

Contract Annex A - Statement of Work

Summary

1. Defence Science and Technology Laboratory (Dstl) has a requirement to provide a core team, with internal SMEs with external contracted personnel, to deliver SME advice and guidance on current and future capabilities, and provide a de-risking capability relating to the ODYSSEY Programme KURs.
2. Dstl will form a project within the ODYSSEY Programme, working with Defence Digital, as part of an Agile Release Train, to support the wider programme. Dstl (and contracted) personnel will fully support the ART, participating in all aspect of Agile activities, including quarterly PI planning.

Background

3. In January 2020, Dstl were tasked to revise Redacted, with a SAPIENT-based use-case. In Sep 2020, there was a continuation of development of the SAPIENT use-case, demonstrating fusion with Redacted data. In May 2021, Dstl were tasked to produce an ALPHA demonstrator to deliver against Redacted as well as delivery technical de-risking.

Requirement

4. DSTL's role within the ODYSSEY programme is to provide specialist expertise and experience in the field of data science and SW development. This task is specifically intended to have a forward-looking focus aimed at identifying and pre-emptively addressing the core delivery challenges anticipated in the future delivery of an Redacted ODYSSEY capability. These challenges will require a mix of research as well as practical experimentation/ demonstration but should ultimately result in documented LFE and recommendations that respond to specific sets of questions. Given the inherent uncertainty regarding how the Redacted capability will be delivered, and more broadly the various components within the Redacted, it is absolutely necessary the DSTL team, and their sub-contractors, be able to deliver within a SAFe Agile framework as part of a wider team – an Agile Release Train (ART).
5. The DSTL team will provide essential de-risking and solution innovations including but not limited to the following areas of interest:
 - a. Continuous code convergence quarterly beta code releases from the programme service integrator.
 - i. Knowledge graph and ontology management
 - ii. Redacted
 - iii. Data source integration and ingestion control
 - iv. Data purging
 - v. Redacted
 - vi. Redacted
 - vii. Redacted
 - viii. AI compartmentalisation
 - ix. Structured Observation Management (SOM)
 - x. Dissemination approach

6. During the quarterly programme planning events, these areas of interest will be broken down into a number of Enabling Features as per the priorities of the programme. These Features will be further broken down into smaller tasks referred to as enabling Stories; the specifics of these smaller tasks will be worked out and agreed collaboratively between the DSTL delivery team and the Product Owner. A significant amount of collaborative working with other teams within the ART is to be expected; in support of this DSTL and their sub-contractor are required to use MOD provided tools such as Jira, Confluence and GitLab. DSTL and subcontractors must also attend the core SAFe ceremonies (meetings) as appropriate to the roles held within the team e.g. PI planning, Iteration planning, Scrum of Scrums, daily stand-ups etc. DSTL must also nominate a person to facilitate the role of team scrum master.

7. Deliverables & Intellectual Property Rights (IPR):

Ref.	Title	Due by	Format	TRL*	Expected classification	What information is required in the deliverable	IPR DEFCON/ Condition
D-1	Monthly Report	Monthly (from contract start to end Mar 23)	PDF/Word	N/A	Redacted	Summary of progress made	Redacted
D-2	Quarterly Progress Review/Demo	Quarterly (from contract start to end Mar 24); to be aligned to ODYSSEY PI planning events	PDF/ PPT/ Word/ code (if relevant)/ other formats	Up to TRL 5	Redacted	Detail on progress made over the last three months, including (but not limited to) use-case development, storyboards, UI mock-ups, demonstrations of prototypes (if applicable) and documentation of code developed so that it can be quickly understood by the IxD SI.	Redacted
D-3	End of FY Summary Document & Copy of system documentation	End of FY 2023/24	PDF/Word	Up to TRL 5	Redacted	Provide summary of work carried out up to the end of the FY and provide the system documentation developed to date.	Redacted
D-5	Data curated to support use-case (if applicable)	End of FY 2023/24 (if applicable)	Database dump	Up to TRL 5	Redacted	Sprints may need synthetic data development to make things work (e.g. to support demonstration of analyst workflow). Should this be the case, the synthetic data is to be provided by the supplier at the end of the contract.	Redacted
D-6	Transfer of software licences (if applicable)	End of FY 2023/24 (if applicable)	N/A	Up to TRL 5	Redacted	If it is necessary to acquire licenses for any components/libraries used during development, these must be transferred to the customer at the end of the contract.	Redacted
D-7	High-level documentation	End of FY 2023/24 (if applicable)	PDF/Word/ HTML	Up to TRL 5	Redacted	A high-level design document should be provided outlining (for example, but not limited to) system structure, application architecture, and security architecture.	Redacted
D-8	Input into IxD related WGs	Monthly/ quarterly from contract start to end Mar 24	PowerPoint /verbal.	Up to TRL 5	Redacted	Attendance at/input to quarterly Technical Architecture Working Group & Security Working Group (up to monthly).	Redacted

*Technology Readiness Level required

8. Acceptance.

- a. If the delivery of this SoW includes a milestone delivery and acceptance mechanism, acceptance of the Contractor's defined Milestones is conditional on Dstl's written acceptance of the Deliverable for the Milestone. In the case of payment milestones, the associated invoices shall not be submitted until the Contractor has accepted.
- b. Acceptance will take place once Dstl has accepted the Deliverable. The Contractor has agreed an acceptance period, or as otherwise stated in this SoW.
- c. All products will need to be reviewed by a Dstl SME; this needs to be highlighted at least one month before delivery to enable time to be booked with the relevant SME.
- d. Final acceptance shall occur at successful completion and sign-off by the Contractor following the Dstl's approval that the Deliverables are compliant with the requirements within this SoW.
- e. Acceptance will take place once the Dstl has accepted the Deliverable. The Contractor has agreed an acceptance period with the Contractor per The Agreement, or as otherwise stated in this SoW.
- f. Final reports will need to be reviewed by a Dstl SME; this needs to be highlighted at least one month before delivery to enable time to be booked with the relevant SME.
- g. Specific Deliverable Acceptance Criteria:
 - i Requirement Compliance: Demonstration of compliance with the requirements stated within this SoW.
 - ii Verification Inspection: Successful inspection and acceptance of each Deliverable by the Client and / or the Contractor.