



Ministry
of Defence

MOD Commercial

MoD Contract 700009960
Managed Learning Service Framework RM3822
Knowledgepool Ref. PSGW01414

The Provision of Communication & Information System
Training Unit (CISTU) Defence Information Infrastructure
Maritime Deployed (DII MD) Training Delivery

700009960

This Contract is made

BETWEEN (1) **HER BRITANNIC MAJESTY'S SECRETARY OF STATE FOR DEFENCE**, acting by the Navy Command Commercial, Room 303, Jago Road, HMNB Portsmouth, PO1 3LU ("the Authority")

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

1. The Contractor shall provide the Services described in the Work Order PSGW01414, in accordance with the Conditions of Contract (as detailed in Framework Schedule 4 – Order Form and Call-Off Terms for the Wider Public Sector dated 4th 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 PSGW01414 dated 21st January 2020.

2. The Contract shall come into effect on **1st April 2020** until **31st March 2021**, with an option to extend for a further one year period.

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

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

1. Work Order PSGW01414
2. Statement of Requirements at Schedule 1
3. Conditions of Contract (as detailed in Framework Schedule 4 – Order Form and Call-Off Terms dated 4th July 2017 – to the Framework Agreement entered into between the Authority and the Supplier on RM3822)

Index to Schedules

SCHEDULE 1	STATEMENT OF REQUIREMENTS
SCHEDULE 2	PRICING SCHEDULE
SCHEDULE 3	WORK/SERVICE DESCRIPTION

Schedule 1

Work/Service Description (as per Work Order PSGW01414)

The Requirement

The delivery of DII MD is currently delivered in CISTU by contractors on a rolling basis; this contract will expire on 31 Mar 20 when the delivery capability was intended to be subsumed into Project Selborne along with the wider ISTU course delivery. Project Selborne implementation has been delayed by 12 months and is now expected 1 Apr 21; this leaves a 12-month gap between the expiry of the current contract and Selborne implementation.

Provision of DII(MD) (including Minerva) training to personnel nominated by the RN, including Crown Servants, RFA and civilians as sponsored by the MoD.

All training will be delivered at HMS Collingwood, Fareham to a standard 0800 – 1630 training day within a 45-week training year.

Instructors must have an equivalent civilian qualification to DTTTv2 as defined in JSP 822 before commencing training.

Instructors must have SC clearance before commencing training.

Instructors must be CRB checked before commencing training.

Instructors will be subject to HMS Collingwood Standing Orders, which includes dress, bearing and codes of conduct.

All instructors must be prepared to undertake upskilling (arranged by RN staff) while off-load. The OEM course specification (C-Spec) detailing all of the training media can be made available on request.

CISTU DII SSM and/or a representative from the OEM training team will determine if the instructors have acquired sufficient knowledge and demonstrated sufficient instructional competence to be declared ready to deliver DII(MD) training.

Instructors will be managed on a day to day basis by the CISTU DII Site Service Manager and ultimately under the direction of the Officer in Charge CISTU.

DII MD training must be delivered in accordance with JSP 822 and the Course Specifications, both of which can be provided on request.

At any one time, 5 courses will be running concurrently, which could be any number or combination of the courses described below. The solution must enable continual, concurrent delivery of 5 courses.

CISTU will provide the following to facilitate this solution:

- Shared office space for the instructors.
- Access to all necessary training facilities and documentation.

Training material will remain MoD Property throughout.

Instructors should provide first line support for classroom equipment as described in ITIL v4 standards.

DII Maritime Deployed (DII(MD)) training is delivered at CISTU, HMS COLLINGWOOD, Fareham through 5 distinct courses:

- Systems Maintainer (SysSM).
- Service Maintainer (ServM).
- Administration Services Maintainer (ASM).
- Site Services Manager (SSM).

- MINERVA

These courses will output to a standard of Sys04 for DII. The courses detailed above already exist as does the environment for the instruction to take place (with the exception of the Dii Sys04 CBT). Training is currently delivered in the classroom, on representative equipment (live nodes) and CBT. Training may evolve into full CBT or virtualised on a Training LAN, or a combination of both, in the period of this contract.

