

## RCloud Tasking Form – Part B: Statement of Requirement (SoR)

<b>Title of Requirement</b>	<b>Dstl Maritime Vessels Independent Safety &amp; Environmental Auditor</b>
<b>Requisition No.</b>	<b>RQ0000040747</b>
<b>SoR Version</b>	<b>1.3</b>

<b>1.</b>	<b>Statement of Requirements</b>
<b>1.1</b>	<b>Summary and Background Information</b>
	<p>Dstl own a number of maritime vessels (approximately 17 Above-Water, 7 Underwater and 4 Remotely Operated Platforms) on behalf of its Ministry of Defence (MoD) customers, which are maintained and operated through external contracts. Dstl requires an independent organisation to provide:</p> <ul style="list-style-type: none"> <li>• Independent assessment and audit of the vessel maintainers in order to expedite audits undertaken by the Defence Maritime Regulator (DMR).</li> <li>• A baseline audit of Dstl's Safety and Environment Management Plan (SEMP) relating to maritime vessels plus associated documentation.</li> <li>• A review of the extant Legislation Compliance Management relating to maritime activities; how Dstl complies against the legislation; and an ongoing review for changes.</li> </ul> <p>The supplier will be required to work at a Dstl site (Dstl Portsdown West (PDW)) &amp; at the site of boat support contractors (currently L3 Harris in the Portsmouth area / south coast) plus additional contractors as required (as an OPTION)).</p> <p>Dstl is looking for suppliers with the following capabilities:</p> <ul style="list-style-type: none"> <li>• Independent Safety And Environment Auditor <ul style="list-style-type: none"> <li>○ Familiarity with JSP430</li> <li>○ Understanding of safety management implications and able to provide ongoing ISEA advice to all Dstl maritime operations.</li> <li>○ Knowledge of ISO 9001:2015 and the application and maintenance of a quality management system would be beneficial thereby aligning with Dstl's corporate certification to ISO 9001:2015</li> <li>○ Familiarity with the MCA's Workboat Code – Industry Working Group Technical Standard Maritime Guidance Note MGN664 (the process for vessels using innovative technology) &amp; DMR Regulations (DSA 02-DMR 2023).</li> </ul> </li> <li>• Process Engineer / Business Analyst: <ul style="list-style-type: none"> <li>○ Ability to review Dstl's processes and workflows, and produce recommendations for improvement</li> <li>○ Possess a track record of developing practices, routines and solutions to help improve the productivity and product quality.</li> </ul> </li> </ul> <p>Due to the aggregation of information, the contract will operate at a classification of [REDACTED].</p> <p>The requirement is for a duration of 18 months with options for additional years (maximum of 2).</p>

