

PURCHASE ORDER

Contract No: 701578524

Contract Name: Provision of Professional Educator Pathway for the Defence Medical Academy (DMA)

Dated: 4th November 2021

Supply the Deliverables described in the Schedule to this Purchase Order, subject to the attached MOD Terms and Conditions for Less Complex Requirements (up to £122,979).

Contractor	Quality Assurance Requirement (Clause 8)
Name: ADVANCE HE Registered Address: Innovation Way York Science Park Heslington York YO10 5BR	See Statement of Requirement

Consignor (if different from Contractor's registered address)	Transport Instructions (Clause 10)
Name: Address:	Select method of transport of Deliverables To be Delivered by the Contractor [Special Instructions] To be Collected by the Authority [Special Instructions] Each consignment of the Deliverables shall be accompanied by a delivery note.
Progress Meetings (Clause 13)	Progress Reports (Clause 13)
The Contractor shall be required to attend the following meetings: Subject: Contract Review Meeting	The Contractor is required to submit the following Reports: Subject: TBA

Frequency: Minimum Bi-Monthly	Frequency: TBA
Location: TBA	Method of Delivery: TBA
	Delivery Address: TBA
Payment (Clause 14)	
Payment is to be enabled by CP&F.	

Forms and Documentation	Supply of Hazardous Deliverables (Clause 9)
<p>Forms can be obtained from the following websites:</p> <p>https://www.aof.mod.uk/aofcontent/tactical/toolkit (Registration is required).</p> <p>https://www.gov.uk/government/organisations/ministry-of-defence/about/procurement#invoice-processing</p> <p>https://www.dstan.mod.uk/ (Registration is required).</p> <p>The MOD Forms and Documentation referred to in the Conditions are available free of charge from:</p> <p>Ministry of Defence, Forms and Pubs Commodity Management PO Box 2, Building C16, C Site Lower Arncliffe Bicester, OX25 1LP (Tel. 01869 256197 Fax: 01869 256824)</p> <p>Applications via email: DESLCSLS-OpsFormsandPubs@mod.uk</p> <p>If you require this document in a different format (i.e. in a larger font) please contact the Authority's Representative (Commercial Officer), detailed below.</p>	<p>A completed DEFFORM 68 and, if applicable, Safety Data Sheet(s) are to be provided by email with attachment(s) in Adobe PDF or MS WORD format to:</p> <p>a. The Commercial Officer detailed in the Purchase Order, and</p> <p>b. DSA-DLSR-MovTpt-DGHSIS@mod.uk</p> <p>by the following date:</p> <p>or if only hardcopy is available to the addresses below:</p> <p>Hazardous Stores Information System (HSIS) Defence Safety Authority (DSA) Movement Transport Safety Regulator (MTSR) Hazel Building Level 1, #H019 MOD Abbey Wood (North) Bristol BS34 8QW</p>

Offer and Acceptance	
<p>A) The Purchase Order constitutes an offer by the Contractor to supply the Deliverables. This is open for acceptance by the Authority for 60 days from the date of signature. By signing the Purchase Order the Contractor agrees to be bound by the attached Terms and Conditions for Less Complex Requirements (Up to £122,979).</p> <p>Name (Block Capitals):</p> <p>Position: For and on behalf of the Contractor</p> <p>Authorised Signatory</p> <p>Date:</p>	<p>B) Acceptance</p> <p>Name (Block Capitals):</p> <p>Position: For and on behalf of the Authority</p> <p>Authorised Signatory</p> <p>Date:</p>
<p>C) Effective Date of Contract:</p>	

Standardised Contracting Terms

SC1A

1 Definitions - In the Contract:

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;

Business Day means 09:00 to 17:00 Monday to Friday, excluding public and statutory holidays;

Contract means the agreement concluded between the Authority and the Contractor, including all terms and conditions, associated purchase order, specifications, plans, drawings, schedules and other documentation, expressly made part of the agreement in accordance with Clause 2.c;

Contractor means the person, firm or company specified as such in the purchase order. 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;

Contractor Commercially Sensitive Information means the information listed as such in the purchase order, which is information notified by the Contractor to the Authority, which is acknowledged by the Authority as being commercially sensitive;

Contractor Deliverables means the goods and / or services including packaging (and supplied in accordance with any QA requirements if specified) which the Contractor is required to provide under the Contract in accordance with the schedule to the purchase order;

Effective Date of Contract means the date stated on the purchase order or, if there is no such date stated, the date upon which both Parties have signed the purchase order;

Firm Price means a price excluding Value Added Tax (VAT) which is not subject to variation;

Government Furnished Assets (GFA) is a generic term for any MOD asset such as equipment, information or resources issued or made available to the Contractor in connection with the Contract by or on behalf of the Authority;

Hazardous Contractor Deliverable means a Contractor Deliverable or a component of a Contractor Deliverable that is itself a hazardous material or substance or that may in the course of its use, maintenance, disposal, or in the event of an accident, release one or more hazardous materials or substances and each material or substance that may be so released;

Issued Property means any item of Government Furnished Assets (GFA), including any materiel issued or otherwise furnished to the Contractor in connection with the Contract by or on behalf of the Authority;

Legislation means in relation to the United Kingdom any Act of Parliament, any subordinate legislation within the meaning of section 21 of the Interpretation Act 1978, any exercise of Royal Prerogative or any enforceable community right within the meaning of Section 2 of the European Communities Act 1972.

Notices means 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;

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.

2 General

a. The Contractor shall comply with all applicable Legislation, whether specifically referenced in this Contract or not.

b. Any variation to the Contract shall have no effect unless expressly agreed in writing and signed

by both Parties.

c. If there is any inconsistency between these terms and conditions and the purchase order or the documents expressly referred to therein, the conflict shall be resolved according to the following descending order of priority:

(1) the terms and conditions;

(2) the purchase order; and

(3) the documents expressly referred to in the purchase order.

