

Crown Commercial Service

Call Off Order Form for Management Consultancy Services

RM6008 Lot 1

701377373 - Provision of a Temporary Programme Manager to Deliver the FTUAS

FRAMEWORK SCHEDULE 4

CALL OFF ORDER FORM

PART 1 – CALL OFF ORDER FORM

SECTION A

This Call Off Order Form is issued in accordance with the provisions of the Framework Agreement for the provision of Business Consultancy Services dated 04 September 2018.

The Supplier agrees to supply the Services specified below on and subject to the terms of this Call Off Contract.

For the avoidance of doubt this Call Off Contract consists of the terms set out in this Template Call Off Order Form and the Call Off Terms.

Order Number	701377373
From	Ministry of Defence ("CUSTOMER")
To	Jacobs U.K. Limited ("SUPPLIER")
Date	15 December 2020 ("DATE")

SECTION B

1. CALL OFF CONTRACT PERIOD

1.1.	Commencement Date: 1 January 2021
1.2.	Expiry Date: End date of Initial Period: 31 March 2021 End date of Extension Period: 30 September 2021 Minimum written notice to Supplier in respect of extension: 2 weeks

6. PAYMENT

6.1	Call Off Contract Charges (including any applicable discount(s), but excluding VAT): In Annex 1 of Call Off Schedule 3 (Call Off Contract Charges, Payment and Invoicing)
6.2	Payment terms/profile (including method of payment e.g. Government Procurement Card (GPC) or BACS): In Annex 2 of Call Off Schedule 3 (Call Off Contract Charges, Payment and Invoicing)
6.3	Reimbursable Expenses: Not permitted
6.4	Customer billing address (paragraph 7.6 of Call Off Schedule 3 (Call Off Contract Charges, Payment and Invoicing)): Invoices to be submitted via CP&F/Exostar
6.5	Call Off Contract Charges fixed for (paragraph 8.2 of Schedule 3 (Call Off Contract Charges, Payment and Invoicing)): Contract duration
6.6	Supplier periodic assessment of Call Off Contract Charges (paragraph 9.2 of Call Off Schedule 3 (Call Off Contract Charges, Payment and Invoicing)) will be carried out on: Not Applicable
6.7	Supplier request for increase in the Call Off Contract Charges (paragraph 10 of Call Off Schedule 3 (Call Off Contract Charges, Payment and Invoicing)): Not Permitted

7. LIABILITY AND INSURANCE

7.1	Estimated Year 1 Call Off Contract Charges: The sum of £240,000 maximum liability, if optional extension period invoked.
7.2	Supplier's limitation of Liability (Clause 37.2.1 of the Call Off Terms);
7.3	Insurance (Clause 38.3 of the Call Off Terms):

8. TERMINATION AND EXIT

8.1	Termination on material Default (Clause 42.2 of the Call Off Terms): In Clause 42.2.1(c) of the Call Off Terms
8.2	Termination without cause notice period (Clause 42.7 of the Call Off Terms): In Clause 42.7 of the Call Off Terms
8.3	Undisputed Sums Limit: In Clause 43.1.1 of the Call Off Terms
8.4	Exit Management: Not applied

9. SUPPLIER INFORMATION

9.1	Supplier's inspection of Sites, Customer Property and Customer Assets:
9.2	Commercially Sensitive Information:

10. OTHER CALL OFF REQUIREMENTS

10.1	Recitals (in preamble to the Call Off Terms): Recital A
10.2	Call Off Guarantee (Clause 4 of the Call Off Terms): Not required
10.3	Security: Select short form security requirements
10.4	ICT Policy: Not applied
10.6	Business Continuity & Disaster Recovery: Not applied Disaster Period:

	For the purpose of the definition of “Disaster” in Call Off Schedule 1 (Definitions) the “Disaster Period” shall be <i>[insert period of time]</i>																								
10.7	NOT USED																								
10.8	Protection of Customer Data (Clause 35.2.3 of the Call Off Terms):																								
10.9	Notices (Clause 56.6 of the Call Off Terms): Customer’s postal address and email address: Navy Commercial Leach Building Whale Island Portsmouth PO2 8BY Supplier’s postal address and email address:																								
10.10	Transparency Reports In Call Off Schedule 13 (Transparency Reports)																								
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10.11	Alternative and/or Additional Clauses from Call Off Schedule 14 and if required, any Customer alternative pricing mechanism:																								
10.12	Call Off Tender: In Schedule 16 (Call Off Tender)																								
10.13	Publicity and Branding (Clause 36.3.2 of the Call Off Terms)																								
10.14	Staff Transfer Annex to Schedule 10, List of Notified Sub-Contractors (Call Off Tender).																								
10.15	Processing Data																								

Call Off Schedule 17																													
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	DEFFORM No	Version	Description

Statement of Requirements

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1. PURPOSE

- 1.1. The purpose of this proposal is to provide a temporary Programme Manager to deliver the Flexible Tactical Unmanned Air System (FTUAS) Urgent Capability Requirement (UCR) on behalf of the Authority through the Concept and Assessment phase to a Single Gate Business Case in Autumn 2021. This follows a delay to the programme requiring a reset of the procurement strategy.