1.2	Requirement
	<p>Dstl's requirement for an independent auditor is split into the Work Packages (WP) described below, with additional options described in section 1.3.</p> <p><b><u>Work Package 1 – Independent Safety &amp; Environmental Audit</u></b></p> <p>An Independent Safety &amp; Environmental Auditor (ISEA) is required to conduct independent assessment and audit of Dstl's Maritime Vessel maintenance suppliers in accordance with Joint Service Publication (JSP) 430. This work shall include an initial baseline audit of the Dstl Safety and Environment Management Plan (SEMP) relating to maritime vessels, and to additionally include (but not be limited to) the Safety &amp; Environmental Case Report (SECR) and Operating Safety &amp; Environment Cases (OSEC). Full content of the audit will be agreed with Dstl. Further information on this task for inclusion:</p> <ul style="list-style-type: none"> <li>• The task will include Above Water (AW) and Underwater (UW) platforms, although it should be noted that some of Dstl's Above Water and Underwater vessels are currently registered as 'equipment' on the Defence Shipping Register and are thus subject to rule 308 of the Defence Maritime Regulations. <b>(D-1, D-2)</b></li> <li>• Identification of relevant JSPs (including but not limited to 430, 815, 816, DMR308) and regulations relevant to this work. <b>(D-1)</b></li> <li>• Develop appropriate audit &amp; assurance regimes according to regulations. <b>(D-1)</b></li> <li>• Undertake an audit of vessels owned by Dstl &amp; maintained by 3<sup>rd</sup> party companies (the task is currently to audit 2x companies – see Option WP1a for further information) <b>(D-3)</b></li> <li>• Undertake an audit of processes &amp; safety protocols used by these 3<sup>rd</sup> party companies to maintain Dstl's vessels <b>(D-3)</b> <ul style="list-style-type: none"> <li>○ To ensure Dstl's compliance with relevant DMR / Maritime Coastguard Agency (MCA) etc. regulations as appropriate</li> <li>○ Any deviation from the protocol's stipulations shall be articulated in reporting to Dstl.</li> </ul> </li> <li>• Auditing will be conducted in accordance with DSA 02-DMR Regulation 901.</li> <li>• Undertake an annual maintenance audit to ensure compliance is maintained and any rectifications and shortfalls against legislation identified have been fully addressed. The results of this process will form an input into DMR's next audit of Dstl; currently due Jan-Apr 25.</li> </ul> <p>An audit shall be conducted of Dstl's processes &amp; procedures relevant to maritime platforms and projects. This work will tie closely into the Legislation work package (WP2). <b>(D-4)</b></p> <ul style="list-style-type: none"> <li>• A review shall be conducted of the process documentation and operating instructions that Dstl currently use to define its 'ways of working' (standard operating procedures), to include how Dstl works and operates; who Dstl interfaces with; and who Dstl hands over to.</li> </ul> <p>Government Furnished Items (GFX) to support this WP:</p> <ul style="list-style-type: none"> <li>• GFX01 – Current Audit Shortfalls<sup>1</sup></li> <li>• GFX02 – Current state of Audit Shortfall rectification<sup>2</sup></li> <li>• GFX03 – Dstl's Maritime Vessels Database<sup>3</sup></li> <li>• GFX04 – Selected relevant data from Dstl's Themis (management) and SharePoint sites<sup>4</sup></li> </ul>

<sup>1</sup> [REDACTED]  
<sup>2</sup> [REDACTED]  
<sup>3</sup> [REDACTED]  
<sup>4</sup> [REDACTED]

- GFX05 – Review of Trials Process (relevant to maritime vessels), using an example Dstl maritime trial management document set<sup>5</sup>

**Deliverables:**

- **D-1** – Initial audit report on Dstl's Safety & Environmental Activities relating to maritime vessels (T0+5 months)
- **D-2** – Audit Updates to include rectification work undertaken (Every 3 months, starting at T0+8 months, then at T0+11 months, T0+14 months and T0+17 months)
- **D-3** – Audit Report of 3<sup>rd</sup> party management and maintenance of Dstl's vessels, including areas of concern and required rectification (T0+6 months)
- **D-7** – Annual Audit Update of 3<sup>rd</sup> party management and maintenance of Dstl's vessels (T0+18 months)
- **D-4** – Audit Report of Dstl's processes and procedures relevant to maritime platforms and projects (T0+8 months)

**Work Package 2 – Legislation**

The contractor is to conduct a review of extant legislation and compliance management to assist Dstl's obligations under DSA02 Reg 402 "ensure that the applicable legal requirements for their Defence Maritime Activities are managed". This work will include:

- Undertake a review for extant laws, regulations, JSPs etc., and update the compliance matrix (GFX06)
- Undertake a review of Dstl's compliance against these in the maritime environment, and report on any deviation from these. (**D-5**)
- Conduct regular (3-monthly) checks for updates, amendments or additions to relevant legislation; review the impact on Dstl's work; and report these findings to Dstl via a compliance register to be presented at each Maritime Vessels Working Group (see Work Package 3). (**D-6**)

Government Furnished Items (GFX) to support this WP:

- GFX06 – Dstl's Draft Compliance Matrix
- GFX07 – Access to a controlled subset of live documents on Dstl's [REDACTED]

**Deliverables:**

- **D-5** – Initial audit report of Dstl's compliance with Regulatory Legislations (T0+6 months)
- **D-6** – Audit Updates to new / amended Legislation, including required rectification work (Every 3 months, starting at T0+9 months, then at T0+12 months, T0+15 months and T0+18 months)

**Work Package 3 - Attendance at MVWG and provision of ongoing advice**

- Attendance at the Dstl Maritime Vessels Working Group (MVWG) held on a quarterly basis<sup>6</sup>.
- Update on progress against work packages on contract.

