

Annex B
Contract 705356451
Dated: 28/07/2023



Annex B to Contract 705356451

**Procurement and In-Service Support of Explosive
Vapour Detection Devices (EVDD)**

STATEMENT OF WORK (SOW)

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GENERAL DESCRIPTION

Aim

1. The aim of this document is to articulate the Statement of Work (SoW) between the Authority and the Contractor for the goods and services to be provided under the subsequent Contract. The purpose of this SoW is to define the scope and content of the technical and management activities to be undertaken by the Contractor and the deliverables required for its completion resulting in delivery of the required Explosive Vapour Detection system under the Contract.

Background

2. The Defence Equipment & Support (DE&S) Specialist Explosive Ordnance Disposal and Search (EOD&S), Exploitation and Countermeasures (SEEC) Delivery Team (DT) have initiated a project for delivery of Explosive Vapour Detection System(s).
3. The Authority requires a Contractor to produce a system to meet the requirements detailed in the Statement of Technical Requirement at Annex A to this Contract which is held at OFFICIAL-SENSITIVE and provide a cost-effective support solution supply for the system(s).

5. This SoW will bound the scope of all Core tasks required by the Authority in relation to the development and production of the Explosive Vapour Detection system(s). Post-delivery, the Contractor shall provide an in-service support package to enable the Authority to maintain availability of the system(s).
6. The Contract shall progress against Milestones (additional detail in the Integrated Test Evaluation and Acceptance Plan (ITEAP)). These are the expected project milestones to be included:
- a. Equipment Delivery Date 1 (EDD 1)
 - b. User Familiarisation Training
 - c. Initial Operating Capability (IOC)
 - d. Equipment Delivery Date 2 (EDD 2)
 - e. Full Operating Capability (FOC)
7. Work on subsequent Milestones needs to be agreed with the Authority until the current section Milestone has been signed off.

Scope

8. The Statement of Work includes:
- a. Delivery and support of the EVDD system in accordance with the Technical Specifications for EVDD which are detailed in the Statement of Technical Requirement (SoTR) in Annex A of ITT.
 - b. Provision of support including:
 - i. Provision of an accepted Safety Case covering the equipment and operation thereof
 - ii. Provision of DEFCON 82 Spares to enable availability, supportability, and maintainability for the EVDD systems (s) for a period of two years from EDD 2.
 - iii. Provision of spares and repairs for the duration of the in-service phase of the Contract to enable the Authority to undertake maintenance and ensure availability of the Explosive Vapour Detection system(s) by FOC.
 - iv. Provision of User Training to ensure safe operation and Maintenance of the Explosive Vapour Detection system(s) by FOC.
 - v. Provision of Information to support production of Army Equipment Support Publications (AESPs), and Manufacturing Data Pack (MDP) to enable through life support for the Explosive Vapour Detection system(s) by EDD 1.
 - vi. Production of reports and plans including, but not limited to: Project Management Plan (PMP); Safety and Environmental Management Plan (SEMP), Obsolescence Management Plan (OMP), and Equipment Safety Case report.
 - vii. Provide an Integrated Support Plan (ISP) detailing how the Contractor shall meet the ILS requirement in the Authority's ILS Plan in accordance with Defence Standard 00-600 (all parts) by IOC.

Equipment Delivery Date

9. This is defined as:
- a. EDD 2 shall be within 6 months of Contract Award.
 - b. The Contractor is required to support the equipment in accordance with this statement of work for the duration of the Contract.

