



Ministry  
of Defence

**MOD Commercial**

**Contract Number:**

**701577549**

**Scrum Agile Management Training**

Managed Learning Service

PSGW01737

This Contract is made

**BETWEEN (1) HER BRITANNIC MAJESTY'S SECRETARY OF STATE FOR**

**DEFENCE**, acting by the Directorate of Head Office and Corporate Services (HOCS), Kentigern House, 65 Brown Street, Glasgow G2 8EX ("the Authority")

**AND (2) CAPITA BUSINESS SERVICES LIMITED**, 4<sup>th</sup> Floor, Barnard's Inn, 86 Fetter Lane, London, EC4A

1. The Contractor shall provide the Services described in the Statement of Requirement, in accordance with the Conditions of Contract (as detailed in Framework Schedule 4 – Order Form and Call-Off Terms for the Managed Learning Service dated 4<sup>th</sup> July 2017 – to the Framework Agreement entered into between the Authority and the Supplier on RM3822), the firm prices attached and the Contractor's Work Order (WO) reference PSGW01737 dated 09.08.2021.

2. The Contract shall come into effect on 23.08.2021 until 30.11.2021.

3. Except where there is prior written approval from the Contracts Branch no payment shall be made for work performed which is outside the scope or period of the Contract.

4. If there is a conflict between the documents described in Item 1 above, the order of precedence shall be:

1. Work Order PSGW01737 dated 09.08.2021.

2. Statement of Requirements at Schedule 1

3. Conditions of Contract (as detailed in Framework Schedule 4 – Order Form and Call-Off Terms for the Managed Learning Service dated 4<sup>th</sup> July 2017 to the Framework Agreement entered into between the Authority and the Supplier on RM3822)

## **Index to Schedules**

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## **Schedule 1: Statement of Requirement:**

1. The requirement is broken down into three phases:

**A Scrum coaching.** The training of the Implementation Team (x3 persons) in Scrum coaching. The persons to be trained shall have previously been trained in Scrum Product Owner, Scrum Master and Scrum @ Scale techniques. This training can be conducted in the UK (at a military base in London) or US (at Scrum Inc. HQ as the training immediately precedes the introduction phase) or online. In person training is preferred.

**B Scrum introduction to senior staff.** An introduction to Scrum for key HQ Design personnel (up to x20 personnel). Three days to consist of an introduction into Scrum (inc. Scrum@Scale) and the roles of the Product Owner and Scrum Master. To be conducted in person in the US at Scrum Inc. HQ.

**C HQ Design Team training and coaching and Implementation Team coaching the coaches.** Over a 5 [working] week period, delivering the following:

1. Scrum 'launch' training to the HQ Design Team (up to x50 personnel) to cover an intro to Scrum (Inc. Scrum@Scale) and the roles of the Product Owner and Scrum Master.
  2. Coach the function teams (x5 Teams) through their first three sprints (the Scrum launch and first three sprints shall consist of 5 weeks in total)
  3. Coach the coaches (x3 personnel trained in serial 1.A ) in their coaching of the function teams.
  4. Develop the Implementation Team delivered 3 day introduction (same format as the Scrum launch training described in the top bullet point above) that shall be subsequently used in a classified environment.
  5. Develop a bespoke [up to] 1 hr video on Scrum (introduction for Teams, Scrum@Scale and the roles of Product Owner and Scrum Master) to be delivered to all new staff on induction.
2. All course materials should be agreed with the Implementation Team before the conduct of the training. This is to ensure that all media products support the training objectives. Some course materials shall be required in advance (at a mutually agreed time) to support the scene setting of the training. The Supplier is to provide the Implementation Team with a list of training environment requirements (such as white boards, classrooms, etc.) to enable the training.
3. Changes to the dates, locations, numbers of trainees or instructors and content taught/provided is subject to change providing proposed amendments should be provided in writing (email the most appropriate means) and agreed by both the Supplier and the Implementation Team.
4. **Feedback.** In addition to the products agreed for distribution within the context of the training, a brief written report should be submitted by the Supplier to the

designated Implementation Team officer on completion of the training that highlights individual Teams (x5) and coaches (x3) recommendations for improvement during future sprints/coaching. The report should be no longer than one page per team.

