



Ministry  
of Defence

## LOW VALUE BUSINESS CASE

REQUEST FOR FINANCIAL RESOURCE  
(<£1M)

UK NATO Enhanced Forward Presence

OPERATION A\*\*\*\*\*

<b>Title:</b> (LONG TERM REQUIREMENT)		Gym access for LEN Poland SP	
<b>Priority action:</b> check box		<b>Critical (immediate)</b> <input checked="" type="checkbox"/>	<b>Urgent (within 7 days)</b> <input type="checkbox"/> <b>Routine (&gt; 1 week)</b> <input type="checkbox"/>
<b>Category:</b> check box		Operational <input checked="" type="checkbox"/> <b>LEN HQ and LEN P</b>	
<b>Unit:</b>	LEN RHQ	<b>Unit Ref:</b>	27 Regt RLC
<b>Unit POC Name:</b>	[REDACTED]	<b>Unit UIN:</b>	D0462A
<b>Unit POC e-mail:</b>	[REDACTED] (27RLC-RHQ-RTO) [REDACTED]@mod.gov.uk	<b>Date:</b>	29 Aug 22

- What** (do you want in detail)? Gym access for LEN RHQ, LEN P SP and HAP P SP.
- Why** (do you need it)? LEN HQ, LEN P and HAP P are currently using a gym facility that was previously used by ROTO 1. This was paid for on a Mtly basis via the unit's EPC which runs out on the 31 Aug 22. With the unit(s) being accommodated in hotels without any gym facilities and SP required to be employed in the local area on mission critical operations for Op [REDACTED] Having access to the gym facility is essential in maintaining physical fitness and most importantly, morale.
- Who** (is going to use it)? the facility will be used by all SP assigned to LEN HQ, LEN P and HAP P.
- Where** (do you want to use it) [REDACTED] is the facility that is currently in use and meets SP requirements, i.e., it is close to the accommodations, VfM, contact is already established, and it is safe to reach.
- When** (do you want it – delivery date, to & from dates)? The current contract runs out on the 31 Aug so having a rolling contract starting from the 1 Sep would be ideal.
- Impact** (in mission capability terms - if the request for financial resource is not approved.)? The gym is extensively used by our SP to maintain physical fitness and it is also a good way to socialise with other British forces located in the vicinity. Additionally, it also provides a means for soldiers to let off steam and also interact with locals and most importantly, maintains morale and social cohesion. Not having the facility will damage all of the above, especially when there are no alternative facilities in theatre.
- Will this be a long term & recurring requirement?** check box **Y** ☒ (for how long?) **N** ☐

<b>8. QM Defence Support availability check</b> (check box) <b>if the demand is available through UK or HN sources at no extra cost to Defence then reject the demand now and direct the requester to the correct source of supply.</b>			
Defence Support Chain? Y <input type="checkbox"/> N <input checked="" type="checkbox"/>		Govt Corp Contract? Y <input type="checkbox"/> N <input checked="" type="checkbox"/>	
HN/FN SOR Supply? Y <input type="checkbox"/> N <input checked="" type="checkbox"/>			
<b>Demand Rejected?</b> : Y <input type="checkbox"/> N <input checked="" type="checkbox"/>	<b>Name:</b>	<b>Rank:</b> [REDACTED]	<b>Appnt:</b>
<b>If the demand is available through UK or HN sources and local acquisition is still required, then quote or attach evidence for UK supply dispensation below:</b>			

- 9. Acquisition Route:** (check box) **ePC Card** ☒ **Defence Travel Service** ☒ **Govt Corp. Contract (i.e. Banner)** ☐ **FN/HNS Services** ☐ **Local Purchase** ☒

**10. Value for Money (Commercial and Financial)** evidence provided by the Originator, QMs dept, NSE, J1 RAO Ensure that the correct procurement routes have been followed, this means ensuring that there are no centralised enabling contracts that should be used before you approach the local market, where you are required to obtain a minimum of three quotes. Below are the links to JSP 895: The MOD Simplified Purchasing and Payment Process Manual.

[https://modgovuk.sharepoint.com/sites/defnet/HOCS/Documents/JSP895\\_Part1.pdf](https://modgovuk.sharepoint.com/sites/defnet/HOCS/Documents/JSP895_Part1.pdf)  
[https://modgovuk.sharepoint.com/sites/defnet/HOCS/Documents/JSP895\\_Part2.pdf](https://modgovuk.sharepoint.com/sites/defnet/HOCS/Documents/JSP895_Part2.pdf)

60 x gym membership is required to support Trg and uphold wellbeing across LEN RHQ and LEN P locations.

