

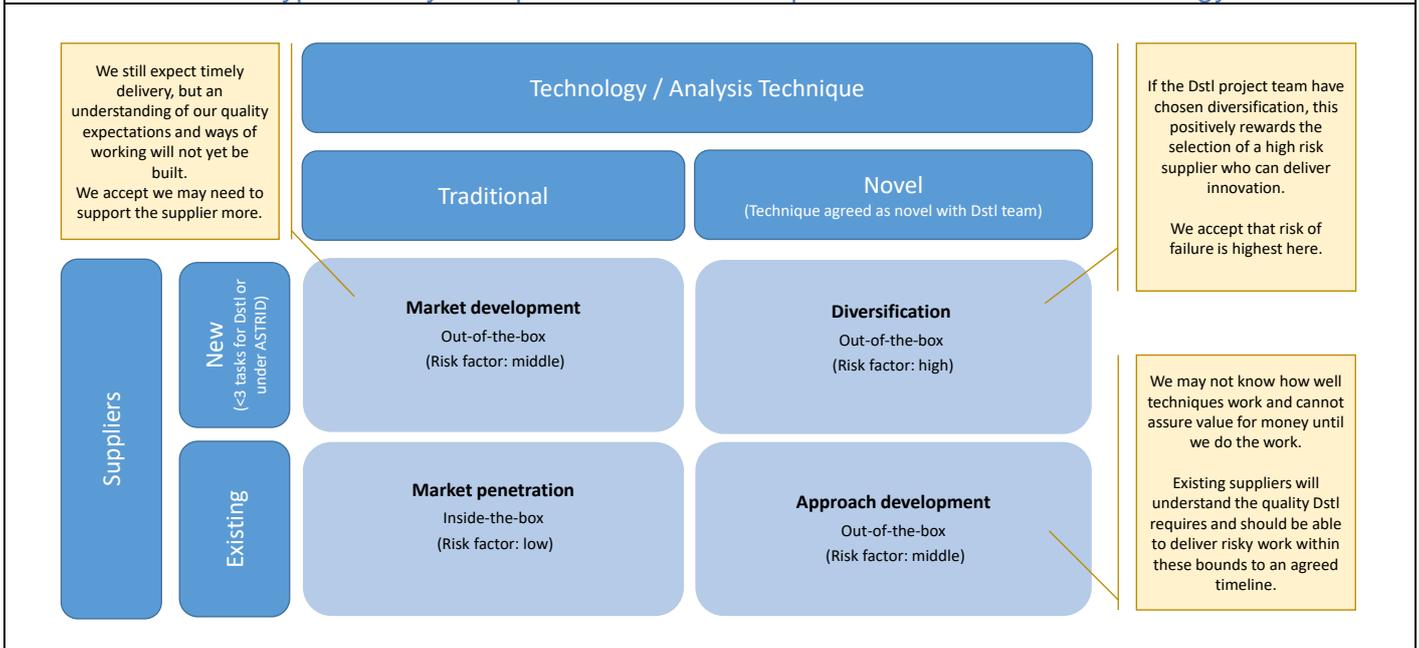
Statement of Requirement (SOR)

Contact & Project Information:

Project Manager	Name	{REDACTED}		
	Email	[REDACTED]		
	Telephone number	[REDACTED]		
Technical Partner	Name	[REDACTED]		
	Email	[REDACTED]		
	Telephone number	[REDACTED]		
iCAS project number	[REDACTED]			
Owning division	[REDACTED]	Delivering division	[REDACTED]	
Programme	[REDACTED]			
Indicative task budget(s) £k	Core / initial work:	£[REDACTED]	Options / follow on work:	TBC

Innovation risk appetite:	Low
Narrative (if applicable):	

Using the Ansoff matrix below, please indicate your risk appetite with regards to accepting innovative bids/solutions. The type of analysis/experimentation technique is included within 'Technology/Product'.



