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Redacted under FOIA Section 40, Personal Information

27 February 2025

Dear Sir / Madam

Invitation to Tender Reference 713212450

1. Royal Navy, as part of Ministry of Defence are running a further tender competition for Delivery of Information Defence Line Of Development Services (I-DLOD), under Crown Commercial Services framework Digital Outcomes 6 RM1043 Lot 1. You are invited to tender in accordance with the attached documentation.
2. The initial Statement of Work in the Draft Order Form details what is required.
3. The Pricing Table details what prices are required. The total budget is £7,700,000 (excluding VAT) -
 - £2,466,666 for the core requirements in Yrs 1 & 2
 - £2,666,666 limit of liability for optional additional tasks in Yrs 1 & 2
 - There will be an additional option year Yr 3 for up to £2,566,666 inclusive of Core & LoL
4. Tenders will be evaluated in accordance with the [Tender Evaluation Criteria](#). This details how tenders will be assessed and scored for the Commercial, Financial and Technical responses in submitted tenders.
5. The resulting contract will be based on the framework Terms & Conditions, including the information provided on the [Draft Order Form](#). As this is not a negotiated procurement, the Terms & Conditions cannot be amended following contract award.
6. This will be completed in two stages. Initial submission period ran from 11 December 2024 to 16 January 2025 and was conducted via the CCS Public Procurement Gateway.
7. You may raise questions about the tender and the requirement via the CCS Public Procurement Gateway. The deadline for asking questions is 12 March 2025, with the second stage submissions to be made by 19 March 2025. Please note that any questions raised, and the answers provided, may be shared with other interested suppliers.
8. Any questions about the Terms & Conditions must be raised during the questions period. Any proposed changes or any additional terms/documents that tenderers are requesting to include, must be identified in advance for Authority consideration and to ensure all tenderers are tendering on an equal basis.

9. The anticipated date for notification of outcomes is 04 April 2025. Please note that these are indicative dates and may change.

10. The Authority has selected three suppliers to proceed to the next stage. The suppliers with the three highest total scores from the must have and like to have evaluation criteria are proceeding to the next round, and have met the minimum scores for each criteria.

11. At the second stage, down selected suppliers are requested to provide responses to the technical, social value and cultural criteria, as well as providing rates/prices for delivery of the services.

12. Evaluation criteria should be answered as follows:

Stage 1 Essential Criteria and Nice To Have Criteria – through the tendering portal.

Stage 2 Technical Criteria – by a written proposal.

Stage 2 Social Value Criteria – by written answers to each criteria.

Stage 2 Cultural Fit – by a cultural fit statement.

Stage 2 Financial Pricing – by completing the Pricing Table.

Yours faithfully

Isabel King
Senior Commercial Manager

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1. Glossary

Agent	means Crown Commercial Service
Authority or Contracting Authority	means the Secretary of State for Defence of the United Kingdom of Great Britain and Northern Ireland, (referred to in this document as "the Authority"), acting as part of the Crown – also known as Ministry of Defence
Contract	means the contractually-binding terms and conditions set out in this ITT to be entered into between the Authority and the successful Tenderer at the conclusion of this Procurement;
CCS Public Procurement Gateway	means the online tender management and administration system used by the Authority;
Evaluation Score	means the score achieved by a Tender at the conclusion of the Evaluation process;
Regulations	means the Public Contracts Regulations 2015 (http://www.legislation.gov.uk/uksi/2015/102/contents/made)
Services	means the deliverables (goods and/or services) that may be provided by Suppliers, as set out in the Statement of Requirements/Specification;
Technical Evaluation	means the qualitative evaluation of a Tender undertaken during the Evaluation process;
Technical Score	means the score awarded to a Tenderer at the conclusion of the Technical Evaluation process;
Tender or Bid	means the Tenderer's formal offer in response to the Invitation to Tender;
Tender Submission Deadline	means the time and date set for the latest uploading of Tenders.
Tenderer or Supplier	means a framework supplier submitting a proposal to this Procurement;
You or Your	means mean the tenderers organisation, or the organisation the tenderers represent
We, Us or Ours	means the Authority or Ministry of Defence

2. Introduction

2.1 This Procurement will establish a contract for the purchase of Services described in the Statement of Work/Specification.

2.2 The resulting Contract will be for 2 years with an option to extend for a further 1 year.

2.3 The maximum contract value (inclusive of option year) is £7,700,000.00. ex VAT.

2.4 This resulting Contract will be between the successful Supplier and the Authority. This is a call off contract and as such the Authority cannot guarantee volumes of work.

2.5 This tender is being conducted under the Crown Commercial Service Digital Outcomes 6 Framework Agreement (reference RM1043 - Lot 1) and it's Terms and Conditions will govern any resultant Contract.

2.6 Only those suppliers down-selected and Stage 1 and on the stated framework and lot can submit a tender in response to this requirement.

2.7 The Authority is managing this Procurement in accordance with the Public Contracts Regulations 2015.

3. Terms of Participation

3.1 You must comply with the rules in this Bid Pack and any other instructions given by us. You must also ensure members of your consortium (if relevant), group companies, subcontractors or advisers comply.

3.2 You may Submit one bid.

3.3 Your bid must remain valid for 90 days after the bid submission deadline.

3.4 You must submit your bid in English and through the CCS Public Procurement Gateway only.

3.5 You are able to bid with named subcontractors to deliver parts of the requirements. You must tell us about any changes to subcontractors or you may be excluded from this competition.

3.6 We may make enquiries. For example, where you either submit a bid:

- In your own name and or as a subcontractor and or as a member of a consortium connected with a separate bid.
- In your own name which is similar to a separate bid from another bidder within your group of companies.

This is so we can be sure that your involvement doesn't cause:

- Potential or actual conflicts of interest.
- Supplier capacity problems.
- Restrictions or distortions in competition.

3.7 We may require you to amend or withdraw all or part of your bid if, in our reasonable opinion, any of the above issues have arisen or may arise.

3.8 Only you or, as applicable, your subcontractors (as set out in your bid) or consortium members (if relevant) can provide services through the contract.

3.9 You must not attempt to influence the contract award process. For example, you must not ever directly or indirectly:

- Collude with others over the content and submission of bids. However, you may work in good faith with a proposed partner, supplier, consortium member (if relevant) or provider of finance.
- Canvass our staff or advisors about this competition.
- Try to get information from any of our and/or Contracting Authority staff or advisors about another bidder or bid.

3.10 You must ensure that no conflicts of interest exist between you and us / Contracting Authority. If you do not tell us about a known conflict, we may exclude you from the competition. We may also exclude you if a conflict cannot be dealt with in any other way.

3.11 You must keep the contents of this Bid Pack confidential (including the fact that you have received it). This obligation does not apply to anything you have to do to submit a bid or comply with a legal obligation.

3.12 You must not publicise the deliverables or the award of any contract unless the Contracting Authority has given written consent. For example, you are not allowed to make statements to the media about any bid or its contents.

3.13 We reserve the right to:

- Waive or change the requirements of this Bid Pack without notice.
- Verify information, seek clarification or require evidence or further information about your bid
- Withdraw this Bid Pack at any time, or re-invite bids on the same or alternative basis.
- Choose not to award any contract or Lot as a result of the competition.
- Choose to award different Lots at different times.
- Make any changes to the timetable, structure or content of the competition.

3.14 We reserve the right to exclude you if:

- You submit a non-compliant bid.
- Your bid contains false or misleading information.
- You fail to tell us of any change in the contracting arrangements between bid submission and award.
- You fix or adjust any element of the Tender by agreement or arrangement with any other person.
- The change in the contracting arrangements would result in a breach of procurement law.
- For any other reason provided in this Bid Pack.

- For any reason set out in the Public Contracts Regulations 2015.

3.15 If a misrepresentation by you induces the Contracting Authority to enter into a contract with you, you may be excluded from bidding for contracts for three years, under regulation 57(8)(h)(i) of the PCR 2015 or sued by the Contracting Authority for damages, the Contracting Authority may rescind the contract under the Misrepresentation Act 1967.

3.16 If fraud, or fraudulent intent, can be proved, you may be prosecuted and convicted of the offence of fraud by false representation under s.2 of the Fraud Act 2006, which can carry a sentence of up to 10 years or a fine (or both).

3.17 If there is a conviction, then your organisation must be excluded from procurement for five years under reg. 57(1) of the PCR 2015 (subject to self-cleaning).

3.18 We will not pay your bid costs for any reason.

3.19 The Contracting Authority will not be liable:

- Where parts of the Bid Pack are not accurate, adequate or complete.
- For any written or verbal communications.

3.20 You must carry out your own due diligence and rely on your own enquiries.

3.21 This Bid Pack is not a commitment by the Contracting Authority to enter into a contract.

3.22 The Bid Pack remains our property. You must use the Bid Pack only for this competition.

3.23 You allow us to copy, amend and reproduce your bid so we can:

- Run the competition.
- Comply with law and guidance.
- Carry out our business.

3.24 Our advisors, subcontractors and other government bodies can use your bid for the same purposes.

3.25 We will not share any information from your bid which you have identified as being confidential or commercially sensitive with third parties, other than stakeholders in the competition. We may however share this information, but only in line with the Regulations, the Freedom of Information Act 2000 (FOIA) or any other law as applicable.

4. Further Competition Timetable

4.1 The timetable below are intended timelines but, for a range of reasons, dates can change. We will tell you if and when timelines change.

Stage	Date and Time
Advert publication	11 December 2025
Initial tender submissions	16 January 2025
Initial evaluation	17 January to 25 February 2025
Notification of down selection	26 February 2025
Final tender submissions	19 March 2025
Presentations	Not Applicable to this procurement
Final evaluation	20 March to 3 April 2025
Notification of Contract Award Decision	4 April 2025
Standstill Period (if required)	4 April to 14 April 2025
Contract Award	15 April 2025
Onboarding and Off-boarding (if required)	15 April to 21 April 2025
Service Commencement	22 April 2025

5. Completing and Submitting a Tender

5.1 To participate in this competitive tendering exercise, Tenderers are required to submit a Tender which fully complies with the instructions in this Bid Pack.

5.2 Your bid must be made by the organisation that will be responsible for providing the deliverables if your bid is successful.

5.3 You must enter your bid into the CCS Public Procurement Gateway. Only bids received through the CCS Public Procurement Gateway will be accepted.

5.4 Make sure you answer every question. Each question must be answered in its own right. You must not answer any of the questions by cross referencing other questions or other materials e.g. reports located on your website.

5.5 Tenderers are strongly advised to read through all documentation first to ensure they understand how to submit a fully compliant Tender.

5.6 It is the Tenderer's responsibility to ensure that a fully compliant Tender is submitted.

5.7 Tenderers must ensure that they are using the latest versions of this document, as the documentation may be updated from time to time.

