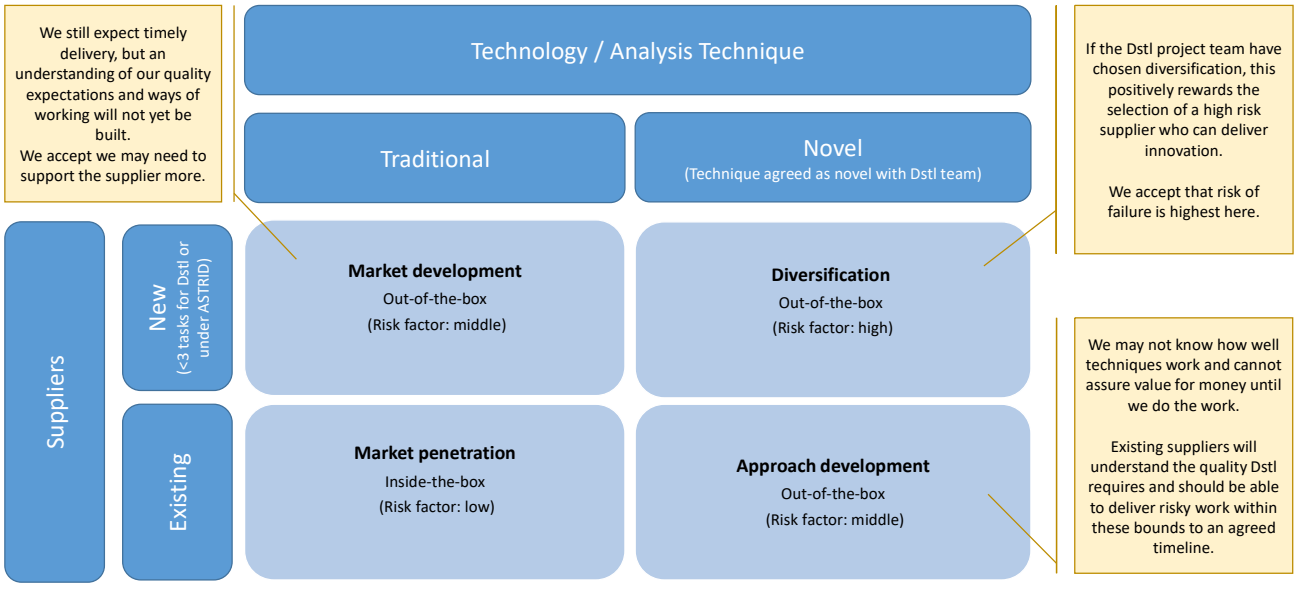
Statement of Requirement (SOR)

Contact & Project Information:

Project Manager	Name	REDACTED UNDER FOIA SECTION 40 - PERSONAL INFORMATION		
	Email	REDACTED UNDER FOIA SECTION 40 - PERSONAL INFORMATION		
	Telephone number	REDACTED UNDER FOIA SECTION 40 - PERSONAL INFORMATION		
Technical Partner	Name	REDACTED UNDER FOIA SECTION 40 - PERSONAL INFORMATION		
	Email	REDACTED UNDER FOIA SECTION 40 - PERSONAL INFORMATION		
	Telephone number	REDACTED UNDER FOIA SECTION 40 - PERSONAL INFORMATION		
PJ number	PJ100772	**CHESS leaf code**	EMRLOGS	
Owning division	X Div	**Delivering division**	CIS	
Programme	Support and Sustainability			
Indicative task budget(s) £k	Core / initial work:	£64k (negotiable)	Options / follow on work:	£64k annual (for a further 3 years - negotiable)

Innovation risk appetite:	REDACTED UNDER FOIA SECTION 43 - COMMERCIAL INTEREST
Narrative (if applicable):	

Using the Ansoff matrix below, please indicate your risk appetite with regards to accepting innovative bids/solutions. The type of analysis/experimentation technique is included within 'Technology/Product'.



Use of Outputs: *(This section is used to inform risks, liabilities, mitigations and exploitation)*
Intended uses (including the approximate time before use and any key decisions that will use the output):
▪ The outputs will provide rapid answers to Front Line Commands and Support and Sustainability Programme questions on logistic issues.
Possible uses:
• The outputs from these activities will further inform FLCs and the programme by providing diving off points for more research where required.
Excluded uses:
N/A

Risk Assessment Process:

Project teams are required to complete the ASTRID Liabilities spreadsheet that will look at the direct and indirect risks associated with the work. The assessment must be completed at the outset before the draft SOR is submitted, this will prevent delays and lessen negotiations when the proposal is received.

The risk assessment spreadsheet can be found in the document list on the ASTRID Nexus Homepage:

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Some generic risks are pre-filled so please ensure they apply to your task and delete/add as necessary. Each risk must be assessed in turn and a score entered in the spreadsheet. They will be automatically marked and a colour code produced. Please enter the results in the boxes below. A completed copy of the spreadsheet must be attached to this SOR when submitting it to the REDACTED UNDER FOIA SECTION 43 - CO for review and approval to release to CORDA.

Direct Risk	REDACTED UNDER FOIA SECTION 43 - COMMERCIAL INTEREST

In the event that a direct risk is scored as “Green” or “Yellow” the risk will be capped at pre-agreed limits of liability and the project team may continue with the submission of their requirement to CORDA once all necessary approvals have been issued by the REDACTED UNDER FOIA SECTION 43 - CO

In the event that a direct risk is identified as “Amber” or “Red” project teams should discuss the requirement with their Commercial POC before the task is submitted.