Use of Outputs:
This section is used to inform risks, liabilities, mitigations and exploitation. Questions 1-10 below should be a Yes/No/NA response. Please indicate if the questions do not make sense in the context of your task.
Intended uses (including the approximate time before use and any key decisions that will use the output):
For a Cat [REDACTED]OBC Submission in Q4 FY22
Possible uses:
For the Assessment Phase leading to a Cat [REDACTED]FBC Submission in Q4 FY23
Excluded uses:

1	Will any output be directly used as part of a safety critical system, or will it be one of the most important factors in decisions on Cat A/B investments (>£100M), or at Ministerial level policy making?	N
2	Is this task collating and presenting previous work without making further / new recommendations?	N
3	Is this task research - for example, an exploration of new methods, models or tools?	N
4	Will a re-run of the modelling or analysis be required before outputs are presented to a decision maker?	N
5	Will the outputs form a minor part of the work that will be combined by the Dstl Project Team before being used for decision-making?	N
6	Has the approach to the work (how to undertake the work) been fixed by Dstl/MOD?	N
7	Will 100% of the technical assurance of the outputs provided by the Dstl Project Team?	N
8	Is the Dstl Project Team capping the maximum levels of verification and validation to be carried out on outputs?	Y
9	Is this task developing or maintaining a method, model or tool (MMT) which will be used for multiple use cases over a period of time by Dstl Project Teams?	N

10	Can you confirm that there are no known intended uses of the outputs over and above those described here that could result in new risks if the output was incorrect?	Y
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Statement of Requirement (SoR)

Project's document ref	DSTL/DOC132124
Version number	1.0
Date	25/05/2021

1.	Requirement
1.1	Title (including AST/ prefix)
	AST/Support to OBC Submission
1.2	Summary
	This task is to support a [REDACTED]funded and [REDACTED]as lead customer in gathering the appropriate levels of evidence in line with JSP 655: Defence Investment Approvals for a Cat [REDACTED]Project known as[REDACTED]. This project is due to submit its Outline Business Case (OBC) during Q4 FY21/22 and if successful it's Full Business Case (FBC) during Q4 FY22/23.
1.3	Background

[REDACTED].

The programme's vision¹ is to:

[REDACTED].

One of the projects that is in scope for the programme is Project[REDACTED], this project is tasked with delivering the following:

- a. [REDACTED].
- b. Specialist Training Solution.
- c. [REDACTED].

This project has a [REDACTED]year life (due to expire at the end of[REDACTED]) and current budget of circa £[REDACTED], designating it as a Cat [REDACTED]project in line with MODs Approach to Investment Decisions (MAID).

Under the CADMID² Cycle, this project is currently in the Concept Phase, with the Outline Business Case (OBC) due to be submitted for approval during Q4 FY21/22 and the Full Business Case (FBC) during Q4 FY22/23. A Strategic Outline Case (SOC) was agreed not to be needed by[REDACTED].

¹ [REDACTED]

² Concept, Assessment, Demonstration, Manufacture, In-Service and Disposal / Termination from acquisition lifecycles

