GUIDANCE PAGES TO BE DELETED WHEN PUBLISHED

ASDEFCON (SUPPORT)

SECTION 1: GUIDANCE For dsd-ops-Template

(DSD title)

Status: Template

Purpose: To provide a framework from which drafters can develop DSDs to define Operating Support Service requirements.

Policy: Nil.

Guidance: This DSD is an outline only; substantial development is required to identify specific Operating Support requirements.

Drafters should refer to the Tailoring Guide addressing SOW clause 4 for an explanation of what Operating Support entails. Also refer to *the ASDEFCON (Strategic Materiel)* philosophy on Support System Constituent Capabilities for an explanation of ‘Operating Support’.

In many instances, Contractor-provided Operating Support will be described by the duty statements of the individuals, or groups of Contractor staff, undertaking the provision of those Services. This DSD template is intended as a ‘blank’ on which drafters are to develop or insert a description, possibly structured around duty statements, for the particular Operating Support Services required.

Related Clauses/Documents:

Draft SOW clause 4, Operating Support

Optional Clauses: None

Detailed Service Description

Note to drafters: Update the DSD number using the document property ‘title’ and refresh the field below. Use ‘V’ from the ASDEFCON Styles Toolbar to update the version number.

1. DSD NUMBER: -
2. TITLE: […Insert Name of DSD…]
3. DESCRIPTION and intended use

Note to drafters: Expand the following clause to outline the nature of the Operating Support Services included within the scope of this DSD.

This DSD defines the requirements for the provision of Operating Support Services to enable the Commonwealth to achieve […INSERT APPLICABLE OBJECTIVE(S)…].

1. INTER-RELATIONSHIPS

This DSD forms part of the SOW.

This DSD must be applied in conjunction with the Operating Support Services described by the Operating Support requirements of the SOW and related DSDs.

1. Applicable Documents

Note to drafters: Edit the list of documents in the table below to suit the requirements of this DSD (ie, include the relevant references that are applicable to Operating Support Services). Do not include reference to Defence policy (eg, DI(G) OPS), unless the obligations for contractors are explicitly set out in the referenced policy; otherwise, these types of documents can be open to interpretation within a contract.

The following documents form a part of this DSD to the extent specified herein:

|  |  |
| --- | --- |
| 1. Reference Number | 1. Title |
|  | 1. […INSERT REFERENCES TO OPERATING MANUALS, DUTY STATEMENTS, ETC, AS REQUIRED…] |

1. Service Description
   1. Introduction
      1. Scope of DSD

The Contractor shall provide Operating Support Services, as described in this DSD, for the following Products listed at Annex A to the SOW:

[…INSERT NAME OF MISSION SYSTEM REQUIRING OPERATING SUPPORT SERVICES…];

[…INSERT NAME OF OTHER PRODUCT REQUIRING OPERATING SUPPORT SERVICES…]; and

[…INSERT NAME OF OTHER PRODUCT REQUIRING OPERATING SUPPORT SERVICES…].

* 1. Services
     1. General

The Contractor shall provide Operating Support Services to ensure that the Contract Performance Measures are satisfied.

Note to drafters: If only a portion of the Applicable Documents listed in clause 5 are applicable, then the following clause would need to be modified to ensure that only the applicable portion of each of the documents is mandated on the Contractor.

The Contractor shall provide Operating Support Services in accordance with:

the applicable documents listed in clause 5 of this DSD; and

the operating manuals for the Products specified at clause 6.1.1.1 of this DSD.

The Contractor shall maintain a schedule of known Operating Support activities, projecting work effort for a period of not less than one year in advance, or until the end of the Term where that period is less than one year.

* + 1. Description of Services

The Contractor shall provide Operating Support Services to the […INSERT NAME OF MISSION SYSTEM…] located at […INSERT LOCATION(S)…].

The Contractor Services shall be provided […FROM [TBD] TO [TBD] HOURS, OR X HOURS PER YEAR, OR...].

The Contractor shall provide [...INSERT DESCRIPTION OF SERVICES...].

* + 1. Workforce Requirements

Note to drafters: Drafters should only include this clause if the Commonwealth wishes to mandate particular personnel requirements on the Contractor. If so, drafters are to develop the following clauses according to the range of the Services required from each position, or team of Contractor personnel, providing a particular Service. This clause will most likely resemble a collection of duty statements. If duty statements exist, these paragraphs may refer to them, provided that the duty statements are included in the RFT package.

Note to tenderers: Tenderers may propose workforce options. All workforce options are to be provided with sufficient detail for the Commonwealth to fully analyse the proposal. The details are to include qualifications, experience, competencies, etc.

**[…INSERT TITLE OF POSITION…]** […INSERT TITLE OF POSITION…] is responsible for:

;

; and

, and

is required to have the following skills and experience:

;

; and

.

**[…INSERT TITLE OF POSITION…]** […INSERT TITLE OF POSITION…] is responsible for:

;

; and

, and

is required to have the following skills and experience:

;

; and

.

* + 1. Management Requirements

Note to drafters: Develop appropriate clauses for management issues.

Note to tenderers: Tenderers may propose management options. All management options are to be provided with sufficient detail for the Commonwealth to fully analyse the proposal. The details are to include qualifications, experience, competencies, etc.

[…INSERT MANAGEMENT AND REPORTING REQUIREMENTS PARTICULAR TO THE MANAGEMENT OF THE ABOVE POSITIONS…].