05 April 2022

File reference: 20211025-Air SCIDA SOR-OSC

Air SCIDA Statement of Requirement - 1 Jan 23 Contract Start

Introduction

1. The Defence Digital Defence Coordination Installation and Design Authority (CIDA) is responsible to the Defence Chief Information Officer for ensuring that information is effectively managed across the department in support of Defence outputs. Specifically, for the assurance of the physical and environmental aspects of MOD ICT through the delivery of expert direction support and oversight. This ensures both the co-ordination of changes to facilities and the regulation of installation standards. In respect of the sites to be covered by the contract, the discharge of the CIDA task is delegated in accordance with the requirements of the Site CIDA (SCIDA) contract as detailed in Sections 1 and 2 of this SOR. JSP 604 and its refences detail the policy standards that must be met. The Configuration Management (CM) policies applicable to the UK Air Surveillance And Control System (ASACS) community and Ballistic Missiles Early Warning System (BMEWS) III site, RAF Fylingdales are detailed in AP 600.

2. This Statement of Requirement (SOR) defines the scope of the Air sites SCIDA contract for installations for which HQ Air Command (HQ Air) has SCIDA responsibility. A representation of the types of equipment to be covered by the contract are given at Section 1 of this SOR.

3. A number of Air sites (or aspects of) are excluded from the agreement. These sites are covered under separate contracts or other arrangements.

4. Air Command is the TLB representative for the authority for the Air Sites SCIDA contract and referred to as ‘the Authority’. The Contract Manager is the Authority’s point of contact for SCIDA matters. Under the delegated authority of Assistant Chief Of Staff (ACOS) RAF Digital the Contract Manager is RAF Digital Capability Delivery SO1. The Contractor will be required to report to the Contract Manager for all aspects of the contract.

5. Throughout, the word “shall” defines a mandatory requirement that the SCIDA Contractor must satisfy. The term 'within the configuration boundary' is used to indicate all CIS and C-E facilities and their environment inside the Station (Stn) perimeter and includes facilities such as remote transmitters and receiver buildings that are located beyond the main site.

6. In the event of any disagreement of interpretation of the contract requirements pertaining to JSP 604 between the Contractor and the Contract Manager, a resolution to the disagreement shall be sought by negotiation between the two parties on a case-by-case basis. However, if an agreement cannot be reached in this manner, Defence CIDA will act as the arbitrating authority. Defence CIDA is responsible for ensuring that the physical and environmental aspects of Defence CIS installations are compliant with the Cabinet Office Information Assurance Governance Framework and HMG Security Policy Framework. To ensure compliance with policy, HQ Air has established this contract.

Contents

Introduction
Preliminary information
- Structure of the Statement of Requirement
- Period of Contract
- Security
- Training
- Takeover and Handover Requirements
- Workload
- Overview of Equipment Covered

Scope of the Requirement
- The Task
- Engineering Change Request Procedure
- Organisation and Interfaces
- Interfaces With Other Agencies
- Management and Reporting
- Technical Standards
- Future Developments
- Provision of Information and Technology Systems
- Information Technology
- Site closures
- Core SCIDA Service - Table of requirements
- Outside Plant (Pits and Ducts) - Table of requirements
- Site Specific additional requirements - Table of requirements
- ASACS Cabins - Table of requirements
- Project MARSHALL - Table of requirements

Air Sites SCIDA Baseline Drawing Set - Definition and Scope
- Definitions
- General
- Site Plans (Map View)
- Room - Bldg Floor Plans
- Rooms - Wall View
- Drawing Content
- TEMPEST
- CIS Cable Routes
- Cabinet Face Layouts
- IDA Drawings
- RAF Boulmer Service

RAF Fylingdales Service
RAF High Wycombe SCIDA Drawing Service
Drawings NOT Forming Part of the SCIDA Baseline Drawing Set Requirement
Drawing Production, Availability and Distribution
Government Furnished Assets Provided
SCIDA Core Staff / Training Requirements
Head of Air Sites SCIDA.
Air Sites SCIDA TA
Air Sites SCIDA Draughtspersons
Air Site SCIDA Site Engineers:
Minimum Recommended SCIDA Personnel Site Deployment:
MOD Policy references
GLOSSARY

Preliminary information

Structure of the Statement of Requirement

8. This SOR is in 11 sections:

(1) Contract requirement information.

(2) Core SCIDA Services - table of requirements.

(3) Site specific SCIDA requirements.

(4) Outside plant (Pits and Ducts) table of requirements.

(5) ASACS SCIDA table of requirements.

(6) Project MARSHALL table of requirements.

(7) Base line drawing set and scope.

(8) Government furnished assets.

(9) SCIDA Core staff training requirements.

(10) MOD Policy references.

(11) Glossary of terms.

Period of Contract

9. The period for which this contract is required to be carried out is 1 Jan 23 to 31 Dec 25.

Security

10. The SCIDA Contractor shall nominate a security officer who will act as the interface with the Contract Manager or their security representative. The contractor's security officer will ensure that the contractor meets the MOD Security requirements, particularly JSP 440 (Defence Manual of Security and Resilience) and any site-specific security considerations. Clearance levels required for the various posts are detailed in Section 9 – SCIDA Staff training requirements.

Training

11. The Contractor shall be responsible, within the contracted price, for sending their staff on any training course that shall be required in order to undertake their designated SCIDA duties and meet the skill needs as defined in Section 9 of the SOR. Any training deficiencies identified, along with an appropriate action plan, are to be highlighted and presented to the contract manager on completion of the contract handover period and are to be reviewed at Quarterly Progress Meetings.

12. The cost of any training courses required by the Contractor’s staff additional to those covered by the firm price shall be borne by the Contractor when the need for this additional training is not attributable to any act by the Authority. Conduct of Contractor funded training is not attributable to the core SCIDA contract. The MOD shall be

responsible for funding all MOD mandated and site-specific training courses. These Authority provided courses will be part of the labour hours consumed for the contract.

Takeover and Handover Requirements

13. There shall be a takeover / handover period commencing six weeks prior to the current SCIDA contract end date (31 Dec 22). There shall be an orderly transfer of Government information and responsibilities to the new Contractor and, the responsibility for maintaining the documentation data set required by the Contract shall formally pass between Contractors. The existing Contractor shall provide assistance and information to the incoming Contractor to enable the full electronic information set used by the existing Contractor to be fully installed and operational on the new Contractor's IT suite. The existing GFA, IT hardware and software, purchased as part of the previous contracts will be transferred to the incoming Contractor. This equipment is detailed in Section 8. If additional accommodation space is required for the new IT suite then this and how much space is required shall be stated.

14. After the contract award date, and prior to the contract start date, the Contractor shall take all steps necessary so as to be in a position to take over the responsibility for the provision of the services on the contract start date. The attainment by the Contractor of an orderly phase-in programme is an essential pre-requisite to the satisfactory fulfilment of the contract and time is of the essence in respect thereof. During the phase-in period, all the provisions of the contract shall apply; save that the incoming Contractor shall not be required to provide the services until the contract start date.

15. On taking over the Contract, the incoming Contractor shall formally check for accuracy and completeness the documentation data sets required by the Contract as presented at the end of the take-over period. In addition, the Contractor shall formally check the accuracy, integrity and robustness of these data sets and shall sign an acceptance certificate accepting the documentation. All problems or deficiencies concerning the accuracy, integrity, currency, completeness or robustness of the documentation data sets, as compared to the drawing, database, and the other requirements of this contract, shall be noted by the incoming Contractor and included in the SCIDA Action Plan. This part of the SCIDA Action Plan shall be provided at the end of the takeover period and shall contain firm commitments against each problem or deficiency as to when the SCIDA will resolve each situation. The plan shall be amended in line with Section 2 requirements and be provided in a manner that makes it a straightforward process for the Contract Manager to audit the progress of the items on the SCIDA Action Plan. It shall always be clear as to when each problem or deficiency will be resolved and when a fully compliant documentation data set will be available for each site (i.e. within each configured boundary) and also for each location, such as a room or corridor within each site.

16. Prior to Contract handover, the outgoing Contractor shall carry out the following actions:

a. Produce a completed documentation data set in the format stated in the SOR, representing the configuration at the expiry of the contract period. The data set shall be delivered with at least two backup copies and ready for immediate accessibility and continued use by the incoming Contractor.

b. Handover of all drawings and documentation, current and archive material, either produced by or held by the Contractor in the performance of the Contract or

as custodian for others and formatted as held, for example paper print, computer magnetic or optical media. No configuration control drawings, databases or other related information, held as part of any previous SCIDA or CIDA roles shall be retained by the current Contractor unless they are successful in becoming the new SCIDA Contractor.

17. Throughout the duration of the contract, the contractor shall gather information to facilitate renewal on completion of this contract. This will include activities such as:

a. Record significant changes that occur by system name.

b. Record total number of changes dealt with by SCIDA, where they occur, when they were completed, and the number of drawing changes associated with each change.

c. Record other information SCIDA feel would be useful when the contract is re-tendered.

d. Provide this information annually and on request.

Workload

18. The Contractor shall endeavour to resource and schedule the tasks in such a way as to keep the required output consistent. An integral part of supporting the workload will be the management activities concerned with the planning and control of the standing activities at the level deemed necessary by the Contractor to fulfil their obligations.

19. In the event that the workload of the contract exceeds that indicated by the metrics delivered at the Quarterly Progress Meeting (QPM) to the extent that the Contractor considers it necessary to revise the deliverables to be provided under the contract, a negotiated agreement shall be sought between the Contractor and the Contract Manager.

20. The Contractor shall provide access to all required information and shall give assistance as necessary with independent audits to be carried out by the Contract Manager, his/her agents or the Defence CIDA. The Contractor shall carry out corrective action to remedy any non-conformances arising from these audits. The audits will assess whether SCIDA is delivering the optimum benefit to operations, as far as this can be achieved, through the application of configuration management and the correct use of installations.

21. The Contractor shall manage the workload in such a way as to take account of any priorities and deadlines that the Contract Manager may specify, either as part of an Engineering Change Request (ECR) for a specific task or relating to a routine activity. The QPM shall provide information on the labour hours spend, change metrics and the status of all Core Services and routine activities, including deadlines and priorities. This is to allow the Contract Manager to assess the Contractor’s performance for individual tasks and the overall workload. The Contract Manager through the QPM forum can then steer SCIDA resources to best affect overall RAF output.

22. The Contractor shall use resources that are demonstrably competent for the task for which they are responsible and have the minimum skills and training as detailed in Section 9.

23. The Performance Indicators (PIs) for each deliverable under the contract are stated in the tables or requirement (Section 2 to 6). The PIs represent performance targets and there may be circumstances where the Contractor is unable to meet the PI for reasons beyond their control, or because the Contract Manager has requested a concentration of resources on another deliverable under the contract. The circumstances concerning any instance where a PI is not achieved will be discussed at the relevant QPM. Where a PI in a table of requirements in this SOR is stated in days, this includes weekends and UK public holidays; where it is stated in working days, it does not include weekends or UK public holidays. Any adjustments to PI and resource allocation will be recorded in the QPM.

Overview of Equipment Covered

24. All current and future systems that may be installed within the configuration boundary. This may include, but not be limited to, the following:

a. Ground-to-Air Communications.

b. Ground-to-Ground Communications.

c. Command and Control Systems.

d. Ground Sensors.

e. Airfield Navigation Aids.

f. Data Link Buffers.

g. Any additional system, including:

(1) All Air procured IS equipment and infrastructure.