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

e. Failure or delay by either Party in enforcing or partially enforcing any provision of the Contract shall not be construed as a waiver of its rights or remedies. No waiver in respect of any right or remedy shall operate as a waiver in respect of any other right or remedy.

f. The Parties to the Contract do not intend that any term of the Contract shall be enforceable by virtue of the Contracts (Rights of Third Parties) Act 1999 by any person that is not a Party to it.

g. The Contract and any non-contractual obligations arising out of or in connection with it shall be governed by and construed in accordance with English Law, and subject to Clause 15 and without prejudice to the dispute resolution procedure set out therein, the Parties submit to the exclusive jurisdiction of the English courts. Other jurisdictions may apply solely for the purpose of giving effect to this Clause 2.g and for enforcement of any judgement, order or award given under English jurisdiction.

3 Application of Conditions

a. The purchase order, these terms and conditions and the specification govern the Contract to the entire exclusion of all other terms and conditions. No other terms or conditions are implied.

b. The Contract constitutes the entire agreement and understanding and supersedes any previous agreement between the Parties relating to the subject matter of the Contract.

4 Disclosure of Information

Disclosure of information under the Contract shall be managed in accordance with DEFCON 531 (SC1).

5 Transparency

a. Subject to Clause 5.b, but notwithstanding Clause 4, 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 5.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, including the Contractor Commercially Sensitive Information.

c. The Authority may consult with the Contractor before redacting any information from the Transparency Information in accordance with Clause 5.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 Clause 5 shall affect the Contractor's rights at law.

6 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 the purchase order;
 - (4) marked with the number of the Contract; and
 - (5) delivered by hand, prepaid post (or airmail), facsimile transmission or, if agreed in the purchase order, 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 the recipient's Business Day and otherwise on the first Business Day of the recipient immediately 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.

7 Intellectual Property

- a. The Contractor shall as its sole liability keep the Authority fully indemnified against an infringement or alleged infringement of any intellectual property rights or a claim for Crown use of a UK patent or registered design caused by the use, manufacture or supply of the Contractor Deliverables.
- b. The Authority shall promptly notify the Contractor of any infringement claim made against it relating to any Contractor Deliverable and, subject to any statutory obligation requiring the Authority to respond, shall permit the Contractor to have the right, at its sole discretion to assume, defend, settle or otherwise dispose of such claim. The Authority shall give the Contractor such assistance as it may reasonably require to dispose of the claim and will not make any statement which might be prejudicial to the settlement or defence of the claim

8 Supply of Contractor Deliverables and Quality Assurance

- a. This Contract comes into effect on the Effective Date of Contract.
- b. The Contractor shall supply the Contractor Deliverables to the Authority at the Firm Price stated in the Schedule to the purchase order.
- c. The Contractor shall ensure that the Contractor Deliverables:
 - (1) correspond with the specification;
 - (2) are of satisfactory quality (within the meaning of the Sale of Goods Act 1979, as amended) except that fitness for purpose shall be limited to the goods being fit for the particular purpose held out expressly by or made known expressly to the Contractor and in this respect the Authority relies on the Contractor's skill and judgement; and
 - (3) comply with any applicable Quality Assurance Requirements specified in the purchase order.
- d. The Contractor shall apply for and obtain any licences required to import any material required for the performance of the Contract in the UK. The Authority shall provide to the Contractor reasonable assistance with regard to any relevant defence or security matter arising in the application for any such licence.

9 Supply of Data for Hazardous Contractor Deliverables

a. The Contractor shall establish if the Contractor Deliverables are, or contain, Dangerous Goods as defined in the Regulations set out in this Clause 9. Any that do shall be packaged for UK or worldwide shipment by all modes of transport in accordance with the following unless otherwise specified in the Schedule to the purchase order:

- (1) the Technical Instructions for the Safe Transport of Dangerous Goods by Air (ICAO), IATA Dangerous Goods Regulations;
- (2) the International Maritime Dangerous Goods (IMDG) Code;
- (3) the Regulations Concerning the International Carriage of Dangerous Goods by Rail (RID); and
- (4) the European Agreement Concerning the International Carriage of Dangerous Goods by Road (ADR).

b. Certification markings, incorporating the UN logo, the package code and other prescribed information indicating that the package corresponds to the successfully designed type shall be marked on the packaging in accordance with the relevant regulation.

c. As soon as possible and in any event within the period specified in the purchase order (or if no such period is specified no later than one month prior to the delivery date), the Contractor shall provide to the Authority's representatives in the manner and format prescribed in the purchase order:

- (1) confirmation as to whether or not to the best of its knowledge any of the Contractor Deliverables are Hazardous Contractor Deliverables; and
- (2) for each Hazardous Contractor Deliverable, a Safety Data Sheet containing the data set out at Clause 9.d, which shall be updated by the Contractor during the period of the Contract if it becomes aware of any new relevant data.

d. Safety Data Sheets if required under Clause 9.c shall be provided in accordance with the extant UK REACH Regulation and any additional information required by the Health and Safety at Work etc. Act 1974 and shall contain:

- (1) information required by the Classification, Labelling and Packaging (GB CLP) Regulation or any replacement thereof; and
- (2) where the Hazardous Contractor Deliverable is, contains or embodies a radioactive substance as defined in the extant Ionising Radiation Regulations, details of the activity, substance and form (including any isotope); and
- (3) where the Hazardous Contractor Deliverable has magnetic properties, details of the magnetic flux density at a defined distance, for the condition in which it is packed.

e. The Contractor shall retain its own copies of the Safety Data Sheets provided to the Authority in accordance with Clause 9.d for 4 years after the end of the Contract and shall make them available to the Authority's representatives on request.

f. Nothing in this Clause 9 reduces or limits any statutory or legal obligation of the Authority or the Contractor.

g. Where delivery is made to the Defence Fulfilment Centre (DFC) and / or other Team Leidos location / building, the Contractor must comply with the Logistic Commodities and Services Transformation (LCST) Supplier Manual.