<sup>5</sup> [REDACTED]

	<ul style="list-style-type: none"> <li>Provision of legislative and regulatory advice on current and emerging areas of maritime activity for Dstl.</li> <li>Ongoing independent audit advice, broadly equivalent to 0.1 FTE per month throughout the contract.</li> </ul>
<b>1.3</b>	<b>Options or follow on work</b>
	<p><b><u>OPTIONAL Work Package 1a – Independent Safety &amp; Environmental Audit</u></b></p> <p>In the event that Dstl contracts other third party organisations to maintain and operate Dstl's vessels over and above the company stated in WP1, this work package serves to provide the contractor the ability to provide the ISEA function for additional companies. The contractor shall conduct the same work as per WP1 with regard to the 2<sup>nd</sup> line audit of Dstl's vessel maintenance and operation. <b>(D-3a)</b></p> <p>Government Furnished Items (GFX) to support this WP:</p> <ul style="list-style-type: none"> <li>No further GFX is required for this WP.</li> </ul> <p>Deliverables:</p> <ul style="list-style-type: none"> <li><b>D-3a</b> – Audit Report of 3<sup>rd</sup> party management and maintenance of Dstl's vessels, including areas of concern and required rectification (T0+6 months).</li> </ul> <p><b><u>OPTIONAL Work Package 4 – Additional years</u></b></p> <p>There is scope and potential for the audit and legislation activities described in WPs 1&amp;2 to be ongoing over the life of Dstl's vessels. This OPTIONAL WP4 covers this requirement, and will extend the work required of WPs 1&amp;2 on an annual basis. <b>(D-2, D-6, D-7, D-8)</b></p> <p>Government Furnished Items (GFX) to support this WP:</p> <ul style="list-style-type: none"> <li>No further GFX is required for this WP.</li> </ul> <p>Deliverables:</p> <p>Additional 1<sup>st</sup> Year</p> <ul style="list-style-type: none"> <li><b>D-2</b> – The Audit Updates specified in WP1 to include rectification work undertaken will continue every 3 months, starting at T0+20 months, then at T0+23 months, T0+26 months and T0+29 months.</li> <li><b>D-6</b> – The Audit Updates specified in WP2 regarding new and amended Legislation relation to maritime platforms including required rectification work will continue every 3 months, starting at T0+21 months, then at T0+24 months, T0+27 months and T0+30 months.</li> <li><b>D-7</b> – The Annual audit update of 3<sup>rd</sup> party companies maintaining Dstl's vessels will continue with an update required at T0+30 months.</li> <li><b>D-8</b> – The initial <b>(D-4)</b> audit of Dstl's processes and procedures will be updated on an annual basis, starting at T0+20 months (12 months after the initial D-4 audit)</li> </ul> <p>Additional 2<sup>nd</sup> Year</p> <ul style="list-style-type: none"> <li><b>D-2</b> – As per the first additional year with updates at T0+32 months, then at T0+35 months, T0+38 months and T0+41 months.</li> <li><b>D-6</b> – As per the first additional year with updates at T0+33 months, then at T0+36 months, T0+39 months and T0+42 months.</li> <li><b>D-7</b> – As per the first additional year with an update at T0+42 months</li> <li><b>D-8</b> – As per the first additional year with an update at T0+32 months.</li> </ul>

1.4	<b>Contract Management Activities</b>
	<p>A start-up meeting shall be held either face to face at Dstl or via MS Teams within 2 weeks of contract placement to discuss details of the work.</p> <p>A contract closure meeting will be held via MS Teams following acceptance of all contract deliverables.</p>
1.5	<b>Health &amp; Safety, Environmental, Social, Ethical, Regulatory or Legislative aspects of the requirement</b>
	<p>Responsibility of the contractor to identify and action appropriately.</p>

1.6 Deliverables & Intellectual Property Rights (IPR)						
Ref.	Title	Due by	Format	Expected classification (subject to change)	What information is required in the deliverable	IPR Condition
D-1	Initial audit report on Dstl's Safety & Environmental Activities relating to maritime vessels	T0+5 Months	Report Document (.docx + .pdf)	■	Initial audit of Dstl's SEMP activities to include: <ul style="list-style-type: none"> <li>- AW and UW platforms</li> <li>- Identification of relevant JSPs</li> <li>- Development of appropriate audit &amp; assurance regimes</li> <li>-</li> </ul>	RCloud Agreement Terms and Conditions shall apply
D-2	Audit Updates to include rectification work undertaken	Every 3 months, starting at T0+8 months	Report Document (.docx + .pdf)	■	Updates to D-1 including changes in status of audit or compliance with regulations  Acknowledgement of rectification work being completed  The document shall be presented in such a way that changes and updates area easily identifiable.	RCloud Agreement Terms and Conditions shall apply

