

# Statement of Requirement (SoR)

For: Business consultancy ☐ Corporate Procurement ☒

Reference Number	METIS001
Version Number	0.1
Date	21/12/2022

<b>1.</b>	<b>Requirement</b>
<b>1.1</b>	<b>Title</b>
	Metis – Immersive Workshop
<b>1.2</b>	<b>Summary</b>
	<p>Dstl would like to establish a call off contract with [REDACTED] to cover the delivery of face to face immersive workshops with the ability for these to be tailored to meet specific needs on a case by case basis.</p> <p>This requirement is single source due to the highly specialised nature of the offering provided by [REDACTED].</p>
<b>1.3</b>	<b>Background</b>
	<p>We have run multiple pilot workshops with [REDACTED] to test the suitability of their offering with different target groups at Dstl.</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>

	We have submitted a new requirement form through the [REDACTED] framework and have been advised we are able to use local procurement routes to meet this requirement.
<b>1.4</b>	<b>Requirement</b>
	<p>We are looking for an organisation that specialises in creating immersive workshops that enable delegates to learn from the real life case studies of major organisational disasters.</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>We are looking for a provider to partner with us who can deliver one off workshops that can be tailored to focus on specific elements of a case study, for instance: Organisational culture, upwards challenge, organisational structure, systems and processes, political challenge, failure and risk management and decision making. The workshop should be light on theory and high on learning from experience and discussion of real applications.</p> <p>This requirement centres around addressing the following business problems:</p> <ul style="list-style-type: none"> <li>▪ The need to land analysis and advice effectively to non-technical decision makers (shape of the message, timeliness, visibility etc)</li> <li>▪ The need to take ownership as a technical leaders of ensuring that key messages get through (your job doesn't finish when you've constructed the report – you make sure your insights get through – making sure you've got a seat at the table)</li> <li>▪ Using the right tools for the job – the wrong tool can have significant negative consequences</li> <li>▪ Using your voice effectively, no matter your seniority – and your responsibility as a technical leader to create an environment where everyone's voice can be heard</li> <li>▪ To speak out when necessary, and empower and listen to others when raising their concerns.</li> </ul>

	As well as the standard workshop, any proposal should contain information on design and delivery costs for tailored half day and full day options to meet emerging requirements.
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<b>2.</b>	<b>Quality Control and Assurance</b>
<b>2.1</b>	<b>Quality Control and Quality Assurance processes and standards that must be met by the contractor</b>
	<i>Not Applicable</i>
<b>2.2</b>	<b>Safety, Environmental, Social, Ethical, Regulatory or Legislative aspects of the requirement</b>
	<i>Not Applicable</i>

<b>3.</b>	<b>Security</b>				
<b>3.1</b>	<b>Highest security classification</b>				
	<table> <tr> <td><b>Of the work</b></td><td>Official</td></tr> <tr> <td><b>Of the Deliverables/ Output</b></td><td>Official</td></tr> </table>	<b>Of the work</b>	Official	<b>Of the Deliverables/ Output</b>	Official
<b>Of the work</b>	Official				
<b>Of the Deliverables/ Output</b>	Official				
<b>3.2</b>	<b>Security Aspects Letter (SAL)</b>				
	<p>Not applicable</p> <p>If yes, please see SAL reference-</p>				
<b>3.3</b>	<b>Cyber Risk Level</b>				
	Not applicable				
<b>3.4</b>	<b>Cyber Risk Assessment (RA) Reference</b>				

	<p>RAR-116472018</p> <p>If stated, this must be completed by the contractor before a contract can be awarded. In accordance with the <a href="#">Supplier Cyber Protection Risk Assessment (RA) Workflow</a> please complete the Cyber Risk Assessment available <a href="#">here</a></p>
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<b>4.</b>	<b>Proposal Evaluation criteria</b>
<b>4.1</b>	<b>Technical Evaluation Criteria</b>
	<ol style="list-style-type: none"> <li>1. Quality of standardised offering [REDACTED] – 75%</li> <li>2. Ability to design and deliver customised offering – 25%</li> </ol>

<b>5.</b>	<b>Defcons</b>
<b>Defcon:</b>	<b>Covering:</b>
<b>76</b>	<i>Contractors are required to work at MOD premises</i>
<b>539</b>	<i>Transparency</i>
<b>703</b>	<i>Intellectual Property Rights - Vesting In The Authority</i>