



Strategic  
Command

# Contract 701577402

## Provision of Linguistic Services for UK MoD Global Operations

Attachment 3

Appendix 5

Transition Plan

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<b>Date</b>	<b>Version</b>	<b>Who</b>	<b>Action</b>
2 Jul 21	0.1	RJH	Converted draft Transition Plan into SOR Annex following discussion with DG.
16 Jul 21	2.0	RJH	Updated to take account DG's comments.
19 Jul 21	3.0	RJH and DG	Final review.
6 Sep 21	4.0	RJH	REDACTED TEXT for Military Sensitive Technical Information

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## 1. INTRODUCTION

- 1.1 If the contract has been awarded to a new supplier, there is a requirement for a transition period for the new supplier to take over the provision of the service from the current supplier.

## 2. THE REQUIREMENT

- 2.1 This Transition Plan is based on a 3-month transition period, with each month based on 28 calendar days.
- 2.2 The plan assumes that the new supplier's Contract starts at the start of the transition period and that the current supplier's contract ends at the end of the transition.
- 2.3 The transition will be split into 3 stages across 3 months, which are based on 28 calendar day months.
- 2.3.1 Stage 1 – Preparation Month 1.
- 2.3.2 Stage 2 – Handover Month 2. Handover of all task lines where the current linguist is available to transfer to the new supplier.
- 2.3.3 Stages 3 - Handover Month 3. Handover of all task lines where the current linguist is not available to transfer to the new supplier and the new supplier is required to provide a replacement.
- 2.3.4 Where a replacement linguist is required and is available to start by the planned Month 2 transition window, they should transition during that window where possible. Where a replacement linguist is not available to transition during their planned Month 2 transition window, they are should transition when ready in Theatre, by the end of Month 3.
- 2.4 Within this plan, D Day is the first day of the new contract, and all planning timings are based on D plus a number of calendar days. When the plan is re-issued as part of the Transition Pack, the D plus x structure will be replaced with actual dates.
- 2.4.1 Within the planned handover dates provided in this plan for each location, as well as handing over the linguists, all associated GFA and supporting assets will be handed over in the same timings.
- 2.4.2 For each task line, the current supplier will employ the linguist up the end of the day before the agreed handover date and the new supplier will employ the linguist from the start of the day of the handover date. Each supplier shall invoice the Authority for the days during the transition that that they have employed each linguist.
- 2.4.3 The plan is set out in chronologic order at Table 1 below.
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### 3. THE PLAN

Ser	Month	Day	Date	Activity	Remarks
(a)	(b)	(c)	(d)	(e)	(f)
1	1	D	TBC	Authority issues an updated Transition Plan to the current supplier and a Transition Pack to the new supplier. The Transition Pack will include: an updated Appendix 1 To Annex A SOR (and/or updated TOFs), an updated GFA register, a list of DOR names and contact details; a list of all linguists and their contact details.	
2	1	From D to D+7	TBC	New supplier offers employment terms and contracts to linguists.	Note CCS RM1092 Call Off Schedule 10 Section 10.
3	1	D+8	TBC	Authority chaired meeting to agree which current employees will be transferred from the current supplier to the new supplier and which current employees will need to be replaced by the new supplier. New supplier provides a forecast to the Authority of the availability date to deploy to Theatre for all replacement linguists.	
4	1	By D+15	TBC	New supplier submits CONDO movement forms as directed by the Authority to support movement of UKN CONDO to Theatre. New supplier submits security clearance applications as directed by the Authority to support the deployment process. Current supplier issues termination notices to transferring linguists.	
5	2	D+28 to D+34	TBC	Current supplier hands over transferring linguists to the new supplier in REDACTED TEXT for Military Sensitive Technical Information.	
6	2	D+35 to D +41	TBC	Current supplier hands over transferring linguists to the new supplier in REDACTED TEXT for Military Sensitive Technical Information.	
7	2	D+42 to D+48	TBC	Current supplier hands over transferring linguists to the new supplier in REDACTED TEXT for Military Sensitive Technical Information.	

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8	3	By D+83	TBC	All linguists that are to be replaced by the new supplier shall have arrived in their respective locations and have been handed over their task lines by the current supplier.	
9	3	D+84	TBC	Current supplier finishes.	

Table 1 – The Plan