D-3	Audit Report of 3 <sup>rd</sup> party management and maintenance of Dstl's vessels	T0+6 months	Report Document (.docx + .pdf)	■	Audit Report of Dstl's 2x major contractors maintaining and operating Dstl's vessels, including areas of concern and required rectification	
D-4	Audit Report of Dstl's processes and procedures	T0+8 months	Report Document (.docx + .pdf)	■	Second line Audit Report of Dstl's processes and procedures relevant to maritime platforms and projects.	RCloud Agreement Terms and Conditions shall apply
D-5	Audit Report of Dstl's compliance with Regulatory Legislations	T0+6 months	Report Document (.docx + .pdf)	■	Initial audit report of Dstl's compliance with Regulatory Legislations, with suggestions for improvement / remedial action where required.	RCloud Agreement Terms and Conditions shall apply
D-6	Legislation Updates	Every 3 months, starting at T0+9 months	Report Document (.docx + .pdf)	■	Updates to new / amended Legislation that affects Dstl's maritime vessel operation, including required rectification work.  This will be reported via attendance at the MVWG on a quarterly basis.	RCloud Agreement Terms and Conditions shall apply
OPTION D-3a	Audit Report of 3 <sup>rd</sup> party management and maintenance of Dstl's vessels	T0+6 months	Report Document (.docx + .pdf)	■	Audit Report of Dstl's contractors maintaining and operating Dstl's vessels (over and above the contractor reported on in the core contract),	RCloud Agreement Terms and Conditions shall apply

					including areas of concern and required rectification	
OPTION D-7	Updated Audit Report of 3 <sup>rd</sup> party management and maintenance of Dstl's vessels	Annually, starting at T0+18 months	Report Document (.docx + .pdf)		Annual Update of D-3 Audit Report of Dstl's 2x major contractors maintaining and operating Dstl's vessels, including areas of concern and required rectification	RCloud Agreement Terms and Conditions shall apply
OPTION D-8	Updated Audit Report of Dstl's processes and procedures	Annually, starting at T0+20 months	Report Document (.docx + .pdf)		Annual Update of D-4 Second line Audit Report of Dstl's processes and procedures relevant to maritime platforms and projects.	RCloud Agreement Terms and Conditions shall apply



1.7	Deliverable Acceptance Criteria
	<p>As per R-Cloud Ts&amp;Cs, the delivered reports must comply with the <u>Defence Research Reports Specification (DRRS)</u> which defines the requirements for the presentation, format and production of scientific and technical reports prepared for MoD. The report shall be free from spelling and grammatical errors and shall be set out in accordance with the Statement Of Requirement (1) above.</p> <p>Failure to comply with the above may result in the Authority rejecting the deliverables and requesting re-work before final acceptance.</p>

2	Evaluation Criteria
2.1	Method Explanation
	<p>Please submit two versions of your proposal.</p> <ul style="list-style-type: none"> <li>• A technical proposal - a technical response containing only technical information/responses (i.e. redacting any pricing information).</li> <li>• The commercial version should be a full response to the ITT including both technical and pricing information.</li> </ul> <p>Size Limit: Each proposal document should be a maximum of 15 pages plus C.V.s. Minimum text size: 10 point</p> <p>This requirement will be competed and awarded using a Most Economically Advantageous Tender (MEAT) approach. Evaluation shall be on the basis of the Weighted Value for Money Index (WVFM Index), with consideration given to both technical offering and cost. The technical:cost ratio is 60:40</p> <p>The placing of any contract will depend upon consideration of the proposal received and the Authority reserves the right, at its sole discretion, to proceed to contract for any part or all of a suppliers proposal. And if necessary, not to place any contract as a result. Please note the MOD operates a policy of No Acceptable Price No Contract (NAPNOC)</p>