10 Delivery / Collection

a. The purchase order shall specify whether the Contractor Deliverables are to be delivered to the consignee by the Contractor or collected from the consignor by the Authority.

b. Title and risk in the Contractor Deliverables shall pass from the Contractor to the Authority on delivery or on collection in accordance with Clause 10.a.

c. The Authority shall be deemed to have accepted the Contractor Deliverables within a

reasonable time after title and risk has passed to the Authority unless it has rejected the Contractor Deliverables within the same period.

11 Marking of Contractor Deliverables

- a. Each Contractor Deliverable shall be marked in accordance with the requirements specified in the purchase order. or if no such requirement is specified, the Contractor shall mark each Contractor Deliverable clearly and indelibly in accordance with the requirements of the relevant DEF-STAN 05-132 as specified in the contract or specification. In the absence of such requirements, the Contractor Deliverables shall be marked with the MOD stock reference, NATO Stock Number (NSN) or alternative reference number shown in the Contract.
- b. Any marking method used shall not have a detrimental effect on the strength, serviceability or corrosion resistance of the Contractor Deliverables.
- c. The marking shall include any serial numbers allocated to the Contractor Deliverable.
- d. Where because of its size or nature it is not possible to mark a Contractor Deliverable with the required particulars, the required information should be included on the package or carton in which the Contractor Deliverable is packed, in accordance with condition 12 (Packaging and Labelling (excluding Contractor Deliverables containing Ammunition or Explosives)).

12 Packaging and Labelling of Contractor Deliverables (Excluding Contractor Deliverables Containing Ammunition or Explosives)

The Contractor shall pack or have packed the Contractor Deliverables in accordance with any requirements specified in the purchase order and Def Stan 81-041 (Part 1 and Part 6).

13 Progress Monitoring, Meetings and Reports

The Contractor shall attend progress meetings and deliver reports at the frequency or times (if any) specified in the purchase order and shall ensure that its Contractor's representatives are suitably qualified to attend such meetings. Any additional meetings reasonably required shall be at no cost to the Authority.

14 Payment

- a. Payment for Contractor Deliverables will be made by electronic transfer and prior to submitting any claims for payment under clause 14b the Contractor will be required to register their details (Supplier on-boarding) on the Contracting, Purchasing and Finance (CP&F) electronic procurement tool.
- b. Where the Contractor submits an invoice to the Authority in accordance with clause 14a, the Authority will consider and verify that invoice in a timely fashion.
- c. The Authority shall pay the Contractor any sums due under such an invoice no later than a period of 30 days from the date on which the Authority has determined that the invoice is valid and undisputed.
- d. Where the Authority fails to comply with clause 14b and there is undue delay in considering and verifying the invoice, the invoice shall be regarded as valid and undisputed for the purpose of clause 14c after a reasonable time has passed.
- e. 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.
- f. 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.

15 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 15.a the dispute shall be referred to arbitration and 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 it is agreed between the Parties that the arbitration process and anything said, done or produced in or in relation to the arbitration process (including any awards) shall be confidential as between the Parties, except as may be lawfully required in judicial proceedings relating to the arbitration or otherwise. No report relating to anything said, done or produced in or in relation to the arbitration process may be made beyond the tribunal, the Parties, their legal representatives and any person necessary to the conduct of the proceedings, without the concurrence of all the Parties to the arbitration.

16 Termination for 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:

- a. where the Authority becomes aware that the Contractor, its employees, agents or any sub-contractor (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;
 - (2) commits or has committed any prohibited act or any 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 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 terms and conditions of any such agreement for the payment thereof have been disclosed in writing to the Authority.
- b. In exercising its rights or remedies to terminate the Contract under Clause 16.a. 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.
- c. Where the Contract has been terminated under Clause 16.a. 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.

17 Material Breach

In addition to any other rights and remedies, the Authority shall have the right to terminate the Contract (in whole or in part) with immediate effect by giving written notice to the Contractor where the Contractor is in material breach of its obligations under the Contract. Where the Authority has

terminated the Contract under Clause 17 the Authority shall have the right to claim such damages as may have been sustained as a result of the Contractor's material breach of the Contract.

18 Insolvency

The Authority shall have the right to terminate the contract if the Contractor is declared bankrupt or goes into liquidation or administration. This is without prejudice to any other rights or remedies under this Contract.

19 Limitation of Contractor's Liability

a. Subject to Clause 19.b the Contractor's liability to the Authority in connection with this Contract shall be limited to £5m (five million pounds).

b. Nothing in this Contract shall operate to limit or exclude the Contractor's liability:

(1) for:

a. any liquidated damages (to the extent expressly provided for under this Contract);

b. any amount(s) which the Authority is entitled to claim, retain or withhold in relation to the Contractor's failure to perform or under-perform its obligations under this Contract, including service credits or other deductions (to the extent expressly provided for under this Contract);

c. any interest payable in relation to the late payment of any sum due and payable by the Contractor to the Authority under this Contract;

d. any amount payable by the Contractor to the Authority in relation to TUPE or pensions to the extent expressly provided for under this Contract;

(2) under Condition 7 of the Contract (Intellectual Property), and DEFCONs 91 or 638 (SC1) where specified in the contract;

(3) for death or personal injury caused by the Contractor's negligence or the negligence of any of its personnel, agents, consultants or sub-contractors;

(4) for fraud, fraudulent misrepresentation, wilful misconduct or negligence;

(5) in relation to the termination of this Contract on the basis of abandonment by the Contractor;

(6) for breach of the terms implied by Section 2 of the Supply of Goods and Services Act 1982; or

(7) for any other liability which cannot be limited or excluded under general (including statute and common) law.

c. The rights of the Authority under this Contract are in addition to, and not exclusive of, any rights or remedies provided by general (including statute and common) law.