5.8 For technical guidance on how to complete questions and text fields, and how to upload any requested attachments please see the CCS Public Procurement Gateway.

5.9 Should any exclusions, assumptions, dependencies or caveats apply to your Tender or any of the goods and/or services that you would provide when delivering the requirements, these should be clearly indicated in the relevant areas of the Tender.

5.10 Submit your bid before the Bid Submission Deadline.

6. Questions and Clarifications

6.1 If you have any questions you need to ask them as soon as possible after the procurement event is published as there is a deadline for submitting clarifications questions. This gives you the chance to check that you understand everything before you submit your bid.

6.2 You need to send your questions through the CCS Public Procurement Gateway. This is the only way we can communicate with bidders. Ensure your question is specific and clear and does not include your identity. This is because we publish all the questions and our responses to all bidders.

6.3 If you feel that a particular question should not be published, you must tell us why when you ask the question. We will decide whether or not to publish the question and response.

6.4 You can ask us questions about the competition but please do not attempt to 'negotiate' the terms. All contract awards will be subject to the terms and conditions identified in this Tender.

6.5 The Authority reserves the right to contact Tenderers at any time for clarification on all or any part of their Tender during this Procurement and which is likely to require a prompt response.

7. Tender Evaluation Summary

7.1 The Tender evaluation will assess the Most Economically Advantageous Tender (MEAT) to The Authority based on the following calculation:

Highest Total Evaluation Score from the following evaluation elements:

Commercial Requirements – Pass/Fail only and not included in the total Evaluation Score.

Financial Price Score – Worth 25% of the total Evaluation Score.

Technical Quality Criteria Score (including Must Have, Nice to Have and Technical Criteria) – Worth 60% of the total Evaluation Score.

Social Value Criteria Score – Worth 10% of the total Evaluation Score.

Cultural Fit Criteria Score – Worth 5% of the total Evaluation Score.

7.2 The Score above will be added together to determine the “Evaluation Score” for each Tenderer.

Example calculation, for information purposes only - figures for this procurement may differ.

In this example, Tenderer B has the highest total evaluation score and is the winning tenderer.

Tenderer	Technical (maximum 65)	Social Value (maximum 10)	Cultural Fit (maximum 5)	Financial (maximum 20)	Evaluation Score (maximum 100)
Tenderer A	45	10	5	20	80
Tenderer B	60	5	5	15	85
Tenderer C	50	10	5	15	80

7.3 Any Tender which is considered non-compliant for any element or criteria will be excluded from the competition and not receive an Evaluation Score.

7.4 Scores will be rounded to two decimal places.

7.5 In the event that multiple Tenderers achieve the exact same highest Evaluation Score, then the Tenderer with the lowest Total Price will be considered to be the Winning Tenderer. In the event that multiple Tenderers achieve the exact same highest Evaluation Score and have the exact same lowest Total Price, then The Authority reserves the right to request those, and only those, Tenderers to submit final and best Total Prices, with the lowest final and best Total Price considered to be the Winning Tenderer.

7.6 Tenderers must provide relevant answers and documentation in response to all commercial qualification, financial and technical criteria/questions and submit everything through the Portal. Responses must remain as concise as possible and any supporting information must be relevant to the response. Any information which does not relate directly to the evaluation, including marketing material, will not be evaluated. Hyperlinks to documents or references to websites must not be used, unless these have been requested.

7.7 Tenders will be evaluated based on the contents of their Tender response only.

7.8 Tenderers should submit only one priced proposal. Technical Evaluation will be undertaken independently from Financial Evaluations.

7.9 Technical evaluators will have no knowledge of associated prices. Tenderers should ensure that there are no prices shown within any responses to, or supporting documents for, for technical criteria.

7.10 The Tender competition comprises of two stages.

Stage 1 evaluation is assessed on suppliers responses to Essential and Nice to Have criteria only. The suppliers with the highest total scores from this stage will be down selected to Stage 2, provided they have met any minimum thresholds.

Stage 2 evaluation is assessed on suppliers responses to all the criteria:

Commercial Requirements – Pass/Fail only and not included in the total Evaluation Score.

Financial Price Score – Worth 25% of the total Evaluation Score.

Technical Quality Criteria Score – Worth 60% of the total Evaluation Score
(from Must Have 20%, Nice to Have 5% and Technical Criteria 75%).

Social Value Criteria Score – Worth 10% of the total Evaluation Score.

Cultural Fit Criteria Score – Worth 5% of the total Evaluation Score.

7.11 Should any exclusions, assumptions, dependencies or caveats apply to your Tender or any of the goods and/or services that you would provide when delivering the requirements, these must be clearly indicated in the relevant areas of the Tender.

8. Commercial Qualification Evaluation Criteria

8.1 The Commercial Qualification Evaluation will assess if all tendering and contractual requirements have been provided.

8.2 A Tender will be considered non-compliant if:

- the Tender was not received by the due date and time.
- the full set of requirements cannot be delivered.
- any required delivery dates cannot be met.
- all Framework Terms & Conditions have not been accepted.
- all required additional MOD Terms & Conditions have not been accepted.
- any required documentation was not submitted.
- any prices have been included in the technical responses and the Authority considers that this has affected the evaluation process.
- more than one proposal has been submitted and the Authority considers that this has affected the evaluation process.
- the Social Value Commitments form does not include at least one commitment for each of the three Social Value criteria/themes.

8.3 The Authority reserves the right to undertake due diligence checks and/or financial health checks of Tenderers as part of the Commercial Evaluation. If any of these checks raises concerns around the Tenderer or If a Parent Company or Bank guarantee is requested and is not provided, The Authority will consider the Tenderer non-compliant. If these checks are undertaken on the Winning Supplier during the standstill period prior to formal contract award, the Authority reserves the right to award the Contract to the next best placed Supplier or to cancel or re-run the procurement.

9. Financial Price Evaluation Criteria

9.1 The Financial Evaluation will assess the Total Price the Tenderer has offered to deliver all the requirements set out in the Statement of Requirements/Specification.

9.2 Tenderers down selected to Stage 2 are required to complete the Pricing Table. This does not need to be completed at Stage 1.

9.3 Tenderers shall complete each Rates tab on the Pricing Table spreadsheet. Tenderer's shall enter the day rates for each role for years 1, 2 and optional year 3. Tenderer's entries shall only be made in the yellow highlighted boxes. All other boxes and calculations must not be amended.

9.4 For the core services, indicative roles and numbers of days required for the services have been pre-populated but Tenderers should not feel bound by these figures and they are illustrative only. As this is an outcome based requirement, Tenderer's are allowed to change these roles, SFIA levels and number of days, to reflect the manner in which they intend to deliver the Service utilising their solution. If roles are not required they can be deleted and additional roles can be added if required. This will calculate the Tenderer's total price for delivering those core services.

9.5 Although the technical evaluators will not see tenderer's prices, they will be able to see the number of personnel tenderers are intending to use to deliver the core services and will be able to assess if the tenderer has fully understood each service and the type/number of personnel that would be required to deliver them, which they will take this into account when completing technical evaluations. If Tenderers change any of the indicative roles, they must ensure that their proposed teams are sufficient to deliver all the required services and that the tender submission evidences this.

9.6 For the potential additional services (Time & Materials), specific roles and numbers of days have been pre-populated in the 'Additional T&M Rates' tab. The role titles, SFIA and number of days are

indicative only for the purposes of tender pricing evaluation and shall not be a guarantee of additional services under the Contract. The day rates must be consistent with the day rates utilised in the core service tabs. Tenderer's must not change, add or delete any of these roles. Clarificatory wording confirming the comparable role titles used by the Tenderer, if different elsewhere in the submission, can be set out in the Tenderer's Comments tab. This T&M Rates tab will calculate an indicative price that Tenderer's would charge for delivery additional services.

9.7 Where estimated T&M usage figures are requested, the Total Price figure shall not be a guarantee of quantities required or payments to be made under any resulting Contract. The quantity of each role and rate card is for evaluation purposes only and, whilst this may give an indication of what may be required, quantities required under the contract may be higher or lower based on Authority requirements during the contract period. The contract value will included a limit of liability under which the Authority shall be entitled to request additional services at the rates set.

9.8 Any resource required for implementation should be detailed within the relevant tab. This will be included within the total price calculated to deliver the Core Services.

9.9 Tenderers day rates and total yearly prices provided for the core services will be incorporated into the contract as firm prices and Tenderers will be required to deliver all the core services for the prices stated.

9.10 Time & Materials day rates will be incorporated into the contact as the prices to be used if the Authority request delivery of any additional services. These rate cards will only be used for additional services or requirements above the core services already detailed.

9.11 The Total Price figure that will be used in the evaluation of Tenders shall be the total figure that is calculated from the prices Tenderers have provided for each item listed in the Pricing Table calculations tab.

9.12 A Tender will be considered non-compliant if:

- the Total Price for Core Services for years 1 and 2 is greater than the Core Services funding of £2,466,666.
- The Total Price in years 1 and 2 estimated for all roles (Core Services and T&M) is greater than the total funding of £5,133,333.
- the Tender does not indicate a Total Price.
- the Tender has not provided prices for all items in the Pricing Table.
- the Tender requires the Authority to provide additional resource (other than any identified in the Statement of Requirements), therefore the pricing does not cover all requirements.
- the Tenderer has amended the calculations (highlighted yellow) within the Pricing Table.

9.13 The Tenderer with the lowest total price from the Pricing Table calculation (provided the tender is fully compliant) shall be awarded the maximum Financial Price Score available. The remaining Tenderers shall be awarded a percentage of the maximum Financial Price Score available, based on their price relative to the lowest price submitted.

9.14 The calculation used is the following:

$$\frac{\text{Lowest Price from a compliant Tender}}{\text{Tenderers price}} \times \text{maximum Financial Score available}$$

Example calculation, for information purposes only - figures for this procurement may differ.

Tenderer	Price Submitted	Score Calculation	Maximum Score Available	Financial Score Awarded
Tenderer A	£1,000	$(£1,000 / £1,000) \times 50$	50	50
Tenderer B	£1,100	$(£1,000 / £1,100) \times 50$	50	45
Tenderer C	£2,000	$(£1,000 / £2,000) \times 50$	50	25

10. Technical Quality Evaluation Criteria

10.1 The Technical Evaluation will assess the Tender response to establish the level of confidence The Authority has that the Tenderer will be able meet and deliver all the requirements detailed in the Statement of Requirements/Specification.

