



Ministry  
of Defence

**MOD Commercial**

**HOCS2a/00025**

Wider Public Sector Framework (RM1568)

**Support in Development of MoD Skills Strategy  
(WPS 128)**

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, G2 8EX ("the Authority")

**AND** (2) **CAPITA BUSINESS SERVICES LIMITED**, 4<sup>th</sup> Floor, Barnard's Inn, 86 Fetter Lane, London, EC4A 1EN

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 Wider Public Sector dated 2<sup>nd</sup> June 2014 – to the Framework Agreement entered into between the Authority and the Supplier on RM1568), the firm prices attached and the Contractor's Work Order (WO) reference WPS 128 dated 16<sup>th</sup> February 2015.
2. The Contract shall come into effect on **15 February 2017** until **31 March 2017**.
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:
  - I. Work Order/SOW reference WPS 128 dated TBC
  - II. Statement of Requirements at Schedule 1
  - III. Conditions of Contract (as detailed in Framework Schedule 4 – Order Form and Call-Off Terms for the Wider Public Sector dated 2<sup>nd</sup> June 2014 – to the Framework Agreement entered into between the Authority and the Supplier on RM1568)

## **Index to Schedules**

<b>SCHEDULE 1</b>	<b>STATEMENT OF REQUIREMENTS</b>
<b>SCHEDULE 2</b>	<b>PRICING SCHEDULE</b>
<b>SCHEDULE 3</b>	<b>ADDRESSES &amp; OTHER INFORMATION</b>

***Schedule 1***

***Statement of Requirements***

**Statement of Requirement**

1. The Civ HR Capabilities team need to engage with external experts on analysing aspects of our current approach to L&D and Apprenticeship programmes, formulating recommendations on how to professionalise these as well as support in designing and delivering some of the changes.
2. Civilian HR is developing its component parts of a Skills Strategy for the organisation, moving towards an organisation-wide learning culture where we have confidence that our investment in training is accruing the relevant benefits, and that we are working with the future talent pipeline to develop the skills Defence needs in the future. There are gaps identified in our current approach to learning MI, career development, capability building and evaluation/audit strategies which have to be addressed to enable further changes as recommended in the MOD Civilian Skills Strategy.
3. To address the skills strategy requirements, we need support in:
  - a. Analysis:
    - i. Current MI gathering methods, linked to workforce and skills planning.
    - ii. Current approach to learning/ training/ skills development.
    - iii. How external organisations have developed a learning culture and learning advocates.
    - iv. MOD and external methods of calculating return on investment in training.
  - b. Effecting in recommendations on:
    - i. How to support the development of career pathways and explaining how people navigate and use them at various levels of the organisation.
    - ii. How we gather and track MI to quantify return on investment in training, apprenticeships and other forms of learning.
    - iii. How to effectively evaluate learning interventions, including apprenticeships programmes at all levels.
    - iv. How we can support employees entering the workplace for the first time in balancing work and learning / training.

***Schedule 2***  
***Pricing Schedule***

Pricing Schedule			Total including Service Fee
Project direction and QA			
Client & stakeholder liaison			
Scoping discussions			
Literature learning cultures			
Case Studies Learning Advocates			
Develop discussion guides			
Literature ROI			
Case studies ROI			
Review of people survey			
Pulse survey			
Apprentice line managers			
Apprentice focus groups			
Optional apprentice survey			
MI data review			
Effectiveness of approaches to learning			
ROI review			
Career toolkit			
Career discussions with stakeholders			
Recommendations on MI			
Evaluation toolkit			
Best practice guide for new entrants			
Review of stakeholders and new entrants			
Summary report			
<b>Total Cost Per annum</b>			<b>81,950.00</b>

*All figures are £*

*Fees include all expenses*

*Costs & Fees are exclusive of VAT*

Costs taken from Capita New Wrapped Pricing - 27/1/17

***Schedule 3***

***Addresses and Other Information***

## Appendix - Addresses and Other Information

### 1. Commercial Officer

Name: Def Commercial CC HOCS2a1  
Address: Rm 2.1.02, Kentigern House  
65 Brown Street, Glasgow G2 8EX  
Email: [DefComrclCC-HOCS2a1@mod.uk](mailto:DefComrclCC-HOCS2a1@mod.uk)  
☎ [REDACTED]

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

Name: [REDACTED]  
Address: Civ HR-Strat Cap& Skills DH, Rm 6I, MoD Main Building,  
Horse Guards Avenue, Whitehall, London, SW1A 2HB  
Email: [people-civhr-stratcapandskillsdh@mod.uk](mailto:people-civhr-stratcapandskillsdh@mod.uk)  
☎ [REDACTED]

### 3. Packaging Design Authority

Organisation & point of contact:

N/A

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

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

(b) U.I.N. D0905P

### 5. Drawings/Specifications are available from

N/A

### 6. 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.diif.r.mil.uk/> [intranet] or <https://www.dstan.mod.uk/> [extranet, registration needed].

### 8. Public Accounting Authority

- 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
- 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:

N/A

### 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

[www.freightcollection.com](http://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-](mailto:DESLCSLS-)

[OpsFormsandPubs@mod.uk](mailto:OpsFormsandPubs@mod.uk)

### NOTES

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

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