20 Project specific DEFCONs and DEFCON SC variants that apply to this Contract:

DEFCON 76 (SC1)

DEFCON 76 (SC1) (Edn. 06/21) – Contractors Personnel at Government Establishments

DEFCON 129J (SC1)

DEFCON 129J (SC1) (Edn. 06/17) - The Use Of The Electronic Business Delivery Form

DEFCON 502 (SC1)

DEFCON 502 (SC1) (Edn. 12/16) - Specifications Changes

DEFCON 503 (SC1)

DEFCON 503 (SC1) (Edn. 12/16) - Formal Amendments To Contract

DEFCON 524A (SC1)

DEFCON 524A (SC1) (Edn. 08/20) – Counterfeit Materiel

DEFCON 531 (SC1)

DEFCON 531 (SC1) (Edn. 09/21) - Disclosure of Information

DEFCON 532B

DEFCON 532B (Edn. 09/21) -Protection Of Personal Data (Where Personal Data is being processed on behalf of the Authority)

DEFCON 534

DEFCON 534 (Edn. 06/17) - Subcontracting and Prompt Payment

DEFCON 537

DEFCON 537 (Edn. 06/02) - Rights of Third Parties

DEFCON 538

DEFCON 538 (Edn. 06/02) - Severability

DEFCON 566

DEFCON 566 (Edn. 12/18) - Change of Control of Contractor

DEFCON 658 (SC1)

DEFCON 658 (Edn 09/21) – Cyber

Note: Risk Assessment Level LOW Ref RAR-87506285

General Conditions

Third Party IPR Authorisation

AUTHORISATION BY THE CROWN FOR USE OF THIRD-PARTY INTELLECTUAL PROPERTY RIGHTS

Notwithstanding any other provisions of the Contract and for the avoidance of doubt, award of the Contract by the Authority and placement of any contract task under it does not constitute an authorisation by the Crown under Sections 55 and 56 of the Patents Act 1977 or Section 12 of the Registered Designs Act 1949. The Contractor acknowledges that any such authorisation by the Authority under its statutory powers must be expressly provided in writing, with reference to the acts authorised and the specific intellectual property involved.

INTELLECTUAL PROPERTY RIGHTS

DEFCON 703 (EDN 06/21) – INTELLECTUAL PROPERTY RIGHTS – VESTING IN THE AUTHORITY

Payment Terms

In accordance with Paragraph 14 of the Standard Terms and Conditions and Milestone Payment Plan at Schedule 5

Quality Assurance Conditions

No Specific QMS

No Specific Quality Management System requirements are defined. This does not relieve the Supplier of providing conforming Products under this Contract.

OFFICIAL SENSITIVE-COMMERCIAL

Schedule 2 - Schedule of Requirements

**SCHEDULE OF REQUIREMENTS FOR THE PROVISION OF PROFESSIONAL EDUCATOR PATHWAY FOR DEFENCE MEDICAL
ACADEMY**

Deliverables									
Item Number	MOD Stock Reference No.	Part No. (where applicable)	Specification	Consignee Address Code (full address is detailed in DEFFORM 96)	Packaging Requirements inc. PPQ and DofQ(as detailed in DEFFORM 96)	Delivery Date	Total Qty	Firm Price (£) Ex VAT	
								Per Item	Total inc. packaging (and delivery if specified in the Purchase Order)
			As per Schedule 3 – Statement of Requirement						As per Milestone Payment plan in Schedule 5
								Total Firm Price	£49,115

Item Number	Consignee Address (XY code only)

OFFICIAL SENSITIVE-COMMERCIAL

SCHEDULE 3

STATEMENT OF REQUIREMENT FOR THE PROVISION OF A PROFESSIONAL EDUCATOR PATHWAY FOR THE DEFENCE MEDICAL ACADEMY (DMA)

Introduction

1. This Statement of Requirement (SoR) details the Defence Medical Academy (DMA) requirement for a professional medical educator pathway, accredited against the UK Professional Standards Framework (UKPSF), to build and sustain a suitably qualified and expert cadre of healthcare educators and educational support staff. Such a cadre will enable DMA to develop and strengthen the quality and content of its curriculum and enable the DMA to transform into a recognised Higher Education Institution for the delivery of healthcare education and training.

Background

2. **Context.** The DMA was created in 2019 to transform the delivery of military healthcare education and training. A central strand of transformation is to move the DMA from being a military technical training college, focused on role-specific training, to becoming a recognised provider of medical Higher Education that delivers through life learning and development and stands 'shoulder to shoulder' with comparable national institutions. This transition is a specified objective within the Defence Medical Services' (DMS) People Plan. It will introduce a range of benefits for DMS, which will include improving the quality of military medical education and training, strengthening recruiting and retention and enhancing the DMS reputation across the civilian healthcare sector and amongst international partners, thereby leveraging engagement and income generation opportunities. Critically, it will also enable DMA to properly support the evolving workforce and career management intent of the future Defence Medical Services.

3. **Training audience.** The training audience will be diverse. The DMA educational staff comprises Regular and Reserve Armed Forces Personnel and Civil Servants. It includes those delivering education and training, those supporting learners and those developing education, training and the wider DMA curriculum. Levels of academic attainment prior to commencing this training are likely to range from Level 3 to Level 7 and individuals will be involved in delivering and developing education across this range of levels. Most, but not all, staff members will have completed the Defence Trainer Qualifications pathway, many will have gained healthcare qualifications, and a few may have postgraduate qualification in education. The training pathway needs to be sufficiently intelligent to cater for this diverse group and must be tailored to the nature of the DMA curriculum.