1.4	Requirement
	<p>To ensure the projects ability to provide the strongest possible evidence to go before the approvals board during the fourth quarter of the 2021/2022 financial year, Dstl require Industry support to undertake the following:</p> <ol style="list-style-type: none"> 1. Develop a Concept of Analysis (CoA) for the Concept Phase Analysis (SOC to OBC), which is to be endorsed by[REDACTED]. The CoA will need to encompass a plan for (but not limited to) the following: <ol style="list-style-type: none"> a. Analysis that underpins the threshold and objective Key User Requirements (KURs). b. Need and Numbers (N&N) analysis to provide evidence that a <i>Do Something</i> Option provides a compelling case for introducing a new capability (Need), and a quantification of the demand for a capability subject to policy and planning constraints (Numbers). c. An exploratory Combined Operational Effectiveness and Investment Appraisal (COEIA) to build upon the N&N assessment, to discard unviable options and identify options worthy of more detailed consideration in the Assessment Phase. d. Determine in partnership with Dstl the appropriate levels of evidence to populate an agree scope of evidence needs from the General and Specific Evidence Tables (GET / SET). e. Comparison of the satisfaction of each option against the KUR. f. Quantified level of residual operational risk for each solution option against Defence policy, at tactical, operational and strategic levels. g. Justification for scale (numbers of systems in the case of equipment) and timelines of investment. h. Results from any technology watching as to feasible solution options. i. An analysis of Value for Money, through an investment Appraisal (IA) or a COEIA. j. Using the COEIA / IA to provide design guidance to maximise performance. k. Appraisal of cross-Defence Line of Development) DLOD) delivery models leading to acquisition solutions (ranging from Military-off-the-Shelf (MOTS) to Commercial-off-the-Shelf (COTS)). 2. Based on the Concept Phase CoA (requirement 1), produce an Operational Analysis Supporting Paper (OASP) for the Concept Phase that meets the needs of the SOC to OBC CoA. 3. Develop a proposed CoA to produce an OASP for the Assessment phase (OBC to FBC) which is to be endorsed by the[REDACTED]. 4. Produce a costed proposal (using the CoA from requirement 2) to support the creation of an OBC to FBC OASP during Q4 FY22/23.
1.5	Options or follow on work

Should the OBC submission be successful, there will be a follow-on requirement for a supporting OASP to be provided for the FBC submission during Q4 FY22/23.

There is also an option for the [REDACTED]project to be elevated from a Cat [REDACTED]a Cat [REDACTED]project. In the event of this occurring, it would be anticipated that this SOR would be extended and expanded to support a Cat [REDACTED]project, with extended delivery milestones.

1.6 Deliverables & Intellectual Property Rights (IPR)							
Ref.	Title	Due by	Format	TRL *	Expected classification (subject to change)	What information is required in the deliverable	IPR DEFCON/ Condition <i>(Commercial to enter later)</i>
D-1	[REDACTED]Concept Phase Concept of Analysis	T0+ 1 Month	Presentation (.pptx) and / or Word Document	n/a	S	Assessment approach to the concept phase. Define scope and boundaries along with the outputs that the supplier will deliver and what outputs / inputs it expects others to contribute to or deliver.	DEFCON 703 shall apply
D-2	[REDACTED]Concept Phase Concept of Analysis (redacted)	T0+1 Month	Presentation (.pptx) and / or Word Document	n/a	OS	As per D-1 except this should be a redacted version at OS with abridged text.	DEFCON 703 shall apply

D-3	[REDACTED]Concept Phase Operational Analysis Supporting Paper	T0+4 Months	Presentation (.pptx) and / or Word Document	n/a	S	As per section 1.4 requirement 2.	DEFCON 703 shall apply
D-4	[REDACTED]Assessment Phase Concept of Analysis	T0+5 Months (no later than 31 st Oct 2021)	Presentation (.pptx) and / or Word Document	n/a	S	Proposed analysis approach to the [REDACTED]Assessment Phase. Define scope and boundaries along with the outputs that the supplier will deliver and what outputs / inputs it expects others to contribute to or deliver.	DEFCON 703 shall apply
D-5	[REDACTED]Assessment Phase Concept of Analysis (redacted)	T0+5 Months (no later than 31 st Oct 2021)	Presentation (.pptx) and / or Word Document	n/a	OS	As per D-4 except this should be a redacted version at OS with abridged text.	DEFCON 703 shall apply

D -6	Supplier Delivery Plan for the [REDACTED]Assessment Phase	T0+5 Months (no later than 31 st Oct 2021)	Presentation (.pptx) and / or Word Document	n/a	OS	An implementation plan based on D-4-/D-5 to illustrate how the supplier would implement supporting MOD and Dstl in gathering evidence to meet the FBC submission.	DEFCON 705 shall apply
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*Technology Readiness Level required, if applicable

