Statement of Requirement (SoR)

Purpose

This document is for new Extra-Mural (EMR) Contracts. Use the [Request for Contract Action (RCA) Guidance for EMR](#) page on WikiD when filling out this SoR and a supporting RCA. Please seek assistance if desired from [Commercial](#) or your Divisional Procurement Representative.

This document is supplier facing and the RCA is an internal document. Please delete non-essential grey text before issuing externally/ to suppliers.

Reference Number	Once iCAS requisition number obtained, enter here
Version Number	**0.1**
Date	**13/05/2020**

1.	Requirement
1.1	**Title**
	==Redacted== Under FOI Exemption ▓▓▓▓▓▓▓▓▓▓▓▓▓▓ ▓▓▓▓▓▓▓▓▓▓▓▓▓
1.2	**Summary**

Redacted Under FOI Exemption

1.3	**Background**

Redacted Under FOI Exemption

1.4	**Requirement**

<mark>Redacted</mark> Under FOI Exemption ████████████████████████████████
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1.5	**Options or follow on work** *(if none, write 'Not applicable')*
	Not applicable

1.6	Deliverables & Intellectual Property Rights (IPR)						
Ref.	Title	Due by	Format	TRL*	Expected classification (subject to change)	What information is required in the deliverable	IPR DEFCON/ Condition *(Commercial to enter later)*
D-1	Quarterly technical reviews on progress to date via telecom or site visits. Access to end of year progress and transfer reports	*T0+3 Months*	*Presentation (.pptx)*	*n/a*	*O*	*Presentation on technical project progress*	
D - 2	Electronic copy of PhD thesis at end of project	End of project	PDF file or similar	n/a	O	Final copy of thesis after approval by external examiners and the university	
D - 3							

***Technology Readiness Level required**

Notes- IPR should be inserted / checked by commercial staff before sharing with the supplier(s) to ensure accuracy.

1.7	**Standard Deliverable Acceptance Criteria**
	This could be 'as per Framework T&C's' once an appropriate framework is later confirmed (links to section 13 of RCA). Consider the timeframe for our review of deliverable(s) (acceptance/rejection).
1.8	**Specific Deliverable Acceptance Criteria**
	Production of a PhD thesis at a standard recognised by the university and relevant external examiners

2.	**Quality Control and Assurance**
2.1	**Quality Control and Quality Assurance processes and standards that must be met by the contractor**
	☐ **ISO9001** (Quality Management Systems) ☐ **ISO14001** (Environment Management Systems) ☐ **ISO12207** (Systems and software engineering — software life cycle) ☐ **TickITPlus** (Integrated approach to software and IT development) ☐ **Other:** (Please specify below)
2.2	**Safety, Environmental, Social, Ethical, Regulatory or Legislative aspects of the requirement**
	N/A

3.	Security	
3.1	**Highest security classification**	
	Of the work	UK OFFICIAL
	Of the Deliverables/ Output	UK OFFICIAL
3.2	**Security Aspects Letter (SAL)**	
	Not applicable If yes, please see SAL reference- *Enter iCAS requisition number once obtained*	
3.3	**Cyber Risk Level**	
	Not applicable	
3.4	**Cyber Risk Assessment (RA) Reference**	
	Click or tap here to enter text. If stated, this must be completed by the contractor before a contract can be awarded. In accordance with the Supplier Cyber Protection Risk Assessment (RA) Workflow please complete the Cyber Risk Assessment available at https://suppliercyberprotection.service.xgov.uk/	

4.	Government Furnished Assets (GFA)				

GFA to be Issued -   No

If 'yes' – add details below. If 'supplier to specify' or 'no,' delete all cells below.

GFA No.	Unique Identifier/ Serial No	Description: *Classification, type of GFA (GFE for equipment for example), previous MOD*	Available Date	Issued by	Return Date or Disposal Date (T0+) *Please specify which*

		Contracts and link to deliverables			
GFA-1					

5.	Proposal Evaluation criteria
5.1	**Technical Evaluation Criteria**
	Commercial Assistance needed here before or after a requisition is raised. Framework evaluation criteria as per T&C's may apply.
5.2	**Commercial Evaluation Criteria**
	Commercial Assistance needed here before or after a requisition is raised. Framework evaluation criteria as per T&C's may apply.