10.2 The response to each criteria will be given points in accordance with the table below:

Unsuitable	0	The response does not meet any of the requirements or no response has been provided. An unacceptable and/or non-compliant response with serious reservations, demonstrating no understanding of the requirement.
Major concerns	33	The response has met some, but not all elements of the requirement, which poses risk that the proposal will not meet the deliverables required. The response does not demonstrate a full understanding of the requirement posing major concerns.
Acceptable / minor concerns	66	The response is acceptable and meets all the basic requirements. However, the response is not sufficiently detailed to minimise the risk and/or the proposed approach may require additional support (in addition to that outlined in the Statement of Requirements) from the Contracting Authority to meet its deliverables.
Good	100	The response fully meets all requirements with detail provided minimising risks to delivery. The response is comprehensive and unambiguous, demonstrating a thorough understanding of the requirements and provides details of how the requirement will be met in full without additional support from the Contracting Authority, other than outlined within the Statement of Requirements.

10.3 The points achieved will be multiplied by the corresponding weighting to provide an overall criteria mark.

10.4 When the mark for each question has been determined they will be added together to provide a total mark for the Technical Evaluation.

10.5 The evaluators are considered to be Subject Matter Experts (SME) on the Statement of Requirements/Specification. If an individual criteria is evaluated by more than the one SME, The Authority will review the points allocated by the individual evaluators before facilitating a group consensus meeting. During the meeting, evaluators will discuss their independent points until they reach a consensus regarding the points that should be attributed to each Tenderers answer to the questions.

10.6 Evaluators will assess each question individually and will not be expected to search for answers. Where a Tenderers answer to any technical criteria question is covered within a separately attached document, the text answer to that criteria question must clearly indicate the relevant part of the supporting document in which the answer can be found. Any documents that have not been referenced will be discounted during evaluation.

10.7 Once all technical responses have been evaluated the individual marks attributed to each response, excluding any pass/fail criteria, will be added together to provide a total Technical Mark.

10.8 A Tender will be considered non-compliant if:

- the Tender receives points which are below the threshold set for any individual criteria;

10.9 Tenderers 'Technical Score' shall be calculated as a percentage of the maximum Technical Score available, based of the total Technical Marks received.

The calculation used is the following:

$$\frac{\text{Tenderers Total Marks}}{\text{Total Marks Available}} \times \text{maximum Technical Score available}$$

Example calculation, for information purposes only - figures for this procurement may differ.

<i>Tenderer</i>	<i>Total Marks</i>	<i>Score Calculation</i>	<i>Maximum Score Available</i>	<i>Technical Score Awarded</i>
<i>Tenderer A</i>	70	$(70 / 100) \times 50$	50	35
<i>Tenderer B</i>	90	$(90 / 100) \times 50$	50	45
<i>Tenderer C</i>	80	$(80 / 100) \times 50$	50	40

10.10 The Technical evaluation questions/criteria that Tenderers should address within their Tender are:

Stage 1 Essential skills and experience

Criteria to be answered through the tendering portal.

Figure	Criteria	Points Available	Minimum Threshold	Weight	Mark Available
1	Demonstrate your recent experience (within 12 months) of working on a UK MOD and or comparable organisation programme/project to deliver information assurance.	0 - 4	2	10%	10
2	Provide evidence of your understanding of the Royal Navy and MOD policies and environments, including knowledge of policies and standards.	0 - 4	2	5%	5
3	Demonstrate your experience of establishing and maturing a service capable of assessing new programme or project maritime information systems and their delivery into a defence environment.	0 - 4	2	10%	10
4	Demonstrate your experience of delivering a service that ensures Information Technology and digital systems are factored into maritime programmes.	0 - 4	2	15%	15
5	Provide evidence of bridging the gap between the technical and non-technical, mediating between stakeholders and communicating at all levels to build a consensus.	0 - 4	2	15%	15
6	Demonstrate your experience governing ongoing programme delivery to ensure coherence across information programmes and projects.	0 - 4	2	15%	15
7	Demonstrate your experience in delivering a service approach to assuring digital projects and programmes.	0 - 4	2	10%	10
8	Demonstrate knowledge of how you ensure your information assurance solutions to the evolving maritime environment.	0 - 4	2	5%	5

9	Demonstrate your understanding of the complexities associated with Digital solutions in both fixed and deployed Maritime environments.	0 - 4	2	15%	15
				100%	100

Stage 1 Nice to have skills and experience

Criteria to be answered through the tendering portal.

Figure	Criteria	Points Available	Minimum Threshold	Weight	Mark Available
1	Demonstrate your understanding of the Navy Digital and MOD technical environment including knowledge of existing technology and processes.	0 - 4	0	15%	15
2	Demonstrate your expertise in representing key stakeholder interests in pan-organisation communities and working groups.	0 - 4	0	20%	20
3	Demonstrate experience delivering coherent information assurance within a wide portfolio of programmes with considerations for wider programme implications.	0 - 4	0	25%	25
4	Demonstrate your ability to adjust service delivery based organisational command plans to ensure user requirements are met.	0 - 4	0	20%	20
5	Demonstrate the ability to quickly onboard new SQEP when required to grow a team.	0 - 4	0	20%	20
				100%	100

Stage 2 Technical Criteria (Proposal & Work Histories)

Criteria to be answered through submission of a proposal (this should be a maximum of 5000 words and detail how you intend to deliver the requirements).

Work histories can be submitted as supporting evidence. These can be a maximum of 500 words each.

Evaluation scores will be based on the combined proposal and work histories.

Figure	Criteria	Points Available	Minimum Threshold	Weight	Mark Available
1	Using the Statement of Requirement detailed in the Call-Off order form (Annex A), describe your methodology and approach to deliver the User requirements listed (UR1, UR2, UR3). For the purposes of marking please ensure the proposal details the appropriate headings and sub-headings for each User requirement.	0 - 4	2	25%	25

2	Using the Statement of Requirement detailed in the Call-Off order form (Annex A), describe your methodology and approach to deliver the Service requirements listed (SR1, SR2, SR3, SR4, SR5, SR6, SR7). For the purposes of marking please ensure the proposal details the appropriate headings and sub-headings for each Service requirement.	0 - 4	2	35%	35
3	Describe what structure and composition would be used in delivery of the service and specifically reference why this would meet the service requirements.	0 - 4	2	20%	20
4	Demonstrate how the service will evolve and innovate to ensure optimisation of outcome.	0 - 4	2	10%	10
5	Demonstrate your ability to respond to surge or change in workforce composition during the term of the contract, including access to the whole range of skills and clearances, in a suitable timeframe.	0 - 4	2	10%	10
				100%	100

11. Social Value Evaluation Criteria

11.1 The Social Value Evaluation will assess the Tender response to establish the level of confidence The Authority has that the Tenderer will be able meet and deliver Social Value under the contract.

11.2 The response to each criteria will be given points in accordance with the table below:

Unsuitable	0	The response does not meet any of the requirements or no response has been provided. An unacceptable and/or non-compliant response with serious reservations, demonstrating no understanding of the requirement.
Major concerns	33	The response has met some, but not all elements of the requirement, which poses risk that the proposal will not meet the deliverables required. The response does not demonstrate a full understanding of the requirement posing major concerns.
Acceptable / minor concerns	66	The response is acceptable and meets all the basic requirements. However, the response is not sufficiently detailed to minimise the risk and/or the proposed approach may require additional support (in addition to that outlined in the Statement of Requirements) from the Contracting Authority to meet its deliverables.

Good	100	The response fully meets all requirements with detail provided minimising risks to delivery. The response is comprehensive and unambiguous, demonstrating a thorough understanding of the requirements and provides details of how the requirement will be met in full without additional support from the Contracting Authority, other than outlined within the Statement of Requirements.
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11.3 The points achieved will be multiplied by the corresponding weighting to provide an overall criteria mark.

11.4 When the mark for each question has been determined they will be added together to provide a total mark for the Technical Evaluation.

11.5 If an individual criteria is evaluated by more than the one SME, The Authority will review the points allocated by the individual evaluators before facilitating a group consensus meeting. During the meeting, evaluators will discuss their independent points until they reach a consensus regarding the points that should be attributed to each Tenderers answer to the questions.

11.6 Evaluators will assess each question individually and will not be expected to search for answers. Where a Tenderers answer to any technical criteria question is covered within a separately attached document, the text answer to that criteria question must clearly indicate the relevant part of the supporting document in which the answer can be found. Any documents that have not been referenced will be discounted during evaluation.

11.7 Once all social value responses have been evaluated the individual marks attributed to each response, excluding any pass/fail criteria, will be added together to provide a total Social Value Mark.

11.8 Tender will be considered non-compliant if:

- the Tender receives a score of 0 on more than one of the three social value MAC criteria.

11.9 Tenderers 'Social Value Score' shall be calculated as a percentage of the maximum Technical Score available, based of the total Social Value Marks received.

The calculation used is the following:

$$\frac{\text{Tenderers Total Marks}}{\text{Total Marks Available}} \times \text{maximum Social Value Score available}$$

Example calculation, for information purposes only - figures for this procurement may differ.

Tenderer	Total Marks	Score Calculation	Maximum Score Available	Social Value Score Awarded
Tenderer A	70	$(70 / 100) \times 50$	50	35
Tenderer B	90	$(90 / 100) \times 50$	50	45
Tenderer C	80	$(80 / 100) \times 50$	50	40

11.10 The Social Value evaluation questions/criteria that Tenderers should address within their Tender are:

Criteria to be answered through submission of individual responses to each criteria (Each response should be a maximum of 750 words and detail how you intend to deliver Social Value within the contract).

Figure	Criteria	Points Available	Minimum Threshold	Weight	Mark Available
1	MAC3.1 - Explain how you will Create a diverse supply chain to deliver the contract including new businesses and entrepreneurs, start-ups, SMEs,	0 - 4	0	50%	50

	VCSEs and mutuals				
2	MAC4.2 - Explain how you will Influence staff, suppliers, customers and communities through the delivery of the contract to support environmental protection and improvement.	0 - 4	0	25%	25
3	MAC6.1 - Explain how you will Demonstrate action to identify and tackle inequality in employment, skills and pay in the contract workforce	0 - 4	0	25%	25
				100%	100

11.11 Social Value Overview

Social value has a lasting impact on individuals, communities, and the environment. Government has a huge opportunity and responsibility to maximise benefits effectively and comprehensively through its commercial activity. It cannot afford not to. A missed opportunity to deliver social value may lead to costs that the taxpayer has to absorb elsewhere through public procurement.

A competitive and diverse supply landscape can help to deliver innovation in public services, manage risk and provide greater value for taxpayers' money.

As a result, the Social Value Model (SVM) has been created which details 5 Themes, 8 Policy Outcomes and 24 Model Award Criteria (MACs). The SVM MACs are questions which relate to Social Value. The use of the SVM is mandatory in all central government procurements using Public Contracts Regulations (PCR) 2015 and Defence and Security Public Contracts Regulations (DSPCR) 2011 above financial threshold and exempt procurements.