Supply of Hardware

10. The Contractor shall supply the items (packaged) shown in Table 1.

Table 1 – Supply of Hardware

<u>Item</u>	<u>Description</u>	<u>Quantity</u>	<u>Required Delivery Time (from Contract Placement)</u>
1	Explosive Vapour Detectors	20	At EDD 2 within 6 months of Contract Award

Hardware Delivery

11. The Contractor shall deliver duty paid all items from Table 1 to Donnington as the primary delivery route. The Contractor shall be responsible for the condition of any item up to the point of delivery and provide evidence of factory acceptance tests and certificate of conformity with delivery.
12. The Contractor shall provide Packaging and Labelling for Explosive Vapour Detection equipment and spare parts as detailed in the SRD and in accordance with DEFSTAN 81-041 parts 1 to 6 and DEFCON 129 (see the ILS Plan for details), as required for delivery to user locations, in accordance with the Supply Support Plan, to comply with DEFSTAN 00-600 and the Contract requirements.
13. The system(s) shall be delivered directly to the Authority (UK based) at Donnington. The equipment will be sent from Donnington to the User for User Familiarisation. Location of User Familiarisation will be confirmed by Authority Project Manager (PM) prior to delivery.
14. Deliverables shall include, but may not be limited to, those set out in Table 2.

Table 2 – Delivery Units to UK

<u>Deliverable</u>	<u>Description</u>	<u>Assessment Method</u>	<u>Assessor</u>
1	20 x Explosive Vapour Detectors	Hardware received with Certificate of Conformity	SEEC DT
2	Packaging and Labelling of Equipment and Spare Parts	In accordance with SRD, DEFSTAN 81-041 parts 1-6 and DEFCON 129	SEEC DT
3	Delivery of equipment to Donnington	Hardware received with Certificate of Conformity	SEEC DT
4	Delivery of Army Equipment Support Publications and Manufacturing Data Pack	Delivery at EDD 1	SEEC DT

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5	Delivery of all plans and documentation deliverables	Review during progress meetings	SEEC DT
6	Train the Trainer (T3) Package	Course delivered prior to FOC	SEEC DT

Timeline

<u>Item</u>	<u>Description</u>	<u>Delivery Time (from Contract Placement)</u>
1	EDD 1 – Delivery of 4 x Explosive Vapour Detectors to MOD Donnington	Within 3 months from contract award
2	User Familiarisation (IOC) Support from the Contractor	Within 4 months from contract award
3	EDD 2 – (FOC) Delivery of 16 x Explosive Vapour Detectors to MOD Donnington	Within 6 months from contract award

Principles of Security

15. The Contractor's systems and facilities need to be accredited to an appropriate level for the classification of the data held upon them; for Explosive Vapour Detector Device this is addressed by current Cyber Essentials Certificate.

16. The Contractor shall ensure that the Security Aspects as set out in the letter at Annex H to this Contract shall be protected and managed for the duration of the Contract.

STATEMENT OF WORK

17. Core Activity Design, Manufacture, Implementation, and In-service:

SoW 01	Project Management / Meetings	Meeting Subject	Frequency
Project Mgt	<p>Meetings shall be held at either Contractor or Authority locations, or via Teleconference when suitable.</p> <p>The agreed Terms of Reference for each type of meeting shall be detailed in the appropriate management plan.</p> <p>Where practical, meetings are to be scheduled and combined in order to minimise travelling and costs.</p> <p>The progress meetings shall be held at MOD Abbey Wood Bristol (default location), the Contractor's Office or User location as appropriate and agreed.</p> <p>The Contractor shall arrange progress meetings so that:</p> <ul style="list-style-type: none"> A suitable date is set so that all key stakeholders can attend. The agenda is received by all stakeholders A suitable meeting room is arranged. Accurate minutes are taken and distributed, stating agreed actions <p>The Contractor shall provide administrative and secretarial services, including but not limited to:</p> <ul style="list-style-type: none"> Terms of Reference for all meetings Meeting agendas (to be agreed with the Authority) Host and provide administrative and secretarial services for meetings Meeting minutes distributed to the Authority for approval Issue and distribute the final agreed minutes 	Contract Start-Up Meeting to include: <ul style="list-style-type: none"> Integrated Logistics Support (ILS) (As detailed in the ILSP)¹ Integrated Test Evaluation and Acceptance Plan (ITEAP) 	Contract Start-Up Meeting – within 10 working days of Contract Award (CA).
		Progress Meetings	Monthly from CA to EDD 2 Post EDD 2 as required (anticipated as max 2 per year)
		Technical Meetings	As required (anticipated as max 2 per year)
		Hazard Working Groups (HWG)	As required (anticipated as max 1 per year)
		Project Safety & Environmental Panel (PSEP)	As required (anticipated as max 1 per year)
		Task specific	As required (anticipated as max 2 per year)
		Support Performance Review	Annually from EDD 2
		Non-Formal Ad-Hoc	As required