(2) Local Data Communications Network.

(3) Server rooms.

(4) Ground Defence Equipment / Additional Facilities.

(5) Station GDCC Facilities.

(6) Standby Power / Power Buffering Extensions.

(7) Fire alarms.

h. All CIS and C-E systems and their environment.

25. The identification of Configure Items (CI) within the configuration boundaries at ASACS and BMEWS sites can be provided on demand by the contract manager.

Scope of the Requirement

The Task

26. The SCIDA Contractor shall be responsible for providing on-site co-ordination of changes and configuration management, for CIS and C-E locations and their environments, at the sites and installations covered by the contract.

27. The SCIDA work requirement is outlined below:

a. **Core Requirement - SCIDA for Air Sites**. 278 sites (190 Air sites and 88 Project MARSHALL sites) are required to be covered under the SCIDA contract.

b. The key aspects of this core service are summarised below, with details in Table of requirements (Section 2):

(1) Maintain a configuration management baseline.

(2) Employ and maintain a formal change control process.

(3) Update drawings, associated configuration documents and other relevant information.

(4) Provide SCIDA advice.

(5) Periodic SCIDA inspections relevant to assigned service level.

c. Further detail on the aspects listed above can be found in the SCIDA Governance Framework document which will be included in the Invitation to Tender Document set. It expands on the requirements for the Site SCIDA and also details what Defence CIDA will be auditing against, this will be the criteria the Contractor is to meet. At the time of writing the document version is 1.4, however the contractor will be required to work to the version that is current throughout the duration of the contract. Where a change in the document brings significant change then this is to be raised and discussed at the QPM.

d. **Specific SCIDA Support**. Certain sites and projects are provided tailored SCIDA services through this contract which include:

(1) Support to Project MARSHALL (Section 6).

(2) Technical Advisor (TA) / Project support staff. They will support work on Air Programmes, new CIS infrastructure and large CIS infrastructure change projects.

(3) Outside Plant (OSP) Team, maintaining pit and duct Configuration Management (CM) records, undertaking surveys and minor maintenance tasks as required.

(4) Tailored Support to Specialist Sites - see Section 4 (Site Specific additional table of requirements).

e. **Application of Service Levels**. JSP 604 defines SCIDA service levels to be attributed to buildings, rooms and equipment; and defines the degree of SCIDA

work associated with each of these service levels. The Contractor will be required to maintain the appropriate service level for each building, room or equipment covered by this SOR except in the case where no SLA exists and this will be determined during their initial audit of each site, as detailed in Section 2. Each individual building may be allocated a single service level or, where appropriate, different service levels may be allocated to different parts of a building, depending on the operational role and level of classified processing within that area. The timescale for the confirmation of service levels where no SLA exists is detailed in Section 2.

Engineering Change Request Procedure

28. ECRs within configured boundaries at sites covered by this requirement shall be managed in accordance with the requirements of Section 2 of this SOR. All changes to be carried out at sites, regardless of their origin, shall be authorised by means of an ECR and will normally be raised and initiated by Delivery Teams (DTs), Installation Design Authorities (IDAs), OC C4I (CIS engineer responsible for SCIDA) at the respective sites or other organisations.

Organisation and Interfaces

29. The Contractor will have direct interaction with the Contract Manager or an authorised representative and shall refer MOD CIDA policy matters to the Defence CIDA to deliver the delegated SCIDA role. However, in order to undertake the responsibilities and tasks defined in this SOR the Contractor shall be required to set up working relationships with the various organisations and agencies that support the sites covered by the contract.

30. It is envisaged that the response to this SOR shall have personnel based at RAF High Wycombe and Main Operating Bases (MOB) across the UK performing the SCIDA and Technical Advisor (TA) work. The minimum recommended SCIDA personnel levels are detailed in Section 9. Should alternative locations be proposed for the basing of staff, sufficient detail shall be provided for the impact to be assessed.

31. The Contractor will be responsible for providing up to 32 formal SCIDA briefs per year. The briefs shall be delivered to the following audiences:

a. Engineer Officer Foundation Training (EOFT) course at RAF Cosford - six briefs per year. 2-hour presentation, 1-hour consultation. Summary of brief - Overview of full-service including ECR process, auditing regime, Service Level Agreements, discussing aspects of finance and incorporating an installation design task.

b. Deputy Authorised Telecommunications Officer (DATO) course at RAF Cosford - four briefs per year. Duration 1.5-hour presentation, 1-hour consultation. Summary of brief - Overview of the service and detailed examination of the ECR process and Service Level Agreements in relation to ATO services.

c. Deploying staff at 90 Signals Unit (SU) at RAF Leeming - 12 per year. 1-hour presentation, 0.5-hour consultation. Summary of brief - Application of configuration control, installation standards, H&S requirements, and TEMPEST measures in deployed environments.

d. TEMPEST Presentation for Battlespace Management Operators at RAF Fylingdales - four briefs per year. 1-hour presentation, 0.5-hour consultation. Summary of brief - Overview of emanation security, vulnerabilities, countermeasures, and requirement for the configuration control using the ECR process.

e. Ad-hoc Project and MOD Agency Presentations, UK wide - up to six per year. Duration normally 2 hours. Summary of brief - Overview of ECR process, SLA requirements and installation standards. Any requirement for these briefs will be requested by the Contract Manager or an approved party on their behalf.

32. The Contract Manager should be notified of any brief which cannot be performed due to resource or other problem.

Interfaces With Other Agencies

33. The SCIDA Contractor shall be required to have a close working relationship with the Site or Stn executives. In addition, the Contractor shall also be required to work closely with other organisations and agencies that are involved in the provision and support of operation and maintenance of CIS equipment. These shall include, but not limited to:

a. HQ AIR, HQ Groups staff.

b. RAF, other Service and civilian staff at sites covered by the contract.

c. Defence CIDA.

d. IDAs / SDAs.

e. MOD and DPA.

f. Installation and support Contractors including ATLAS, BT, Industry partners etc.

g. Service, National and NATO agencies.

h. Local Works Service Management (WSM) or equivalent and Establishment Works Consultant (EWC) Contractors.

i. Multi-Activity Contract (MAC) staff at those Stations where a MAC contract is in operation.

j. DTs.

34. When working on these sites the contractor will be required to ensure the Head of Establishment / Officer in Charge, or their delegated representative (SHEF / 4Cs officer), is aware of the work to be conducted and that safe systems of work are in place. This is covered in more detail in DEFCON 76.

Management and Reporting

35. The Contractor shall nominate a single point of contact within the SCIDA, through whom the Authority will address all issues concerning tasking, management and

contractual obligations. The nominated individual shall have sufficient delegated authority from the Contractor to act on its behalf on these issues and shall be permanently based at RAF High Wycombe.

36. The Contractor shall provide audit reports, Unsatisfactory Feature Reports (UFRs), drawings and other information as specified in Section 2 or as detailed in a specific non-routine task requirement.

37. The Contractor shall provide a quarterly report prior to the Contract QPM. As a minimum the quarterly report should include:

a. Summary of Pan-Estate project work.

b. Summary of RAF High Wycombe activities.

c. Summary of site activity (Can be broken into regions).

d. Summary of Contract Scope.

e. Summary of Site Audits conducted.

f. Trends and indications.

g. Configuration Management. (ECRs completed).

h. Uncontrolled Change (Issues identified).

i. TEMPEST (Update, issues).

j. Summary of Outside Plant Management.

k. Review Risk Register.

l. Summary of Technical Advisor work (Completed and planned).

m. Quality Assurance activity.

n. Health and Safety activity.

o. Summary of contractor training completed.

p. Briefing and Presentations conducted.

q. IT Support summary.

r. Actual Site Metrics (Labour hours expended).

38. A requirement of the Quarterly performance meetings is that the contractor Attend and provide input to Configuration Control Board, QPM (or equivalent) meetings. As part of these meetings the contractor is to Provide secretarial and clerical support. This support shall include provision of the secretariat for the RAF's formal configuration control management bodies for RAF High Wycombe as directed by the Contract Manager. In addition, SCIDA shall provide the secretariat for the Contract QPM. Minutes of meetings to be completed within 10 working days of last meeting and provided to the Contract Manager and C4i Spt in electronic format.

Technical Standards

39. The Contractor shall perform the stated tasks in accordance with the quality requirements of the most current edition of the BS EN ISO 9000 series quality system and produce all drawing to current British or equivalent European Standards. The level of required drawings is detailed in Section 7 to this SOR.

40. The Contractor shall work iaw current standards and policy and ensure visiting tradesman and MOD staff also apply the most recent version of policy. This shall include the Codes of Practice, standards, procedures and documentation, both contained within, and called upon by JSP 604. Clarification of certain aspects is provided within the SOR where certain elements are not mandatory within the JSP 604.

Future Developments

41. Air Sites SCIDA work concerning the extant situation at sites included within the contract scope and future changes affecting those sites covered by this contract, shall be conducted iaw the Contractor's proposal and shall meet the requirements of the SOR. This requirement shall apply to the tasks given below and to all other changes that affect the configured areas throughout the period of the contract.

42. Changes to the sites contained within the contract site scope shall be discussed and formally agreed within the mechanism of the QPMs and recorded as such in the minutes of those meetings. Major equipment programmes or projects affecting one or more sites where substantial SCIDA effort is required to support the project may require additional SCIDA support to be funded by the external organisation delivering the project or programme. These programmes and their support shall be discussed and agreed within the QPMs.

43. Project MARSHALL is the UK MOD programme to transform terminal Air Traffic Management (ATM) at military airfields. The programme is a Contractor led, Pan-Defence joint venture between NATS and Thales. Upon completion of the programme, the function will be led by the prime Contractor Aquila. This programme has a unique SCIDA requirement and requires the allocation of dedicated personnel to fulfil the support capability, this is highlighted in Section 6 (Project MARSHALL Table of Requirements).

44. The Air TLB are a supporting member of the Defence Enterprise (DE) SCIDA programme and therefore AIR SCIDA delivery partners need to align to the latest SCIDA standardised ways of working as defined by Defence Digital. Where there may be significant changes to the ways of working identified by the contractor to align with the DE SCIDA Programme, these are to be raised to the contract manager in the QPM, or sooner if required.

45. SCIDA outputs including ECRs and Audits, and the associated data, are recorded and managed in the Defence Digital IT service management tooling. At the time of writing, the software in use is BMC Remedy. Should access and training to the ITSM tooling be required, the requirement will be assessed by RAF Digital and arranged should it be deemed appropriate. Any changes to the DE SCIDA ways of working or tooling requirements will be made with a minimum of 3 months' notice.

Provision of Information and Technology Systems

46. Notwithstanding the GFA IT hardware and software equipment provided to the Contractor at the start of the contract, the Contractor shall be responsible for providing all IT systems and associated facilities as required to deliver the SCIDA role throughout the period of the contract. This shall include but not be limited to, equipment, cabling, application software, consumables, maintenance, software and equipment upgrade, servicing or other support. The IT systems shall have a specification fully suited to the task. The Contractor's proposed hardware, software and network connectivity detail and intended up-grade philosophy may also be subject to MOD ICT Accreditation prior to use.