Requirements

4. As an essential step in its transformation to Academy, DMA requires the Contractor to co-create and help implement a UKPSF-aligned, Advance HE accredited, professional development programme. This programme shall support the development of DMA's curriculum and build and sustain a recognised (through HEA Fellowship) expert cadre of healthcare education and education support staff. These staff shall have the knowledge and professional values to develop, deliver and sustain a curriculum that is centred on education

and through life learning, founded on an evidence-based understanding of pedagogy and approved against the UKPSF.

5. The training pathway is to be flexible so that it can be used as a stand-alone course, a framework of standards and activities (whereby learners can be more self-directed and micro-accredit their development at point of need), or possibly even developed as an apprenticeship through the Academic Professional (ST0477) Apprenticeship Standard for eligible members of staff.

6. Consistent with the above, DMA requires the contractor to:

a. Undertake a diagnostic consultation with DMA staff to identify specific areas of Higher Education (HE) curriculum design, assessment methodology and teaching practice relevant to DMA. The consultation should include consideration of education and training taking place at DMA's main teaching sites DMS Whittington and at the Birmingham City University site. The diagnostic consultation process shall be in line with the detailed requirement in Annex A. This is to be completed by 5 Nov 21.

b. Using the evidence of the consultation, produce a written programme itinerary and a project plan to deliver a development programme (both taught and mentored phases) tailored to the DMA that will enable 25 DMA educators to achieve HEA Fellowship. The pathway shall include a tailored course of formal teaching followed by a programme of mentoring to achieve Fellowship. The course and pathway shall be accredited by Advance-HE against the UKPSF. Further detail of what is required from this tailored programme is provided at Annex B. This is to be completed by 19 Nov 21.

c. Deliver one cohort of 25 personnel through the entire pathway. This shall include the delivery of the taught course and the mentoring of all learners through to HEA Fellowship. The course is to have been delivered by 28 Feb 22.

d. An enhanced mentoring programme for up to 5 senior staff to support them in their submission and attainment of Senior Fellow HEA or Principle Fellow HEA, as appropriate for their prior teaching experience. The mentoring phase is to have commenced by no later than 7 Mar 22. It shall continue at the pace of the individual learners concerned but should not exceed 2 years from the start of the mentoring phase, except in exceptional circumstances and with the agreement of both Contractor and Authority.

e. Produce a written proposal for how DMA could self-deliver the Advance-HE accredited training pathway to future cohorts. This should incorporate any lessons from the first cohort's journey through the training programme and be prepared in collaboration with DMA. The proposal may assume that members of Cohort 1 will have achieved appropriate HEA Fellowship and be available to deliver the internal programme. It should identify where any co-delivery with an external contractor may be necessary in the initial stages to embed the internal training. This is to be completed by 15 Mar 22.

f. Subject to Covid restrictions, the taught component of the training programme shall be delivered face-to-face at the DMA's location in Lichfield, Staffordshire WS14 9PY. However, the Contractor shall be prepared to deliver the training as a blended programme via a suitable virtual learning environment and platform *in extremis*. Whether the course is delivered as a single 'block' of training over contiguous days or

over an extended period shall be determined as part of the diagnostic consultation and should be done in whichever way optimises the training.

g. The Contractor may deliver the mentoring element of the programme by remote means, with face-to-face meetings by exception and dependent on learner progress. The Contractor shall be responsible for delivering a solution for virtual delivery but, as a planning assumption, all learners will at least have access to laptop computers loaded with Microsoft Teams for online meetings.

7. The Authority also requires institutional membership of Advance HE. UK Strat Com has institutional membership (through the Defence Academy) and, as agreed with Advance HE, this membership extends to cover DMA.

Governance and Management

8. DMA shall appoint a Designated Officer, who will be the first point of contact between the Contractor and The Authority. The Contractor shall, within one working day, advise the DO (in the first instance), of any student support issues that may materialise.

9. Contract performance and learner progress will be monitored via regular meetings between DMA and the Contractor, with a frequency to be at least every second month and agreed as part of the diagnostic phase. Meetings will review learner feedback, tutor and mentor feedback and DMA management feedback. The meetings will serve as a forum for continuous improvement and governance.

10. Meeting means/location will be agreed by both parties; where appropriate/available, video conferencing may be utilised for these purposes. The meetings will be chaired by the Authority's representative (usually the DO). There shall be appropriate, consistent representation from both The Contractor, DMA and UKStratCom Commercial.

11. Meetings will be minuted. The Contractor will be asked to support the Authority in this task. The Contractor will provide relevant information to deliver the business of the meetings at least 2 weeks in advance to allow for onward distribution to relevant parties.

12. Key Performance Indicators (KPIs) for the programme are listed at Annex C.

Accreditation

13. The training programme shall ensure that individuals successfully completing all elements of the programme can at least attain HEA Fellowship. Where their prior experience and their role enables it, the pathway should be flexible enough to allow some individuals to attain senior Fellowship or Associate status by the end of the pathway. DMA will provide information about its learners to the Contractor to enable a judgement of which level each learner should aim for.

14. The training programme shall be accredited by Advance HE against the UK Professional Standards Framework (UKPSF), whether being delivered by external trainers or internal trainers.

15. The Contractor shall enable DMA to deliver future iterations of the tailored training programme internally using its own staff and any training material and resources used to

deliver the first iteration of the training programme. The arrangements for this are to be developed by the Contractor in cooperation with DMA in line with Paragraph 6.e.

