

Statement of Requirement (SoR)

Purpose

This document is for new Extra-Mural (EMR) Contracts. Use the REDACTED UNDER FOIA SECTION 43 - COMMERCIAL INTEREST
page on WikiD when filling out this SoR and a supporting RCA. Please
seek assistance if desired from REDACTED UNDER FOIA SECTION 26 - DEFENCE or your Divisional Procurement Representative.

This document is supplier facing and the RCA is an internal document. Please delete non-essential grey text before issuing externally/ to suppliers.

Reference Number	Once iCAS requisition number obtained, enter here
Version Number	0.1
Date	23/05/2022
1.	Requirement
1.1	Title
	Futures Quarterly Comms Newsletters – June, September and December 2022
1.2	Summary
	The requirement is for a quarterly interactive PDF newsletter to inform and update the stakeholders on the Futures Programme.
1.3	Background

	<p>The Defence S&T Futures (DSTF) Programme is one of more than twenty Programmes delivered by the Defence Science and Technology Laboratory (Dstl). The Programme provides Defence with a single, comprehensive source of advice and direction on promising technologies and concepts that should be prioritised. It examines how these technologies and concepts may be used and combined in future capabilities; the issues and challenges they could precipitate; and the S&T investments and policies we will need to adopt to develop them.</p> <p>Key to the success of the DSTF Programme is the ability to effectively communicate its key updates to internal and external stakeholders. It is essential that Programme staff have the support and guidance required to develop effective communications.</p>
1.4	Requirement
	<p>To produce a quarterly, innovative style, newsletter highlighting the outputs and key work from the DSTF Programme and across wider Dstl. This would be designed to a high standard (see early editions already produced), formatted using an interactive style pdf (or similar), with relevant sections, accessible content and associated images as outlined in collaboration with the DSTF Comms Team. Production and delivery of the newsletter is timed for quarterly publication dates (Jun, Sept, Dec) with surge activity required during the 2-3 weeks prior to each publication date (usually mid-month).</p>
1.5	Options or follow on work <i>(if none, write 'Not applicable')</i>
	<p>Follow on work may be required to transfer the newsletter content and key messages into other formats for different engagement opportunities.</p>

1.6

Deliverables & Intellectual Property Rights (IPR)

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1.7	Standard Deliverable Acceptance Criteria
	As per T&C's
1.8	Specific Deliverable Acceptance Criteria
	All documents provided should work as intended when loaded onto the .GOV website and sent on by email.

2.	Quality Control and Assurance
2.1	Quality Control and Quality Assurance processes and standards that must be met by the contractor
	<input type="checkbox"/> ISO9001 (Quality Management Systems) <input type="checkbox"/> ISO14001 (Environment Management Systems) <input type="checkbox"/> ISO12207 (Systems and software engineering — software life cycle) <input type="checkbox"/> TickITPlus (Integrated approach to software and IT development) <input type="checkbox"/> Other: (Please specify below)
2.2	Safety, Environmental, Social, Ethical, Regulatory or Legislative aspects of the requirement
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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
3.2	Security Aspects Letter (SAL)	
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3.3	Cyber Risk Level	
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3.4	Cyber Risk Assessment (RA) Reference	
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4.	Government Furnished Assets (GFA)
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		<i>Contracts and link to deliverables</i>			<i>Please specify which</i>
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5.	Proposal Evaluation criteria
5.1	Technical Evaluation Criteria
5.2	Commercial Evaluation Criteria