as required.

4.3.4.2 The Authority shall provide the Contractor with relevant information on MOD and single Service policies on D&I, including named contacts, who must be consulted during the ongoing development of the courses.

4.3.4.3 The Contractor shall gather quantitative electronic data, as directed, for immediate training feedback and subsequent Authority utilisation and analysis.

4.3.4.4 Any changes made to the module as a result of ongoing development shall be agreed by the Authority before being implemented.

4.3.5 CLM RFO - Training Components:

4.3.5.1 The training programme shall deliver scenario based interventions followed by facilitated syndicate discussions.

4.3.5.2 The content of the drama interventions shall comply with all current MOD and single Service D&I (including ALC and V&S) and complaint reporting policy.

4.3.5.3 Training interventions shall cover the following objectives:

4.3.5.3.1 Outline the benefits of diverse organisations in support of the business case for diversity.

4.3.5.3.2 Increase awareness of relevant UK legislation and its impact on the Armed Forces and MoD Civil Servants, and the responsibilities of the individual.

4.3.5.3.3 Improve the way diversity is managed, emphasising the impact on operational effectiveness; recruitment and retention; career development and public image.

4.3.5.3.4 Explore the impact of behaviour based on personal beliefs, language, attitudes, stereotyping and prejudices on individuals within the working environment.

4.3.5.3.5 Reinforce a positive approach to inclusive working practices and how this impacts on motivation, productivity and reducing the potential for costly and damaging legal proceedings.

4.3.5.3.6 Highlight the advice and support available to those experiencing or witnessing all forms of inappropriate behaviour, including definitions of BH&D and informal and formal complaint resolutions / processes.

4.3.5.3.7 Their role in developing a culture that attracts and retains the best talent from society.

4.3.5.3.8 Identify factors which impact on the culture and D&I climate of a unit e.g. language and behaviours (including issues around sexual consent etc.).

4.3.5.4 CLM RFO training shall be progressive in depth and complexity through each level as follows: JNCO (basic level), SNCO (intermediate level) and WO (expert level) and complementary to/ de-conflict from other RFO training interventions.

4.3.6 CLM RFO - Training Delivery

4.3.6.1 The Contractor shall provide suitably qualified, accomplished actors who possess a high level of skill required to deliver convincing scenario-based interventions to a military audience. CVs shall be required of the actors and they may be required to give a practical demonstration of their abilities before a decision is taken by the Authority to use their services. The credibility of the actors with a military audience is essential in achieving a successful outcome to the training. Actors must have the requisite skills to conduct small group facilitation in order to conduct aspects of the training. If, in the opinion of the Authority, the actors do not have the required skills and creditability to deliver the training then the Contractor shall replace that actor with a suitable alternative.

4.3.6.2 The Contractor shall provide a suitably qualified, experienced facilitator to conduct the training.

4.3.6.3 The Contractor shall continually monitor the training and, if necessary, update it, in consultation with the Authority to reflect the most recent initiatives and practice inside and outside MOD.

4.3.6.4 The Contractor shall outline the processes they will adopt to keep pace with changing requirements and future developments to the course content.

4.3.6.5 The Contractor shall conform to the agreed forum for delivery of the programmes within the boundaries of available time, number of participants per year and training requirements as stipulated within this SOR. The venue will be different for each training serial and the actors and facilitators will be required to adapt to the available facilities.

4.3.6.6 The Contractor shall receive bids for training direct from A&S training establishments, book training and ensure that the Authority (D&I policy team) are informed of all planned serials on a rolling basis.

4.3.6.7 The training events shall embrace the following ethos:

4.3.6.7.1 The Army's commitment to D&I (including the ALC) and the responsibilities of the individual to uphold the V&S.

4.3.6.7.2 A more inclusive approach to diversity within the workplace.

4.3.6.7.3 Build confidence around diversity issues.

4.3.6.7.4 Courage to tackle inappropriate behaviour in all its forms whenever it occurs.

4.3.6.7.5 The role of leaders in setting the right D&I climate.

4.3.6.7.6 The benefits of well led diverse teams to Army operational effectiveness.

4.4 PHASE 1 TRAINING RFO (RFO Ph1)

4.4.1 General Information RFO Ph1 is the provision of scenario based trainee participant D&I training for Phase 1 recruit audiences (c.150 personnel).

4.4.2 Aim of the Training The training programme is about introducing D&I as a specific subject area and helping recruits to understand what the Army requires of them throughout their careers. It should act as a catalyst to change and develop attitudes, behaviour and culture by early career intervention. The training

should empower individuals to lead by example and work towards implementing an environment free from harassment and discrimination where inappropriate behaviour is challenged wherever and whenever it occurs.

4.4.3 RFO Ph1 – Scope of Training

4.4.3.1 Target Audience. The target population is British Army personnel Phase 1 recruit intakes within ARTD establishments (c150 per serial).

4.4.3.2 Frequency. Training is to consist of 6 serials. Each training serial shall last for 3 hours.

4.4.3.3 Location. The drama-based training shall be delivered to Phase 1 recruit training establishments in the United Kingdom.

4.4.4 RFO Ph1 - Supporting Material

4.4.4.1 Training documentation will be provided by the Authority as a basis for delivery. The Contractor shall develop the training content of the modules, as legislation and 'best practice' develops and matures. The Contractor shall maintain the detailed design of the modules, consulting with the Authority as appropriate, and thereafter deliver the modules as required.