¹ Explosive Vapour Detector Device ILSP attached as an Annex to the ITT

	All discrepancies and shortfalls in documentation raised at the progress meeting shall be responded to within one week and remedied within four		
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	weeks, by the Contractor or Authority as applicable, throughout the duration of contract.		
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Ref	Statement of Requirement	Contract Deliverables	Acceptance Criteria	Delivery & Frequency`
SoW 02 Project Mgt	<p>The Contractor shall provide a Draft Project Management Plan (PMP) for the life of the EVDD project.</p> <p>The PMP shall detail how the Contractor will manage the project and include but not be limited to:</p> <ul style="list-style-type: none"> Introduction Scope Project Requirements Project Reporting Structure Project Manager and Team Project Resources and Risk Management Management of Sub-Contractors A description of all work to be undertaken Project schedule Risk management process <p>Meetings (identified in Project Administration section)</p>	<p>PMP formally issued and accepted by the Authority</p> <p>The PMP shall be maintained and kept up-to-date throughout the life of the project</p>	<p>PMP approved by the Authority</p>	<p>Draft plan with ITT response</p> <p>PMP updated as required throughout life of project</p>

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SoW 03 Project Mgt	The Contractor will assign a suitably qualified and experience Project Manager (PM) for the procurement and through life support of EVDD. The PM will act as the Single Point of Contact (SPoC) with the Authority and hold suitable knowledge of the system solution. In the absence of the assigned PM the Authority requires a Deputy as a point of contact.	Evidence of Suitably Qualified and Experienced Personnel (SQEP). The competent and experienced Project Manager shall oversee and maintain satisfactory project progress and will exercise effective project management and control and produce timely reports.	SQEP PM with experience relevant to the project.	Throughout life of project.
SoW 04 Project Mgt	The Contractor shall provide the Authority with technical advice, technical information and assistance to agencies authorised by the Authority to receive such information.	Technical advisors should be SQEP, shall be available between UK office hours 9:00am to 17:00pm – Monday-Friday and shall respond to all non-complex queries within a 24hr period.	Due to the wide variety of tasks to be undertaken the acceptance criteria is regarded as the task is complete to the satisfaction of the Authority	An estimate of Qty 6 events per annum
SoW 05 Project Mgt	The Contractor shall create a Project schedule to inform the Authority when any problems occur that impact deliverables. Including, but not limited to:	A schedule detailing tasks throughout the Manufacture and Implementation phase	Excel document Schedule agreed with Authority	Draft schedule with ITT response.

Ref	Statement of Requirement	Contract Deliverables	Acceptance Criteria	Delivery & Frequency`
	<ul style="list-style-type: none"> Start and planned end dates for all the project activities which should be established using threepoint estimating techniques Durations for each activity Dependencies between activities Staff resources necessary to deliver each activity 	The schedule shall be maintained throughout the Manufacture and Implementation phase to monitor and control progress and be included in the Monthly Progress Report submitted to the Authority		Revised plan 10 working days following contract award
SoW 06 Supportability	The Contractor shall provide a Defect Reporting and Corrective Action System (DRACAS) database. The fields that need to be captured within this database are to be agreed with he Authority.	<p>Reviewed continuously by the Industrial Partner and presented to the Authority at progress meetings.</p> <p>A report of work conducted over the previous 4 months.</p>	Excel or word document as agreed with Authority	Monthly from contract award to EDD 2 Yearly from EDD 2 with progress reports provided to the Authority 5 days in advance of review meeting