**Weighted Value for Money Index example:**

The overall tender score is calculated as follows:

$$\frac{\text{Non-cost score}^{wQ}}{\text{cost}^{wC}}$$

Where:

wQ = weighting of non-cost criteria (60%)    wC = weighting applied to cost (40%)

Tender	Non-Cost Score	Weighted Non-Cost Score	Cost (£)	Weighted VFM Index (overall tender score)	Rank
A	450	$450^{60/40} = 9545.94$	142,000	0.067	2
B	390	$390^{60/40} = 7701.88$	113,000	0.068	1
C	320	$320^{60/40} = 5724.33$	100,500	0.057	3

The supplier with a fully commercially compliant proposal, with the highest Weighted VFM Index will be the winning tenderer subject to available funding. Decisions shall be made at the sole discretion of the Authority.

In the event of a tie between tenders having achieved exactly the same Weighted VFM Index to five decimal places, precedence shall be given to the tender that has achieved the highest overall technical score.

DSTL reserves the right to fail a tender on grounds of unaffordability. The limit of affordability remains unrevealed. The budget for the core element is in the region of £150k.

## 2.2 Technical Evaluation Criteria

Tenders will be technically evaluated using the criteria scoring system detailed in Annex A. Each technical criteria will be marked value from 0 to 5 as per the marking scheme then weightings applied as listed. This is the tender's non-cost score. The maximum non-cost score is 540.

Three assessors will review and score the proposals independently. Scores will then be brought to a moderation meeting with the Dstl Project Manager. Each tenderer's response will be discussed, moderated scores will be allocated to each of the technical criteria and a final non-cost score calculated for each tender.

	Any proposal with a score of 0 against any of the technical criteria will be excluded from the competition.									
2.3	Commercial Evaluation Criteria									
	Commercial Proposals will be evaluated according to the following criteria: <table><tr><th>Element</th><th>Requirement</th><th>Weighting</th></tr><tr><td>C1</td><td>Compliance with the Task specific terms and conditions as stated within the Statement of Requirement Part B and respective Call-Off Tasking Form Part C</td><td>Pass/Fail</td></tr><tr><td>C2</td><td>Please submit your full firm price breakdown for all costs to be incurred, including:<ul style="list-style-type: none"><li>The rates are being used for each Grade</li><li>Quantity of manpower hours per Grade</li><li>Travel &amp; Subsistence costs</li><li>Any Materials costs</li><li>Any Facility costs</li><li>Any Sub-Contractor costs</li><li>Any other costs</li></ul></td><td>Pass/Fail</td></tr></table>	Element	Requirement	Weighting	C1	Compliance with the Task specific terms and conditions as stated within the Statement of Requirement Part B and respective Call-Off Tasking Form Part C	Pass/Fail	C2	Please submit your full firm price breakdown for all costs to be incurred, including: <ul style="list-style-type: none"><li>The rates are being used for each Grade</li><li>Quantity of manpower hours per Grade</li><li>Travel &amp; Subsistence costs</li><li>Any Materials costs</li><li>Any Facility costs</li><li>Any Sub-Contractor costs</li><li>Any other costs</li></ul>	Pass/Fail
Element	Requirement	Weighting								
C1	Compliance with the Task specific terms and conditions as stated within the Statement of Requirement Part B and respective Call-Off Tasking Form Part C	Pass/Fail								
C2	Please submit your full firm price breakdown for all costs to be incurred, including: <ul style="list-style-type: none"><li>The rates are being used for each Grade</li><li>Quantity of manpower hours per Grade</li><li>Travel &amp; Subsistence costs</li><li>Any Materials costs</li><li>Any Facility costs</li><li>Any Sub-Contractor costs</li><li>Any other costs</li></ul>	Pass/Fail								
	Commercial Scoring criteria: <table><tr><th>Score</th><th>Definition</th></tr><tr><td>Pass</td><td>Fully meets the Authority’s requirement. Provision and acceptance of the sub-criteria information in the format requested, which is clear, unambiguous and transparent.</td></tr><tr><td>Fail</td><td>Unacceptable/Nil Return. Tenderer did not respond to the question or the response wholly failed to demonstrate an ability to meet the sub-criteria requirement.  Any proposal marked as a Fail will be excluded from the competition</td></tr></table>	Score	Definition	Pass	Fully meets the Authority’s requirement. Provision and acceptance of the sub-criteria information in the format requested, which is clear, unambiguous and transparent.	Fail	Unacceptable/Nil Return. Tenderer did not respond to the question or the response wholly failed to demonstrate an ability to meet the sub-criteria requirement.  Any proposal marked as a Fail will be excluded from the competition			
Score	Definition									
Pass	Fully meets the Authority’s requirement. Provision and acceptance of the sub-criteria information in the format requested, which is clear, unambiguous and transparent.									
Fail	Unacceptable/Nil Return. Tenderer did not respond to the question or the response wholly failed to demonstrate an ability to meet the sub-criteria requirement.  Any proposal marked as a Fail will be excluded from the competition									