Contractor Responsibilities

16. The Contractor shall be responsible for:

- a. Providing the timings and location details in relation to training or mentoring with reasonable notice for the DMA and its learners, and a minimum of 1 weeks' notice except in extremis.
- b. Ensuring that the course is delivered in accordance with the agreed programme.
- c. Provide training materials for the delivery of the taught phase of the programme.
- d. Advising the Authority of any changes to course programming or requirements that will affect the programme at least 7 days in advance.
- e. Ensuring that the course does not contain, under any circumstance, sponsorships.
- f. Travel and subsistence costs falling to the Contractor staff that are not agreed as part of the contract.
- g. Keeping clear documentation trails including tutorial support and records of the training and mentoring delivered.
- h. The Contractor shall ensure that all employees supporting the delivery of this service have DBS Basic clearance.

Business Continuity Plan

17. The Contractor shall operate a robust Business Continuity Plan that identifies the following areas to maintain essential functions during, as well as after, an incident has occurred:

- a. Personnel issues (e.g. staff absence impacting on the service).
- b. Infrastructure (e.g. Virtual learning environment).
- c. Data Back-up (e.g. telephone/technology/IT failure).
- d. Risk Management Plan (including identified risks, issues and mitigations).

Authority Responsibilities

18. The Authority will appoint a DO who will act as a point of contact for the contract.
19. The Authority will ensure that military library services, computers and other facilities, in accordance with the requirements of the validation arrangements, are made available to all students as part of the shared student support.
20. The Authority, through liaison with the Contractor, will be involved in any curriculum developments to ensure the training continues to meet the needs of The Authority.
21. The Authority will ensure learners enrolled on the programme are provided with welfare services.
22. The Authority will inform the Contractor immediately of any change in resourcing, staffing or other factors that might limit the delivery of the course in line with this SoR.
23. The Authority shall participate in and cooperate with the requirements of any assessment or inspection undertaken by the Quality Assurance Agency for Higher Education as appropriate.

Complaints

24. The Contractor shall utilise its agreed written procedure for handling complaints from the Authority about the service provided under this contract.
25. All complaints made by the Authority to the Contractor shall be acknowledged by the Contractor in writing within 3 working days. The Contractor shall keep a full written record of the nature of each complaint and details of the action taken as a result of the complaint. The Contractor shall use all reasonable endeavours to ensure that all complaints are resolved within 28 working days of the complaint being notified to the Contractor.

Finance

26. The Contractor shall submit invoices to the DO specifying on the invoice at least the following: Service delivered; delivery date; price, VAT, total.
27. Services are to be invoiced after the agreed scope of work has been completed in line with the timeframes specified above and a milestone payment plan is proposed at Annex D.

Implementation Plan

28. The Contractor shall provide an Implementation Plan before the first day the contract commences to include, but not limited to:

- a. Assumptions and constraints.
- b. Implementation schedule.
- c. Implementation support.
- d. Information system and virtual learning connectivity required.
- h. How future capability will be managed and maintained.

29. The Authority shall provide points of contact for the diagnostic phase and the names, educational roles and educational levels of each of the learners (including reserves) in order that these are available for the Contractor to take into account as part of the Implementation Plan.

Cyber Security

30. The Authority has a duty to protect itself from Cyber threats and this is now extended to Suppliers with which Defence engages. As an extension of the Government's Cyber Essentials Scheme, the Authority, working together with Industry and other Government Departments, have developed a more robust Cyber Security Model, under the umbrella of the Defence Cyber Protection Partnership (DCPP). All prime contractors must have the cyber security controls specified in DEF Stan 05-138 (Cyber Security for Defence Suppliers), as appropriate to the cyber risk level specified in the contract.

31. The Authority has determined the level of risk as Low (Reference: RAR- 875062585) as defined in DEF Stan 05-138. In order to do business with the MOD the Contractor must have the cyber security controls required as shown above.

32. In the course of their responsibilities, the Contractor and/or its employees should not be privy to any personal information other than that strictly necessary for the delivery of the course. The Contractor shall ensure that any personnel they employ in connection with this contract adhere to the Data Protection Act 2018 and General Data Protection Regulations (2018).

Annexes:

- A. Diagnostic Consultation.
- B. Tailored Training Programme.
- C. KPIs.

Annex A To

DMA Educator Pathway SOR

Dated 21 Jul 21

DIAGNOSTIC CONSULTATION

1. **Intent.** The diagnostic consultation shall enable the Contractor to gain the information necessary to design a tailored, UKPSF-aligned, Advance HE accredited, professional development programme to develop DMA's educators and its curriculum. The programme shall be precisely tailored to meet the needs of DMA and its teaching staff.
2. **Objectives.** The objectives of the diagnostic consultation shall be:
 - a. To understand the contextually specific educational needs of the DMS, the curriculum planning, design and delivery functions of the DMA and the needs of the DMA staff to meet those functions.
 - b. To produce a tailored programme of training that will meet the needs of staff.
3. **Output.** The primary output from the diagnostic consultation will be the development of detailed content of the programme itinerary and a handbook or plan to support the delivery of the programme.
4. **Information Gathering.** The Authority will provide the Contractor with the information necessary to enable the training pathway to be tailored to its needs. Any information gathered (electronically or as hard copy) is only to be used for the purposes of this contract and must be returned to DMA or destroyed at the conclusion of the contract unless with the specific authorisation of the Authority. This will include:
 - a. The current approach and style of teaching within the DMA.
 - b. The infrastructure for teaching in the DMA (for example, the nature of the learning spaces, resources and technology available). This should include an understanding of all main DMA sites, including DMS (Whittington) Barracks, the DMA footprint on the Birmingham City University site and the Joint Services School of Exercise Rehabilitation Instruction (JJSERI) at Stanford Hall (LE12 5QW).
 - c. Other issues or challenges highlighted by staff and students
5. **Contractor Activity and Methodology.**
 - a. The Contractor will provide structured questions to the DMA leadership to inform its diagnostic conversations.
 - b. The Contractor will design, administer and analyse an anonymised survey of teaching staff focused on current practices in learning, teaching and assessment.
 - c. The Contractor will review all the material and responses in preparation for the site visit and/or online diagnostic.