Courses are to be delivered to provide a minimum output to Sys04 although the GFX provide may be of a different version. This will be supplemented by Handbooks and CBT.

Pen-Amends, endorsed by the MoD, will be accepted as baseline to change training material, however it is understood that any amends need to be factored as part of the existing training delivery programme.

RN equipment, and therefore training, evolves over time and there may be a requirement to deliver updated or new courses during the contract period. There must be sufficient resilience to allow the successful bidder to conduct upskilling in preparation for updated or new courses alongside uninterrupted training delivery as described above. In this case CISTU will provide access to the necessary equipment and training materials. This upskilling may be required to be conducted at a location remote from that of primary delivery.

The ServM and SysSM courses are delivered consecutively as a 3-week course. These 3 weeks are normally referred to as the SysSM course. For the purposes of this contract, the delivery of a SysSM course means the delivery of a consecutive ServM and SysSM course (i.e. the 3-week combined course).

The ASM is a 14-day course; The SSM course is a 1-day course delivered when required.

Although current class sizes are between 8 and 10 personnel, class sizes may well increase to 12-16 during the period. Any provision of hardware or classroom equipment needed for this uplift will be provided by CISTU.

Royal Navy training requirements can and do fluctuate. From time to time during the contract, the requirement for each of the courses may go up or down; however, the overall throughput is likely to remain constant.

To meet the expected throughput of students, based on current data, the solution must provide sufficient suitably qualified experienced personnel to be able to continually deliver any combination of 5 concurrent SysSM, ASM or SSM courses.

The courses described above already exist as does the environment for the instruction to take place. The ATLAS course specification (C-Spec) detailing all of the training media can be made available on request.

Delivery Methodology

Format: face to face / e-learning / work based: Classroom instruction and practical demonstration / tuition on designated rigs within HMS Collingwood.

Location of training: DII Maritime Deployed (DII(MD)) training is delivered at CISTU, HMS COLLINGWOOD, Fareham, PO14 1AS.

Schedule 2
Pricing Schedule

Pricing workbook redacted

Total price to MoD ex VAT: £1,088,509.32

Schedule 3
Addresses and Other Information

Appendix - Addresses and Other Information

1. Commercial Officer

Isabel King
Room 303, Building 1/80
Jago Road
HMNB Portsmouth
PO1 3LU

Tel:
Email:

8. Public Accounting Authority

1. 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

2. For all other enquiries contact DES Fin FA-AMET Policy, Level 4 Piccadilly Gate, Store Street, Manchester, M1 2WD
☎ 44 (0) 161 233 5394

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

Communication & Information System Training Unit (CISTU)

Tel:
Email:

9. Consignment Instructions

The items are to be consigned as follows:

See Work Order PSG01414

3. Packaging Design Authority

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

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

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

Air Freight Centre

IMPORTS ☎ 030 679 81113 / 81114 Fax 0117 913 8943

EXPORTS ☎ 030 679 81113 / 81114 Fax 0117 913 8943

Surface Freight Centre

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

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

B. JSCS

JSCS Helpdesk No. 01869 256052 (select option 2, then option 3)

JSCS Fax No. 01869 256837

www.freightcollection.com

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

Communication & Information System Training Unit (CISTU)

Tel No:
(b) U.I.N.

11. The Invoice Paying Authority (see Note 1)

Ministry of Defence ☎ 0151-242-2000

DBS Finance

Walker House, Exchange Flags Fax: 0151-242-2809

Liverpool, L2 3YL

Website is:

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

5. Drawings/Specifications are available from:

6. Intentionally left blank

12. Forms and Documentation are available through *:

Ministry of Defence, Forms and Pubs Commodity Management

PO Box 2, Building C16, C Site

Lower Arncott, Bicester, OX25 1LP (Tel. 01869 256197

Fax: 01869 256824)

Applications via fax or email: DESLCSSL-opsformsandpubs@mod.uk

7. Quality Assurance Representative:

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

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

NOTES

1. Forms. Hard copies, including MOD Form 640 are available from address in Box 12., All other invoicing forms e.g. AG Forms 169 and 173, are available from the website address shown at Box 11.

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

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