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SoW 07 Supportability	The Contractor will provide the Authority with all the information required to allow the equipment and any associated spares to be codified. The level to which an item is required to be codified will be defined and completed by the Authority delivery team in conjunction with the user Subject Matter Expert (SME)	DEFCON 117: Supply of Information for North Atlantic Treaty Organisation (NATO) Codification and Defence Inventory Introduction	Information to assist Nato Stock Number (NSN) codification to equipment	Prior to EDD 1 and throughout life of project if new items NSNs required
SoW 08 Risk Mgt	The Contractor shall provide a Risk and Opportunity Management Plan (ROMP) detailing how risks will be identified, recorded and managed. The Contractor shall generate a Risk Report for the Manufacture and Implementation Phase The Contractor shall identify and report all risks (including supportability risks) associated with the project. The report shall include, but not be limited to, the following: <ul style="list-style-type: none"> • Risk Description including impact and potential trigger date 	The ROMP) will detail as a minimum how risks will be identified, recorded, managed, and reported; the rights of visibility and access that the Authority will have to the risk register and the reliance of the Contractors risk management processes on the Authority or its staff. The Contractor shall ensure that the risk report is maintained throughout the project and presented as part of monthly progress report. The active Risks shall transition to the In-Service Support Phase. The risk register shall be a living document that evolves with project progress and shall be	ROMP agreed with Authority Risk Report in Excel Format	Draft report with ITT response Revised plan 10 working days following contract award Report updated as required throughout life of project

Ref	Statement of Requirement	Contract Deliverables	Acceptance Criteria	Delivery & Frequency`
	<ul style="list-style-type: none"> • Pre-Mitigation Probability and Impact Pre-Mitigation Impact (Cost, Time & Performance) • Proposed Mitigations • Estimated Completion Date of Mitigation Activity • Post Mitigation Probability • Post Mitigation Impact (Cost, Time and Performance) • Proposed fall back plans 	<p>updated (if necessary) following each Progress meeting.</p> <p>The Contractor Point of Contact (POC) and Authority POC shall ensure that the combined register is maintained throughout the In-Service Support (ISS) Phase.</p>		

SoW 09 Safety & Environmental Mgt	<p>The Contractor shall be required to plan and implement an effective Safety and Environmental Management System (SEMS) in accordance with DEF STAN 00-056, DEF STAN 00-051 and MoD Acquisition Safety and Environmental Management System (ASEMS) and any associated standards as applicable (e.g. DEF STAN 00055), ensuring all the products, services or systems are safe for people and the environment.</p> <p>Hazard Identification and Analysis shall be applied to identify credible hazards and accidents associated with the system and to determine the related accident sequences. The Contractor shall demonstrate the adequacy of the HIA process and the suitability of the techniques employed.</p> <p>Risk Estimation shall be deployed to determine the likelihood and consequences of individual Hazards and Accidents, and the overall aggregation of Safety Risk for the project.</p> <p>Risk and As Low As Reasonably Possible (ALARP) Evaluation shall be used to compare the Risks identified in Risk Estimation to tolerability criteria and to judge whether they are currently acceptable or must be subject to Risk Reduction. The Contractor shall be required to demonstrate, through the production of evidence how EVDD activities, products or services that have, or could have an impact upon the safety or the environment will be identified and managed.</p>	<ol style="list-style-type: none"> 1. Body of Evidence to support Safety and Environmental Case (SEC) 2. Support Authority development of part 3 SECR 3. Environmental Features Matrix 4. Legislation Compliance Matrix (LCM) 	<p>Compliance with:</p> <p>DEF STAN 00-056 DEF STAN 00-051 DEF STAN 00-055 DEF FORM 68 ASEMS</p>	<p>Body of Evidence to support SEC at User Familiarisation</p> <p>Environmental Features Matrix within 3 months of contract award</p> <p>Updated LCM within 3 months of contract award</p> <p>DEF FORM 68 to be completed</p>
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Ref	Statement of Requirement	Contract Deliverables	Acceptance Criteria	Delivery & Frequency`
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	<p>They shall also be required to secure legislative and regulatory approval from applicable governing bodies if/when necessary.</p> <p>The Contractor shall lead this requirement and act as the Safety and Environmental Design Authority and sign off the design as being safe.</p> <p>The Authority shall be responsible for the final sign off of the SECR, accepting that the design is safe, the necessary controls are in place and that the risk posed by the system is acceptable.</p> <p>Specifically:</p> <ol style="list-style-type: none"> 1. Develop and maintain evidence to support the Safety and Environmental Case (SEC) 2. Undertake Hazard Identification & Analysis, Risk Estimation and ALARP demonstration. 3. Support Safety and Environmental Meetings, to include, but not limited to: <ul style="list-style-type: none"> Safety and Environmental Panels Safety and Environmental Working Groups 4. Support development of Part 2 SECR 5. Support development of Part 3 SECR 6. Provide a detailed Legislation Compliance Assessment, including applicable MoD standards and policies, as part of the SEC, 			
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Ref	Statement of Requirement	Contract Deliverables	Acceptance Criteria	Delivery & Frequency`
	show how compliance is met. 7. Disposal Planning (as per ILSP)			
SoW 10 Supportability	The Contractor shall provide an Integrated Support Plan (ISP) in response the Authority's ILS Plan. The ISP shall contain evidence of how the Contractor will meet the Authority's Support Solution requirements.	The Contractor is to provide an Integrated Support Plan (ISP) containing evidence of the Support elements and is to deliver these Plans in accordance with the CDRLs listed within the ILS Plan.	Delivery of a draft ISP with the Tender return. Future iterations will be advised by the Authority after Contract Award.	Draft ISP containing the ILS Elements Plan with Tender return, future iterations will be advised after Contract Award. A Supportability Case Report and part of the Logistic.