- d. The Contractor shall engage with DMA staff involved in strategic planning, commissioning and leading of learning, teaching and assessment. The staff shall be of various levels so that the Contractor may gain a broad understanding of DMA educational and training activity. Engagement will be online or in person as necessary.
- e. The Contractor shall meet with a selection of trainees and students. If the Covid situation allows it, this would ideally be in person.
- f. The Contractor will complete a small number of remote peer observations of teaching at DMA, providing the Covid situation allows it.

Annex B To

DMA Educator Pathway SOR

Dated 21 Jul 21

TAILORED TRAINING PROGRAMME

1. **Intent.** The training programme shall be UKPSF-aligned and Advance HE accredited and should develop DMA educational teaching staff so that they can improve the quality and content of the DMA curriculum and enable the DMA's transformation into a recognised Higher Education Institution for the delivery of healthcare education and training.
2. **Training Objectives.** The training programme shall provide:
 - a. External expertise focused on enhanced teaching practice.
 - b. A strong understanding by the DMA staff undertaking the training of the pedagogy underpinning practice and how it supports the signature approach at DMA.
 - c. Targeted support for staff involved in leading and championing new approaches.
 - d. Specific in depth understanding and action learning based development of expertise in application of technology enhanced learning appropriate to DMA context.
 - e. A community of practice to embed change and be part of ongoing development and review.
 - f. A focus on the student learning experience and engaging students in their learning.
6. **Content.** The programme should be tailored to deliver the above and shall be based on the outcome of the diagnostic consultation. However, specific consideration should be given to the inclusion of the following content:
 - a. The use of digital literacies in learning and harnessing smart technology.
 - b. Development of use of research informed teaching to enhance teaching.
 - c. Enhancement and innovation in curriculum review and design.
 - d. Development of autonomous learners.
 - e. Creating opportunities for student engagement in learning.
 - f. Development of teaching-level specific approaches to assessment and feedback and develop approaches to inclusive curriculum and practice.
7. **Methodology.** The Authority is aware that one of the two training programmes already designed by Advance HE, or a tailored hybrid of the two, might suit the DMA's requirement. These courses are the Teaching Excellence Programme and the Certificate for Learning and Teaching in Higher Education. Providing the analysis from the diagnostic phase concluded that one or other of

these courses, or a mix of two, was right for DMA, the Authority would be content for this to be the delivered training programme.

Annex C To**DMA Educator Pathway SOR****Dated 21 Jul 21****KEY PERFORMANCE INDICATORS (KPIs)**

SER	KEY PERFORMANCE INDICATOR	DEFINITION	BY WHOM	MEASURE	%
1	Programme itinerary and plan	Timely provision of programme itinerary and plan describing the tailored training programme.	Contractor	Completed by 5 Nov 21	100%
2	Course Delivery	Timely commencement of taught part of training programme delivered on time	Contractor	To be completed by 28 Feb 22	100%
3	Course Materials	Timely delivery of quality course materials and resources necessary to deliver the taught component of the training programme.	Contractor	Pre-reading material circulated at least 7 days ahead of taught course and other material available when required.	100%
4	Proposal for self-delivery	Provide proposal for future DMA self-delivered training programme	Contractor	To be completed by 15 Mar 22	100%
5	Mentoring Completion Record	To provide the Authority with a mentoring completion record detailing all those who have completed mentoring sessions, including dates.	Contractor	Within 7 days of request	100%
6	HEA Fellowship Award	To provide successful candidates with a Certificate of Completion.	Contractor	Within 30 days of successful achievement of the programme	100%

Schedule 4

Personal Data Particulars**DEFFORM 532**

Edn 05/18

This Form forms part of the Contract and must be completed and attached to each Contract containing DEFCON 532B.

Data Controller	<p>The Data Controller is the Secretary of State for Defence (the Authority).</p> <p>The Personal Data will be provided by:</p> <p>MOD Data Protection Officer</p> <p>Ground floor, zone D Main Building Whitehall London SW1A 2HB</p> <p>Email cio-dpa@mod.gov.uk</p>
Data Processor	<p>The Data Processor is the Contractor.</p> <p>The Personal Data will be processed at:</p> <p>Innovation Way York Science Park Heslington York YO10 5BR</p> <p><i>Contact: Sarah Threadgold Director of Finance and Resources Sarah.Threadgold@advance-he.ac.uk</i></p>
Data Subjects	<p>The Personal Data to be processed under the Contract concern the following Data Subjects or categories of Data Subjects: <i>[please specify]</i></p> <p>The Data Subjects will be those trainees enrolled on the professional medical educator pathway. They will comprise Regular and Reserve Armed Forces personnel and Civil Servants working within the Defence Medical Services.</p>

	Over the duration of the contract (likely to be around 6 months), up to 25 trainees (Data Subjects) in total will be enrolled onto the pathway.
Categories of Data	<p>The Personal Data to be processed under the Contract concern the following categories of data: <i>[please specify]</i></p> <p>The contract includes the delivery of training and mentorship to the Data Subjects, the monitoring of performance and attendance through training of those individuals and, ultimately, the achievement of accredited against the UK Professional Standards Framework (UKPSF).</p> <p>Personal Data will include categories of data such as:</p> <ul style="list-style-type: none"> ➤ Name ➤ DOB ➤ Gender ➤ Work telephone numbers ➤ Work email addresses ➤ Work correspondence addresses) ➤ Background educational information ➤ Military employment details
Special Categories of data (if appropriate)	<p>The Personal Data to be processed under the Contract concern the following Special Categories of data: <i>[please specify]</i></p> <p>By nature of the contract, no special categories are applicable, however if any personal data which may identify as a special category of data as per Paragraph 1 of Article 9 of the EU General Data Protection Regulation (GDPR), should not be recorded unless required as per Paragraph 2 of Article 9.</p>
Subject matter of the processing	<p>The processing activities to be performed under the contract are as follows: <i>[please specify]</i></p> <p>The Contractor will use the information supplied by the subject in the execution of the services under the terms and conditions of the contract.</p> <p>The information will be held in accordance with GDPR. In particular, the Contractor will be required to ensure that Data Subjects cannot identify or be identified as Service personnel.</p>