47. Where a requirement exists for the storage of SCIDA documentation of classification SECRET or Above SECRET (AS), the Contractor will be provided with access to GFA IT hardware accredited to the required level. The Contractor will be required to provide sufficiently security cleared personnel to be able to access and utilise said GFA IT hardware.

48. The Contractor will be free to choose the application software to be used for storing and processing configuration control information, at OFFICIAL SENSITIVE classification, but must be MODNet compliant. However, whichever software package is chosen, the Contractor must comply with the following criteria:

a. The Contractor will be provided with the existing documentation of building drawings. Any costs associated with converting these drawings to a format readable by the Contractor will fall to the Contractor.

b. The Contractor will be required to preserve the integrity of the existing dataset.

c. The package chosen must be capable of outputting data in AutoCad vector format and PDF. If the data format is required to change during the period of the contract, the MOD will fund the change for SCIDA systems.

d. Drawings must be held in a format (or easily converted) that can be readily provided on demand to relevant interested parties within the MOD who hold the requisite clearance and have valid justification for the information.

e. The package must be capable of managing ECRs and associated documentation utilising Remedy or whichever other MOD designated tool that enables commonality with other MOD organisations and interoperability with GFA Incident / Change Management hardware or software. The package must be able to provide a suitable auditable trail to aid continuity.

f. The package chosen must be capable of recording all the information detailed in Section 2.

g. In the final six weeks of this SCIDA contract, the SCIDA shall provide whatever assistance and information is required to ensure an orderly and secure transition to the next SCIDA organisation. This work shall enable the continued availability of the IT systems and the information contained on them and shall be carried out as requested by the Contract Manager at the time.

Information Technology

49. MODNet UADs and accounts will be provided to the Contractor for the duration of the contract only to enable electronic communications between sites. Costs for Contractor specific communications equipment such as internal Contractor networks are the responsibility of the Contractor.

50. At those sites where a requirement exists for processing information at SECRET and / or Above Secret (AS), UADs and accounts will be provided to those Air SCIDA personnel that hold the appropriate level of clearance.

Site closures

51. Where a RAF Site is closed or due to be closed, the contractor will advise on the closure to ensure that all services and assets recorded under SCIDA are accounted for and the correct disposal / return procedure is able to be followed.

Core SCIDA Service - Table of requirements

Item	Contract Requirement	Sub-Requirement	Additional Information	Performance Indicator
1	**Provide Infrastructure and CIS configuration control and implementation within the configured boundary.**		As called for in Section 1 and this Core Services table.	SCIDA shall be able to demonstrate the achievement or otherwise of all PIs and shall report all failures at to achieve PIs in the SCIDA quarterly report.
2	**Maintain the site baseline that identifies the current state of the facility with regard to the requirements of JSP 604**. This shall be through audit followed by the creation of a Site Action Plan. Establish a baseline for those new sites where no baseline exists.			Audit reports completed and submitted within 30 days – any expected delays to be notified to contract manager.
2.1		Confirmation of Building Service Levels Assess Service Level allocated to each building, or part thereof, within the configuration-controlled area.		Confirmation of Service Levels (SLs) for all sites to be completed iaw current SL and within 1 year of contract commencement for sites which do not have an SL.
2.2		Physical Aspects of Each Site Carry out an initial audit of the entire facility to identify: a. Areas where the requirements of JSP 604 are met. b. Areas of non-compliance with the JSP 604.	Carry out jointly with 2.3 where possible.	Initial audit of sites added to scope list to be carried out within 1 year of being added. All audits are to be conducted to current standards. Legacy installations which were fitted to legacy standards are to be listed as an observation. All SL1 and 1a sites within 1 year of previous audit. All SL2 sites within 2 years of previous audit, with 50% completed each year. All SL3 sites within 5 years of previous audit, with 20% completed each year.
2.3		Documentation Aspects of Each Site Carry out an annual audit of the SCIDA baseline information set to identify deficiencies when compared with JSP 604 requirements. A full SCIDA drawing set is to be maintained for all facilities. IDA 'As Fitted' drawings to be transferred by SCIDA to the relevant CIS Section for retention on Stn IT system and are to be accessible to SCIDA for all SL facilities.	The information set includes, but is not limited to: CIDA configuration management drawings; database information and the ECR system. The definition of the scope of the SCIDA baseline drawing set is contained at Section 7 of the SOR.	Initial audit of sites added to scope list to be carried out within 1 year of being added. All SL1 and 1a sites within 1 year of previous audit. All SL2 sites within 2 years of previous audit, with 50% completed each year. All SL3 sites within 5 years of previous audit, with 20% completed each year.
2.4		Action Plan for Physical Aspects of Each Site – Identified Under Item 2.2 Provide an action plan identifying: areas where standards and procedures meet the JSP 604 requirements; areas where standards have not been met or procedures are not correct; agencies responsible for sub-standard work; redundant and spare cabling, racks, consoles and equipment; action taken and intended for making good. Landmarks shall be provided against which successful future achievement can be judged. Action plans are to be distributed to Stn Cdrs or Heads of Establishments plus Queen's Regulation 640 holders.	Successful resolution of installation standard problems, under 2.4, requires SCIDA to request upgrade action and hasten those responsible until the remedial work is achieved. Plans should incorporate priorities based on risk assessment. The Contract Manager, RAF Digital C4i Support and the Defence CIDA should be involved where difficulties are encountered in arranging for responsible agencies to make good sub-standard installations.	Action plan to be produced for, the Head of Establishment or facility sponsor, following each site audit and shall be presented with the site audit report. All SLs to be covered by this PI. Following issue, action plan to be updated to show progress made in resolving problems and issues. The quarterly SCIDA report shall include details of all landmarks that have and have not been achieved, or that, following agreement with the Contract Manager, RAF Digital C4i Support and the Defence CIDA, have been re-targeted within the action plan.
2.5		Action Plan for Documentation Aspects of Each Site - Identified Under Item 2.3 Provide an action plan identifying deficiencies or inaccuracies in the SCIDA information set identified under item 2.3 and detailing action taken and intention for making good.	Plans should incorporate priorities based on risk assessment. Successful resolution of documentation problems, under 2.5, requires SCIDA to correct and update the information set.	Action plan to be produced for the Head of Establishment or facility sponsor following each site audit. Following issue, the status of the action plan is to be updated quarterly to show progress made in resolving problems and issues; to be briefed in the quarterly SCIDA report. The quarterly SCIDA report shall include details of all significant findings that have not been achieved, or that, following agreement with the Contract Manager, RAF Digital C4i Support and the Defence CIDA, have been re-targeted within the action plan.

2.6		Provide the Contract Manager with an audit plan, indicating the intended timing and areas to be involved in the audit.	Where possible audits should be split into equally sized and scheduled elements. The audit regime will allow planned audit timing to be altered, without reference to the Contract Manager within each 3 month period. No movement of audit commitment from one 3 month period to the next, without approval of the Contract Manager.	A plan to be provided prior to the start of the 12 month period to which it applies. The plan shall show historic information on audit timing during the contract (if parts of buildings were audited this shall also be shown). Plan to be updated at least quarterly, to maintain both accuracy and coverage for the coming 12 months. Plan to be made available (in a format agreed by the Contract Manager) within the quarterly SCIDA report. Audits shall be carried out within each 3-month period, unless prior approval to move an audit has been received from the Contract Manager.
2.7		Assess and record on each audit: a. Whether physical compatibility, EMC, TEMPEST, safety, maintainability and JSP 604 installation standards and procedures are being maintained. In addition, EMPP compatibility is to be applied at RAF Fylingdales and RAF High Wycombe bunkers. b. Whether the baselined equipment layout and MOD engineering requirements are being maintained. c. The accuracy and content of SCIDA maintained and other related information d. Whether the method of raising ECRs and the content included contains correct entries corresponding to all changes that have occurred since the particular part of the facility was last audited. e. Whether all installation standards, maintainability, and non-compliance with Defence CIDA's configuration control requirements are being addressed by the site; or where beyond the site's resourcing or capability, have been reported to the Contract Manager for further action. f. The availability of electrical safety (Conforming to BS7671 and / or the current legislative requirements including any additional direction from Defence Digital) and security documentation to allow installations to be maintained and to have fault rectification carried out. Confirming that the local CIS Organisation have copies. This is to include recording and reporting of electrical certification (inspection and expiry dates) for all site CIS cabinets, this information is to be recorded as part of Configuration Management data sets. g. Whether 'completion' aspects related to a change, such as making good the fabric of the building, the recovery of redundant equipment and cables or the installation of rack mounted blanking panels are complete. h. Whether safeguarded items such as approved future locations and cooling space around rack mounted equipment are being protected. i. Any aspects called up by the current version of JSP 604 that are additional audit requirements over and above the items detailed above.		Record the nature, location and corrective action recommended for aspects or problems identified by each SCIDA audit and the date the problem or aspect was discovered. This shall be achieved within 20 working days of identification. Configuration Control information set to be updated within 30 working days of the physical completion of each part of the audit. Within 30 working days of discovery, investigate all non-compliances from JSP 604. Investigate sub-requirement a. b. e. f. g. h. i. and j. problems and request their resolution within 40 working days of their discovery. (Request urgently or at the earliest opportunity, and through appropriate organisations, the resolution for problems having an immediate H&S or operational implication). Report to the Contract Manager quarterly, including any significant problems of ECR timing or process failures as identified through the sub-requirements. The SCIDA Audit Report shall list the outstanding, risk accepted and latest actions that have been placed on the site and Defence CIDA for resolution. The audit report shall also include details of electrical certification due to expire in the coming 12 months (or before the next audit if longer than 12 months).