SoW 11 Security Mgt	<p>The Contractor shall provide assurance that security is being managed in accordance with the security management plan.</p> <ul style="list-style-type: none"> a. The Contractor should hold a current Cyber Essentials Plus Certificate (https://www.gov.uk/government/publications/cyber-essentials-scheme-overview) b. The Contractor shall handle information in accordance with the SAL. c. All Contractor resource working on and with the system shall have Security Clearance to a minimum level of SC. d. The Contractor shall complete the provided Defence Cyber Protection Partnership (DCPP) (https://www.gov.uk/guidance/defence-cyberhttps://www.gov.uk/guidance/defence-cyber-protection-partnershipprotection-partnership) Supplier Assurance Questionnaire (SAQ) to provide evidence that they are working towards the required assurance status associated with the Authority provided Risk Assessment Reference (RAR) number RAR-831007049. e. The Contractor shall return the completed SAQ Responses to the two email recipients indicated in the SAQ. 	<p>Cyber Essentials Plus Certificate</p> <p>Supplier Assurance Questionnaire (SAQ)</p>	<p>Cyber Essentials Plus Certificate</p> <p>Completed SAQ</p>	With ITT response
Ref	Statement of Requirement	Contract Deliverables	Acceptance Criteria	Delivery & Frequency`

SoW 12 System Design	The Contractor shall provide a product manual that comprehensively captures the equipment, design function and information necessary to satisfy the SoTR. The Contractor is responsible for maintaining an updating the product manuals over the Contract Term.	The Contractor shall provide an initial product manual with the Tender Return and further iterations as agreed with the Authority.	Accepted with Tender.	Initial SDD with the Tender Return. And with EDD1, if any changes have been introduced since Contract Award.
SoW 13 Manufacturing Data Pack (MDP)	Where the Authority funds any modifications to the design of the equipment the Contractor shall produce a Manufacturing Data Pack (MDP) in compliance with: MOD Guidelines For Industry - GFI No. 10 Part B - Commercial Toolkit - KiD The scope of the MDP shall be limited to the Authority funded modifications only.	When required, the Contractor shall provide a MDP as part of the tasking process for the Authority funded modification.	As set out in the tasking procedure.	Delivery to be agreed in accordance with the tasking procedure