5. **Performance/Quality.** The following criteria are required in order to ensure the quality of the training, coaching and the development of media products:
  1. The Supplier must ensure that their personnel have a demonstrable track record in their field – i.e. that they are Scrum Inc. employed and certified SQEP.
  2. Supplier personnel must have demonstrable skills in delivering Scrum.
  3. It is desirable that Supplier personnel have knowledge of the US Defence Sector or an appreciation of the UK Defence Sector.
  4. All Contractors are to be either UK or US nationals.
  5. It is desirable that the [estimated x2 personnel] Contractors are UK or US Security Cleared.
  6. It is the responsibility of the Supplier to provide information of the allocated Contractor's travel to any country outside of the UK or US over the past 3 years.
  7. All Contractors engaged in the HQ Design Team training during 6 September-8 October shall be required to sign a non-Disclosure contract. A copy of the non-Disclosure contract shall be available on request.
6. All training consumables should be provided to the [Users] Implementation Team on completion of the training exercise or event. Copies should be destroyed and not held by the Contractor in accordance with the Data Protection Act 1998.
7. **Transport.** The Supplier shall be responsible for transport of their personnel to and from the training area. All transport arrangements within the training area shall be the responsibility of the Authority. The user will be responsible for its own personnel overseas travel if required. Contractors will require a photo personal ID in order to enter designated UK military sites. Vehicles will be able to enter UK military sites and will be arranged by the User.
8. **Accommodation and Meals.** For all training, the Contractor will be responsible for costs of their own accommodation/meals.
9. **Personal Equipment.** All Supplier personnel are to bring their own personal kit and operating equipment, which must be of appropriate standard and quality to deliver

the training and should be fully insured. The Contractors and the Authority remain responsible for their own property throughout the duration of the training. Access to utilities will be provided by the Authority at each UK based defence location. All electronic items are subject to inspection and segregating during elements of the training (i.e. Personal Electronic Devices-PED-may be required to be located outside of classrooms where sprint planning and activity is ongoing).

10. **Medical.** Out-patient medical treatment given to the Contractor's Representatives by a Service Medical Officer or other Government Medical Officer at a Government Establishment overseas shall be free of charge. Treatment in a Service hospital or medical centre, dental treatment, the provision of dentures or spectacles, conveyance to and from a hospital, medical centre or surgery not within the Establishment, and transportation of the Contractor's Representatives back to the United Kingdom, or elsewhere, for medical reasons, shall be charged to the Contractor at the appropriate local rate.
11. **IT Support.** Where the use of training IT infrastructure is required, the Contractor will work with the Implementation Team to ensure access to the specific system. Where practical the course coordinator will provide access to the internet/Wi-Fi.
12. **Coordination.** The Contractor will be under the direction of the Implementation Team.
13. **Security Clearance.** Supplier personnel will be required to sign and comply with the Official Secrets Act and further Disclosure documents in relation to all training undertaken in support of Defence. The Contractor will observe Data Protection Act requirements and comply with the Public Records Act where appropriate. For access to military units authorised demanders will ensure that Supplier's staff are provided with sponsored Contractors security passes.

## Schedule 2

### Pricing Schedule

Line item No	Description	Phases	Invoice Date	Blended Day Rate (£)	Price (£) (Ex VAT)
1	A total of 47 training days split between items found in the SOR (1.A-C)	A-B	30 September 2021	Information Redacted	Information Redacted
2		C	01 November 2021	Information Redacted	Information Redacted
				Total	(LoL) 166,660

## Appendix A- Addresses and Other Information

### 1. Commercial Officer

Name: Ellie Fineman

Address:

Email: Ellie.Fineman100@mod.gov.uk

☎ 03001567799

### 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

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

Name: Lloyd, Purser

Address:

Email: Information Redacted

☎ Information Redacted

### 9. Consignment Instructions

The items are to be consigned as follows:

### 3. Packaging Design Authority

Organisation & point of contact:

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



### 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 [UKStratCom-DefSp-RAMP@mod.gov.uk](mailto:UKStratCom-DefSp-RAMP@mod.gov.uk) in the first instance.

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

Branch/Name:



(b) U.I.N.



**5. Drawings/Specifications are available from**

**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>

**6. Intentionally Blank**

**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](mailto:Leidos-FormsPublications@teamleidos.mod.uk)

**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.gateway.isg-r.r.mil.uk/index.html> [intranet] or <https://www.dstan.mod.uk/> [extranet, registration needed].

**\* 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.