2. BACKGROUND TO THE AUTHORITY

- 2.1. The work is required by the Navy Maritime Capability (MarCap) team within Navy Command Headquarters (NCHQ), Portsmouth.

3. BACKGROUND TO REQUIREMENT/OVERVIEW OF REQUIREMENT

- 3.1. FTUAS is an urgent programme of projects with a challenging timeline to deliver a capability to the front line during 2021.
- 3.2. The programme SRO is NAVY DEV DD MARCAP until completion of the MAID Assessment phase. The Programme Director reports to NAVY DEV DD MARCAP. The Programme Director has initiated the Programme with internal Programme Controls and a Requirement Manager.
- 3.3. DE&S have been appointed to develop the Equipment and Support solutions to run the Commercial market engagement and to help prepare the Business Case and supporting documentation. The remaining Defence Lines of Development (DLODs) sit within Navy Command.
- 3.4. The volume of work and pace required to successfully deliver the Programme benefits in the desired timeline and to cohere the pan-DLOD delivery require the additional services of a Programme Manager.

4. DEFINITIONS AND ACRONYMS

Expression or Acronym	Meaning
DEV DD	Develop Deputy Director
DE&S	Defence Equipment & Support
DLOD	Defence Lines of Development
FTUAS	Flexible Tactical Unmanned Air System
MarCap	Maritime Capability
NCHQ	Navy Command Headquarters
SRO	Senior Responsible Officer
UCR	Urgent Capability Requirement

5. THE REQUIREMENT

- 5.1. The requirement is to provide a temporary Programme Manager to the FTUAS UCR for an initial period of 3 months (01 Jan 21 to 31 Mar 21). This may be extendable by agreement in accordance with the contract, for an additional 6 months (01 Apr 21 to 30 Sep 21).
- 5.2. The Programme Manager is to have an applied understanding of:
P3M process;
Programme Management within a Navy environment;
All Navy D-LODs and capability to engage rapidly with DLOD leads and stakeholders including DE&S UAST to cohere and facilitate rapid delivery of the programme;
MOD process including the Requirements and Approvals;
Commercial processes to engage and procure the necessary equipment.
- 5.3. The Programme Manager shall:
Cohere and coordinate delivery with the DLOD project managers to drive achievement of the programme milestones;
Manage Navy stakeholders, with the Navy Programme Director and others as appropriate;
Manage and report delivery against the programme milestones to the Programme Director;
Oversee the programme team including Requirements Manager and Project Controls.

6. KEY MILESTONES

- 6.1. The following key milestones are proposed:

Milestone	Description	Timeframe
1	Mobilise Programme Manager to NCHQ	within week 1 of Contract Award
2	Engage all DLOD leads and DE&S UAST to establish a full understanding of programme position	within 3 weeks of mobilisation
3	Single Gate Business Case ready for NCAC	Nov 21

7. AUTHORITY'S RESPONSIBILITIES

- 7.1. The Authority will be responsible for the Programme as SRO and Programme Director.
- 7.2.
- 7.3. The Authority will act as intelligent customer and subject matter expert for the FTUAS.
- 7.4. The Authority will provide access to the Base Location.
- 7.5. The Authority will provide working space at the Base Location, an MOD laptop with all necessary IT access and accounts to deliver the Programme Management.

8. REPORTING

- 8.1. The Programme Manager is seconded into MarCap and will report within MarCap and to the Portfolio Office as NCHQ & MarCap practice or as otherwise directed by the Programme Director.

9. CONTINUOUS IMPROVEMENT

- 9.1. The Programme Manager will note LFE made available from other MarCap programmes and input to LFE as per normal practice at the Base Location.

10. SUSTAINABILITY

- 10.1. Not applicable

11. ACCREDITATION

- 11.1. The Programme Manager shall be suitably qualified and experienced to demonstrate capability to meet the Requirement.

12. STAFF AND CUSTOMER SERVICE

- 12.1. Not applicable

13. SERVICE LEVELS AND PERFORMANCE

- 13.1. Not applicable

14. SECURITY REQUIREMENTS

- 14.1. The Programme manager shall be SC cleared.

15. PAYMENT

- 15.1. Payment will be invoiced in accordance with the agreed conditions stipulated within the contract.
- 15.2. A payment Purchase Order will be raised within CP&F.
- 15.3. Each invoice will include a detailed breakdown of work completed in accordance with the SOR and confirmed in CP&F.

16. BASE LOCATION

- 16.1. The base location of where the Services will be carried out at NCHQ, Whale Island, Portsmouth.