Schedule 2 to Annex A – Statement of Work (SOW)

FOREWORD

1. THIS DOCUMENT IS THE PROPERTY OF HER BRITANNIC MAJESTY'S GOVERNMENT and is for information of such persons as only are required to know its contents in the course of their official duties. Any persons finding this document should immediately hand it in to a British Consulate, British Forces Unit or to a UK Police Station for its safe return to the Ministry of Defence, D MoD Sy, London, SW1A 2HB, with particulars of how and where it was found.

2. THE UNAUTHORISED RETENTION OR DESTRUCTION OF THE DOCUMENT IS AN OFFENCE UNDER THE UK OFFICIAL SECRETS ACTS OF 1911-1989. (When released to persons outside Government Service, this document is issued on a personal basis and the recipient to whom it is entrusted in confidence, within the provisions of the UK Official Secrets Acts 1911-1989 or national legislation, is personally responsible for its safe custody and for seeing that its contents are disclosed only to authorised persons).

3. If additional copies of this document are required, they must be obtained from either the Project Manager or the Project Office as appropriate. The Project Manager should keep registered holders informed of any amendments subsequently issued.

4. References in this document to any other requirement, specification, drawing or document refer to the latest issues of those documents.

5. The contents of this document in no way absolve the supplier or the user from statutory obligations relating to health and safety at any stage of development, manufacture or use.

6. This document has been devised for use within the Ministry of Defence and by its Contractors in the execution of contracts for the Ministry and subject to the Unfair Contract Terms Act 1977, the Ministry will not be liable in any way whatever (including, but without limitation, negligence on the part of the Ministry, its servants or agents) where the plan is used for other purposes.

DOCUMENT CONFIGURATION CONTROL

This document is managed by STSP DCC STA-PM. This document shall be amended by issue of complete main section, annex or appendix. Amendment status shall be recorded in the footer information of affected pages.

Version No	Date	Affected Pages	Description of Change	Amendment Incorporated by
0.1	01/09/23	All	1st draft issue	STSP DCC Leth PM

1. INTRODUCTION

a. The Army Winter Sports Association has a requirement for the procurement of Biathlon Rifles, to compete in Biathlon competitions.

b. This Statement of Work (SOW) defines the materials and services to be supplied by the Contractor in order to meet the requirement.

2. STATEMENT OF WORK (SOW)

a. The Contractor shall ensure Programme/ Prime Contractor activities are coordinated and coherent, enabling successful delivery of the [Redacted under FOIA Section 43(2) - Commercial Information] Biathlon Rifles to Performance, Time and Cost.

3. DELIVERIES

a. The Contractor shall deliver the Rifles required as stipulated within Schedule of Requirements – Schedule 2.

4. PLANS AND REPORTS

a. The following list summarises the Contract Data Requirements List (CDRLs) that shall be provided by the Contractor as evidence that they have met their Project, Engineering & ILS Management obligations.

b. Documents required in the delivery of Project, Engineering & ILS Management:

i.	Progress Reports	(DEFCON 90)
ii.	Factory Acceptance Test Evidence	(CDRL1)
iii.	Risk / Issue Registers	

SECTION 1 – PROJECT MANAGEMENT

a. The Contractor shall:

   i. plan, manage, coordinate, and administer all aspects of the Agreement, including the administration of any subcontractors; and

   ii. establish effective controls for the delivery of the Design and Deliverables; and

   iii. provide early indication to the Authority of problems encountered and their resolution activities in order to reduce risk to Performance, Time and Cost parameters.

b. The Contractor shall produce and maintain a Manufacture and Delivery Schedule in accordance which shall be issued to the Authority, detailing any changes to the schedule. The schedule shall detail all activities anticipated from Contract Award through to contract end and shall include:

   i. Sub-contractor deliveries;

   ii. Manufacturing process breakdown;

   iii. First Article Inspection/Factory Acceptance; and

   iv. Main equipment deliveries as per the Schedule of Requirements (Schedule 2).

SECTION 2 – PROJECT REVIEWS AND PROGRESS REPORTS

a. The Contractor shall invite Authority representation at all Project Reviews giving not less than seven calendar days' notice. Project Reviews can be held via a telecon meeting, initially on a monthly basis. The frequency of these Project Review meetings will vary as the contract progresses, and will cover as minimum the following topics:

    i. Agreement of minutes of the previous meeting;
    ii. Review of actions from previous meeting;
    iii. Project Schedule;
    iv. Contracted requirements;
    v. System Acceptance;
    vi. Safety and Environmental;
    vii. Subcontractor performance review;
    viii. Risk Register;
    ix. Quality management issues (to inc. Quality Performance Indicator Review); and
    x. Supportability/ ILS

b. Project review meeting minutes shall be produced by the Contractor and submitted to the Authority for review within seven calendar days of each meeting and shall be agreed as a standing agenda item during the next meeting.

c. The Contractor shall provide monthly schedule and progress reports to the Project Manager in accordance with DEFCON 90.

d. The Progress Report shall detail the Contractor's progress and planned activity against each of the contracts deliverable elements as listed below:

    i. Equipment Manufacture; and
    ii. Technical Documentation

e. Progress Reports should be issued by email by 1200 on the last working day of the month until the final delivery is complete.