Ref	Statement of Requirement	Contract Deliverables	Acceptance Criteria	Delivery & Frequency`
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SoW 14 Software and Licences	The Contractor shall deliver all Software and Software licenses as part of the EVDD delivery.	The Contractor shall provide free access rights to any Software developed as part of the Project. Where the information is proprietary the Authority shall be informed. The Authority shall be given the licence to use and/or update any Software to meet the Operational requirements. A copy of the software shall be delivered for each Detector on a CD.	Software provided in accordance with IM32 Software Licence	Throughout the life of the project.
SoW 15 User Familiarisation	The Contractor shall deliver the EVDD, including equipment, information and procedures for use by the User Familiarisation. The Contractor shall support the User Familiarisation. The EVDD shall be delivered by the Contractor to Authority Location, where the User Familiarisation will be conducted. It is essential that the Contractor provides sufficient technical support in the form of knowledgeable personnel/spares and any other materiel deemed necessary to ensure timely progress and completion of these trials.	Support to User Familiarisation, further detail within the ITEAP.	Acceptance by Authority	Throughout the life of the project
SoW 16 Spares	DEFCON 82 Spares Delivery of DEFCON 82 spares to allow the Authority to support the EVDD system(s) for a period of two years from EDD 2. See the ILS Plan for further details.	DEFCON 82 spares to be identified. The Contractor shall provide an initial DEFCON 82 Advance Order Spares with the Tender Return. The final agreed spares will be subject to Authority Spares Analysis activity.	Initial parts list agreed with Authority after Contract Award.	Full DEFCON 82 spares to support 20x EVDD systems to be provided at EDD 2.

SoW 17 Training	The Contractor is to produce a Training and Training Equipment Management Plan including Train the Trainer Course (T3) in accordance with the ILS Plan.	The Contractor shall provide an initial Training plan as part of the Tender Return and further iterations as agreed with the authority.	The Contractors Training and Training Equipment Management Plan including Train the Trainer Course (T3) as part of the Contractors Integrated Support Plan (ISP).	Initial ISP with tender return, further iterations as agreed with the Authority.
SoW 18 Obsolescence Management	The Contractor shall provide a Disposal Plan as part of the Contractors Integrated Support Plan (ISP).	The contractor shall provide an initial ISP as part of the Tender Return which is to contain all the ILS elements covered within the Authority's ILS	The Contractor's Obsolescence Management Plan as part of the Contractors	Initial ISP with the Tender Return, further iterations as agreed with the Authority.

Ref	Statement of Requirement	Contract Deliverables	Acceptance Criteria	Delivery & Frequency`
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	<p>The Contractor shall be responsible for managing obsolescence over the entire period of the contract and, notwithstanding any Obsolescence Issues or problems; the Contractor remains responsible for meeting all performance and other requirements of this contract.</p> <p>The Contractor shall implement a proactive Obsolescence Management strategy in accordance with IEC 62402:2019 Obsolescence management. This shall include as a minimum: - the ongoing identification and review of Obsolescence Risks and Obsolescence Issues over the duration of the Contract, the identification of mitigation action for Obsolescence Risks over the duration of the Contract, and the identification of resolution action for Obsolescence Issues. This strategy shall include, but is not limited to, obsolescence of components, assemblies, sub-assemblies, piece parts, and material (hereafter referred to for purposes of this section only as "parts and / or material").</p> <p>The Contractor shall liaise with the Authority to ensure Obsolescence Management plans and mitigation / resolution of Obsolescence Risks and Obsolescence Issues are appropriately aligned with the Authority's Future Capability Upgrade Programme. Any configuration changes due to obsolescence shall be approved in accordance with the Configuration Management process defined in this contract.5. The Contractor shall provide the Authority with obsolescence status briefs, to the agreed periodicity as part of the periodic programme reviews.</p> <p>The Contractor shall provide the Authority with obsolescence status briefs, as part of the quarterly progress report.</p> <p>Contractor shall be liable for all costs incurred in identifying and implementing a Form Fit Function (Equivalent) replacement to resolve the Obsolescence</p>	<p>Plan. Further alterations of this document will be agreed with the authority.</p>	<p>Integrated Support Plan (ISP)</p>	
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Ref	Statement of Requirement	Contract Deliverables	Acceptance Criteria	Delivery & Frequency`
	<p>Concern or Obsolescence Issue. The costs for which the Contactor is responsible include, but are not limited to, the costs of investigating part availability, locating suitable part replacement, vendor interface, engineering efforts, testing and qualification requirements, documentation changes.</p> <p>The Authority shall be responsible for all other costs associated with:</p> <ol style="list-style-type: none"> 1. the mitigation of Obsolescence Concerns (limited to planned system upgrades and risk mitigation buys); 2. the resolution of Obsolescence Issues excluding Form Fit Function <p>No work other than that agreed as part of the contract shall take place in association with Obsolescence unless otherwise agreed as part of Additional Tasking Process under Line Item 6.</p>			
SoW 19 Disposal Management		The Contractor shall provide an initial ISP as part of the Tender Return which is to contain all the ILS Elements covered within the Authority's ILS Plan, further iterations of this document will be as agreed with the Authority.	The Contractor's Disposal Plan as part of the Contractors Integrated Support Plan (ISP).	Initial ISP with the Tender Return, further iterations as agreed with the Authority