	After the conclusion of the contract, only essential data will be held (e.g. A record of individual accreditation) and only with the agreement of the individual and the Authority. Where necessary, data will be anonymised.
Nature and the purposes of the Processing	<p>The Personal Data to be processed under the Contract will be processed as follows: <i>[please specify]</i></p> <p>DMA will identify and enrol personnel for training and mentorship. Any data processing will be monitored by the DMA Designated Officer for managing the contract.</p> <p>The students will be monitored by both DMA and Contractor whilst under the training and mentorship. Personnel will be made aware of all information that is being held and processed about them.</p> <p>The Contractor shall only hold personal data for the purposes of the individual's learning and accreditation. Data will only be shared with those who require it.</p> <p>The Contractor will be entitled to use <u>anonymised</u> data to report training statistics for the purposes of financial, educational and commercial purposes, with the specific agreement of Defence.</p>
Technical and organisational measures	<p>The following technical and organisational measures to safeguard the Personal Data are required for the performance of this Contract: <i>[please specify]</i></p> <p><i>Authority Technical Measures:</i></p> <p>The Authority has established organisational measures to ensure that all data is secure, and measures are in place that guarantees protection level appropriate to the risk concerning confidentiality, integrity, availability and resilience of the systems. A cyber assessment has been completed to identify the level of risk concerned within this contract.</p> <p><i>Contractor Technical and Organisational Measures:</i></p> <p><i>To be completed once Contractor appointed</i></p>
Instructions for disposal of Personal Data	The disposal instructions for the Personal Data to be processed under the Contract are as follows (where Disposal Instructions are available at the commencement of Contract): <i>[please specify]</i>

	<p>Information relating to individual Data Subjects will be held for the length of each Subjects' course. Data must be destroyed by the Contractor as soon as each Subject concludes the course, except where it is essential to support the award of the qualification/accreditation, noting that even in this event the Contractor will be required to ensure that Subjects continue to consent to their data being held, in accordance with GDPR.</p> <p>Other data relating to the contract will be held for the duration of the contract and thereafter only anonymised and as required for commercial, financial and educational reporting.</p>
Date from which Personal Data is to be processed	<p>Where the date from which the Personal Data will be processed is different from the Contract commencement date this should be specified here:</p> <p><i>N/A</i></p>

The capitalised terms used in this form shall have the same meanings as in the General Data Protection Regulations.

Schedule 5**MILESTONE PAYMENT PLAN**

Milestone Number	Milestone Description	Milestone Achievement Criteria	Milestone Achievement Date	Approximate Milestone Value (£)
1	Acceptance of Programme Itinerary and Project Plan	Out-brief from Diagnostic consultation, including at least Programme Itinerary and Project Plan delivered and accepted	19 Nov 21	[REDACTED]
2	Completion of Cohort 1 through taught element of training programme.	Cohort of 25 DMS personnel to have completed the training course.	28 Feb 22	[REDACTED]
3	Mentoring in place and acceptance of written proposal for self-delivery of Training Pathway	Mentoring has commenced successfully for all trainees and written proposal to enable in-house delivery of the training pathway received and accepted	15 Mar 22	[REDACTED]
4	SFHEA writing retreat delivered	All candidates supported in developing applications for Fellowship	In line with SF retreat date tbc	[REDACTED]

Schedule 6 – ADVANCE HE Proposal to DMA ref 80086

[REDACTED]

Schedule 7 – Cyber Implementation Plan

[REDACTED]

DEFFORM 111

Appendix - Addresses and Other Information

1. Commercial Officer

Name: Theresa Freeman

Address: Coltman House, DMS Whittington, Lichfield WS14 9PY

Email: theresa.freeman975@mod.gov.uk ☎☎ 0300 157 1230

2. Project Manager, Equipment Support Manager or PT Leader (from whom technical information is available)

Name: Sqn Ldr Wendy Norrie

Address Defence Medical Academy, McIndoe Centre (Bld 62) DMS Whittington, Lichfield WS14 9PY

Email: wendy.norrie100@mod.gov.uk ☎☎ 01543 475089 Mobile: 07812 489462

3. Packaging Design Authority Organisation & point of contact:

N/A

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

☎☎ N/A

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

Branch/Name: N/A

☎☎ N/A

(b) U.I.N. N/A

5. Drawings/Specifications are available from N/A

6. Intentionally Blank

7. Quality Assurance Representative: Col Mark Morrison

AQAPS and **DEF STANs** are available from UK Defence Standardization, for access to the documents and details of the helpdesk visit <http://dstan.uwh.diif.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: TBC

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 Centre

IMPORTS ☎☎ 030 679 81129 / 81133 / 81138 Fax 0117 913 8946

EXPORTS ☎☎ 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

Users requiring an account to use the MOD Freight Collection Service should contact DESWATERGUARD-ICS-Support@mod.gov.uk in the first instance.

11. The Invoice Paying Authority

Ministry of Defence, DBS Finance, Walker House, Exchange Flags Liverpool, L2 3YL

☎☎ 0151-242-2000 Fax: 0151-242-2809

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: Leidos-FormsPublications@teamleidos.mod.uk

*** NOTE**

1. Many **DEFCONs** and **DEFFORMs** can be obtained from the MOD Internet Site: <https://www.aof.mod.uk/aofcontent/tactical/toolkit/index.htm>

2. If the required forms or documentation are not available on the MOD Internet site requests should be submitted through the Commercial Officer named in Section 1.