Defence is focusing on three, out of the five, priority Social Value themes that are most relevant for Defence:

- Tackling economic inequality.
- Fighting climate change; and
- Equal opportunity.

The Social Value Scoring Criteria is listed below. Please use this and the information provided within the SVM to compile your responses to the SVM MAC and Model Evaluation Question (MEQ) asked. In compiling your answer, please refer to the SVM Quick Reference Table. Under Model Response Guidance for tenderers and evaluators examples of types of evidence the tender evaluators are looking for can be found.

Alongside the Example Reporting Metrics, Social Value Key Performance Indicators (KPIs) may be used within this contract. KPIs will be generated from the Tenderer's social value response it is therefore important that measurable commits are included in the response (both commitments against the reporting metrics and other metrics as may be appropriate. KPIs may be agreed between the parties and included in the contract at Contract Award.

The aim of the following SVM MACs is to understand the Tenderers Social Value Commitment that this procurement programme will provide within the geographical location(s) that is will be delivered from.

In your written response you should provide convincing arguments, including suitable evidence, of What your understanding of Social Value is, in relation to this procurement, and How you will instil confidence in the Authority in your ability to deliver against the Social Value requirements for this procurement.

A list of some of the key response documents that the Authority would expect you to provide are provided below. However, within the overall limit of pages you should supplement your written submission with other documents you consider will build confidence in your ability to maximise Social Value Commitments.

From the information that you provide, the evaluators will assess, qualitatively, your response, based on the information that you provide within your tender response.

Alongside their Commitments against the reporting metrics, the successful Tenderer's method statement will form the basis of Key Performance Indicators and jointly managed throughout the life of the contract.

The Tenderers must ensure that they answer the SVM MACs asked. Any additional information which is not specific to the contract being procured will not be considered.

The Tenderers responses are to set out the additional Social Value benefits that they will deliver against the Policy Outcomes for this procurement. It is not sufficient to only reference/use to their Corporate Social Responsibility (CSR) and or Environmental, Social and Governance (ESG) documents.

Using a maximum of 750 words describe the commitment your organisation will make to ensure that opportunities under the contract deliver the Policy Outcome and Award Criteria. Please include:

- your 'Method Statement,' stating how you will achieve this and how your commitment meets the SVM Model Award Criteria (MAC), and
- a timed project plan and process, including how you will implement your commitment and by when
- how you will monitor, measure and report on your commitments/the impact of your proposals. You should include but not be limited to:
 - timed action plan
 - use of metrics
 - tools/processes used to gather data
 - reporting
 - feedback and improvement
 - transparency
- how you will influence your: staff, supply chains, 3rd party suppliers, customers, and communities through the delivery of the contract to support the Policy Outcome, e.g., engagement, co-design/creation, training, and education, partnering/collaborating, volunteering.

In complying your answer, please refer to the Social Value Model Quick Reference Table, under Model Response Guidance for tenderers and evaluators for examples of types of evidence the tender evaluators are looking for: The written submission should be in 11pt Arial to meet the response requirement.

For this procurement, the following SVM MAC have been selected as being appropriate.

Model Award Criteria	Model Response Guidance for tenderers and evaluators <i>The award criteria (left) and sub-criteria (below) will be used to evaluate the response</i>	Example Reporting Metrics <i>(proposals to be included in tender response)</i>
Theme 2: Tackling economic inequality: Policy Outcome: Increase supply chain resilience and capacity		
<p>MAC 3.1: Create a diverse supply chain to deliver the contract including new businesses and entrepreneurs, start-ups, SMEs, VCSEs and mutuals.</p>	<p>Activities that demonstrate and describe the tenderer's existing or planned:</p> <ul style="list-style-type: none"> • Understanding of the types of businesses in the market and the level of participation by new businesses, entrepreneurs, start-ups, SMEs, VCSEs and mutuals. • Activities to identify opportunities to open sub-contracting under the contract to a diverse range of businesses, including new businesses, entrepreneurs, start-ups, SMEs, VCSEs and mutuals. • Plans for engaging a diverse range of businesses in engagement activities prior to appointing supply chain members (including activities prior to award of the main contract and during the contract term). • Activities that demonstrate a collaborative way to work with a diverse range of businesses as part of the supply chain. <p>Illustrative examples: co-design and co-creation of services; collaborative performance management; appropriate commercial arrangements; inclusive working methods; and use of inclusive technology.</p> <ul style="list-style-type: none"> • Advertising of supply chain opportunities openly and to ensure they are accessible to a diverse range of businesses, including advertising sub-contracting opportunities on Contracts Finder. • Ensuring accessibility for disabled business owners and employees. • Structuring of the supply chain selection process in a way that ensures fairness (e.g. anti-corruption) and encourages participation by a diverse range of businesses, including with regard to new businesses, entrepreneurs, start-ups, SMEs, VCSEs and mutuals. 	<p>For each of start-ups, SMEs, VCSEs, mutuals</p> <ul style="list-style-type: none"> ■ The number of contract opportunities awarded under the contract, and value. ■ Total spend under the contract, as a percentage of the overall contract spend. <p>Number/Percentage of supply chain opportunities advertised in an accessible media.</p>

Theme 3: Fighting Climate Change: Policy Outcome: Effective stewardship of the environment

MAC 4.2 Influence staff, suppliers, customers and communities through the delivery of the contract to support environmental protection and improvement.	<p>Activities that demonstrate and describe the tenderer's existing or planned:</p> <ul style="list-style-type: none"> • Understanding of how to influence staff, suppliers, customers, communities and/or any other appropriate stakeholders through the delivery of the contract to support environmental protection and improvement. • Activities to reconnect people with the environment and increase awareness of ways to protect and enhance it. <p>Illustrative examples:</p> <ul style="list-style-type: none"> • Engagement to raise awareness of the benefits of the environmental opportunities identified. <ul style="list-style-type: none"> ◦ Co-design/creation. Working collaboratively to devise and deliver solutions to support environmental objectives. • Training and education. Influencing behaviour to reduce waste and use resources more efficiently in the performance of the contract. • Partnering/collaborating in engaging with the community in relation to the performance of the contract, to support environmental objectives. • Volunteering opportunities for the contract workforce, e.g. undertaking activities that encourage direct positive impact. 	Number of people-hours spent protecting and improving the environment under the contract.
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Theme 4: Equal opportunity: Policy Outcome: Tackle workforce inequality

MAC 6.1 Demonstrate action to identify and tackle inequality in employment, skills and pay in the contract workforce	<p>Activities that demonstrate and describe the tenderer's existing or planned:</p> <ul style="list-style-type: none"> • Understanding of the issues affecting inequality in employment, skills and pay in the market, industry or sector relevant to the contract, and in the tenderer's own organisation and those of its key sub-contractors. • Measures to tackle inequality in employment, skills and pay in the contract workforce. Illustrative examples: <ul style="list-style-type: none"> • Inclusive and accessible recruitment practices, and retention-focussed activities. 	<p>Total number/percentage of full-time equivalent (FTE) people from groups under-represented in the workforce employed under the contract, as a proportion of the total FTE contract workforce</p> <p>Total number/percentage of people from groups under-</p>
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	<ul style="list-style-type: none"> • Offering a range of quality opportunities with routes of progression if appropriate, e.g. T Level industry placements, students supported into higher level apprenticeships. • Working conditions which promote an inclusive working environment and promote retention and progression. • Demonstrating how working conditions promote an inclusive working environment and promote retention and progression. • A time-bound action plan informed by monitoring to ensure employers have a workforce that proportionately reflects the diversity of the communities in which they operate, at every level. • Including multiple women, or others with protected characteristics, in shortlists for recruitment and promotions. • Using skill-based assessment tasks in recruitment. • Using structured interviews for recruitment and promotions. • Introducing transparency to promotion, pay and reward processes. • Positive action schemes in place to address under-representation in certain pay grades. • Jobs at all levels open to flexible working from day one for all workers. • Collection and publication of retention rates, e.g. for pregnant women and new mothers, or for others with protected characteristics. • Regular equal pay audits conducted 	<p>represented in the workforce on apprenticeship schemes / other training schemes under the contract, as a proportion of the all people on apprenticeship schemes/ other training schemes within the contract workforce</p>
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Further Social Value Guidance can be found:

- a) Social Value Model (SVM), Government Commercial Function, Edition 1.1 – 3 Dec 20
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/940827/Guide-to-using-the-Social-Value-Model-Edn-1.1-3-Dec-20.pdf
- b) Guide to Using the Social Value Model, Government Commercial Function, Edition 1.1 – 3 Dec 20
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/940826/Social-Value-Model-Edn-1.1-3-Dec-20.pdf
- c) Social Value Model Quick Reference Table, Government Commercial Function, Edition 1.1 – 3 Dec 20
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/940828/Social-Value-Model-Quick-Reference-Table-Edn-1.1-3-Dec-20.pdf

12. Cultural Fit Evaluation Criteria

12.1 The Cultural Fit Evaluation will assess the Tender response to establish the level of confidence The Authority has that the Tenderer will be able meet and deliver Cultural Fit aspects.

12.2 The response to each criteria will be given points in accordance with the table below:

Unsuitable	0	The response does not meet any of the requirements or no response has been provided. An unacceptable and/or non-compliant response with serious reservations, demonstrating no understanding of the requirement.
Major concerns	33	The response has met some, but not all elements of the requirement, which poses risk that the proposal will not meet the deliverables required. The response does not demonstrate a full understanding of the requirement posing major concerns.
Acceptable / minor concerns	66	The response is acceptable and meets all the basic requirements. However, the response is not sufficiently detailed to minimise the risk and/or the proposed approach may require additional support (in addition to that outlined in the Statement of Requirements) from the Contracting Authority to meet its deliverables.
Good	100	The response fully meets all requirements with detail provided minimising risks to delivery. The response is comprehensive and unambiguous, demonstrating a thorough understanding of the requirements and provides details of how the requirement will be met in full without additional support from the Contracting Authority, other than outlined within the Statement of Requirements.

12.3 The points achieved will be multiplied by the corresponding weighting to provide an overall criteria mark.

12.4 When the mark for each question has been determined they will be added together to provide a total mark for the Technical Evaluation.

12.5 If an individual criteria is evaluated by more than the one SME, The Authority will review the points allocated by the individual evaluators before facilitating a group consensus meeting. During the meeting, evaluators will discuss their independent points until they reach a consensus regarding the points that should be attributed to each Tenderers answer to the questions.

