**Statement of Requirement**

**The Provision of a Digital Asset Management System (DAMS) for AHB(RAF)**

| Ref | Requirement | | | |
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| **A** | **General Requirements** | | | |
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| **A.1** | **Scope of Requirement** | | | |
| A.1.a | *To archive, index, process and share valuable historical military photographs and videos at the level of OFFICIAL with internal stakeholders and media. To also provide a larger and scalable storage solution, and the ability to work remotely.* | | | |
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| **A.2** | **Definitions** | | | |
| A.2.a | In addition to the definitions detailed in the Terms and Conditions of the Contract the following definitions shall also apply. Where the definitions below contrast to those detailed in the Terms and Conditions of the Contract then the definitions within the Terms and Conditions of the Contract shall take precedence. | | | |
|  | Definition | Interpretation | | |
|  | Contractor’s Personal Use | Any use of MOD furnished property, facilities or equipment intended for the primary benefit of the Contractor or the Contractor’s Personnel which is contrary to the MOD’s interests is considered personal use. | | |
|  | Contractor’s Personnel | Any employees, including sub-contractors or other agents working on behalf of the Contractor, shall be deemed the Contractor’s Personnel. | | |
|  | Designated Officer | The Designated Officer is the MOD representative responsible for the Requirement and is as defined at Box 2 of DEFFORM 111 of this Contract. | | |
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| **A.3** | **Abbreviations and Acronyms** | | | |
| A.3.a | In addition to the abbreviations and acronyms detailed in the Terms and Conditions of the Contract the following abbreviations and acronyms will be used. | | | |
|  | Abbreviation or Acronym | Interpretation | | |
|  | AOC | Air Officer Commanding | | |
|  | DII | Defence Information Infrastructure | | |
|  | DII(F) | Defence Information Infrastructure (Future) | | |
|  | DO | Designated Officer | | |
|  | MOD | Ministry of Defence | | |
|  | OC | Officer Commanding | | |
|  | RAF | Royal Air Force | | |
|  | SC | Security Check | | |
|  | SoR | Statement of Requirement | | |
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| **A.4** | **References** | | | |
| A.4.a | In addition to the references detailed in the Terms and Conditions of the Contract the following references shall also apply as well as any subsequent revisions and amendments to the references. This list does not absolve the Contractor from conforming to any other relevant publications. | | | |
|  | Reference | | Version | Source |
|  | Data Protection Act 2018 | | 2018 c. 12 | http://www.legislation.gov.uk/ukpga/2018/12/contents/enacted |
|  | *DefStan 00-250 Part 3 Section 11 (Human Factors for designers of systems - Training)* | | *1 dated 23/05/2008* | *https://www.gov.uk/uk-defence-standardization* |
|  | *DefStan 05-130 Part 3 (Aircraft Maintenance Training Organisations)* | | *1 dated 01/04/2009* | *https://www.gov.uk/uk-defence-standardization* |
|  | Government Security Classifications | | 1.0 | https://www.gov.uk/government/publications/government-security-classifications |
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| **A.5** | **Processes and Related Taskings** | | | |
| A.5.a | *Requirement does not relate to or feed into any others needs, and since it is standalone no other interdependencies should affect the requirement.* | | | |
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| **A.6** | **Site** | | | |
| A.6.a | *The Site for the delivery of all services is RAF Northolt, HA4 6ED. RAF Northolt is sited in South Ruslip.* | | | |
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| **A.7** | **Security** | | | |
| A.7.a | *The Contractor is to ensure that all of the Contractor’s Personnel have Security Check (SC) clearance. Where the Contractor’s Personnel does not have SC clearance that individual will not be allowed access to MOD facilities.* | | | |
| A.7.b | *All information related to or generated by this Contract is to be treated in the appropriate manner in accordance with Government Security Classifications. The classification of the material to be handled shall not exceed OFFICIAL in nature.* | | | |
| A.7.c | *All personal data processed under this Contract is to be treated in accordance with the Data Protection Act 2018.* | | | |
|  | *Define the security conditions the Contractor will have to apply to. The local security adviser (such as the RAF Police) is to be consulted to deem the appropriate security levels required.* | | | |
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| **A.8** | **Site Access** | | | |
| A.8.a | *N/A.* | | | |
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| **A.9** | **Safety and Environmental Provisions** | | | |
| A.9.a | *When on the Site the Contractor is to comply with all MOD Safety, Health and Environmental Protection regulations and policy.* | | | |
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| **A.10** | **Hours of Operation and Times of Delivery** | | | |
| A.10.a | *N/A.* | | | |
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| **A.11** | **Quality Assurance** | | | |
| A.11.a | *Any contractor working parties shall be provided in accordance with Def Stan. 05.061 Part 4, Issue 4 – Quality Assurance Procedural Requirements – Contractor Working Parties.* | | | |
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| **A.12** | **Contract Monitoring** | | | |
| A.12.a | For the purposes of contract monitoring, representatives of the Contractor will routinely report to the Designated Officer on the performance of the Contract. | | | |
| A.12.b | The Contractor is responsible for the performance of the Contract by any sub-contractors or other agents working on behalf of the Contractor. The Contractor is to deal with any issues relating to any sub-contractors or other agents working on behalf of the Contractor, this however does not exclude sub-contractors or other agents working on behalf of the Contractor from attending any Contract Monitoring meeting or contributing to any report where it is appropriate for such sub-contractors or other agents to do so. | | | |
| A.12.c | If any sub-contractors or other agents working on behalf of the Contractor are found unsuitable, for whatever reason, the Contractor is to engage with the relevant sub-contractors or other agents to broker a resolution. | | | |
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| **B** | **Deliverable Requirements** |

| Ref | Requirement | Additional Information | Quantity | Standard of Performance |
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| B.1 | Purchase a cloud storage solution to archive, index, process and share valuable historical military photographs and videos with internal stakeholders and media. To also provide a larger and scalable storage solution, and the ability to work remotely. |  | Yearly license for two users | Each of the Services will be operational and available to us the Customer 24 hours per day, 7 days per week at least 99.5% of the time in any calendar month, except for scheduled maintenance and upgrades. |
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| B.2 | The Service should be capable of supporting 10 editors and up to 500 users, have an initial 7TB of storage which can be extended as required and a support agreement to report and resolve any issues reported during normal working hours with a support engineer available if any serious problems arise. Support with migrating images and data to the servers at the start of the contract period should also be provided. |  |  | Each of the Services will be operational and available to us the Customer 24 hours per day, 7 days per week at least 99.5% of the time in any calendar month, except for scheduled maintenance and upgrades. |

**Annex A**

**N/A - deleted**

**Annex B**

**N/A - deleted**