## ANNEX A: RQ0000040747 Technical Evaluation Scoring Matrix (Non-cost scoring)

		Score				Weighting
		0	1	3	5	
		Does not meet	Partial meet	Meets	Exceeds	
Work Package 1 – Independent Safety & Environmental Audit	Understanding / knowledge of task	Inadequate supporting evidence that the supplier understands the task	Some evidence of understanding the task but there are some minor issues or gaps in the understanding.	Evidence that the supplier clearly understands the task	Evidence that the supplier comprehensively understands the task with some further knowledge that provides added benefit.	1
	Technical Approach	Inadequate supporting evidence of a suitable technical approach to the work	Evidence that the proposed technical approach is satisfactory but there are some minor issues.	Evidence that the proposed technical approach is satisfactory / good and no issues are identified.	Evidence that the proposed technical approach is comprehensive and provides additional benefits	1
	Suitability of outputs	Inadequate supporting evidence that the proposed outputs meet the requirement	Evidence that the proposed outputs are, in general, satisfactory but there are some minor issues	Evidence that the proposed outputs are satisfactory / good and no issues are identified.	Evidence that the proposed outputs are comprehensive and provide additional benefits.	1
	Experience of auditing the compliance of HS&EP management arrangements for maritime	Inadequate supporting evidence that the supplier has experience of auditing the compliance of HS&EP management arrangements for	Evidence of experience of compliance audit work but not in the maritime environment or against the Defence Maritime Regulations.	Evidence of limited experience of auditing the compliance of HS&EP management arrangements for maritime activity	Evidence of significant experience (e.g. with several customers) of auditing the compliance of HS&EP management arrangements for	2

RCloud (version 4) Tasking Form – Part B (Statement of Requirement (SoR))

Version 1.0 (December 2020)

	activity against the Defence Maritime Regulations.	maritime activity against the Defence Maritime Regulations.		against the Defence Maritime Regulations.	maritime activity against the Defence Maritime Regulations.	
Work Package 2 - Legislation	Understanding / knowledge of task	Inadequate supporting evidence that the supplier understands the task	Some evidence of understanding the task but there are some minor issues or gaps in the understanding.	Evidence that the supplier clearly understands the task	Evidence that the supplier comprehensively understands the task with some further knowledge that provides added benefit.	1
	Technical Approach	Inadequate supporting evidence of a suitable technical approach to the work	Evidence that the proposed technical approach is satisfactory but there are some minor issues.	Evidence that the proposed technical approach is satisfactory / good and no issues are identified.	Evidence that the proposed technical approach is comprehensive and provides additional benefits	1
	Suitability of outputs	Inadequate supporting evidence that the proposed outputs meet the requirement	Evidence that the proposed outputs are, in general, satisfactory but there are some minor issues	Evidence that the proposed outputs are satisfactory / good and no issues are identified.	Evidence that the proposed outputs are comprehensive and provide additional benefits.	1
	Experience of reviewing a third parties compliance management against the	Inadequate supporting evidence that the supplier has experience of reviewing an organisations	Evidence of experience with reviewing an organisations compliance management status	Evidence of multiple examples of experience with reviewing an organisations	N/A	2

	extant legislation	compliance management status		compliance management status		
Other	SQEP Availability	Inadequate supporting evidence that the supplier is able to identify SQEP to work on this project within the timescales identified in the Statement of Requirement	N/A	Evidence that the supplier has a single SQEP who is available to work on the project within the timescales identified in the Statement of Requirement	The supplier has multiple SQEP available to work on the project within the timescales identified in the Statement of Requirement	2