12.6 Evaluators will assess each question individually and will not be expected to search for answers. Where a Tenderers answer to any technical criteria question is covered within a separately attached document, the text answer to that criteria question must clearly indicate the relevant part of the supporting document in which the answer can be found. Any documents that have not been referenced will be discounted during evaluation.

12.7 Once all social value responses have been evaluated the individual marks attributed to each response, excluding any pass/fail criteria, will be added together to provide a total Cultural Fit Mark.

12.8 Tender will be considered non-compliant if:

- the Tender receives points which are below the threshold set for any individual criteria;

12.9 Tenderers 'Cultural Fit Score' shall be calculated as a percentage of the maximum Cultural Fit Score available, based of the total Cultural Fit Marks received.

The calculation used is the following:

$$\frac{\text{Tenderers Total Marks}}{\text{Total Marks Available}} \times \text{maximum Cultural Fit Score available}$$

Example calculation, for information purposes only - figures for this procurement may differ.

Tenderer	Total Marks	Score Calculation	Maximum Score Available	Cultural Fit Score Awarded
<i>Tenderer A</i>	70	$(70 / 100) \times 50$	50	35
<i>Tenderer B</i>	90	$(90 / 100) \times 50$	50	45
<i>Tenderer C</i>	80	$(80 / 100) \times 50$	50	40

12.10 The Cultural Fit evaluation questions/criteria that Tenderers should address within their Tender are:

Criteria to be answered through submission of a Cultural Fit Statement (This should be a maximum of 100 words for each criteria).

Figure	Criteria	Points Available	Minimum Threshold	Weight	Mark Available
1	Explain how you would work as a team with our organisation and with other government organisations.	0 - 4	0	20%	20
2	Demonstrate how you can be transparent and collaborative when making decisions and have a no-blame culture, encouraging people to learn from their mistakes.	0 - 4	0	20%	20
3	Explain how you would share knowledge and experience with other team members.	0 - 4	0	20%	20
4	Explain how you would be able to work with stakeholders with mixed/low technical expertise.	0 - 4	0	20%	20

5	Explain how you would consider equality & inclusion in the provision & operation of services, including a workforce that is representative of the communities we serve, where relevant and proportionate.	0 - 4	0	20%	20
				100%	100

13. Award Decision

13.1 Following evaluation of Tenders in accordance with the evaluation process set out in this ITT, the Tenderer which offers the most economically advantageous Tender may be awarded a Contract.

13.2 The Tender which receives the highest Evaluation Score, which is calculated as the highest combined Technical Evaluation Score, Social Value Evaluation Score, Cultural Fit Evaluation Score and Financial Evaluation Score (provided the tender is considered fully compliant in all evaluation areas) shall be considered the most economically advantageous Tender.

13.3 Any contract resulting from this tender will be formed from the CCS Framework Order Form, Terms & Conditions and associated Schedules, including the Statement of Requirements and Pricing Table, incorporating prices submitted by the Winning Supplier.

13.4 If, following the contract award decision, the Winning Tenderer does not agree to the Contract terms and sign the contract within 10 working days of issue (when the Contract has been drafted in accordance with the terms and information provided in this tender), the Authority reserves the right to terminate that contract award decision and award the Contract to the next best placed Tenderer or to cancel or re-run the procurement.

13.5 If the Winning Tenderer enters into the contract but is unable to deliver the requirements, the Authority reserves the right to terminate that Contract and award the Contract to the next best placed Tenderer or to cancel or re-run the procurement.

13.6 The Authority reserves the right to undertake due diligence checks and/or financial health checks of Tenderers as part of the Commercial Evaluation. If any of these check raises concerns around the Tenderer or If a Parent Company or Bank guarantee is requested and is not provided, The Authority will consider the Tenderer non-compliant. If these checks are undertaken on the Winning Supplier during the standstill period prior to formal contract award, the Authority reserves the right to award the Contract to the next best placed Supplier or to cancel or re-run the procurement.

13.7 An Exit Plan must be provided following contract award in accordance with the Terms & Conditions.

13.8 IR35

IR35 off payroll working rules are not expected to apply to this requirement as this is considered to be a fully outsourced service.

13.9 Modern Slavery

A Modern Slavery Assessment has been raised and the risk is considered to be Very Low.

13.10 **Cyber Risk**

A Cyber Risk Assessment has been raised and the profile is Not Applicable. The reference is RAR-241014A13.

A Supplier Assurance Questionnaire does not need to be completed.

Digital Outcomes 6 (RM1043.8)

Framework Schedule 6 (Order Form Template, Statement of Work Template and Call-Off Schedules)

Order Form

Call-Off Reference: 713212450

Call-Off Title: Delivery of Information Defence Line Of Development Services (I-DLOD)

Call-Off Contract Description: Navy Digital needs to be able to deliver the I-DLOD function to all current and future Navy Command programmes/projects, providing SROs with a service that can become confederated into their programme/project teams. Providing the specialist expertise necessary to enable the successful delivery of the I-DLOD. SROs remain responsible for delivering and meeting their programme/project mandate and responsibilities; including that of the I-DLOD, the objective is that Navy Digital will provide I-DLOD expertise 'as-a-service' to them.

In addition, Navy Digital must be able support I-DLOD across in-service capabilities and engage early with new and emerging programmes/projects in the initial concept phase. Delivering the I-DLOD across the principal elements of Information Architecture, Information Assurance, Information Management, Reference Information, Information Exploitation has a strong dependency on the in-service needs articulated in the relevant capability concept of employment. Key to delivering the I-DLOD is analysis of the operational requirements including bandwidth dependencies, interoperability requirements, C5 equipment scaling, information security, reference, and operational data requirements, all of which must be captured, including the development the Information Exchange Requirement (IER). This requires a fully co-ordinated relationships with the Equipment – DLOD (E-DLOD) and in respect of Information Exploitation a co-ordinated approach and understanding of the concept of operation and intended operational outcomes that are to be achieved.

The Buyer: Ministry of Defence

Buyer Address: Navy Commercial, Leach Building, HMS Excellent, Whale Island, Portsmouth, PO2 8BY

The Supplier: TBC

Supplier Address: TBC

Registration Number: TBC

DUNS Number: TBC

SID4GOV ID: TBC

Applicable Framework Contract

This Order Form is for the provision of the Call-Off Deliverables and dated TBC

It's issued under the Framework Contract with the reference number RM1043.8 for the provision of Digital Outcomes Deliverables.

The Parties intend that this Call-Off Contract will not, except for the first Statement of Work which shall be executed at the same time that the Call-Off Contract is executed, oblige the Buyer to buy or the Supplier to supply Deliverables.

The Parties agree that when a Buyer seeks further Deliverables from the Supplier under the Call-Off Contract, the Buyer and Supplier will agree and execute a further Statement of Work (in the form of the template set out in Annex 1 to this Framework Schedule 6 (Order Form Template, Statement of Work Template and Call-Off Schedules)).

Upon the execution of each Statement of Work it shall become incorporated into the Buyer and Supplier's Call-Off Contract.

Call-Off Lot

Lot 1 – Digital Outcomes

Call-Off Incorporated Terms

The following documents are incorporated into this Call-Off Contract. Where numbers are missing we are not using those schedules. If the documents conflict, the following order of precedence applies:

- 1 This Order Form including the Call-Off Special Terms and Call-Off Special Schedules.
- 2 Joint Schedule 1 (Definitions) RM1043.8
- 3 Framework Special Terms
- 4 The following Schedules in equal order of precedence:
 - Joint Schedules for RM1043.8
 - Joint Schedule 2 (Variation Form)
 - Joint Schedule 3 (Insurance Requirements)
 - Joint Schedule 4 (Commercially Sensitive Information)
 - Joint Schedule 6 (Key Subcontractors)
 - Joint Schedule 7 (Financial Difficulties)
 - Joint Schedule 10 (Rectification Plan)
 - Joint Schedule 11 (Processing Data) RM1043.8
 - Joint Schedule 12 (Supply Chain Visibility)

- Call-Off Schedules for RM1043.8
 - Call-Off Schedule 1 (Transparency Reports)
 - Call-Off Schedule 2 (Staff Transfer)
 - Call-Off Schedule 3 (Continuous Improvement)
 - Call-Off Schedule 5 (Pricing Details and Expenses Policy)
 - Call-Off Schedule 6 (Intellectual Property Rights and Additional Terms on Digital Deliverables)
 - Call-Off Schedule 7 (Key Supplier Staff)
 - Call-Off Schedule 8 (Business Continuity and Disaster Recovery)
 - Call-Off Schedule 9 (Security)
 - Call-Off Schedule 10 (Exit Management)
 - Call-Off Schedule 13 (Implementation Plan and Testing)
 - Call-Off Schedule 14 (Service Levels and Balanced Scorecard)
 - Call-Off Schedule 17 (MOD Terms)
 - Call-Off Schedule 20 (Call-Off Specification)
 - Call-Off Schedule 26 (Cyber Essentials Scheme)
- 5 CCS Core Terms (version 3.0.11)
- 6 Joint Schedule 5 (Corporate Social Responsibility) RM1043.8
- 7 Call-Off Schedule 4 (Call-Off Tender) as long as any parts of the Call-Off Tender that offer a better commercial position for the Buyer (as decided by the Buyer) take precedence over the documents above.

No other Supplier terms are part of the Call-Off Contract. That includes any terms written on the back of, added to this Order Form, or presented at the time of delivery.

Call-Off Special Terms

1 The Contractor shall, and shall procure that their Sub-contractors shall, notify the Authority in writing as soon as they become aware that:

- a. the Contract Deliverables and/or Services contain any Russian/Belarusian products and/or services; or
- b. that the Contractor or any part of the Contractor's supply chain is linked to entities who are constituted or organised under the law of Russia or Belarus, or under the control (full or partial) of a Russian/Belarusian person or entity. Please note that this does not include companies:

(1) registered in the UK or in a country with which the UK has a relevant international agreement providing reciprocal rights of access in the relevant field of public procurement; and/or

(2) which have significant business operations in the UK or in a country with which the UK has a relevant international agreement providing reciprocal rights of access in the relevant field of public procurement.

2 The Contractor shall, and shall procure that their Sub-contractors shall, include in such notification (or as soon as reasonably practicable following the notification) full details of the Russian products, services and/or entities and shall provide all reasonable assistance to the Authority to understand the nature, scope and impact of any such products, services and/or entities on the provision of the Contract Deliverables and/or Services.

3 The Authority shall consider the notification and information provided by the Contractor and advise the Contractor in writing of any concerns the Authority may have and/or any action which the Authority will require the Contractor to take. The Contractor shall be required to submit a response to the concerns raised by the Authority, including any plans to mitigate those concerns, within 14 business days of receipt of the Authority's written concerns, for the Authority's consideration.

