[dstl]

Statement of Requirement (SoR)

For: Business consultancy ☐   Corporate Procurement ☒

Reference Number	████████
Version Number	0.1
Date	19/10/2022

1.	Requirement
1.1	**Title**
	Institute of Workplace & Facilities Management (IWFM) Training
1.2	**Summary**
	Provision of IWFM training to nominated staff across the Estates & Corporate HS&EP Group.
1.3	**Background**
	IWFM training consists of blended learning consisting of face to face training, followed by vocational learning modules which need to be completed over a 2 year period.
1.4	**Requirement**
	The DSTL requirement is for all nominated staff to have completed IWFM training at a level commensurate to their job role. This is to enable staff members to perform and realise their best potential and to enable supported learning. Also to enable the organisation build team capability, improve confidence and enhanced credibility to deliver operational and customer requirements.

	The learning provider must be IWFM accredited with the ability to provide blended learning, including face to face on site as required.
	The learning provider must be able to provide mentoring throughout the delegates learning journey.
	Initial provision is for IWFM L3 & L4 Award however there may be a future requirement to provide a range of training as per the IWFM Qualifications Framework.
1.5	**Options or follow on work**
	Details for the provision of "time extension" if required upon prior agreement with dstl. This would only likely to be agreed due to health or operational commitments

1.6	Deliverables & Intellectual Property Rights (IPR)					
Ref.	Title	Due by	Format	Expected classification (subject to change)	What information is required in the deliverable	IPR DEFCON/ Condition
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Notes- IPR should be inserted / checked by commercial staff before sharing with the supplier(s) to ensure accuracy.

1.7	Deliverable Acceptance Criteria
	1. Successful completion and IWFM certification. 2. Appropriate feedback to candidate and dstl relating to delegates who were unsuccessful within the given timeframe, along with options to extend learning window where possible.

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) IWFM Recognised Centre
2.2	Safety, Environmental, Social, Ethical, Regulatory or Legislative aspects of the requirement
	NA

3.	Security
3.1	Highest security classification

	Of the work	Official Sensitive

	Of the Deliverables/ Output	Official Sensitive
3.2	**Security Aspects Letter (SAL)**	
	Not applicable If yes, please see SAL reference-	
3.3	**Cyber Risk Level**	
	Moderate	
3.4	**Cyber Risk Assessment (RA) Reference**	
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4.	Government Furnished Assets (GFA)
GFA to be Issued - No	

5.	Proposal Evaluation criteria
5.1	**Technical Evaluation Criteria**
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5.2	**Commercial Evaluation Criteria**
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6.	**Defcons**
Defcon:	**Covering:**
76	*Contractors are required to work at MOD premises*
539	*Transparency*
703	*Intellectual Property Rights - Vesting In The Authority*
532B	*Protection of Personal Data*
532	*Personal Data Particulars*