		j. Whether all cables are installed within cable containment and are identified as required by JSP 604		
2.8		Assess whether the following are fully and correctly documented within the Configuration Control information set: a. Power distribution - Supply is recorded on diagrams (including EPO / isolation switches) and equipment power requirements, where supplied, are passed to Regional Prime Contractor (RPC), also the power requirements are to be recorded in the document set for that area / room. b. Cable containment – routing and security classification of route. c. UPS location where within SL1 and 2 rooms / areas. d. Air Conditioning - unit location shown on floor and/or walls in SL1 and 2 areas. Air Con duct work NOT recorded.		SCIDA Configuration Control information set to be updated within 30 working days (60 working days where the SCIDA engineer does not have on-site drawing capability). An effective ECR (JSP 604 provides the requirements) system is to be in-place to capture new change information that will allow the subsequent creation and maintenance of 2.8a-d documentation.
3	**Assess all changes to ensure compliance with JSP 604.**			
3.1		Provide SCIDA Configuration Control Drawings and information in a format acceptable to the Contract Manager in accordance with JSP 604 and the scope and definitions provided within Section 7. Where there is conflict, the scope and definitions in Section 7 take precedence.	Wall views are required where walls are used for mounting equipment or cable containment and where these features would be a consideration when determining the location of new equipment or cable containment routes.	SCIDA control drawings and information to be provided to relevant Installation Designers and Design Authorities within 10 days of receipt of ECR Part 1 if required or on specific request for the information. Recipients may be required to pay for this information if it is required in a format other than PDF or hardcopy.
3.2		Update all SCIDA configuration control drawings, CAD Models and any other relevant SCIDA information on completion of each physical change, or on completion of a partial change where there is a significant delay in the process of completing a change.	60 working days shall be taken as a significant delay. SCIDA shall commence the Performance Indicator timing at the point where post installation as-fitted drawings are received. If as-fitted drawings are not received by SCIDA for large changes (typically whole buildings, hangars or areas with large concentrations of CIS) this may attract additional charge or would require authorisation for SCIDA resource diversion from the Contract Manager to complete the necessary drawings.	Configuration Control information set to be updated within 30 working days (60 working days where the SCIDA engineer does not have on-site drawing capability) of the as-fitted drawings being submitted with the ECR part 4. Configuration Control information to be updated within 60 working days of the physical change being completed where no as-fitted drawings received.
3.3		Assess all completed changes to ensure compliance with TEMPEST regulations and standards mandated by JSP 604.	Where a contract requires Certification of Installation Conformance, Part 5 of ECR procedure should be used.	All changes at each site shall be assessed for compliance with CIDA requirements before the change implementers leave site.
3.4		Retain ‘as fitted’ drawings received for all CIS and infrastructure including cable runs and security type. Submit a copy of all received drawings to local site CIS section or equivalent when the as-fitted information is not to be included as part of the SCIDA configuration control drawings. CIS section or equivalent should retain as part of on-line library.		Hasten delivery if ‘as fitted’ drawings not received within 30 working days of physical change completion. Hasten for a further 30 days unless the Contract Manager or RAF Digital C4i Support agrees there is no reasonable chance of success.
3.5		Establish and maintain a drawing record of all cable routes, trunking and ducts indicating whether RED or BLACK with SL1 and 2 areas. Maintain the SCIDA cross-site cable records for cables and their routes iaw the agreed format and content contained in the AP 600.	The Stn Outside Plant Supervisor within the relevant CIS section will work closely with SCIDA to ensure underground Duct Plant records are maintained.	All ECR for cross-site cable routes to be processed within 10 working days. All ECR for new cross-site duct routes to be processed within 10 working days.
3.6		Identify to the Contract Manager and the HoE any organisation or personnel not agreeing to work in accordance with CIDA and JSP requirements.		Where SCIDA cannot achieve a solution, identify an organisation to the Contract Manager and RAF Digital C4i Support within 20 working days of personnel not agreeing to work in accordance with CIDA requirements.
3.7		The non-compliance and Risk Management process as detailed in JSP 604 is to be followed; where JSP 604 compliant CIS Change cannot be reached, and all avenues to agree have been exhausted, including	SCIDA shall provide written details of the non-compliancy to the Change Initiator, who is to inform the agreed Risk Owner.	The SCIDA shall respond to each of the relevant parts of the Non-compliance and Risk Management process within 10 working days.

		consultation with Defence CIDA and RAF Digital C4i Support	The Risk Owner will accept or reject the Risk, and the SCIDA and Change Initiator will act iaw JSP 604.	
3.8		Establish and maintain a record in an agreed format of all Risk-Managed non-compliant CIS Changes.	This SCIDA requirement is supplementary to the site owner's requirement to record all Risks on the site Risk Register.	All risk-managed non-compliant CIS changes are to be recorded. No entries on site risk registers identify that the risk is being managed incorrectly. Extant non-compliances shall be reviewed as part of any SCIDA audit.
4	**Electronic Change Requests** Maintain and use the ECR system containing all elements of the Model provided in JSP 604. The process will ring-fence the facility against unauthorised change. The ECR process shall include: early notification; provision of proposed change design; certification of design and installation conformance; Retrospective ECR, approval for future use of redundant equipment, conditional quick response approval and UFRs.	Maintain a record of all ECRs, Retrospective ECRs, conditional quick response approval and UFRs that are generated, and the timescales taken to deal with each phase of the process.	The ECR system shall be followed for all changes. The ECR process outlined in JSP 604 is to be maintained. SCIDA may consider it appropriate in certain circumstances to seek Certification of Design and Installation Conformance from Defence CIDA.	Full ECR System to be maintained for all sites. New notified changes are to follow the ECR procedure. SCIDA is to record, assess and respond to ECR Parts 1, 2 and 4 within 10 working days of receipt. Where a project requires tighter timescales, SCIDA shall make best efforts to manage the process so as to maintain taut configuration management. No instances of SCIDA failing to meet its responsibilities under the ECR procedure. No incidence of SCIDA failing to maintain records required by this sub-requirement.
4.1		Establish, maintain and use a Change Control process containing all elements of the model process provided in JSP 604. The process will ring-fence the facility against unauthorised change. The Change Control process shall include the features of: a. Early notification. ECR Part 1. b. Provision of proposed change design. ECR Part 2. c. Certification of Design Endorsement. ECR Part 3. d. Installation completion statement. ECR Part 4. e. Certificate of Installation Conformance. ECR Part 5. f. Notification of design non-endorsement. g. Notification of installation non- conformance.	The process shall be adopted for all changes. SCIDA may consider it appropriate in certain circumstances to seek Certification of Design Endorsement and Installation Conformance from the Defence CIDA. A more limited use of a model process may be suitable for Level 3 facilities. (e.g. Certificates only if required). Formal non-conformance shall be issued as required detailing issues.	Full Change Control process to be adopted from previous contractor and in use on day 1 of undertaking SCIDA responsibility and being appointed. SCIDA is to record, assess and respond to the parts 1, 2 and 4 of the ECR model process within 10 working days of receipt. No incidence of SCIDA failing to maintain records required by this sub-requirement.
4.2		Assess each completed change for conformance with JSP 604 requirements. Assess every change to ensure compliance with JSP 604; EMC, EMPP, TEMPEST, physical compatibility and safety. The assessment survey shall include a check of the documentation supplied for accuracy and completeness.	During protracted installation work, the SCIDA should periodically assess the change in order to identify potential problems early enough or them to be dealt with prior to the change implementer leaving site. 100% of installations at SL1 and SL2 areas shall include visual inspection of the completed change. If SCIDA has full confidence that changes meet their requirements, installations at SL3 sites may be assessed and certified by SCIDA without a visual inspection of the completed change.	Assess all changes to enable the Certificate of Installation Conformance (CIC) to be provided within the timing requirements of item 4.1. a. Within 10 days of discovery, investigate all deviations from the ECR process. b. Report to the Contract Manager and RAF Digital C4i Support quarterly, noting all deviations and timing failure identified under item 4.3 and note actions taken to resolve associated problems or to prevent re-occurrence.
4.3		Where identified, record, investigate and report every deviation from the JSP 604 detailed ECR process or from the timing of its requirements. For the purposes of this sub-requirement, the ECR process shall also be taken to include the ECR, RECR, conditional quick response approvals and UFRs.	Examples of these deviations are: SCIDA not being given early notice of a proposed change. SCIDA not being given sufficient time to examine a proposal, prior to the implementation date. SCIDA not responding to a request for approval within the 10 day timescale. This quarterly reporting requirement is similar to that in item 2.7. This concerns identification of issues through use of	Within 10 days of discovery, investigate all deviations from the ECR process. Report to the Contract Manager and RAF Digital C4i Support quarterly, noting all deviations and timing failure identified under item 4.1 and note actions taken to resolve associated problems or to prevent re-occurrence.

			the ECR process, the 2.7 requirement identifies similar issues during SCIDA audit of the facility itself.	
4.4		Provide Configuration Control drawings to authorised agencies in their requested format.	a. The available formats shall be: .dwg in vector format and hardcopy; and should be in: .PDF, .dxf and IGES formats. b. Configuration Control data is to be removed from drawings provided in an unprotected format to prevent uncontrolled copies being mis-interpreted as approved SCIDA drawings. c. Authorised agencies: (1) HQ AIR. (2) Defence CIDA. (3) Delivery Teams. (4) US / UK / NATO IDAs. (5) Site related organisations. Authorised agencies must have suitable classified IT facilities to hold and read the drawings.	a. Configuration Control drawings in the requested format to be despatched by SCIDA within 10 working days of receipt of request. b. Hardcopy drawings shall be provided at an agreed size, line thickness, text size, scale and physical format. The size shall not be larger than A0 and the text size will be to allow A0, A1 and A2 drawings to be printed at A3 with the text remaining readable. c. An additional charge for removing configuration control data from electronic unprotected drawings, depending on drawing volume, may be applied. d. If drawings are requested in any other format, then a cost may be applied.
4.5		Notify the Contract Manager and RAF Digital C4i Support of all problems that cannot be resolved by SCIDA.		No instance of problems not being notified to the Contract Manager and RAF Digital C4i Support where SCIDA cannot gain resolution within 40 working days of the change implementers being appraised of the deficiency or earlier where SCIDA deem appropriate.
4.6		Use Defence CIDA UFR and prompt action for all problems relating to installation standards observed following completion of a change or an identified non-compliance.		Raise forms within 30 working days of the related problem being discovered.
5	**Provide advice and assistance to the Contract Manager, RAF Digital C4i Support, Defence CIDA, IPTs, IDAs, other change designers**, Stn Engineering Staffs and other Authority approved agencies.			All standards and procedures called up by JSP 604 shall be identified by SCIDA to Change Initiators, Designers and Installers along with the site-specific requirements.
5.1		Provide considered advice to System Security Officers to confirm the risk assessment in the case of non-compliance or TEMPEST in relation of any change.	An adequate response is considered to be an answer to the problem, or a holding reply explaining why an answer cannot be given and steps being taken to address the issue and a date by which the issue will be resolved.	Respond adequately to all requests within 10 working days of receipt.
5.2		Provide a technical consultancy and assistance service to the Contract Manager, Defence CIDA, IDAs and Stn staff throughout the facility on matters associated with TEMPEST, EMPP, EMC, connectivity, configuration control and associated H&S. Maintain liaison with supporting organisations sufficient to undertake SCIDA's contracted obligations in an effective manner. These organisations will include MOD, DPA, HQ AIR and other site staffs, DIO, EWCs, WSM, PROM, SDAs and IDAs, and other agencies and authorities (including NATO) with installation and maintenance responsibilities to the buildings for which configuration control is implemented.	An adequate response is considered to be an answer to the problem, or a holding reply explaining why an answer cannot be given and steps being taken to address the issue and a date by which the issue will be resolved.	Respond adequately to all requests within 10 working days of receipt.
5.3		Provide advice / input to Siting boards (or equivalent).		When requested to provide input or attend, no instance of failure to provide the required support.
6	**Electronic Documentation (All Sites)** Manage, store and appropriately distribute the Air SCIDA information set, including drawings			
6.1		Provide access to a full usable electronic version of the SCIDA information set in an agreed format to the Contract Manager and the Defence CIDA. Requests for configuration control information should be fulfilled	The manner in which this is provided must make it usable by the Contract Manager without involvement of the Contractor or their facilities.	The Contract Manager, RAF Digital C4i Support and the Defence CIDA provided with the most up to date SCIDA information at not less than 3-month intervals.

