

STATEMENT OF USER REQUIREMENT – Provision of MDP Batons

1. Title:

To identify and purchase Batons to replace the current Monadhock Baton.

2. Need:

All operational police officers are issued with full operational PPE, this includes a Baton. The Health & Safety at Work Act 1974, and in line with The Personal Protective Equipment at Work Regulations 1992, Risk Assessments have identified the provision a Baton as a control measure.

3. Customer Sponsor:

Ministry of Defence Police - Assistant Chief Constable (OD&C)

4. Users:

All MDP officers up to and including the rank of Chief Superintendent are mandated to undertake Personal Safety Training.

5. Background:

- a. All MDP officers who are mandated to undertake PST are issued with a Baton, as part of their operational PPE. Several years ago, a review was undertaken of the Force issued Baton.

6. Requirement:

- a. Procurement of approximately 400 Batons and Baton Holders each year, for issue to Student Officers, 50 Batons and Baton Holders and 10 Baton Holders to replace those that are unusable due to wear and tear or through loss. The contract will be on a zero-volume commitment.

	FY21/22	FY22/23	FY23/24
Batons	Qty 450 Approx.	Qty 450 Approx.	Qty 450 Approx.
Baton Holders	Qty 460 Approx.	Qty 460 Approx.	Qty 460 Approx.

- b. This requirement will be split into four quarters, there will be a requirement for approximately 100 batons and holders for each of those quarters. Once

demanding the batons and holders are to be delivered within the contractual timeframe.

7. Physical Characteristics:

- a. Material: Steel body with Synthetic Grip.
- b. Dims/Weight: Between 21- 24 inch-long, collapsed between 8 –12 inches, maximum weight 550 grams
- c. Features:
 - a. Three-part Baton consisting of grip, middle and top.
 - b. Resistant against chemicals and corrosion.
 - c. Sealed unit so there is no need for maintenance or loss of internal components.
 - d. Holster to securely house the Baton, for effective withdrawal by the officer. The Baton holder must be compatible with both the MOLLE system and Belt.
 - e. The compatibility of the Baton will be tested against currently in-service weaponry, ballistic helmets, ballistic shields, utility belts and other ancillary equipment.

8. Life expectancy of the requirement:

The baton should have a minimum 10-year warranty and the holder a minimum of 2 years.

9. Repair and maintenance:

To have an option to have batons serviced or repaired if damaged beyond that covered by the warranty.

10. In-service cleaning/maintenance:

No extra work over the above.

Deployment approach:

Part of operational PPE.

All Deliveries to MDP HQ Wethersfield CM7 4AZ or

Southwick Park Southwick, Fareham, PO17 6EJ

11. Disposal:

Current MOD approved and agreed process, for all unserviceable Batons. All serviceable Batons can be re-issued as required.

Contract Administration

12. Contract Volume

The contract will be on a zero-volume commitment. Orders will be placed via a Tasking Order basis when required by the authority.

13. Contract Management/Administration;

- a. The MDP Lead will attend any meetings arranged with the Contractor and monitor their progress on the Deliverables and their current performance, escalating any risks to delivery up their line management chain to 1* level. Quarterly review meetings will be held with the Contractor which will include representation from MDP and MOD commercial.
- b. The Contractor will be held to account by the MDP Lead throughout the Contract in relation to their performance in meeting the agreed delivery dates for each Tasking Order. This will enable approval Acceptance / Sign Off of each Tasking Order as it is achieved and ensure payment to the Contractor is not delayed.
- c. Payment will only be made to the Contractor following satisfactory completion of each Deliverable, as per each Tasking Order. Before payment can be processed on CP&F, the Contractor's invoice must include a detailed elemental breakdown of work completed and the associated costs. Payment of any Contractor's invoices submitted on CP&F will be reviewed by MDP as agreed with the Project Manager. Payment on CP&F will be receipted, once MDP is satisfied that the respective Tasking Orders have been completed in full.
- d. As part of the routine quarterly reviews, overall performance will be measured in accordance with, but not limited to, the KPI table below.

	KPI description	Target
1	Supplier to ensure items are delivered to the quality as specified within the Statement of Requirement	Minimum 100% per quarter
2	Supplier to deliver items to correct site within _ (number to be inserted from technical submission) weeks of tasking order being placed by the Authority	Minimum 95% per quarter
3	Supplier to produce a 6 monthly report, prior to review meeting, on delivery times and the quality of items receipted by the Authority.	100% per quarter

The Contractor's performance against the above KPIs will be reviewed by the MOD at each Quarterly Performance Review Meeting. In the event that the Contractor falls below the stated % Targets then they will be expected to provide a Rectification Plan to Head Office Commercial within 7 days, detailing the actions they will take to restore the expected % Targets in time for the next Quarterly Performance Review Meeting