



Ministry
of Defence

**The Provision of Interim Actors, Audiences,
Adversaries, Enemies and Specialists (A3ES)**
- Project NUMIDIAN

DEMAND ORDER PROCESS

1. **All Demand Orders shall be issued to the contactor at least 10 calendar days prior to the commencement of an exercise or training activity. The Service Provider has 5 calendar days to acknowledge the demand.**
2. **Process is as follows:**
 - a. **Schedules**
 - (1) Indicative schedules showing future events will be made available to the contractor at the earliest opportunity. This information is supplied on a “subject to contract” basis with the Service Provider.
 - (2) Indicative scheduling showing future Threat Tactics Courses (TTC) will be made available to the contractor at the earliest opportunity. This information is supplied on a “subject to contract” basis with the Service Provider.
3. **For the Majority of Events**
 - a. **Warning 001.** The exercise design phase will involve NUMIDIAN planners with an indicative timeline of 10-12 months from STARTEX. These initial meetings will give an early indication of the overall requirement.
 - b. **Warning 002.** The Initial Planning Conference (if requested) for any event must include NUMIDIAN planners and indicatively should occur 9 months from STARTEX. These meetings will set the initial NUMIDIAN requirement for events. The first draft of the demand order will be raised and shared on a ‘subject to contract’ basis with the Service Provider.
 - c. **Refining**
 - (1) The Customer refines the NUMIDIAN support requirements following the Main Planning Conference (MPC), engaging with the Liaison Officer and NUMIDIAN planners highlighting any changes to numbers and capabilities, special instructions or clarification of exercise scenario. The customer will continue to engage with the assigned NUMIDIAN Manager, develop the detail of the requirement on an integrated working basis with the Service Provider balancing the exercise events or TTC requirement with the Service Provider's constraints. This stage shall include scoping of the requirement and driving qualifications (identifying the licences required), confirmation that rations, including any special dietary requirements and accommodation have been booked, if applicable. Security clearances are in place, any necessary Demander facilitated training and rehearsal time is to be clearly articulated at this stage.
 - (2) This will trigger the NUMIDIAN Contract Management Team (CMT) to re-issue the draft Demand Order (if there are changes from the initial demand order). Still on a subject to contract basis.
 - d. **Confirming**
 - (1) Following the Final Planning Conference (FPC) but no later than 10 calendar days before the NUMIDIAN requirement is required the Customer's Demanders finalise the NUMIDIAN requirement to meet any late changes to training policy or content. Highlight any final changes to numbers and capabilities to NUMIDIAN CMT. Demanders issue a Confirmatory Instruction if required.

- (2) NUMIDIAN CMT in HQ LWC will formally issue the Demand Order. This constitutes a formal legally binding contract between the MoD and the Service Provider.

4. **Changes and Cancellation**

- a. Any change (uplift or decrease) or cancellation to a Demand Order will be in accordance with the following:
 - i. Any uplift to a Demand Order received by the Contractor shall be as detailed at Annex B to Schedule 2 (Pricing Schedule). No additional charges shall apply.
 - ii. Any decrease to a Demand Order received by the Contractor with less than 5 calendar days' notice to the start of the event shall be at no additional cost to the Authority, other than irrecoverable costs. Evidence of these costs will be required.
 - iii. Any decrease to a demand order more than 5 calendar days will be at no cost to the Authority.
 - iv. Cancellation of a Demand Order occurring with less than 5 calendar days notification prior to the event will only incur those costs that are irrecoverable. Evidence of these costs will be required.
 - v. Cancellation of a Demand Order over 5 calendar days notification prior to any event will be at no cost to the Authority.
 - vi. Cancellation of a Demand Order on the day or during the event will only incur those costs that are irrecoverable. Evidence of these costs will be required.
 - vii. Where the Contractor fails to provide the requested personnel or vehicles/equipment in any event, the Authority shall be entitled to make an adjustment to the cost stated on the Demand Order Form of an amount equal to the cost of the number of personnel/vehicles/equipment that did not attend the event.

5. **Short Notice Changes to the Requirement.**

- a. Short notice is defined as after the formal/confirming demand order has been issued. Short notice change is defined as any change that requires material alteration to the demand order: e.g. changes in role player numbers, tiers, duration or dates.
- b. Demanders' event managers should contact CMT in the first instance to discuss any changes. If the changes are authorised Customer's will be required to submit supporting paperwork to detail the change and provide an audit trail. In certain circumstances NUMIDIAN may not be able to force generate some or all of the capability changes requested.
 - (1) Normally, short notice changes should only be made where there has been a mission critical change to the course syllabus, externally requested amendments to the published programme or where there is obvious and quantifiable improvement to the training effect.
 - (2) Internal policy or programming should not drive changes to the NUMIDIAN requirement - neither poor planning nor ignorance of the tasking process are excuses for late changes.

6. **Short Notice Demands**

- a. Short notice Demands are new events which arise less than 10 calendar days before a proposed event.