		within 10 working days (at no additional cost) if the information set is not already readily available. Any delays or issues are to notified to the contract manager for an adjusted timescale to be agreed upon.		
6.2		Provide access to site specific electronic version of the SCIDA information set in an agreed format to the local CIS Organisation upon request.	The manner in which this is provided must make it usable by the local CIS Organisation without involvement of the Contractor or their facilities.	
6.3		Where a requirement exists for the storage of SCIDA documentation of classification SECRET or AS, the Contractor will be provided with access to GFA IT hardware, accredited to the required level.	The Contractor will be required to provide sufficiently security cleared personnel (dependent on classification of material / local security arrangements) to be able to access and utilise said GFA IT hardware.	
7	**Operational Capability** Maintain Operational Capability during any change programme in so far as this can be achieved through the use of the SCIDA process.			No instances of failure of operational capability due to poor delivery of the SCIDA process.
7.1		Deconflict concurrent change and ensure change programmes take full account of each other. A deconfliction database or hardcopy equivalent shall be used in this process.	A potential conflict in this instance refers to space or system capability problems that may affect the same room or use the same infrastructure and additionally where one change may not be complete before another is initiated.	No instance of disparate change programmes being delayed or becoming more costly through a lack of deconfliction by SCIDA. No changes missing from drawings or hard copy equivalent. Checks to identify conflict shall be carried out at site and building level and should be carried out to room level.
7.2		Ensure that all change programmes take account of concurrent changes.		No instance of disparate change programmes being delayed or becoming more costly through a lack of deconfliction by SCIDA.
7.3		Monitor progress of tasks to ensure timescale changes do not create confliction of change programmes.		No instance of disparate change programmes being delayed or becoming more costly through a lack of deconfliction by SCIDA.
7.4		Report on coordination activities and the progress of installation activities to the Contract Manager at 3-monthly intervals, identifying the current status of all tasks, advising on known or potential problems for review and further discussion, and including a digest of the coordinated activities plans.	Quarterly progress report to include: Tasks completed during the report period; Tasks started during the report period; Outstanding tasks; Tasks planned to start during the following report period; Status of routine SCIDA support activities; Status of additional contract tasks; Relevant supporting activity flow charts; Problem / risk issues; SCIDA staffing and administrative / financial issues; a Quality Assurance Report.	No instance of failure to produce required information 5 working days prior to the QPM.
7.5		Provide the RAF's formal configuration control management bodies with reports on the configuration state, summaries of on-going concessions, and the status of authorised modifications.		No instance of failure to produce required information on time.
8	**Technical Advisor / Project Support staff** Provide SME input to programmes / projects; and to proposed invitations to tender on MOD projects when requested. **This requirement and any sub-requirements are to be costed separately.**			No instance of failure to provide the required support when requested.
8.1		Provide Technical Advisor services to RAF Digital CIS infra, on projects allocated to the RAF Digital CIS infra team – suggested minimum of 8 in Section 9.	Produce project CIS Specifications, interpreted from the User Requirements Document CIS Annex and in conjunction with RAF Digital CIS infra, Stn CIS staff and facility users.	
8.2			TAs to act as focal point for enquiries relating to engineering standards within allocated projects	
8.3			Provide guidance and advice to the RAF Digital CIS infra team to ensure projects comply with ECR requirements.	
8.4			Provide expertise to SCIDA site engineers.	
8.5		Call off service to increase the number of TAs should it be required. Detail in the pricing workbook.		

9	**Config and Control (All Sites) of cabling and information flows** **<u>This requirement and any sub-requirements are to be costed separately.</u>**			
9.1		Establish and maintain a site database of all CIS cabling and their routing, including detail of termination points.	Database is to be shared with the local CIS Org electronically, in a readable format.	To be produced within 24 months of contract start – in line with site audit requirements.
9.2		Capture logical information flows of physical CIS infrastructure across the sites covered by this SoR in the form of information flow diagrams. In a format compatible with the enterprise (DD) Config Mgmt Database – currently REMEDY.	Information flows diagrams must represent the logical flow of information at the system level, differentiating between equipment's Information flow diagrams should be grouped into classification levels. and identify flows between geographically dispersed sites	To be produced within 24 Months of contract start – in line with site audit requirements.
10	Electrical Cabinet testing for Air sites **<u>This requirement and any sub-requirements are to be costed separately. It is to exclude the HWY sites as they are covered by a separate requirement.</u>**	Provide electrical certification (testing only) for all CIS cabinets and racks Air sites (less those covered in requirement 12 and 13 – HWY coverage, and also MARSHALL sites). Periodically review and update the certification to ensure continuous compliance with national and statutory requirements for inspection and testing of electrical installations.	Maintain the availability of all CIS Cabinet certification to Defence Digital via the local CIS Organisations to support fault rectification. Defence Digital CIS Cabinet certificates will be reviewed by Defence Digital to QA the work – guidance on their QA process will be provided when necessary. Rectification / Remedial work identified as a result of testing is to be highlighted to the local CIS org for arrangement through facilities management. CIS Cabinet certification validity record can be provided by Defence Digital via the local CIS Organisation.	Ensure that CIS Cabinet certificates remain in date. Ensure certification conforms to BS7671 and information is captured on the most up to date CITR documentation.

Outside Plant (Pits and Ducts) - Table of requirements

Item	Contract Requirement	Sub-Requirement	Additional Information	Performance Indicator
11	Provision of specific Outside Plant (OSP) tasks			
11.1		Maintain the SCIDA Record of Notified Cable Routes contained within the Stn OSP system to aid swift rectification of Operational faults. (Using The SCIDA Master Duct Record Template).		
11.2		Maintain the Site Pit and Duct Plan Baseline Drawings. (This may require some additional survey work to identify un-labelled cables if required).		
11.3		Maintain a record of usable spare fibres contained within the Stn owned cross-site cable plant.		
11.4		Maintain the Stn Records of any proposed, completed and scheduled OSP maintenance and provide a schedule of recommended maintenance for the OC CIS section or equivalent to endorse, fund and implement per annum through Stn Services Sqn.		
11.5		Attend all relevant Stn siting boards to act as the specialist advisor on OSP to Stn C4I or CIS section.		Non-attendance to be reported at QPM stating reasons for non-attendance.
11.6		Ensure that all Contractors who are working through an authorised ECR are aware of the site duct management controls, the JSP 604 and other required standards.		
11.7		With the assistance of CIS manpower ensure that draw cables and other aids to cable installation are correctly replaced in duct bores and pits when an installation task has been completed. a. At SL1 and 2 sites all Contractor work shall be inspected. b. At SL3 sites at least 20% of Contractor work should be inspected.		Poor installation work identified and not corrected should be reported to the Contract Manager, including Contractor's work and task details. Maintain a record of Contractors who deviate from the requirement or who are discovered to have operated outside the ECR system.
11.8		Request CIS section assistance as required to access pits (Key control, work permits, authority, escorting – SCIDA not present on each site) iaw local site instructions a. CIS section should be provided 14 days' notice of any assistance requirements.		Problems incurred with gaining any assistance is to be reported to RAF DIGITAL C4i Support SO2.
11.9		Make random checks during works on Contractors engaged for tasks on the pit and duct system to ensure that work is compliant and being conducted in accordance with instructions.		Any occurrence of non-compliance is to be recorded and OC C4I and the Contract Manager notified.
11.10		Authorise any proposed cable and duct routes for new installations and projects iaw the Air Sites SCIDA ECR procedures. (Issue ECR Part 3).		ECR Part 3 should be issued
11.11		Investigate unauthorised use of, or construction of new ducts to determine the authority for any such activity. Ensure new ducts are added to existing records / audit programmes and the Stn underground duct plant supervisor is informed.		Unauthorised use of pits and ducts is to be recorded and OC C4I and the Contract Manager notified.
11.12		Report any identified damage to pits, pit covers and bores to OC CIS section for Stn remedial non-routine maintenance action.		Any identified damage to pits is to be recorded and OC C4I notified.
11.13		Attend all handovers and technical transfers for projects which in any way involve the use or build of RAF ducts. Ensure 'As fitted' records supplied by the Contractor or duct user are complete and of a sufficient standard to enable to the site records to be properly maintained. As fitted information must be provided together with the associated Air Sites SCIDA ECR Part 4.		Handovers and technical transfers where as fitted information is unavailable and not forthcoming should be reported to the Contract Manager.

Item	Contract Requirement	Sub-Requirement	Additional Information	Performance Indicator
11.14		Ensure a percentage of Stn pits and ducts are inspected at least annually and any defects or required remedial works are reported to OC C4I on Stn.		Within 12 months of contract start 40% of the Air estate pits and ducts are to be inspected. Within 24 months of contract start 60% of the Air estate pits and ducts are to be inspected. Within 36 months of contract start 80% of the Air estate pits and ducts are to be inspected. Within 48 months of contract start 100% of the Air estate pits and ducts are to be inspected.
11.15		Establish a OSP Compliance Manager and team to oversee all OSP work and conduct pit and duct surveys and minor maintenance tasks. Pit and duct tasks to include: Removal of redundant cabling. (Routine activity as well). Renewal of pit lid markings. (Routine activity as well). Provision of site drawings. Rod and re-rope service. (Replacement ropes can be installed by the SCIDA pit and duct team if no responsible agent can be identified). Duct blockage or damage investigation. Minor repairs for pit furniture. Provision of skips for waste cable (additional charge). Undertake A and B end investigation as requested to potentially trace and record specific priority operational circuits. Install cables if required for UOR or operational imperative (cable to be provided). Request for investigation into unusable duct links into buildings (last pit into BEP).		Programme of Stn visits to be available at start of contract.
11.16		Establish a rolling programme of routine maintenance visits across the in-scope estate. Undertake and maintain records of the following routine maintenance and inspection activities on ducts / bores during scheduled site visits: Inspect for bell mouth present and damage to lips. Rodding to prove ducts (if suspected broken/damaged pipes). Identification for pits that are classed as confined space. Recording any noticeable ground subsidence on routes. Undertake and maintain records of the following routine maintenance and inspection activities on pits during scheduled site visits: Low density vegetation, root and debris removal from pit and immediate surrounds. Resolve uneven lids – H&S. Minor repairs to damaged lids. Minor repairs to pit furniture. Minor repairs to hasp (no welding). New lock fitting (locks provided by MOD). Water pumping to facilitate inspections. Re-labelling of pit lids – check existing or obtain new. GPS tagging of pit locations. Confirmation of pits within 5m of BEP. Confirm and report Approved Circuit pit and duct runs are secured. Correct type of pit lids fitted; changed since install. Undertake and maintain records of the following routine maintenance and inspection activities on cables during scheduled site visits: Inspections for damage. Compliance checks.		Programme of Stn visits to be available at start of contract.

Item	Contract Requirement	Sub-Requirement	Additional Information	Performance Indicator
		Inspections of existing labelling. Removal of redundant cables – identified and clarified by site. Undertake and maintain records of the following routine maintenance and inspection activities on BEPs during scheduled site visits: BEP investigations (cut / damaged cables, JSP 604 / BT LN 550, capping spec). Compliance checks. Inspecting duct capping and undertake minor repairs. Inspections for evidence of flooding/water ingress. Gas seal inspections – conformant and serviceable. Undertake and maintain records of the following routine maintenance and inspection activities on Linking Containment Systems during scheduled site visits: Inspection of Approved Circuit main arterial routes from BEP, removal of RED banding if not required. Confirming if the containment linking from BEP is continuous. Removal of redundant cabling from BEP and / or splice boxes to equipment rack. Confirmation and visual inspection of bonding and earthing. Make good any inadvertent accidental damage caused as a direct result of maintenance work. This shall not include components which would have failed despite the maintenance works.		
11.17		Maintain comprehensive records of all inspections. Records shall include the following as a minimum: Records shall include the following as a minimum: Pit / duct ID. Date of inspection. Security status. Physical status. Duct run length between pits. Numbers of ducts between pits. Details of recommended maintenance / in progress / planned.		A copy of the inspection report is to be provided to OC C4I / or equivalent and a copy made available on-line for RAF DIGITAL use within 10 days of completion of site inspections.
11.18		Hold any in-force duct sharing agreements for each site.		
11.19		Attend start-up meetings where possible to ensure Contractors understand which pits, ducts and routes are to be utilised and that the requirements of JSP 604 on cable labelling are understood.		If unable to attend start-up meeting; provide brief to the Stn Duct Plant Supervisor.
11.20		The SCIDA pit and duct team shall maintain a tasking request list for all specific pit and duct tasks which will be prioritised in association with RAF DIGITAL; these ‘call-off’ tasks should be undertaken by interleaving with the routine tasks.		The OSP Manager is to maintain a record of work and manhours completed and maintain a diary of forthcoming tasks.