4 The Contractor shall include provisions equivalent to those set out in this clause in all relevant Sub-contracts.

DEFCON 5J (Edn 18/11/16) - Unique Identifiers
DEFCON 76 (Edn 11/22) - Contractor's Personnel at Government Establishments
DEFCON 129J (Edn 18/11/16) – The Use of the Electronic Business Delivery Form
DEFCON 516 (Edn 04/12) – Equality
DEFCON 520 (Edn 10/23) - Corrupt Gifts and Payments of Commission
DEFCON 522 (Edn 11/21) - Payment and Recovery of Sums Dues
DEFCON 531 (Edn 09/21) - Disclosure of Information
DEFCON 565 (Edn 12/24) - Supply Chain Resilience and Risk Awareness
DEFCON 601 (Edn 04/14) - Redundant Materiel - applies in relation to DEFCON 611
DEFCON 611 (Edn 12/22) - Issued Property
DEFCON 659A (Edn 02/24) - Security Measures
DEFCON 660 (Edn 12/15) - Official-Sensitive Security Requirements
DEFCON 671 (Edn 10/22) – Plastic Packaging Tax
DEFCON 694 (Edn 07/21) - Accounting For Property of the Authority
DEFCON 707 (Edn 10/23) Rights in Technical Data

Call-off start date: **Estimated April 2025 (TBC)**

Call-off expiry date: **Estimated March 2027 (TBC)**

Call-off initial period: 2 years

Call-Off Optional Extension Period: **1 year (to February 2028 TBC)**

Minimum Notice Period for Extensions: 2 Months

Call-Off Contract Value: **TBC**

Call-Off Deliverables

As detailed in Statement of Work and Call-Off Schedule 20 (Call-Off Specification)

Warranty Period

The Supplier shall provide digital and Software Deliverables with a minimum warranty of at least 90 days against all obvious defects, and in relation to the warranties detailed in Paragraphs 4 (licensed Software warranty) and 9.6.2 (Specially Written Software and New IPRs) of Call-Off Schedule 6 (IPRs and Additional Terms on Digital Deliverables).

Buyer's Standards

From the Start Date of this Call-Off Contract, the Supplier shall comply with the relevant (and current as of the Call-Off Start Date) Standards referred to in Framework Schedule 1 (Specification). The Buyer requires the Supplier to comply with the following additional Standards for this Call-Off Contract:

As detailed in Statement of Work and Call-Off Schedule 20 (Call-Off Specification)

Cyber Essentials Scheme

The Buyer requires the Supplier, in accordance with Call-Off Schedule 26 (Cyber Essentials Scheme) to provide a Cyber Essentials Certificate prior to commencing the provision of any Deliverables under this Call-Off Contract.

The supplier can evidence holding relevant certification by completing the Cyber Risk Assessment SAQ.

Maximum Liability

The limitation of liability for this Call-Off Contract is stated in Clause 11.2 of the Core Terms as amended by the Framework Award Form Special Terms.

The Estimated Year 1 Charges used to calculate liability in the first Contract Year is £TBC.

Call-Off Charges

Time and Materials (T&M)

Total monthly cost for all core services detailed in initial Statement of Works: £TBC (excluding VAT)

Total contract cost for all core services detailed in initial Statement of Works: £TBC (excluding VAT)

Additional maximum Day Rates for any additional services requested above the core services: £TBC (excluding VAT)

Reimbursable Expenses

Up to £50,000 ex VAT per contract year total for travel and subsistence. All claims must comply with the MOD T&S Policy

Payment Method

Payments to be made in arrears via CP&F/Exostar.

The process for Supplier on-boarding for CP&F shall include completing the full MOD registration process in Exostar.

An invoice shall only be valid if it has been submitted for the correct amount and tax treatment in Exostar.

The Supplier shall confirm the amount they consider to be due for payment, for any month or period, within 31 calendar days of the end of that month or period and shall submit invoices through CP&F/Exostar no later than 7 calendar days after that payment amount has been confirmed, unless otherwise agreed. All final amounts due under the contract must be confirmed by the Supplier within 31 calendar days of the end date of the contract, unless otherwise agreed.

Buyer's Invoice Address

TBC

Buyer's Authorised Representative

TBC

Buyer's Environmental Policy
Not Applicable

Buyer's Security Policy
As Per Call-Off Schedule 17 (MOD Terms)

The Contractor shall ensure that they arrange for any relevant security clearances (including BPSS or SC) to be in place when their personnel are required deliver any goods or services on Authority sites.

If Contractor personnel are required to access any classified information at MOD sites or on a MOD provided laptop, they must ensure that this information remains at those sites or on that laptop, unless otherwise agreed and detailed on a Security Aspects Letter.

The Supplier and/or Supplier personnel shall return any Buyer Property (including passes and laptops) within 7 calendar days of a request from the Buyer, unless otherwise agreed. Where Supplier personnel still hold any Buyer Property which contains sensitive information (including passes and laptops), beyond the requested date of return, this may be considered a security breach.

Supplier's Authorised Representative
TBC

The Supplier shall notify the Authority if their representative changes to allow any requests from the Authority to be dealt with promptly.

Supplier's Contract Manager
TBC

Progress Report Frequency
As detailed in Statement of Work and Call-Off Schedule 20 (Call-Off Specification)

Progress Meeting Frequency
As detailed in Statement of Work and Call-Off Schedule 20 (Call-Off Specification)

Key Staff
TBC

Key Subcontractor(s)
TBC

Commercially Sensitive Information
TBC

Balanced Scorecard
See Call-Off Schedule 14 (Service Levels and Balanced Scorecard)

Material KPIs

As detailed in Statement of Work and/or Schedule 14 (Service Levels and Balanced Scorecard)

Service Credits

As detailed in Statement of Work and/or Schedule 14 (Service Levels and Balanced Scorecard)

Additional Insurances

Not applicable

Guarantee

TBC

Social Value Commitment

The Supplier agrees, in providing the Deliverables and performing its obligations under the Call-Off Contract, that it will comply with the social value commitments in Call-Off Schedule 4 (Call-Off Tender)

The Supplier has stated they will deliver the following Social Value Commitments through the duration of the Contract:

Suppliers' Commitments:	Numeric Value
Commitment for MAC 3.1	TBC
Commitment for MAC 4.2	TBC
Commitment for MAC 6.1	TBC

The Authority shall be able to request that the supplier provide evidence that they are meeting these commitments. The supplier shall provide evidence of this within 10 working days. If the supplier is unable to provide sufficient evidence or is not meeting their commitments, the Authority reserves the right to deduct 5% of the next payment that becomes due for each week or portion of a week that passes before the supplier can evidence that those commitments are being met.

Statement of Works

During the Call-Off Contract Period, the Buyer and Supplier may agree and execute completed Statement of Works. Upon execution of a Statement of Work the provisions detailed therein shall be incorporated into the Call-Off Contract to which this Order Form relates.

For and on behalf of the Supplier:

TBC

For and on behalf of the Buyer:

Ministry of Defence

Appendix 1

The first Statement(s) of Works shall be inserted into this Appendix 1 as part of the executed Order Form. Thereafter, the Buyer and Supplier shall complete and execute Statement of Works (in the form of the template Statement of Work in Annex 1 to the template Order Form in Framework Schedule 6 (Order Form Template, Statement of Work Template and Call-Off Schedules)).

Annex 1 (Template Statement of Work)

1 Statement of Works (SOW) Details

Upon execution, this SOW forms part of the Call-Off Contract (reference below).

The Parties will execute a SOW for each set of Buyer Deliverables required. Any ad-hoc Deliverables requirements are to be treated as individual requirements in their own right and the Parties should execute a separate SOW in respect of each, or alternatively agree a Variation to an existing SOW.

All SOWs must fall within the Specification and provisions of the Call-Off Contract.

The details set out within this SOW apply only in relation to the Deliverables detailed herein and will not apply to any other SOWs executed or to be executed under this Call-Off Contract, unless otherwise agreed by the Parties in writing.

Date of SOW: TBC

SOW Title: Delivery of Information Defence Line Of Development Services (I-DLOD)

SOW Reference: 713212450

Call-Off Contract Reference: 713212450

Buyer: Ministry of Defence

Supplier: TBC

SOW Start Date: TBC

SOW End Date: TBC

Duration of SOW: 2 years

Key Personnel (Buyer): TBC

Key Personnel (Supplier): TBC

Subcontractors: TBC

2 Call-Off Contract Specification – Deliverables Context

SOW Deliverables Background:

The Information Defence Line of Development (I-DLOD) is a Functional Capability that is cutting across all elements and stages of the Navy Command Operating Model (NCOM). Within Navy Command, the NCOM places responsibility for I-DLOD; Functional Leadership, Functional Delivery and DLOD Support on Navy Digital.

Delivery phase(s):

Supplier to advise on delivery phases however the minimum expectation is for the IDLOD function to be operating against the following programmes within the first 6 months.

- Vanguard to Dreadnought SSBN
- Frigate Transition Programme (T23 to T26 and T31)
- UK Commando Forces/Littoral Strike
- Mine Hunting Capability (MHC) including Autonomous capabilities.

Overview of Requirement:

Navy Command programme/project Senior Responsible Owners (SROs) are responsible for delivering their programme/project I-DLOD requirements. The Navy Digital role is one of providing SROs with advice, guidance, assurance and the enabling of I-DLOD delivery through participation in Programme Boards, Capability Integration Working Groups, and Business Case Assurance, as well as routine I-DLOD advisory engagements. Navy Digital requires a service that can provide Navy Command SROs with professional I-DLOD support, advisory, assurance and enabling services. Providing this for all capabilities, across all stages of the NCOM. With a co-ordinating element that links into the Navy Digital Portfolio Office

The NCOM defines the key Enabling activities and Tasks that are necessary for the successful delivery of current operational and future capability transitions. Navy Digital as the Functional Leader for the I-DLOD is responsible for:

- Functional Leadership
- Functional Delivery
- DLOD Support

Navy Digital has to provide I-DLOD Functional Leadership, Assurance and Support to Enable the four Transitional Programmes highlighted in the RN Command Plan 22/23 :

- Vanguard to Dreadnought SSBN
- Frigate Transition Programme (T23 to T26 and T31)
- UK Commando Forces/Littoral Strike
- Mine Hunting Capability (MHC) including Autonomous capabilities.