SECTION 3 - RISK AND OPPORTUNITY MANAGEMENT

a. The Contractor shall plan and manage risks in accordance with JSP 892 and the Project Risk Management Plan.

b. The Contractor shall provide and maintain the Joint Project Risk and Opportunities Register which shall describe how the Contractor will identify, record and manage risks, issues and opportunities in a structured and timely manner to ensure risks are mitigated to ALARP, issues are addressed and agreed opportunities are delivered.

c. The Joint Project Risks and Opportunities Register shall contain the following as a minimum for each risk and opportunity:

    i. ID Number – A unique identifier.
    ii. Owner – Person responsible for the risk or opportunity once it has been identified.
    iii. Description – The cause and impact of the risk or the nature of the opportunity.
    iv. Risk Assessment – level of risk by probability and impact (including an assessment

of the pre and post mitigation levels).

v. Actions – Action or actions that have to be or have been taken to mitigate the risk or take advantage of the opportunity.
vi. Status – Open/Closed and last updated comments.

d. The Joint Issues Register shall contain the following as a minimum for each issue:

i. ID Number A unique identifier.
ii. Owner – Person responsible management and resolution of the issue.
iii. Description – Description of the issue.
iv. Impact – The consequence if the issue is left unresolved.
v. Priority – Used to categorise issue precedence.
vi. Status - The current status of the issue: open/closed and last update comments.
vii. Actions – Action or actions that must be or have been taken to manage the issue, including relevant dates.

SECTION 4 – SYSTEM ACCEPTANCE

a. The process of SA demonstrates to the Authority that the capability is ready to be fielded to the User in order to meet the system's Full Operating Capability (FOC).

b. The SA process comprises the following key Contractor deliverables within the Schedule of Requirements - Schedule 2:

   i. [Redacted under FOIA Section 43(2) - Commercial Information] Bionic Grey/Black Biathlon Rifle (Left and Right-Handed) complete with stock and foresight set – initial delivery of SOR item 1 & 2
   ii. ILS Deliverables – SOR item 8 & 9

c. The Authority reserves the right to conduct First Article Inspection of one or more completed Biathlon Rifles from the initial production quantity at the manufacturing facility.

d. Factory Acceptance Inspection - Production: Prior to the shipment of the Biathlon Rifles, the Authority reserves the right to conduct one or more full inspections of the Biathlon Rifle produced at the manufacturing facility. If this inspection is unsatisfactory, the Authority reserves the right to reject the delivery under the relevant Milestone either wholly or in part.

e. The Authority reserves the right to conduct further inspections on any subsequent shipments should this be considered necessary by the Authority's Project Manager.

SECTION 5 – AD HOC TASKING

a. Where the Contractor is required by the Authority to undertake a Tasking in relation to this Agreement, the Authority shall raise and authorise the Task utilising the Ad-Hoc Tasking form at Schedule 22.

b. Each Ad-Hoc Task shall be allocated its own unique reference number and be notified to the Contractor and authorised by the Authority.

c. The Authority shall not be liable to the Contractor for any additional work undertaken or expense incurred unless and until the Contractor has received a completed and signed Tasking Form providing the Authority's authorisation to proceed.

d. The scope of Ad-Hoc Tasking shall include but not be limited to:

i. Post Design Services;

ii. [Redacted under FOIA Section 43(2) - Commercial Information] Bionic Rifles Safe and Suitability for Service (S3) testing (subject to additional Safety assessments/tests which shall be stipulated within the form at the time) and subject to approval of these elements prior to testing commencement. To note, the Authority shall require access to the Original Equipment Manufacturers (OEM) facility and testing must comply with;

1. DEFSTAN 07-085 Part 4, Issue 2, dated 14 Sep 18: Design Requirements for Weapons and Associated Systems (Test procedures) or latest version at time of Task placement; and
2. DEFSTAN 00-035, Part 3, Issue 5, dated 29 Jan 17; Environmental Handbook for Defence Material (Environmental Test Methods).

iii. Additional Technical Documentation requirements shall include but not be limited to:

iv. An update to the existing set of Army Equipment Support Publications (AESPs) previously updated during the 2014 procurement.

1. Addition of the Anschutz [Redacted under FOIA Section 43(2) - Commercial Information] Bionic Rifle
2. Individual part numbers
3. Nato Stock Numbers (NSN) changes (codification)
4. Codification oof the Biathlon Complete Equipment Schedule (CES) top level NSN