Site Specific additional requirements - Table of requirements

Item	Contract Requirement	Sub-Requirement	Additional Information	Performance Indicator
12	**RAF High Wycombe Bunker** only (Vampire Bldg / Bldg 47). Provide a tailored support package to bldg 47 (RAF High Wycombe).			
12.1		Maintain a database of all cables and their routes for Bunker internal cabling.		All Bunker internal cable records to be updated within 10 working days of ECR Part 5 process being completed.
12.2		CIS and Power Outlet Availability Information. Maintain a database / spreadsheet detailing the availability of all power both 'domestic and CIS' and CIS on the Service Pillars and dado within the Bunker, cross referenced to the respective bunker / room layout drawings.		All Bunker internal records to be current and any change shall be updated within 10 working days of ECR Part 5 process being completed.
12.3		Provide an installation design service, when there is no capability or resource available from external sources / IDA and then only under specific tasking by the Contract Manager. Through liaison with all agencies with a responsibility / interest in the task (e.g. DIO, CIS Staff, Role Cell users, SMEs, equipment installers) and the Contract Manager, provide designs and constituent parts of a SOW that provides an installation that meets the requirements of the users and is compliant with: a. Fire, H&S – evacuation access, materials used through the use of Crown Fire Standards b. Physical Security – Access control to area, acoustic and visual separation. c. Ergonomics – layout is fit for purpose and operationally functional. Provide a drawing of the agreed layout and ensure it meets all the requirements of the JSP 604, Control Plans and other appropriate standards. Provide a Works Brief that will include details of all furniture, power, cable containment and connectivity outlets in support of the CIS installation. At this stage the capacities of power, cooling and ventilation for the area of change will be assessed in close consultation with the Prime Contractor. The SOW will also include: a. Details of connectivity, cable routes and notional lengths, patching and any additional equipment required. Cable identities will also be supplied. b. A procurement list identifying notional lengths of cable required, additional furniture and connectivity equipment. The works services briefs shall comply with relevant performance standards, expansion needs, and other parameters pertinent to the tasking requirement. The scope and format of the brief shall be agreed with the Contract Manager. For Service Level 1 installations, the site briefs will be of sufficient detail to enable the EWC to assess the impact on the M&E services and the structure of the building concerned. They are likely to contain the following types of information: a. A floor plan showing, for every item to be installed, the position and dimension(s). b. For every item of power consuming equipment: (1) Voltage and maximum power rating. (2) Method of connection to power supply. (3) Equipment limitations with respect to positioning of socket outlets. (4) Type of power supply. (5) Estimate of heat output. (6) Equipment usage profile. c. For structural changes (doorways, walls, floors and ceilings):		Design shall be subject to the same rules, constraints and controls imposed on all external designs. No incidences of failure to complete required works service brief. No incidences of failure to comply with the required standards. The Contract Manager is to be consulted on all deviations of design changes.

		(1) Floor Plan showing position of item. (2) Detail of item with pertinent dimensions. (3) Variation of cell / area occupancy. Liaise closely with the implementers of the change, IDAs, Works Services Manager and CIS section, to monitor, and if requested assist CIS PM in the co-ordination and implementation of the change. In this way the SCIDA will be able to ensure that the change is implemented to the agreed design and to the required standards. If a situation arises that results in a deviation from the standards or agreed design for the change, the Contract Manager will be consulted.		
12.4		OGD Support Provide support as required to facilitate special tasking/UORs in a timescale appropriate to that task / UOR. Contract Manager to task SCIDA directly along with authority to suspend Business As Usual (BAU) tasks for the duration. SCIDA will advise the Contract Manager of the time and effort required and the potential impact on BAU to enable them to initiate a process to procure additional resource where necessary.		No instances of failure to provide support as directed by the Contract Manager.
12.5		Data Availability. All Bunker drawings, databases and spreadsheets to be available to appropriately cleared CIS staff 24/7 (read access) to enable prompt fault diagnosis and repair and to enable short notice CIS planning activities at times when the SCIDA resource is not available (i.e. quiet hours, bank holidays etc); format to be compatible with standard MOD software packages.		
12.6		Data to be backed up weekly and stored in a secure area in a separate building (in case of fire etc in UAD1 / Server) location. All data associated with bunker core services detailed within the SOR is to be included.	This is negated if the data is stored on a resilient MOD system.	
12.7		Provide specific Bunker diagrams for site manipulation in support of special / operational tasks; this information is to be held at above OFFICIAL SENSITIVE level and on a suitable, MOD owned IT system. System access will be subject to suitable security clearances, it is the responsibility of the Contractor to secure this. Contractor to provide such drawings, on request, in AutoCAD format with control borders removed.		
13	**All RAF High Wycombe Sites**. Provide a tailored support package to RAF High Wycombe, Sites 1, 2 and 3 inclusive			
13.1		In buildings with structured wiring: Maintain a database for the SWS, recording all changes and moves.		No instances of failure to patch or document iaw the related task.
13.2		Provide the following services as per the RAF High Wycombe Bunker Core Services Section 4 Item 11.1-11.3 across all RAF High Wycombe sites: a. Cables Database. b. IS Availability Information. c. Installation Design Service.		
13.3		CIS Floor plan / base-plate drawings to be maintained for all buildings across 1, 2 and 3 sites; all drawings are to include the whole building regardless of service level, are to be to scale and are to capture: a. All Communication and Information Systems (CIS) b. All signal outlets, distinguishing between FO and Cu. c. The office furniture that has integral CIS included for use in space planning. d. All H&S and Fire appliances. e. Ergonomics of the desk layout to ensure that the working space conforms to relevant policies. f. Within the building drawing, each room is to have a numerical indication of the maximum number of personnel permitted for the volume of the room according to the relevant JSP.	When producing the drawings there will not be a requirement to capture small normal office material, such as pictures, waste bins, plastic in trays, etc; however, desk pedestals, chairs and filing cabinets are to be included. Further granularity can be provided using existing SCIDA produced drawings, which should be available in order to assist the production of the baseline drawings.	

13.4		Rack Face Layouts to be produced for all racks within NERs.		Rack Face Layouts to be physically affixed in hard copy on to all NER racks Rack Face Layouts to updated with any changes made to rack contents or patching.
13.5		Review all site drawings on a regular basis to enable identification of uncontrolled and/or unauthorised moves and changes. Hardcopies of drawings provided within 7 days of request.	Drawings, databases and spreadsheets should be available via MODNet	All site drawings to be reviewed annually Any layout non-conformance to be highlighted to OC ISW.
13.6		Provide electrical certification (testing only) for all CIS cabinets and racks within all buildings across 1, 2 and 3 sites. Periodically review and update the certification to ensure continuous compliance with national and statutory requirements for inspection and testing of electrical installations.	Maintain the availability of all CIS Cabinet certification to Defence Digital via the local CIS Organisations to support fault rectification. Rectification / Remedial work identified as a result of testing is to be highlighted to the local CIS org for arrangement through facilities management. CIS Cabinet certification validity record can be provided by Defence Digital via the local CIS Organisation.	Ensure that CIS Cabinet certificates remain in date. Ensure certification conforms to BS7671 and information is captured on the most up to date CITR documentation.
13.7		Maintain a record of the occupancy of all Distribution Boards including the impact on loading and scope for expansion etc.		

ASACS Cabins - Table of requirements

Item	Contract Requirement	Sub-Requirement	Additional Information	Performance Indicator
14	ASACS Cabins only. Audit of ASACS Cabins: Locations: a. RRH Saxa Vord. b. RRH Buchan. c. RAF Boulmer. d. RRH Staxton Wold. e. RAF Neatishead. f. RRH Portreath.	Annual audit of ASACS Cabins completed at the same time as site audit. Equipment to be audited: a. UKAEGIS. b. Link 11 / 16. c. HF Link 11 / 16. d. SSSB. e. JNMS.	ASACS Radar cabins are out of scope of this contract. Configuration Control is out of scope of this contract. This is the responsibility of the IPT.	Audit observations are to be included in the site audit report. Additional distribution for the audits is: a. Air-2GpSp&BM-SpASACSRO SO2. b. SEngO ASACS. c. DES ADATS-RadarsAD-T92Links1.
14.1		Audit shall ensure that each cabin conforms to JSP 604 standards pertaining to electrical safety, Integrity and TEMPEST. Checks are to include: a. Power isolation, signage and labelling. b. Racks securely fixed to cabin chassis. c. Physically verify main earth rack to cabin chassis / main earth terminal. d. All parts of rack, shelving and equipment with earth terminals independently bonded. e. Check earths cabling for correct dimensional size. f. UPS signage/isolation. g. Physical security of equipment in racks. h. Cable management. i. TEMPEST separation and filtration.	Electrical Certification: It should be noted that iaw AP216E-03100-6A Schedule 2 6M.1 (UKAEGIS), earth bonding checks are called up as part of the maintenance schedule for all equipment inside the ASACS cabins, downstream of the Stn 5 yearly electrical certification demarcation point. These results are recorded in the relevant equipment / cabinets job card.	Minimum advance notice of audits is 28 days. Notification is to the QR640 holder OC Eng and Supply, RAF Boulmer SEngO ASACS. Operational recall time of cabins is not to exceed 30 mins.
14.2		Equipment at each site at the time of SOR submission is: 1. RRH Saxa Vord a. Link 11 UHF Cabin - To be removed and disposed of this FY by SACC DT. b. UKAEGIS Cabin - To be removed and disposed of this FY by SACC DT. c. SSSB Cabin. 2. RRH Buchan a. Link 11 UHF Cabin. To be removed and disposed of this FY by SACC DT. 3. RAF Boulmer a. Link 16 Cabin. CSI link 16 cabin installed 2021 4. RRH Staxton Wold a. JNMS Cabin. 5. RAF Neatishead a. JNMS Cabin. Still operational and within scope. 6. RRH Portreath a. SSSB Cabin. Still operational and within scope.		

Project MARSHALL - Table of requirements

Item	Contract Requirement	Sub-Requirement	Additional Information	Performance Indicator
15	Support to Project MARSHALL. Provide additional support to Project MARSHALL sites in the form of dedicated personnel. **<u>This requirement is to be costed separately (inclusive of all sub requirements).</u>**			
15.1		Manage the ECR 5 process on behalf of the Project MARSHALL DT.	Utilise the Beneficial Usage Statement to aid the phased (1-3) installation of equipment.	
15.2		Liaise with regional / site SCIDA representatives to ensure a consistent approach during audits of MARSHALL sites. Auditing approach is to remain consistent with the processes detailed at Item 2		
15.3		Conduct audits and inspections on behalf of the DT iaw MARSHALL Site List. This includes all current and future transmitter and receiver sites for the Wide Area Multilateration (WAM) Networks.		
15.4		Provide SCIDA related guidance and advise to DT and the MARSHALL Prime Contractor (Aquila)		
15.5		Provide guidance and advise to DT and the MARSHALL Prime Contractor (Aquila) on regulatory changes to the JSP 604		
15.6		Provide two SCIDA briefings per year to the MARSHALL DT regarding the role of SCIDA and all of the processes relevant to the program.		