Outside of these major RN Transitional Programmes there is a range of other programmes and projects that require the same focused I-DLOD services. This list will continue to evolve and expand as capability requirements progress from concepts through the NCOM Develop, Acquire, Generate, Operate cycle. These include:

- Fleet Solid Support (FSS)
- Multi-Role Support Ship (MRSS)
- Maritime Command Staff Trainer (MCAST)
- Future Integrated Air Missile Defence (F-IAMD)
- Naval Strike Missile (Maritime Offensive Surface Strike (MOSS) /Maritime Strike Tomahawk (Future)
- Sea Viper Evolution/Sea Ceptor
- Seabed Warfare
- Stingray Mid-life Upgrade (SRMLU)
- RFA PROTEUS (MROS) and RFA STIRLING CASTLE(MHC) to Full Operating Capability
- Magazine Torpedo Launch System (MTLS)
- Lighthouse
- MK41 Vertical Launch System
- Enhanced Virtual Environment (EVE)
- Magazine Torpedo Launch System (MTLS)
- Sea Viper CAMM
- Naval Radar Programme
- Power Generation and Monitoring Upgrade
- S2150 Sonar
- Naval Compass Programme
- Future Cruise Anti Surface Weapon (FCASW)

- Aviation Programmes (Wildcat, Merlin, Crowsnest, Perzine, Puma, F-35, P-8 Maritime Protector)
- Other Submarine Programmes/Projects

Navy Digital needs to be able to deliver the I-DLOD function to all current and future Navy Command programmes/projects, providing SROs with a service that can become confederated into their programme/project teams. Providing the specialist expertise necessary to enable the successful delivery of the I-DLOD. SROs remain responsible for delivering and meeting their programme/project mandate and responsibilities; including that of the I-DLOD, the objective is that Navy Digital will provide I-DLOD expertise 'as-a-service' to them.

Navy Digital needs to be able to sustain and deliver its I-DLOD Functional Leadership role. To achieve this, integrated I-DLOD expertise must be available to the Navy Digital Portfolio Management team and Technical Assurance Authority. In the Functional Leadership role Navy Digital must be able to assure the I-DLOD aspects of all programmes and projects, their supporting Submissions, Business Cases and Approvals. Going forward, this will ensure that when programmes go to the Navy Investment Decision Panel (NIDP), the I-DLOD is fully embedded. This assurance and I-DLOD governance activity is necessary so that the feasibility of information, digital and C5 aspects of programmes and projects are correctly considered and cost, resource and technical implications captured within the approval. This is to ensure that the I-DLOD is an assured capability element within any future NIDP approval.

In addition, Navy Digital must be able support I-DLOD across in-service capabilities and engage early with new and emerging programmes/projects in the initial concept phase. Delivering the I-DLOD across the principal elements of Information Architecture, Information Assurance, Information Management, Reference Information, Information Exploitation has a strong dependency on the in-service needs articulated in the relevant capability concept of employment. Key to delivering the I-DLOD is analysis of the operational requirements including bandwidth dependencies, interoperability requirements, C5 equipment scaling, information security, reference, and operational data requirements, all of which must be captured, including the development the Information Exchange Requirement (IER). This requires a fully co-ordinated relationships with the Equipment – DLOD (E-DLOD) and in respect of Information Exploitation a co-ordinated approach and understanding of the concept of operation and intended operational outcomes that are to be achieved.

3 Buyer Requirements – SOW Deliverables

The I-DLOD comprises 8 key themes, the service must be able to provide SME advice, guidance, assurance, and the enabling of the following I-DLOD capabilities and themes: -

- **Information Architecture:** The Information Architecture requirements are understood, captured and optimised, so that at a system level; organisation, labelling, navigation, search and other elements of information architecture governance is coherent with MOD and Navy Digital policy and strategy. Also, the Information Architecture requirements are captured and enabled as deliverables to meet the programme/project Key User Requirements and goals.
- **Information Exchange Requirement (IER) :** The Information Exchange Requirements (IER) is assessed, considered and captured including all the enabling elements (*e.g. C5ISR equipment, bandwidth, data storage, computer power, data processing capacity and dynamic information for functions such as Intelligence, Geo, Hydrographic, Logistics, Medical etc*) are in place to enable delivery of the

CONEMP/CONUSE and Key User Requirements in a way that is Policy Compliant.

- **Interoperability:** The Interoperability requirements have been captured (including Navy, Joint/Multi-Domain Defence, Coalition, NATO, Other Nations) and the means of delivery assured and the CONEMP/CONUSE is met.
- **Information Exploitation:** The definition of what exploitable information is generated or captured, and ensure that the systems, applications and trained personnel are in place to process, exploit and disseminate as required.
- **Authoritative Reference Information and Data:** The required Reference Information (non-dynamic information such as Mission Data Sets, Charts) is provided from the correct source, in the right format and in a timely manner.
- **Operational Information and Data Management:** The required information is properly managed in accordance with departmental policies (e.g., correctly stored, appropriately accessible) with an information management organisation in place.
- **Information Security:** The necessary and appropriate security approvals are obtained, with any Special Access conditions met, Privacy Impact Assessments completed, and TEMPEST clearance received.
- **Secure by Design:** Cyber security is built-in from the outset of a programme/project to enable delivery of secure systems by the programme/project to the end user. This is to be based MOD Secure by Design policy using continual risk management approach.

User Requirement (UR)

UR 1 For Navy Command Programme and Projects Senior Responsible Owners (SROs) to be supplied with dedicated I-DLOD Advice, Guidance, Assurance and Enabled. Co-ordinating the I-DLOD input to all consolidated PAN-DLOD capabilities and programme/project delivery activities and outputs.

The objectives are: -

- UR 1.1 That programmes and projects achieve a coherent approach to the development of the requirements for Information/Operational Information, Data Management, Information Exploitation, Information Architecture, Interoperability, Information Security and Cyber Security.
- UR 1.2 That programme/projects achieve their knowledge and information superiority objectives.
- UR 1.3 That programme/project SROs receive the appropriate and necessary I-DLOD Advice and Guidance to achieve their deliverable outcomes and objectives.
- UR 1.4 That all aspects of the I-DLOD are Assured and have been Enabled so that programme/project SROs can deliver, in full, all I-DLOD capabilities.

UR 2 For Navy Digital to be furnished with co-ordinated management of all I-DLOD activities and outputs. Fully integrating and synchronising this with the Navy Digital Portfolio Office and its Portfolio and Programme Management processes. Integrating the I-DLOD into Navy Digital's portfolio management and approvals processes so that I-DLOD activities and outputs are managed from a portfolio perspective.

The objectives are: -

- UR 2.1 I-DLOD activities and outputs are a co-ordinated part of Navy Digital's Portfolio Management processes.
- UR 2.2 That the I-DLOD requirements are fully captured from the earliest concept phase, through development, into acquisition and delivery of the programme/project.
- UR 2.3. The I-DLOD is incorporated and assured within the programme/project approvals and mandates.
- UR 2.4. Demand for Navy Digital I-DLOD resources is synchronised with the main Navy Command Portfolio and that Navy Digital is funded or has access to funding to resource and meet this demand from Programme and Project Senior Responsible Owners.
- UR 2.5 That programmes/projects, only proceed through all stages of their approval from concept to in-service if Navy Digital/CDIO has assured and endorsed the I-DLOD.

UR 3 For Navy Digital to be supplied with dedicated I-DLOD management and co-ordination functions to ensure that Navy Command programmes, projects, their supporting Submissions, Business Cases and Approvals have I-DLOD assurance and governance applied. Achieving this through a collaborative, partnership approach, working in conjunction with the Navy Digital Portfolio Office.

The objectives are: -

- UR 3.1 To ensure that information, digital and C5 aspects of programmes and projects are fully considered, costed, resourced and technical implications captured within the approval.
- UR 3.2 To ensure that the I-DLOD is an assured capability element within any Navy Investment Decision Panel (NIDP) approval.
- UR 3.3 To ensure that at all stages Navy Command programmes/projects proceed through approval only if they have Navy Digital/CDIO I-DLOD assurance.

Delivery Plan:

Service Requirement (SR)

SR 1. The supply and **provision of I-DLOD-C5ISR Subject Matter Expertise (SME)** with experience, qualification, background and understanding of maritime and information warfare capabilities. Including:-

- SR 1.1 C5ISR capabilities, weapons/marine systems engineering expertise and experience of operations in the maritime domains covering; surface, sub-surface, air, cyber and amphibious/littoral warfare and environmental and other capabilities such as, hydrography, meteorology, medical, logistics and engineering support.
- SR 1.2 MOD and RN digital, data and security policies and ability to align this with the RN Digital and Data Plan.

SR 2. The focal point responsible for **providing continuity of Subject Matter Expertise (SME) Advice, Guidance, Assurance and the Enabling of all I-DLOD responsibilities** that fall within the scope of Navy Command SROs

Programme/Project mandates/responsibilities and form part of the overall requirement, Including: -

- SR 2.1 Against the Key User Requirements: Identifying, understand and capturing the Information Requirement.
- SR 2.2 Developing an Information Exchange Requirement.

SR 3. The Navy Digital I-DLOD SME representative at SRO Programme Board, Capability Integration Working Groups and any other governance structures relating to the Programme/Project. Including: -

- SR 3.1 I-DLOD progress monitoring and reporting against programme/project milestones.
- SR 3.2 I-DLOD risk, capture, reporting, tracking and development of risk mitigation strategies.
- SR 3.3 I-DLOD benefits capture, reporting.

SR 4. Provide I-DLOD linkage and co-ordination between other specialist area within Navy Digital, STRATCOM programmes, Defence Digital (DD), Defence Equipment & Support (DE&S), and wider MOD. *(Covering STRATCOM programmes impacting maritime capabilities and areas such as Architecture, Data, Information Security, Cyber, Interoperability, End to End connectivity and NATO/MOD Digital Data Standards)* as they relate the Programme/Project. Including: -

- SR 4.1 I-DLOD key compliance dependencies, risks and issues.
- SR 4.2 I-DLOD End-to-End (E2E) dependencies, risks and issues.

SR5. To provide the I-DLOD input to Pan-DLOD requirement and capability development, including identifying and understanding of I-DLOD dependencies and interdependencies.

SR 6. To provide Navy Digital with I-DLOD functional assurance, that will integrate, co-ordinate and collaborate with the Navy Digitals Portfolio Assurance activities and reporting. Including: -

- SR 5.1 The I-DLOD aspects of Business Cases and Review Notes etc.,
- SR 5.2 I-DLOD SME input to the Navy Digital Technical Assurance Authority (NDTAA)

SR7. To provide I-DLOD programme/project portfolio management and co-ordination functions that is fully co-ordinated and integrated into Navy Digitals Portfolio Office and Portfolio management processes. To ensure that I-DLOD assurance and governance is applied to all Navy Command programmes/projects including: -

- SR 7.1 Information, digital, data and C5 aspects of programmes and projects are fully considered, costed, resourced and technical implications captured within their supporting Submissions, Business Cases and Approvals.
- SR 7.2 That the I-DLOD is an assured capability element within any Navy Investment Decision Panel (NIDP) approval.