#### 11. Indicative (estimated) Cost Breakdown – Submissions to be in £ or €

Item (add more rows & ser. if needed)	Qty	Unit cost £/€	Total cost £/€	RAC (civsec completes)
Gym Membership	60	12.38	742.72	NHB002

#### 12. Total indicative cost to be incurred by Defence (civsec completes):

#### 13. HQ APPROVALS (Requirement & Financial Scrutiny)

<b>a.) CHAIN OF COMMAND (REQUIREMENT) APPROVAL i.e. COS BG, OC NSE Pol Sqn, COS/DCOS eFPC</b>			
<b>COMMENT</b>	Required to stay fit and healthy. No other option viable and this provide Vfm for Defence.		
<b>Approval – Yes/No</b> check box	Y <input checked="" type="checkbox"/> N <input type="checkbox"/>	<b>Appointment</b>	
<b>Name</b>		<b>Rank/Grade</b>	
<b>Signature</b>		<b>Date</b>	29 Aug 22
<b>b.) COMD CABRIT (COMMANDERs) APPROVAL</b> (for demands >£30k or with reputational risk attached)			
<b>COMMENT</b>			
<b>Approval – Yes/No</b> check box	Y <input checked="" type="checkbox"/> N <input type="checkbox"/>	<b>Appointment</b>	
<b>Name</b>		<b>Rank/Grade</b>	
<b>Signature</b>		<b>Date</b>	
<b>c.) CIVIL SECRETARY - FINANCIAL APPROVAL</b>			
<b>COMMENT</b>	<b>VFM analysis – Effective?</b> Y <input checked="" type="checkbox"/> N <input type="checkbox"/> ; <b>Efficient?</b> Y <input checked="" type="checkbox"/> N <input type="checkbox"/> ; <b>Economic?</b> Y <input checked="" type="checkbox"/> N <input type="checkbox"/> ; <b>Feasible?</b> Y <input checked="" type="checkbox"/> N <input type="checkbox"/> <b>Reg &amp; Prop analysis; Regularity Met?</b> Y <input checked="" type="checkbox"/> N <input type="checkbox"/> ; <b>Propriety Met?</b> Y <input checked="" type="checkbox"/> N <input type="checkbox"/> ; <b>Novel?</b> Y <input type="checkbox"/> N <input checked="" type="checkbox"/> ; <b>Contentious?</b> Y <input type="checkbox"/> N <input checked="" type="checkbox"/> ; <b>Repercussive?</b> Y <input type="checkbox"/> N <input checked="" type="checkbox"/>		
<b>Approval – Yes/No</b> check box	Y <input checked="" type="checkbox"/> N <input type="checkbox"/>	<b>CIVSEC Reference</b>	ARMYOPS/22/752
<b>Cost Capture UIN</b>	A0462A	<b>Limit of Liability</b>	€743
<b>Operational HMT - SR</b>	Y <input type="checkbox"/> N <input type="checkbox"/>	<b>Core AHQ</b>	Y <input type="checkbox"/> N <input type="checkbox"/>
<b>Name</b>		<b>Rank/Grade</b>	
<b>Signature</b>	Digitally signed by [redacted] Date: 2022.09.17 13:58:08 +03'00'		<b>Date</b>

Fwd to Higher HQ Y/N check box		Y <input type="checkbox"/>	N <input type="checkbox"/>	PJHQ J8 <input type="checkbox"/> or AHQ Res Fin <input type="checkbox"/>	
Date to Higher HQ					
<b>d.) HIGHER HQ FINANCIAL SCRUTINY &amp; APPROVAL</b> (if outside delegation, or novel, contentious or repercussive)					
COMMENT					
Approval – Yes/No check box		Y <input type="checkbox"/>	N <input type="checkbox"/>	Higher HQ Reference	
Cost Capture UIN if it differs from CABRIT UIN:				Limit of Liability	
Name				Rank/Grade	
Signature				Date	
<b>e.) HIGHER HQ COMMERCIAL SCRUTINY &amp; APPROVAL</b>					
COMMENT					
Approval – Yes/No check box		Y <input type="checkbox"/>	N <input type="checkbox"/>	Commercial Reference	
Date Contract let				Supplier	
Contract method					
Name				Rank/Grade	
Signature				Date	
<p><b>Notes for completion:</b></p> <ol style="list-style-type: none"> <li>1. Inform CivSec immediately if the approval has changed or will be breached.</li> <li>2. Click on the check box for Y <input checked="" type="checkbox"/> or N <input checked="" type="checkbox"/></li> <li>3. Parts 1 – 8 of the BC must be reviewed by the G4 SME &amp; relevant COS or Comd to confirm that UK or HN/FN supply is impossible, and that the requirement is mission specific before the acquisition can be approved.</li> <li>4. Government corporate contracts such as Defence travel or Banner, must be considered before considering local purchase.</li> <li>5. VFM must be shown by including evidence that a minimum of three online quotes from alternative suppliers has been sought.</li> <li>6. <b>Value for money</b> is defined as <b>efficient</b> (same for less £ or more for the same £), <b>effective</b> (meets the capability or mission requirement) and <b>economic</b> (affordable; will not breach the budget or limit of liability)</li> <li>7. <b>Regularity &amp; Propriety</b> must be observed. <b>Regularity</b>: compliant with the relevant legislation and wider legal principles such as subsidy control and procurement law, delegated authorities and following the guidance in MOD JSP462 &amp; HMT MPM. <b>Propriety</b>: meeting high standards of public conduct, including robust governance and the relevant parliamentary expectations, especially transparency.</li> <li>8. Be aware of approving the following acquisitions: <b>Novel</b> is defined as any goods or services not previously applied for or purchased, or for a purpose, that has not previously been undertaken. <b>Contentious</b> is defined as expenditure that is likely to arouse public or parliamentary criticism of the Department, or political controversy, or is against the results of an Investment Appraisal or a competitive tender. <b>Repercussive</b> is defined as making any change of policy or practice which has wider financial implications that might have serious ramifications for and significantly affect the future level of resources required by departments.</li> </ol>					