Air Sites SCIDA Baseline Drawing Set - Definition and Scope

52. The Air Sites SCIDA service is to provide drawings for al MOD Airfields and RAF sites. Where a site has specific requirements, these are detailed accordingly.

53. The Defence Enterprise SCIDA Framework sets out the requirements for SCIDA, and the requirements that they will be audited against – ultimately to meet the requirements of JSP 604 Lflt 4800. The Baseline drawing set is described in this framework as the Minimum CMDB Dataset which SCIDA are to maintain (Process 3 of the framework). For reference, the current version of the CMDB Dataset is shown below.

	Service levels		
Documentation	**1**	**2**	**3**
Building floor plans detailing telecommunications outlet locations and ICT cable containment runs	M	M	D
Network Equipment Room and Data Centre layout plans	M	M	D
Rack face layouts (cabinet faceplans)	M	M	D
Cable straight line diagrams (schematics)	M	M	D
Site plans detailing ICT outside plant (pits and ducts)	M	M	D
All formal change process documentation	M	M	M
Building elevation plans, wall views etc	D	D	D

M = Mandated
D = Desirable

54. As part of the requirement for this, the contractor is to maintain the document set as required by JSP 604 Lflt 4800. Further explanatory information is provided below, relating to drawings and this part of the requirement.

Definitions

55. **Retain.** This means SCIDA are required to submit any received IDA or other non-SCIDA drawings to be stored on each Stn MODNet site or other file system as provided by the local site. These are to be submitted in the received format (AutoCAD, Visio, PDF, MS Draw).

56. **Maintain.** This means SCIDA are required to incorporate drawing changes notified via the ECR and / or audit processes to ensure the drawing set correctly represents the CIS layout of the area where the change or installation has taken place.

57. **Produce.** This means SCIDA are required to provide a drawing from scratch and add it to the site baseline set of drawings.

58. **Site Baseline.** The Air Sites SCIDA produced and maintained drawings are required to form part of the site baseline and be available to sites via the intranet / file sharing platform used by the Royal Air Force, currently SharePoint Online.

General

59. 5. Air Sites SCIDA are required to produce and maintain a SCIDA drawing set for SL1 and 2 areas. As Fitted documentation from the installer and / or the IDA is essential to enable SCIDA to produce and maintain these drawings. Installers and IDAs are instructed to provide drawings iaw JSP 604 instructions. SCIDA are required to check the drawings and incorporate the changes into the SCIDA controlled drawing set.

60. When IDAs / Installers do NOT provide as-fitted drawings despite repeated requests, SCIDA are required to formally advise RAF DIGITAL and the site of the occurrence and seek direction and authority for the ~~core hours to be expended and / or the~~ engagement of additional drawing effort that may be required to complete the drawings or re-prioritisation of work.

Site Plans (Map View)

61. Air Sites SCIDA are required to maintain site plans which are updated when data is provided from an authorised agency for a site change. Drawings are to include: bldgs, MOD pits and ducts, Nav-Aids, fixed masts and towers, antennas, the perimeters of the Inspectable space and any other relevant features that are within or may impinge on the CM boundaries of the site. These are to be provided for MOD sites only.

62. RF Radiation exclusion zones, radio protection zones and BT pits and ducts are NOT included on the plan as these elements are the responsibility of other agencies where there is no error free mechanism to provide the information to SCIDA. Radio Site Protection (RSP) Henlow supply information on RF safety zones and transmitter exclusion zones.

63. Due to specialist surveying requirements (Specialised Civil Eng equipment with GPS) involved in measuring, locating and representing bldgs and other features to the required degree of accuracy, Air Sites SCIDA are not required to produce a new site plan or implement major amendments to existing site plans without sufficiently detailed as-fitted information being supplied from the installing agency or suitable equipped agency (DIO, RPC, RSP); as indicated in above two paragraphs. This applies at some smaller sites where there are NO existing site plans.

Room - Bldg Floor Plans

64. Air Sites SCIDA are required to produce room floor plans for SL1 and 2 areas and retain (defined separately) IDA as-fitted drawings received for SL3 rooms. SCIDA floor plans are required to include a reduced scale bldg floor plan (when overall bldg plan provided) marked with cross-reference identification (shading) of the relative room to the bldg overall layout. Views are to include all CIS equipment, comms cables routes, floor power sockets, wall sockets, TAPs and cable containment routes shown by dotted lines in floor and ceiling voids.

65. Drawings are not required to include any furniture unless it is fixed furniture of which CIS forms a fundamental part. SCIDA are not required to hold or maintain full bldg plans; only those areas containing SL1 and 2 CIS elements.

Rooms - Wall View

66. Air Sites SCIDA are required to provide room wall views for all SL1 areas. Additionally, room wall views are required to be provided for SL2 areas where transmitters and / or Cryptographic equipment is installed; in accordance with TEMPEST control requirements. IDA wall views are required to be retained and relevant information incorporated into the SCIDA wall view.

Drawing Content

67. The position of all items of CIS and infrastructure are required to be drawn to scale and accurately positioned. Common items such as PCs are required to use a common

“block” representing all such items. All items permanently fixed to the fabric of the bldg are required to be drawn to scale.

TEMPEST

68. Air Sites SCIDA are required to maintain drawings of areas containing RED equipment for the implementation of TEMPEST control. Room floor plans are required to contain a 600 mm grid to enable easy calculation of TEMPEST Coupling Zones.

CIS Cable Routes

69. Air Sites SCIDA are required to retain any received IDA drawings in conjunction with the ECR process which may include CIS cable diagrams and containment routes. For room floor plans, SCIDA are required to extract, add and maintain those cable details which appertain to SL1 and SL2 areas.

70. For IDA or SDA system fault diagnosis these cable diagrams and routes may include the physical routing of all CIS cables, both RED and BLACK, identifying the point of origin of the installation, all splice housings, distribution panels, patch panels and TAPs. However, these details are to be retained by SCIDA in their original form as supplied by the IDA.

Cabinet Face Layouts

71. Air Sites SCIDA are required to maintain drawings for the following cabinet face layouts:

a. Multi-system cabinets, RED or BLACK, in SL1 and 2 areas.

b. Cabinets containing single systems in SL1 and 2 areas where cabinets have capacity to house additional equipment for other systems and the cabinet is under the control of the local site (Not DT or external project-controlled cabs).

c. Single system bespoke cabinets containing any cryptographic equipment in SL1 and 2 areas.

d. Crypto cabinets.

72. There will be NO requirement to draw cabinet face layouts for equipment where another party controls the cabinet (e.g. IPTs or DTs that retain configuration control rights to those cabinets). Although any issued IDA drawings are required to be retained.

IDA Drawings

73. SL1 and 2 Installations. Air Sites SCIDA are required to process IDA drawings as follows:

a. IDA drawings that accompany an ECR Part 4 are required to be stored on the approved intranet file sharing / document storage system in use by the Royal Air Force. (Ref JSP 604 0424).

b. The drawings are required to be issued to the appropriate SCIDA Site Engineer for assessment. Any errors or omissions are required to be notified to installer for correction. Depending on quantity and type of errors; an ECR Part 5 or

ECR Part 5 refusal is required to be issued by SCIDA Head Office. If ECR 5 issued, Site Engineer is required to process installation drawing for inclusion in the Air Sites SCIDA drawing set. JSP 604 Table 2-1 refers.

c. A copy of the IDA drawings are required to be issued to the local CIS section for electronic retention.

74. SL3 Installations. Air Sites SCIDA is required to process IDA drawings as follows:

a. Upon receipt of the IDA drawings SCIDA is required to issue the original to the local CIS section for electronic retention. (Ref JSP 604 Table 2-1 – V5.5 Feb 18).

b. The site SCIDA engineer is NOT required to retain copies, as it will be held by AIR SCIDA as part of the ECR process.

RAF Boulmer Service

75. In addition to the drawing services described previously, Air Sites SCIDA are to provide the following additional services at RAF Boulmer:

a. Produce Works Requirement drawings detailing the scope of works required for installations or reconfigurations within the R3 Bunker controlled area.

b. Produce a drawing set for the R3 Bunker that is comprehensive and includes the following:

(1) Plan layout.

(2) Power and cable trays.

(3) UCMP UPS and general power distribution.

(4) Fire Alarm System.

(5) Legacy LDCN.

RAF Fylingdales Service

76. In addition to the drawing services described previously, Air Sites SCIDA are to provide the following additional drawing types at RAF Fylingdales:

a. Plan layout including dimensions.

b. Access floor layout.

c. Reflected ceiling plan.

d. Fire precautions.

e. Small power.

f. Lighting.

g. Power and cable trays.

h. Water distribution.

i. Compressed air.

j. Mechanical services.

k. Communications and leaky feeder.

l. Trunking.

m. LDCN.

n. Ladder racks and trays.

o. Air supply.

p. Electronic cooling water.

q. Chilled water.

r. HT / LT equipment. drains.

s. Telephones.

t. System block diagram.

u. Power schematics.

77. Fylingdales drawings are not to be published to the main website due to security requirements. They are located at RAF Fylingdales and a copy is retained by the Contractor for business continuity reasons.

RAF High Wycombe SCIDA Drawing Service

78. In addition to the drawing services described previously, Air Sites SCIDA are to provide the following additional services at RAF High Wycombe:

a. Bldg Floor Plans (above ground). Full bldg floor plans for all SL1 and 2 and some SL3 bldgs; floor plans are to be created as a layered set. Drawings to show all IT equipment, CIS taps, comms cable routes (above and below any false ceiling or floor) power sockets and power cable routes (above and below any false ceiling or floor), the 600 mm grid ref for TEMPEST coupling zones is NOT shown. Furniture will be included where the density dictates that it provides better representation of the fitted CIS infra.

b. Bldg Floor Plans (RAF High Wycombe Bunker). The drawing set for the RAF High Wycombe Bunker includes the Information as in above ground plus bldg services including coolers, fire system (underfloor fire heads), domestic power items (ex lighting system). The excel spreadsheet detailing all systems terminated at the CIS TAPs (service posts, wall trunking and under-bench trunking assemblies) is to be maintained.

c. RAF High Wycombe Bunker – Power Info Library. An in-house library in word format for each Power Distribution Board; detailing each circuit, fuse, junction box

and outlet connected. This will be for SCIDA use only and not for power design purposes.

d. Room Wall Views. Produce and maintain room wall views for all comms rooms (NERs).

e. Drawing Content. SCIDA are not required to show any fire stopping capabilities for doors, walls or penetrations on drawings (Information should be maintained by Local facilities Management).

f. Cabinet Face Layouts. Produce and maintain cabinet face layouts for Site / SCIDA controlled cabinets.

g. CIS Works Requirement Drawings. Produce CIS enabling works requirement drawings detailing the works required for CIS installations or reconfigurations. The works must be authorised by C4I prior to any drawing work commencing and the drawings must be authorised and approved by C4I prior to any contract let. SCIDA do NOT produce works drawings for anything other than CIS network connected equipment or CIS equipment within areas where TEMPEST control measures are required (Unless agreed through separate contract amendment).