To achieve and deliver the Service Scope, User Requirement and Service Requirement through the various programme/project phases from Development through to Generate and Operate, this involves, as a minimum, the following activities to be undertaken:-

AC. 1 Programme/Project Development Phases

I-DLOD - CAPABILITY

- AC 1.1 I-DLOD SME input to research, development and experimentation activities, including Concept Card and requirement development.
- AC 1.2 I-DLOD SME input to Capability Programme/Project formulation and development, including the development of Key User Requirements.
- AC 1.3 Cross DLOD working and co-ordination to ensure an effective approach to requirement delivery.
- AC 1.3 I-DLOD SME input to achieve coherence with MOD/Navy Digital policy on architecture, data, information security, cyber is fed into the
- AC 1.4 Capability Programme/Project requirement development.
- AC 1.5 Capture I-DLOD lessons learned into early-stage Capability Programme/Project development.
- AC 1.6 Capture, report and monitor I-DLOD risks.
- AC 1.7 Provide technical assurance of the I-DLOD.
- AC 1.8 Represent CDIO/Navy Digital on Programme Boards, Capability Integration Working Groups and other governance forums as required.

I-DLOD PORTFOLIO ASSURANCE

- AC 1.9 Provide I-DLOD support to the production of the Strategic Outline Case and approvals, including all I-DLOD assurance and support to NDTAA.

AC 2. Programme/Project Acquisition Phase.

I-DLOD - CAPABILITY

- AC 2.1 I- DLOD SME input throughout Acquire phase covering advice, guidance, assurance and enablement.
- AC 2.2 I-DLOD SME input to ensure compliance with MOD/Navy Digital policy on architecture, data, information security, cyber is embedded into the Programme/Project requirement.
- AC 2.3 Cross DLOD working and co-ordination to ensure coordinated and effective approach to delivery of the I-DLOD, so that programme/project capability Key User Requirements are achieved.
- AC 2.4 Capture, report and monitor I-DLOD risks and develop risk mitigation plans.
- AC 2.5 Provide technical Assurance of the I-DLOD.
- AC 2.6 Represent CDIO/Navy Digital on Programme Boards, Capability Integration Working Groups and other governance forums as required.

I-DLOD PORTFOLIO ASSURANCE

- AC 2.7 Support production of Outline Business Case/Full Business Case, including all Information DLOD assurance and support to NDTAA.

AC 3 Programme/Generation and Operate Phases

I-DLOD CAPABILITY

- AC 3.1 I-DLOD SME input with other DLODs to ensure coordinated and effective approach to delivery requirements.
- AC 3.2 I-DLOD support to the generation of capability and meeting the Information Exchange Requirements.

- AC 3.3 I-DLOD SME input and co-ordination of advice from wider Navy Digital on architecture, data, information security, crypto management, in-service and capability management for effective force generation;
- AC 3.4 Capture I- DLOD lessons learned.

PORTFOLIO ASSURANCE

- AC 3.5 I-DLOD assurance, covering Business Cases, Review Notes and supporting the NDTAA.

Supplier Resource Plan:

Service Features

SF 1 The Service must be delivered by personnel with a combination of SC and DV Security Clearance.

SF 2 This is principally a technical service to be delivered across SFIA Levels 5 to 7, focused around SFIA Level 6. 90% of the effort falling into this category.

There is a smaller element of the service that is portfolio focused at SFIA Level 6 10% of the effort falling into this category.

SF 3 The service is to be delivered by a dedicated team.

Delivery Plan:

Supplier will provide a delivery plan as part of the tender submission.

The supplier must conduct an initial onboarding meeting and generate a plan that includes a schedule of works and a resource delivery plan and timeline within 2 weeks of the start of the contract.

The supplier must conduct a formal start-up meeting within 4 weeks of the contract start to confirm and agree the delivery and resource plan, KPIs, progress reviews and reporting frequency.

Continuous service delivery is important so any gaps in service during implementation period must be communicated to the requirement owner, and a solution proposed.

Dependencies:

As covered in the Background & Requirement Overview sections.

Exit:

6 months prior to the end of the contract the supplier will:

- Generate a closing service delivery report that details the activities delivered by this contract against the stated statement of requirement.
- Review performance against the service KPIs and milestones.
- Generate a service transition plan.
- Conduct a documents, information, and knowledge capture.
- Correctly store and archive all information on MoD CIS in line with Navy Digital Information Management policy.
- Work with the customer to ensure preparations for a smooth transition in service.

- g. Generate a Learning from Experience report.

2 weeks prior to the end of the contract the supplier will meet with the SOR and conduct the final transition planning meeting and present progress, issues and risks relating to closing-down or transitioning the service.

All information is to be stored on MoD devices and in MoD locations (no information to be stored on either, company laptops or personal device). The supplier should make adequate preparation for handover and knowledge transfer to new supplier. A key element to this contract will be information management and knowledge transfer. The supplier will ensure that all relevant documentation is created and stored within MoD configuration management policy.

Supplier Resource Plan:

Supplier will provide a resource plan as part of the tender submission.

Security Applicable to SOW:

Security Clearances and a DV to access classified information and the utilisation of MODNET Secret. A Security Aspects Letter will be issued to the winning supplier.

Cyber Essentials Scheme:

Not applicable

SOW Standards:

Delivery of the requirement must be in accordance with MoD standards, systems, processes and governance. The winning supplier will be provided access to the relevant publications including JSPs.

Performance Management:

Service Level Performance Criterion	KPI 1 - Under AC1 (in SOW above) project/programmes being supported by IDLOD in their development phase; a Monthly report is required to be submitted, providing an update on the related activities list.	KPI 2 - Under AC2 (in SOW above) project/programmes being supported by IDLOD in their acquisition phase; a Monthly report is required to be submitted, providing an update on the related activities list.	KPI 3 - Under AC3 (in SOW above) project/programmes being supported by IDLOD in their operate/generate phase; a Monthly report is required to be submitted, providing an update on the related activities list.	KPI 4 - Contract Management Accurate, complete and timely provision of any information and/or other requirements that the Authority reasonably request to manage the contract. All contract management requests are complete, accurate and on time (within reasonable requested dates) – this relates to anything stated within the contract including submission of plans, reports, performance data, invoicing, meeting attendance, return of property
Frequency of Measurement	Monthly	Monthly	Monthly	Monthly
Good Service Level	Monthly report Accepted with no changes.	Monthly report Accepted with no changes.	Monthly report Accepted with no changes.	0 instances of any contract management being either late, incomplete or inaccurate
Approaching Target Service Level	Monthly report Accepted with 'minor changes'	Monthly report Accepted with 'minor changes'	Monthly report Accepted with 'minor changes'	1-2 instances of any contract management being either late, incomplete or inaccurate

Requires Improvement Service Level	Monthly report Accepted with 'significant changes'	Monthly report Accepted with 'significant changes'	Monthly report Accepted with 'significant changes'	3-4 instances of any contract management being either late, incomplete or inaccurate
Inadequate Service Level	Monthly report NOT received	Monthly report NOT received	Monthly report NOT received	5 or more instances of any contract management being either late, incomplete or inaccurate
Buyer Redress for failure to provide services at or above service levels.	Withhold 3% of payment due, in the month failure is assessed, if the service level is assessed as 'inadequate service level' or below.	Withhold 3% of payment due, in the month failure is assessed, if the service level is assessed as 'inadequate service level' or below.	Withhold 3% of payment due, in the month failure is assessed, if the service level is assessed as 'inadequate service level' or below.	Withhold 3% of payment due, in the month failure is assessed, if the service level is assessed as 'inadequate service level' or below.

Additional Requirements:

Where Annex 1 of Joint Schedule 11 (Processing Data) in the Call-Off Contract does not accurately reflect the data Processor / Controller arrangements applicable to this Statement of Work, the Parties shall comply with the revised Annex 1 attached to this Statement of Work.

Key Supplier Staff:

Key Role	Key Staff	Contract Details	Worker Engagement Route (incl. inside/outside IR35)
TBC			

SOW Reporting Requirements:

Further to the Supplier providing the management information detailed in Call-Off Schedule 15 (Call Off Contract Management), the Supplier shall also provide the following additional management information under and applicable to this SOW only:

Ref.	Type of Information	Which Services does this requirement apply to?	Required regularity of Submission
1	Service performance report (including Balanced Scorecard against KPI's)	All	Monthly
2	Record of all minutes against all meetings	All	Monthly
3	Detailed breakdown of roles and utilisation for the period	All	Monthly
4	Detailed Performance review with all stakeholders	All	Quarterly

4 Charges

Call Off Contract Charges:

Time and Materials (T&M)

Total maximum cost for this SOW: £TBC (excluding VAT)

Rate Cards Applicable:
(excluding VAT)

Day Rate: £TBC

Maximum Day Rates for this SOW: £TBC

Reimbursable Expenses:

Up to £50,000 ex VAT per annum total for travel and subsistence. All claims must comply with the MOD T&S Policy.

5 Signatures and Approvals

Agreement of this SOW

BY SIGNING this Statement of Work, the Parties agree that it shall be incorporated into Appendix 1 of the Order Form and incorporated into the Call-Off Contract and be legally binding on the Parties:

For and on behalf of the Supplier

TBC

For and on behalf of the Buyer

TBC

Call-Off Schedule 17 (MOD Terms)

ANNEX 1: DEFCONS and DEFFORMS

The full text of Defence Conditions (DEFCONS) and Defence Forms (DEFFORMS) are available electronically via <https://www.gov.uk/guidance/knowledge-in-defence-kid>.

The following MOD DEFCONS and DEFFORMs form part of this contract:

DEFCONS

DEFCON No	Version	Description
DEFCON 5J	18/11/16	Unique Identifiers
DEFCON 76	11/22	Contractors Personnel At Government Establishments
DEFCON 129J	18/11/16	The Use Of Electronic Business Delivery Form
DEFCON 516	04/12	Equality
DEFCON 520	08/21	Corrupt Gifts And Payments Of Commission
DEFCON 522	11/21	Payment And Recovery OF Sums Due
DEFCON 531	09/21	Disclosure Of Information
DEFCON 565	12/24	Supply Chain Resilience and Risk Awareness
DEFCON 601	04/14	Redundant Materiel applies in relation to DEFCON 611
DEFCON 611	12/22	Issued Property
DEFCON 659A	02/24	Security Measures
DEFCON 660	12/15	Official Sensitive Security Requirements
DEFCON 671	10/22	Plastic Packaging Tax
DEFCON 694	07/21	Accounting For Property Of The Authority
DEFCON 707	10/23	Rights in Technical Data

DEFFORMs (Ministry of Defence Forms)

DEFFORM No	Version	Description