SoW 20 Spares	The Contractor shall provide a Packaging, Handling, Storage, and Transportation (PHS&T) Plan as part of the Contractors Integrated Support Plan (ISP).	The Contractor shall provide an initial ISP as part of the Tender Return which is to contain all the ILS Elements covered within the Authority's ILS Plan, further iterations of this document will be as agreed with the Authority.	The Contractor's Packaging, Handling, Storage and Transportation Plan as part of the Contractors Integrated Support Plan (ISP).	Initial ISP with the Tender Return, further iterations as agreed with the Authority
SoW 21 Repairs	The Contractor shall undertake Strip, Survey and Report activity on any systems/items sent for repair through the Authority' Task Approval Form (TAF). No repairs are to be initiated until the Authority has granted permission through the TAF process.	TAF process agreed The Contractor shall agree to comply with the Authority's TAF process.	Contractor's compliance statement to the TAF process.	Contractor's statement as part of the Tender Return.
Ref	Statement of Requirement	Contract Deliverables	Acceptance Criteria	Delivery & Frequency
SoW 22 Availability, Reliability & Maintainability	The Contractor shall provide an Availability, Reliability and Maintainability Plan as part of the Contractor's Integrated Support Plan (ISP)	The Contractor shall provide an initial ISP as part of the Tender Return which is to contain all the ILS Elements covered within the Authority's ILS Plan, further iterations of this document will be as agreed with the Authority.	Availability, Reliability & Maintainability Plan agreed with Authority. The Contractor's Availability, Reliability and Maintainability Plan as part of the Contractors Integrated Support Plan (ISP).	Initial ISP with the Tender Return, further iterations as agreed with the Authority
SoW 23 Maintenance	The Contractor shall provide a Maintenance Plan as part of the Contractors Integrated Support Plan (ISP)	The Contractor shall provide an initial ISP as part of the Tender Return which is to contain all the ILS Elements covered within the Authority's ILS Plan, further iterations of this document will be as agreed with the Authority.	Maintenance Plan agreed with Authority The Contractor's Maintenance Plan as part of the Contractors Integrated Support Plan (ISP).	Initial ISP with the Tender Return, further iterations as agreed with the Authority

SoW 24 SoTR	Contractor to agree to level of compliance to all SoTR requirements.	Delivery against SoTR requirements agreed with Authority against accepted ITT response	Statement of compliance against individual SRs within SoTR Demonstration of compliance	As detailed in SoTR
SoW 25 Social Value	The Contractor is to deliver against the social value requirements for this contract as detailed in the Social Value Plan. The key areas that the Contractor shall focus on as part of their Social Value Plan are included in the Invitation to Tender.	The Contractor is to deliver against the Social Value Plan.	Demonstration of progress and delivery against deliverables listed in the plan. Performance against Social Value shall be monitored against the Social Value Key Performance Indicator from EDD 1 onwards through to Contract Expiry.	Draft Social Value Plan to be returned with Tender. Final Social Value Plan to be provided within one month of Contract Award