Indirect/Consequential Risk	REDACTED UNDER FOIA SECTION 43 - COMMERCIAL INTEREST

In the event that the indirect risk is “Excluded” project teams may continue with the submission of their requirement to CORDA once all necessary approvals have been issued by the REDACTED UNDER FOIA SECTION 43 - CO

In the event that the indirect risk is identified as “Included” project teams should discuss their requirement with their Commercial POC before the task is submitted.

Levels of Technical Assurance:

The framework offers three levels of Technical Assurance Support, and you have the ability to determine which level is suitable for your task.

Full guidance listing the types of support under each level (and the trade-offs) can be found in the “ASTRID Guide – Levels of Assurer Support” REDACTED UNDER FOIA SECTION 43 - COMMERCIAL INTEREST

It may be that the level of support you require changes in the early discussion phase. Please ensure the final version of your SOR has the correct level indicated.

Please indicate below which level you require.

Minimum ☒	Standard ☐	Enhanced ☐

Statement of Requirement (SoR)

Project's document ref	**PJ100772 LOGS SOR**
Version number	**0.3**
Date	**13/04/2022**

1.	**Requirement**
1.1	**Title (including AST/ prefix)**
	AST/LASKC Support
1.2	**Summary**
	Undertake broad industry perspective investigations into specific areas (as directed). There will be nine (TBC) credits for investigations. Two Credits can be combined for more in depth investigations if required. Investigations will be spread throughout the period driven by FLC and programme priorities.
1.3	**Background**
	The Logistics and Support knowledge Centre (LASKC) and its predecessor the Logs Integration Hub (Logs iHub) have been supported for the last 3 FYs (under PCES) by EMR (provided by RAND Europe). This EMR has taken the form as outlined above. It has been well used and received by FLCs and the wider community. The outputs have been shared up to 3 Star level and wider through email, hosted on ModNet SharePoint, LASKC quarterly reports and ATHENA.

1.4	**Requirement**
	• Up to nine ‘on demand’ investigations as required by the LASKC and its stakeholders. • End of year wash up meeting.
1.5	**Options or follow on work**
	The same could be needed annually for a further 3 years so would like an annual option for follow-on work

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*Technology Readiness Level required, if applicable

1.7	**Standard Deliverable Acceptance Criteria**
	Deliverable Acceptance Criteria (As per ASTRID Framework T&Cs) 1. Acceptance of Contract Deliverables produced under the Framework Agreement shall be by the owning Dstl or wider Government Project Manager, who shall have up to 30 calendar days to review and provide comments to the supplier. 2. Task report Deliverables shall be accepted according to the following criteria except where alternative acceptance criteria are agreed and articulated in specific Task Statements of Work: • All Reports included as Deliverables under the Contract e.g. Progress and/or Final Reports etc. must comply with the Defence Research Reports Specification (DRRS) which defines the requirements for the presentation, format and production of scientific and technical reports prepared for MoD. Reports shall be free from spelling and grammatical errors and shall be set out in accordance with the accepted Statement of Work for the Task. • Interim or Progress Reports: The report should detail, document, and summarise the results of work done during the period covered and shall be in sufficient detail to comprehensively explain the results achieved; substantive performance; a description of current substantive performance and any problems encountered and/or which may exist along with proposed corrective action. An explanation of any difference between planned progress and actual progress, why the differences have occurred, and if behind planned progress what corrective steps are planned. • Final Reports: shall describe the entire work performed under the Contract in sufficient detail to explain comprehensively the work undertaken and results achieved including all relevant technical details of any hardware, software, process or system developed there under. The technical detail shall be sufficient to permit independent reproduction of any such process or system. 3. Failure to comply with the above may result in the Authority rejecting the Deliverables and requesting re-work before final acceptance. 4. Acceptance criteria for non-report Deliverables shall be agreed for each Task and articulated in the Statement of Work provided by the Contractor
1.8	**Specific Deliverable Acceptance Criteria**

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)
2.2	**Safety, Environmental, Social, Ethical, Regulatory or Legislative aspects of the requirement**

3.	Security	
3.1	**Highest security classification**	
	Of the work	REDACTED UNDER FOIA SECTION 26 - DEFENCE
	Of the Deliverables/ Output	REDACTED UNDER FOIA SECTION 26 - DEFENCE
	Where the work requires more than occasional access to Dstl premises (e.g. for meetings), SC Clearance will be required.	
3.2	**Security Aspects Letter (SAL) – Note the ASTRID framework has an overarching SAL for quotation stage (up to OS)**	
	REDACTED UNDER FOIA SECTION 43 - COMMERCIAL INTEREST	
3.3	**Cyber Risk Level**	
	REDACTED UNDER FOIA SECTION 26 - DEFENCE	
3.4	**Cyber Risk Assessment Reference (RAR)**	
	REDACTED UNDER FOIA SECTION 26 - DEFENCE	

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 Contracts and link to deliverables*	Available Date	Issued by	Return or Disposal *Please specify which*

If GFA is to be returned: It must be removed from supplier systems and returned to the Dstl Project Manager within 2 weeks of the final Task deliverable being accepted. (Any required encryption or measures can be found in the Security Aspects Letter associated with the Task).

If GFA is to be destroyed: It must be removed from supplier systems and destroyed. An email confirming destruction should be sent to the Dstl Project manager within 2 weeks of the final Task deliverable being accepted

5.	Proposal Evaluation
5.1	**Technical Evaluation Criteria**
	Process will be as per ASTRID Framework T&Cs. If particular attention should be paid to certain aspects of the requirement, please confirm here:
5.2	**Commercial Evaluation Criteria**
	As per ASTRID Framework T&Cs.