

Purchase Order

PURCHASE ORDER

Contract No: CCDT/604

Contract Name: CCDT/604 - The Type Airworthiness Desk Officers' Foundation Course (TADOFC)

Dated: 11-Jul-2019

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 £118,133) (Edn 02/18)

Contractor	Quality Assurance Requirement (Clause 8)
<p>Name: LEADING EDGE SUPPORT LTD</p> <p>Registered Address: 1 CHELMER WAY 34 BALFOUR ROAD ELY SOUTHPORT CAMBRIDGESHIRE MERSEYSIDE CB6 2WS PR8 6LE</p>	

Consignor (if different from Contractor's registered address)	Transport Instructions (Clause 10)
<p>Name:</p> <p>Address:</p>	<p>Select method of transport of Deliverables</p> <p>To be Delivered by the Contactor [Special Instructions]</p> <p>To be Collected by the Authority [Special Instructions]</p> <p>Each consignment of the Deliverables shall be accompanied by a delivery note.</p>

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Progress Meetings (Clause 13)	Progress Reports (Clause 13)
<p>The Contractor shall be required to attend the following meetings:</p> <p>Subject:</p> <p>Frequency:</p> <p>Location:</p>	<p>The Contractor is required to submit the following Reports:</p> <p>Subject: REPORT</p> <p>Frequency: QUARTERLY</p> <p>Method of Delivery: SOFT COPY</p> <p>Delivery Address: Danny.Loke100@mod.gov.uk</p>

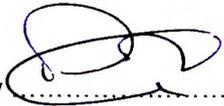
Payment (Clause 14)
<p>Payment is to be enabled by CP&F.</p>

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 Arncott Bicester, OX25 1LP (Tel. 01869 256197 Fax: 01869 256824)</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>

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<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>	
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Contractor Commercially Sensitive Information (Clause 5). Not to be published.
Description of Contractor's Commercially Sensitive Information: N/A
Cross reference to location of sensitive information: N/A
Explanation of Sensitivity: N/A
Details of potential harm resulting from disclosure: N/A
Period of Confidence (if Applicable): N/A
Contact Details for Transparency / Freedom of Information matters: Name: PETER RIDING Position: MANAGING DIRECTOR Address: 34 BALFOUR ROAD, SOUTHPORT, PR8 6LE Telephone Number: 07838 484863 E-mail Address: PETER@LEADING EDGE SUPPORT.CO.UK

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 30 (thirty) 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 £118,133) (Edn 02/18).</p> <p>Name (Block Capitals): <i>PETER RIDING</i></p> <p>Position: <i>MANAGING DIRECTOR</i> For and on behalf of the Contractor</p> <p>Authorised Signatory </p> <p>Date: <i>19 JUL 19</i></p>	<p>B) Acceptance</p> <p>Name (Block Capitals): <i>ABBIE MORSON</i></p> <p>Position: <i>Commercial officer</i></p> <p>For and on behalf of the Authority</p> <p>Authorised Signatory </p> <p>Date: <i>2 108 / 19</i></p>
<p>C) Effective Date of Contract: SC1A PO(Edn 02/18)</p>	

Statement of Requirement

STATEMENT OF REQUIREMENT

FOR: CCDDT/604 - The Type Airworthiness Desk Officers' Foundation Course (TADOFC)

Background

1. This training is mandatory as it provides essential 'supervised practitioner' skills and knowledge about the Type Airworthiness technical function to DE&S Project Team Desk Officer as well as improve the air safety culture in the Air Domain.
2. The training enables the Delivery Teams within DE&S Air Environment to maintain compliance with the Military Aviation Authority (MAA) requirement that personnel with air safety responsibilities are competent.
3. The training will enhance the Desk Officers decision-making capabilities in their current and future roles by providing a standardised learning experience of knowledge, processes and issues relevant to Desk Officers across all Air Domain Operating Centres.
4. If the DE&S aerospace engineers with air safety responsibilities receive no further training, then SQEP (Suitably Qualified and Experienced Personnel) levels will not be met and Delivery Teams would not meet operational requirements and DE&S commitments in the Command Acquisition and Support Plan (CASP).
5. The training takes place at DSAE Cosford technical training facilities (instructional airframes) to provide a simulated aircraft operating / maintenance environment. DSAE Cosford instructional airframes are an essential requirement of the course and are utilised as part of the case study exercise. The location enables the integration of military aircraft systems appreciation into the syllabus, the introduction of engineering trade and availability of trainers to deliver the technical familiarisation elements of the course.

Requirement

1. The trainer(s) must have the relevant training qualifications and documentation to train staff to an acceptable level. An alternative means of compliance would be made towards individuals who have considerable amount of experience in the training and delivery of technical courses "As considered acceptable by DES ENG-CFM-3 (Air)".
2. The training will be predominantly instructor-led. The course will include pre-recorded training films and practical exercises in syndicates "As considered acceptable by DES ENG-CFM-3 (Air)"
3. The trainer(s) must deliver a minimum of 5 TADOFCs during the period of July 2019 to April 2020.
4. The training will take place from 9am to 5pm over a consecutive 5-day period agreed by the Authority ahead of time.
5. A maximum of 24 staff to be trained per session/course at adequate facilities at RAF Cosford for DE&S personnel with air safety responsibilities.
6. All days must be attended by trainees to receive a completed certificate.
7. Delegates must be able to be unescorted while at RAF Cosford and SC clearance is necessary for all trainees.
8. Course material will reflect the evolving regulations set out by the Military Aviation Authority

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(MAA) Training documentation in the form of a printed course handout will be provided to each trainee that covers all aspects of the training.

9. Refreshments including as a minimum tea, coffee and water available to all trainees and trainers for the duration of the course.
10. The training provider will provide all training resources including as a minimum; course notes, handouts etc. The training provider will ensure these are given to the students at the start of and during the course as required. They are to cover all aspects of the training given.
11. The Contractor shall inform the Authority of any pre-requisites such as minimum course entry requirements, including underpinning academic qualifications.
12. Students that do not meet the required standard of performance should be given reasonable opportunity for remedial training and re-assessment after consideration of exceptional circumstances.
13. Arrangements for students that otherwise do not meet the required standard are to be provided to the Authority.
14. The Contractor is invited to state the arrangements for the review of student progress and any welfare matters (if appropriate) with the Authority.

Deliverables

1. The delivery of the agreed number of course where training for each course must be completed in 5 consecutive days.
2. All training shall be delivered in English.
3. The venue is on the ground floor and all facilities are accessible without steps. Reasonable adjustments shall be made to not disadvantage students with a disability.
4. Incorporation of feedback forms into the course material is to be provided within two weeks at the end of each course for review by the Authority.
5. Incorporation of applicable regulatory changes into the course material in agreement with the Authority, until the completion of the final course.
6. Maintenance of the instructional specifications in line with the requirements of the course and in agreement with the Authority.
7. Successful completion of TADOF course will satisfy the mandatory requirements of 'supervised practitioner' skills and knowledge about the Type Airworthiness technical function to DE&S Project Team Desk Officers
8. On successful completion of this training the candidate will receive a certificate detailing the course content. The certificate will form part of the competency requirement for personnel with safety responsibilities and recognised by the Military Aviation Authority (MAA).