GLOSSARY

Abbreviation	Definition
AESP	Army Equipment Support Publication
ALARP	As Low As Reasonably Possible
ASEMS	Acquisition, Safety & Environmental Management System
AQAP	Allied Quality Assurance Publication
BC	Business Continuity
BCDRP	Business Continuity and Disaster Recovery Plan
CA	Contract Award
CD	Concept Demonstrator
CD/IP	Contractor Design / Implementation Plan
CDR	Critical Design Review
CDRL	Contract Data Requirements List
CM	Configuration Management
CMP	Configuration Management Plan
CP&F	Contracting, Purchasing and Finance
DCPP	Defence Cyber Protection Partnership
DE&S	Defence Equipment & Support
DT	Delivery Team
DLOD	Defence Lines of Development
DA	Defence Authority
DSA	Defence Safety Authority

EMP	Environmental Management Plan
EOD	Explosive Ordnance Disposal

Abbreviation	Definition
EVVRM	Equipment Verification and Validation Requirement Matrix
FDR	Final Design Review
FOC	Full Operating Capability (defined within ITEAP)
GFx	Government Furnished Equipment / Material / Information means buildings, parts of buildings, sites and other infrastructure issued or made available to the Contractor in connection with the Contract by or on behalf of the Authority;
HFI	Human Factors Integrations
HMG	His Majesty's Government
HWG	Hazard Working Group
IAF	International Accreditation Forum
ILS	Integrated Logistics Support
ILSP	Integrated Logistics Support Plan
IOC	Initial Operating capability (defined within ITEAP)
ITEAP	Integrated Test Evaluation and Acceptance Plan
ISP	Integrated Support Plan
ITT	Invitation to Tender
JSP	Joint Services Publication
LCM	Legislation Compliance Matrix
LCST	Logistics Commodities Services Transformation

MDP	Manufacturing Data Pack
MOD	Ministry of Defence
MOQ	Minimum Order Quantity
NATO	North Atlantic Treaty Organisation
NCSC	National Counterintelligence and Security Center
NSN	Nato Stock Number
OMP	Obsolescence Management Plan

Abbreviation	Definition
OS	Official Sensitive
OSD	Out of Service Date
PASE	Planning Assumptions for Service Entry
PDR	Preliminary Design Review
PDS	Post Design Services
PHS&T	Packaging Handling Storing & Transport
PM	Project Manager
PMP	Project Management Plan
POEMS	Project Oriented Environmental Management Systems
POSMS	Project Oriented Safety Management System
PSEC	Project Safety & Environmental Committee
PSEP	Project Safety & Environmental Panel
PTR	Penetration Test Report

QMP	Quality Management Plan
RAR	Risk Assessment Reference
RMPR	Risk Mitigation Progress Report
ROMP	Risk and Opportunity Management Plan
RTP	Reusable Training Pack
SAL	Security Aspects Letter
SAQ	Supplier Assurance Questionnaire
SC	Security Clearance
SDD	System Design Document
SEC	Safety & Environmental Case
SECR	Safety & Environmental Case Report

Abbreviation	Definition
SEEC	Specialist Explosive Ordnance Disposal (EOD), Exploitation and Countermeasures (SEEC)
SEMP	Safety and Environmental Management Plan
SME	Subject Matter Expert
SoTR	Statement of Technical Requirement
SoW	Statement of Work
SPOC	Single Point of Contact
SQEP	Suitably Qualified & Experienced Personnel
SQuaRE	Software Product Quality Requirements and Evaluation
SRD	System Requirement Document

SVP	Social Value Plan
SWG	Security Working Group
TAF	Task Authorisation Form
TIMP	Technical Information Management Plan
TRR	Test Readiness Review
UKAS	United Kingdom Accreditation Service
VVRM	Verification and Validation Requirement Matrix