



Ministry
of Defence

MOD Commercial

701578594 Managed Learning Services Framework

Methods and Media Selection Tool (MMST) Lite

This Contract is made

BETWEEN (1) **HER BRITANNIC MAJESTY'S SECRETARY OF STATE FOR DEFENCE**, acting through the Director Commercial, Strategic Command, Defence Academy, Trenchard Building, Shrivenham, SN6 8LA ("the Authority")

AND (2) **CAPITA BUSINESS SERVICES LIMITED**, 1st Floor, Reading Bridge House, George Street, Reading, RG1 8LS ("THE Contractor")

1. The Contractor shall provide the Services described in the Statement of Requirement, in accordance with the Conditions of Contract (as detailed in Framework Schedule 4 – Order Form and Call-Off Terms for the Managed Learning Service dated 04 July 2017 – to the Framework Agreement entered into between the Authority and the Supplier on RM3822), the firm prices attached and the Contractor's Work Order (WO) reference **WO_PSGW01771 & PSGW01771_Pricing Workbook dated 24th November 2021**.

2. The Contract shall come into effect on **15th December 2021 until 31st March 2022**.

3. Except where there is prior written approval from the Contracts Branch no payment shall be made for work performed which is outside the scope or period of the Contract. All prices contained within this Contract exclude VAT.

4. If there is a conflict between the documents described in 1. above, the order of precedence shall be:

1. Work Order/SOW reference **WO_PSGW01771 & PSGW01771_Pricing Workbook dated 24th November 2021**
2. Statement of Requirements at Schedule 1
3. Conditions of Contract (as detailed in Framework Schedule 4 – Order Form and Call-Off Terms for the Managed Learning Service dated 04 July 2017 - to the Framework Agreement entered into between the Authority and the Supplier on RM3822)

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Schedule 1 to

Statement of Requirements

The aim is to provide Defence with a simple and easy to use TEL analysis tool, the MMST (excel spreadsheet) is out-dated and requires updating with new TEL options. The production of a MMAT Lite would complement the existing MMAT; a MMAT Lite version will have a clean interface similar to the DLE Rubric plugin consisting of dials, sliding bars and simple reports.

The MMAT Lite (strategic analysis) should be designed in Moodle as a DLE plugin or possibly using H5P. The MMAT Lite should be designed to complement the existing MMAT already on the DLE (granular KLP analysis).

- a. Increase the availability of an easy to use Methods and Media TEL Selection Tool across Defence.
- b. Allow quick analysis of TEL selection, to aid discussion on suitable Methods and Media.
- c. Support Business Case development for procurement of TEL, including a downloadable report.
- d. Support the DSAT process in Course design Training Options Analysis (TOA) and Training Needs Analysis where required.
- e. The MMAT Lite should be based around the MMST Excel Spreadsheet (which can be provided). The MMAT Lite should be integrated into the DLE (Moodle LMS) similar to pre-existing DLE plugins or potentially designed using H5P.
- f. The MMAT Lite should be based on the MMST Excel Spreadsheet version and designed as a Moodle Plugin or in H5P to align with the DLE and existing MMAT.
- g. We will provide the MMST Excel Spreadsheet and demonstrate the existing MMAT on the DLE. There will be regular engagement to ensure correct design as well as clean interface similar to the DLE Rubric Plugin (dials, sliding bars).
- h. The Crown will own the Intellectual Property Rights.
- i. The MMAT Lite should have a similar selection algorithm to the MMAT to ensure cohesive responses to TEL selection.
- j. A MMST Lite user guide should also be produced detailing available technology and how to use the tool.

The target audience will be Training Managers, Training Designers, Training Deliverers across Defence.

Full details of the Customers requirement are detailed within the WO_PSGW01771 & PSGW01771_Pricing Workbook dated 24th November 2021.

Schedule 2 to 701578594**Pricing Schedule**

Milestone	TOTAL (ex VAT)	Delivery Date
Design, Creation and Delivery of the Method Media Selection Tool	£26,381.55	31st March 2022

***Dates are indicative, and will be discussed and agreed at the Start-Up Meeting, however noting the final deliverable cannot be moved. The Authority will issue a contract amendment to formalise.**

Appendix 1 to 701578594

DEFFORM 111
(Edn 18/11/16)

Appendix - Addresses and Other Information

1. Commercial Officer:

REDACTED

Address: Room 103 Trenchard
Defence Academy of the United Kingdom,
Shrivenham,
SN6 8LA

REDACTED

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

REDACTED

Address: Research and Development, DTEL
Defence Academy of the United Kingdom
Slim, Room 15 Shrivenham, Wiltshire. SN6 8LA

REDACTED

3. Packaging Design Authority:

Organisation and point of contact:

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



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

Branch/Name:



(b) U.I.N. D5357B

5. Drawings/Specifications are available from:

7. Intentionally Left Blank

8. Quality Assurance Representative:

Commercial staff are reminded that all Quality Assurance requirements
should be listed under the General Contract Conditions.

AQAPS and **DEF STANs** are available from UK Defence
Standardization, for access to the documents and details of the
helpdesk visit <http://dstan.uwh.diif.r.mil.uk/> [intranet] or
<https://www.dstan.mod.uk/> [extranet, registration needed]

8. Public Accounting Authority:

- Returns under DEFCON 694 (or SC equivalent) should be sent
to DBS Finance ADMT – Assets In Industry 1, Level 4
Piccadilly Gate, Store Street, Manchester, M1 2WD
☎ 44 (0) 161 233 5397
- For all other enquiries contact DES Fin FA-AMET Policy, Level
4 Piccadilly Gate, Store Street, Manchester, M1 2WD
☎ 44 (0) 161 233 5394

9. Consignment Instructions:

The items are to be consigned as follows:

10. Transport. The appropriate Ministry of Defence Transport
Offices are:

A. **DSCOM**. DE&S, DSCOM, MoD Abbey Wood, Cedar 3c, Mail
Point 3351, BRISTOL BS34 8JH

Air Freight Centre

IMPORTS ☎ 030 679 81113 / 81114 Fax 0117 913 8943

EXPORTS ☎ 030 679 81113 / 81114 Fax 0117 913 8943

Surface Freight Centre

IMPORTS ☎ 030 679 81129 / 81133 / 81138 Fax 0117 913 8946

EXPORTS ☎ 030 679 81129 / 81133 / 81138 Fax 0117 913 8946

B. **JSCS**

JSCS Helpdesk ☎ 01869 256052 (option 2, then option 3); JSCS Fax
No 01869 256837 www.freightcollection.com

11. The Invoice Paying Authority:

Ministry of Defence
DBS Finance

☎ 0151-242-2000

Walker House, Exchange Flags
Liverpool, L2 3YL

Fax: 0151-242-2809

Website is:

<https://www.gov.uk/government/organisations/ministry-of-defence/about/procurement#invoice-processing>

12. Forms and Documentation are available through *:

Ministry of Defence, Forms and Pubs Commodity Management
PO Box 2, Building C16, C Site
Lower Arncliffe

Bicester, OX25 1LP (Tel. 01869 256197 Fax: 01869 256824)

Applications via fax or email: DESLCSLS-OpFormsandPubs@mod.uk

NOTES

* Many **DEFCONs** and **DEFFORMs** can be obtained from the
MOD Internet Website [extranet, registration needed]:
<https://www.aof.mod.uk/aofcontent/tactical/toolkit/index.htm>