4.4.4.2 The Authority shall provide the Contractor with relevant information on MOD and single Service policies on D&I, including named contacts, who must be consulted during the ongoing development of the courses.

4.4.4.3 The Contractor shall gather quantitative electronic data, as directed, for immediate training feedback and subsequent Authority utilisation and analysis.

4.4.4.4 Any changes made to the module as a result of ongoing development shall be subject to the agreement in advance of the Authority.

4.4.5 RFO Ph1 - Training Components:

4.4.5.1 The training programme shall deliver scenario based interventions. This shall include acted scenarios and mechanisms to achieve maximum audience participation.

4.4.5.2 The content of the drama interventions shall comply with all current MOD and single Service D&I (including ALC and V&S) and complaint reporting policy.

4.4.5.3 Training interventions shall cover the following objectives:

4.4.5.3.1 The benefits of showing respect for others.

4.4.5.3.2 Introduce Phase 1 recruits to relevant UK legislation and the responsibilities of each individual under the law.

4.4.5.3.3 Explore the impact of behaviour based on personal beliefs, language, attitudes, stereotyping and prejudices on individuals (impact versus intent).

4.4.5.3.4 Explore what is appropriate and inappropriate behaviour.

4.4.5.3.5 Explore the line between banter and bullying.

4.4.5.3.6 Explore the link between D&I and the V&S.

4.4.6 RFO Ph1 - Training Delivery:

4.4.6.1 The Contractor shall provide suitably qualified, accomplished actors who possess a high level of skill required to deliver convincing scenario-based interventions to a military audience. CVs shall be required of the actors and they may be required to give a practical demonstration of their abilities before a decision is taken by the Authority to use their services. The credibility of the actors with a military audience is essential in achieving a successful outcome to the training. If, in the opinion of the Authority, the actors do not have the required skills and creditability to deliver the training then the Contractor shall replace that actor with a suitable alternative.

4.4.6.2 The Contractor shall provide a suitably qualified, experienced facilitator to conduct the training.

4.4.6.3 The Contractor shall continually monitor the training and, if necessary, update it, in consultation with the Authority to reflect the most recent initiatives and practice inside and outside MOD.

4.4.6.4 The Contractor shall outline the processes they will adopt to keep pace with changing requirements and future developments to the course content.

4.4.6.5 The Contractor shall conform to the agreed forum for delivery of the programmes within the boundaries of available time, number of participants per year and training requirements as stipulated within this SOR. The venue will be different for each training serial and the actors and training team will be required to adapt to the facilities available.

4.4.6.6 The Contractor shall run training programmes as single training serials or in training blocks, moving between locations as required.

4.4.6.7 The training events should embrace the following ethos:

4.4.6.7.1 The Army's commitment to D&I (including the ALC) and the responsibilities of the individual to uphold the V&S in particular the value of Respect for Others.

4.4.6.7.2 A more inclusive approach to diversity within the workplace.

4.4.6.7.3 Awareness of the benefits that diversity brings to the Army.

4.4.6.7.4 Build confidence around diversity issues.

4.4.6.7.5 Courage to tackle inappropriate behaviour in all its forms whenever it occurs.

5. Analysis of RFO (Standard, CLM and Ph1) Training

5.1 The purpose of this training is to drive attitudinal and cultural change within the organisation, across all ranks. The use of voting technology (where outlined above) provides the Army with an excellent tool to analyse cultural shifts among the army population and thereby measure improvements in line with CGS's intent to "grip Army Culture". The training provider's feedback will also allow for targeted Climate Assessments and Chain of Command led interventions within units that are experiencing specific D&I concerns.

**Schedule 6 - Contractor's Commercially Sensitive Information Form
(i.a.w Condition A14)**

Contract No: CB/BFG/0133
Description of Contractor's Commercially Sensitive Information:
Cross Reference(s) to location of sensitive information:
Explanation of Sensitivity:
Details of potential harm resulting from disclosure:
Period of Confidence (if applicable):
Contact Details for Transparency / Freedom of Information matters: Name: Position: Address: Telephone Number: Email Address:

Army Comrcl-BFG-Proc4 (Sawade, Maggie D)

From: Army Comrcl-BFG-Proc4 (Sawade, Maggie D)
Sent: 04 July 2017 09:53
To: 'Sharon Miller (smiller@home-start.org.uk)'; BFG-HQ-G1-OpsPers-CS A SO2 (Townesley, Kate C2)
Subject: 20170704_CB_BFG_0106_April-June_17_PO

Good morning Ladies,

From the requisitions Kat created last week, I have now uploaded Purchase Order 30127284 for the April-June 2017 quarter.

I have put Contract Lines 1 & 2 on one line and Contract Line 5 on another – so ONE PO for both elements.

I think you will now have to put the receipt (Kat) and invoice (Sharon) details on both lines, but this should work.

Kind regards,

Maggie Sawade

Maggie Sawade | MCIPS | SO3 BFG-Proc4 | Army Commercial | Catterick Barracks | Detmolder Straße 440 | 33605 Bielefeld | Germany | ☎ Tel +49(0)5219254 2489 | ArmyComrcl-BFG-Proc4@mod.uk | ArmyComrcl-BFG-Mailbox@mod.uk

Army Commercial – Your Professional Partners

The information contained in this email is intended for the recipient only. If you are not the intended recipient, you must not use, disclose, distribute, copy, print, or reply upon this e-mail. If an addressing or transmission error has mis-directed this e-mail, please notify the author by replying to this e-mail. Recipients should note that all e-mail traffic on MOD systems is subject to monitoring and auditing.