79. Drawing Publication. The drawings for High Wycombe (excluding Bldg 47) are to be published to the website / team site. RAF DIGITAL will facilitate the provision of central data space for drawings.

Drawings NOT Forming Part of the SCIDA Baseline Drawing Set Requirement

80. System Schematics or Interconnect Drawings. System Schematic Drawings or System Interconnect Drawings do not form part of the requirement. IDA and Contractor submitted schematics are required to be retained iaw procedures for retention of IDA drawings.

81. Single System Controlled Cabinets. Where a cabinet is wholly managed by an agency / IPT / Contractor they retain the requirement for configuration management within that cabinet and the associated cabinet face layouts. Therefore, these are not required to form part of the SCIDA baseline set (where they have been provided as part of the ECR process they are to be retained). These cabinets should be commented on for the availability of their electrical safety certificates, and whether in date.

82. Furniture. Drawings are not required to include furniture unless it is fixed furniture of which CIS forms a fundamental part.

83. Space Planning Drawings. Drawings and draft drawings for office space planning purposes are not provided by Air Sites SCIDA under the main contract.

Drawing Production, Availability and Distribution

84. All baseline site drawings are to be available to all site RAF staff through the RAF Intranet system. To improve accessibility, the publication of the High Wycombe drawings set is to be arranged through the Contract Manager.

85. Hardcopy drawings up to A0 size are to be available to RAF staff and other agencies, with authority from the Contract Manager, by requesting them from the Air

SCIDA Help Desk at High Wycombe. These are to be sent out using the MOD mail system using recorded delivery.

Government Furnished Assets Provided

86. As stated in Section 1 of the SOR, the existing GFA will be transferred to the incoming Contractor at the start of the contract. The Contractor may utilise their own company LAN funded by themselves. The following tables give an outline of the GFA which will be available for SCIDA staff at the different sites.

RAF High Wycombe SCIDA HQ

Description	Quantity
Telephone level 0 access	2
MODNet UADs and accounts	12
MODNet A4 and A3 printer	1
Internet Access	1
Double cabinets	6
4 x drawer cabinets	12
Large desks	8
Normal desks	4
Access to meeting room	
Managers office	1
Space for large plotter	
Space for SCIDA LAN and printers	
Space for ladder storage	
Server room with minimum dimensions 2.5 metres x 2 metres	

SCIDA Office Support (TA)

Description	Quantity
Office space on permanent site	4
Telephone level 0 access	1
Desk	4
MODNet UAD and account	8
Filing cabinet	4
Access to meeting room	

SCIDA Site Engineer - per site

Description	Quantity
Telephone level 0 (access will be dependent on site)	1
Desk	1
MODNet UAD and account	1
Filing cabinet	1
Access to meeting room	

SCIDA Core Staff / Training Requirements

87. Air Sites SCIDA Staff must have the following skills, training, qualifications, experience, security clearance and additionally be located as stated:

Head of Air Sites SCIDA.

Location	Air Command HQ – RAF High Wycombe.
Security Clearance	DV
Mandatory Experience	A min of 15 years' experience working with MOD communications and airfield systems. Very in depth understanding of the RAF and MOD organisations. Supervision of up to 50 personnel.
Mandatory Skills	In depth knowledge of JSP 604, 440, SDIP 29 and AP 600. Experience of producing formal documentation for superiors/customers. Experience of providing briefs / presentations to OC Eng and Stn Cdrs. Experience of chairmanship. Strong initiative and innovation. Experience with Quality Assurance processes. Produce reports in JSP 101 format
Mandatory Qualifications	Chartered Engineer. MSc in Eng or similar suitable subject. BSc in Communication, Electronics, Electrical, Information Management Systems, Computer Science or equivalent.
Mandatory Courses	H&S management training. PRINCE 2. Crypto and TEMPEST courses. Quality Assurance and Quality Systems courses.

Air Sites SCIDA TA

Location	The location of the TAs is flexible depending on DIO Projects. The nature of this work requires regular travel to sites.
Security Clearance	DV
Mandatory Experience	A min of 10 years' experience working with MOD communications and Airfield systems. Very in depth understanding of the RAF and MOD organisations.
Mandatory Skills	In depth knowledge of JSP 604, 440, SDIP 29 and AP 600. Experience of producing formal documentation for superiors / customers. Experience of providing briefs / presentations to OC Eng and Stn Cdrs. Experience of chairmanship. Strong initiative and Innovation. Quality Assurance. Produce reports in JSP 101 Format. Project Management. Produce bldg CIS Specifications. Understanding bldg CIS Cable systems.
Mandatory Qualifications	Incorporated Engineer (IEng) with IET or equivalent. BTEC ONC / HNC in Communication, Electronics, Electrical, Information Management Systems, Computer Science or equivalent.
Mandatory Courses	HSW Training. PRINCE 2. Crypto and TEMPEST. Quality Assurance. Structured Cabling Systems.

Air Sites SCIDA Draughtspersons

Location	Air Command HQ – RAF High Wycombe x 4.
Security Clearance	Mix of DV and SC
Mandatory Experience	A min of 5 years' experience working with MOD communications systems or a similar engineering company environment. Knowledge of the RAF and MOD organisations.
Mandatory Skills	Knowledge of JSP 604, 440, SDIP 29 and AP 600 specifically as applied to drawings. Experience of producing controlled drawings to BS. Application of version and revision control for drawings. Knowledge of Quality Assurance. Knowledge of JSP 101 format. Produce bldg CIS Specifications and works drawing instructions. Production of all types of bldg engineering drawings. Bldg and CIS installation survey skills.
Mandatory Qualifications	ONC / OND in engineering drawing NVQ level 2 or equivalent. City & Guilds in Engineering.
Mandatory Courses	H&S training. Quality. MOD CIDA / SCIDA course.

Air Site SCIDA Site Engineers:

Location(s)	Nominated Main Operating Bases or Key RAF Sites.
Security Clearance	Mix of DV and SC to accommodate requirements at sites.
Mandatory Experience	A min of 5 years' experience working with MOD communications and airfield systems. Thorough understanding of the RAF and MOD structure and organisations. In depth knowledge of RAF Engineering Installations and maintenance. Supervision of personnel. Experience in briefing and presenting to OC Eng and Stn Cdrs or equivalent.
Mandatory Skills	MS Office – Word and Excel. Demonstrate confidence and a clear ability to operate on own initiative Good knowledge of JSP 604, 440, 375, SDIP 29 and AP 600. Experience of producing formal documentation for superiors/customers. Experience of providing briefs/presentations to Stn staff. Understand and be able to use JSP 101 format. HSW experience. Ability to Understand engineering drawings and site plans Produce draught drawings from installations. Quality Assurance training and experience. Crypto knowledge.
Mandatory Qualifications	Majority of staff must be an Incorporated Engineer (IEng) or Engineer Technician (Tech Eng) with the IET. All Site Engineers must have a min of ONC / HNC in an Engineering or Computing Discipline.
Mandatory Courses	HSW training. Selection of CIS equipment courses as operator or maintainer. Crypto training. TEMPEST training. MODNet training.
Mandatory Post Appointment Courses	SCIDA induction. CIDA / SCIDA course. Some staff to have attended further TEMPEST courses. Current BS 7671 Requirements for Electrical Installations Some staff to have additional relevant H&S knowledge. Some staff to have specific structured cabling systems knowledge.

Minimum Recommended SCIDA Personnel Site Deployment:

Hd of SCIDA	Based at RAF High Wycombe.
TAs	8 x TAs The location of the TAs is flexible depending on Projects. The nature of this work requires regular travel to sites.
Site Engineers	RAF Brize Norton x 2 RAF Boulmer RAF Fylingdales RAF Marham RAF Coningsby RAF Waddington x 2 RAF St Mawgan RAF Lossiemouth RAF Leeming (90 SU) RAF Wittering RAF High Wycombe x 4 (of which at least 2 x hold DV)
MARSHALL Engineers	Regional (North and South) x 2
Draughtsmen	RAF High Wycombe x 4 (of which at least 2 x hold DV)

MOD Policy references

88. 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.

89. Key publications at the time of writing:

a. JSP 440 - Defence Manual of Security and Resilience

b. JSP 604 - Defence Manual for Information and Communications Technology (ICT)

(1) Particular reference to Leaflet 4800 – CIDA installation regulations

c. HMG Security Policy Framework - Publicly available at https://www.gov.uk/government/publications/security-policy-framework

d. AP600 - RAF CIS Policy

e. SCIDA Framework issue 1.4 – CIDA Governance

GLOSSARY

AS Above SECRET
ASACS Air Surveillance and Control Systems
ATC Air Traffic Control
BAU Business as Usual
BEP Building Entry Point
BCA BMEWS Co-ordinating Authority
Bldg Building
BMEWS Ballistic Missile Early Warning Site
BS British Standard
C2I Command, Control and Intelligence
C3I Command, Control, Communications and Intelligence
C4I Command, Control, Communications, Computing and Intelligence
CAD Computer Aided Design
CCR Configuration Change Request
C-E Communication - Electronics
CDM Construction Design and Management Regulations
CI Configured Item
CIS Communications and Information System
CIDA Coordination Installation Design Authority
CM Configuration Management
CMB Configuration Management Board
CMP Cable Management Plan
DACOS Deputy Assistant Chief of Staff
DE Defence Estates
DEF STAN Defence Standard
DLO Defence Logistics Organisation
DT Delivery Team
ECR Engineering Change Request
EEI Electrical Engineering Instruction
EMC Electrical Magnetic Compatibility
EMPP Electro-Magnetic Pulse Protection
EWC Establishment Works Consultant
GD Guidance Documents
GFA Government Furnished Asset
H&S Health and Safety
HSW Health and Safety at Work
IDA Installation Design Authority
ISO International Standard Organisation
ISTAR Intelligence, Surveillance, Target Acquisition and Reconnaissance
ITT Invitation to Tender

JSP Joint Service Publication
LATCC London Air Traffic Control Centre
LDCN Local Data Communications Network
MAC Multi-Activity Contract
M&E Mechanical and Electrical
MOB Main Operating Base
MOD Ministry of Defence
MR Master Record
MRI Master Record Index
NACMO NATO Air Command and Control Management Organisation
OC Officer Commanding
OOA Out of Area
OSP Outside Plant
OSR On-site Representative
PB Project Board
PM Project Manager
PO Project Office
PROM Property Manager
QAP Quality Assurance Plan
QPM Quarterly Progress Meeting
RADHAZ Radiation Hazard
RCA Requisition for Contract Amendment
RLG Relief Landing Ground
ROC Rough Order of Costing
ROM Rough Order of Magnitude
RV RED Volume
SAR Search and Rescue
SCA System Co-ordination Agency
SCATCC Scottish Air Traffic Control Centre
SCCB Site Configuration Control Board
SCCC Site Configuration, Control and Co-ordination
SCIDA Site Coordination Installation Design Authority
SDA Systems Design Authority
SL Service Level
SIC Site Installation Co-ordinator
SOR Statement of Requirement
SOW Statement of Work
Stn Station
SU Signals Unit
SWS Structured Wiring System
TA Technical Advisor
TCO Telecommunications Officer
UAS University Air Squadron

UFR Unsatisfactory Feature Report
UPS Uninterrupted Power Supply
WSM Works Service Manager (Contractor)