1.7	Standard Deliverable Acceptance Criteria
	<p>Deliverable Acceptance Criteria (As per ASTRID Framework T&Cs)</p> <ol style="list-style-type: none"> 1. Acceptance of Contract Deliverables produced under the Framework Agreement shall be by the owning Dstl or wider Government Project Manager, who shall have up to 30 calendar days to review and provide comments to the supplier. 2. Task report Deliverables shall be accepted according to the following criteria except where alternative acceptance criteria are agreed and articulated in specific Task Statements of Work: <ul style="list-style-type: none"> • All Reports included as Deliverables under the Contract e.g. Progress and/or Final Reports etc. must comply with the Defence Research Reports Specification (DRRS) which defines the requirements for the presentation, format and production of scientific and technical reports prepared for MoD. Reports shall be free from spelling and grammatical errors and shall be set out in accordance with the accepted Statement of Work for the Task. • Interim or Progress Reports: The report should detail, document, and summarise the results of work done during the period covered and shall be in sufficient detail to comprehensively explain the results achieved; substantive performance; a description of current substantive performance and any problems encountered and/or which may exist along with proposed corrective action. An explanation of any difference between planned progress and actual progress, why the differences have occurred, and if behind planned progress what corrective steps are planned. • Final Reports: shall describe the entire work performed under the Contract in sufficient detail to explain comprehensively the work undertaken and results achieved including all relevant technical details of any hardware, software, process or system developed there under. The technical detail shall be sufficient to permit independent reproduction of any such process or system. 3. Failure to comply with the above may result in the Authority rejecting the Deliverables and requesting re-work before final acceptance. 4. Acceptance criteria for non-report Deliverables shall be agreed for each Task and articulated in the Statement of Work provided by the Contractor
1.8	Specific Deliverable Acceptance Criteria

	<p>Meets the needs of [REDACTED]Approvals and [REDACTED]for OA and OASP outputs prior to submission into the[REDACTED].</p>
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2.	Quality Control and Assurance
2.1	Quality Control and Quality Assurance processes and standards that must be met by the contractor
	<input checked="" type="checkbox"/> ISO9001 (Quality Management Systems) <input type="checkbox"/> ISO14001 (Environment Management Systems) <input type="checkbox"/> ISO12207 (Systems and software engineering — software life cycle) <input type="checkbox"/> TickITPlus (Integrated approach to software and IT development) <input type="checkbox"/> Other: (Please specify)
2.2	Safety, Environmental, Social, Ethical, Regulatory or Legislative aspects of the requirement
	<p>JSP 655 : Defence Investment Approvals (latest version)</p> <p>HM Treasury Green Book (latest version).</p> <p>Aqua Book (latest version)</p> <p>As this task involves the support of an OBC and if successful an FBC, this could see the project moving into the Demonstration and Manufacture phase. Personnel involved in this task will be exposed to information which if made available to a supplier bidding for Hardware or Services during the procurement phases could be seen as an advantage. Suppliers wishing to undertake the work detailed in this SOR; must provide evidence of a robust compliance regime to prevent conflicts of interest. We require how the supplier(s) compliance regime will operate as part of the written response to this task.</p>

3.	Security	
3.1	Highest security classification	
	Of the work	[REDACTED] (customer engagement) [REDACTED] (desk-based analysis)
	Of the Deliverables/ Output	[REDACTED]
	Where the work requires more than occasional access to Dstl premises (e.g. for meetings), SC Clearance will be required.	
3.2	Security Aspects Letter (SAL) – Note the ASTRID framework has an overarching SAL for quotation stage (up to OS)	
	Yes If yes, please see SAL reference- 1000164835	
3.3	Cyber Risk Level	
	Moderate	
3.4	Cyber Risk Assessment (RA) Reference	
	[REDACTED] If stated, this must be completed by the contractor before a contract can be awarded. In accordance with the Supplier Cyber Protection Risk Assessment (RA) Workflow please complete the Cyber Risk Assessment available at https://suppliercyberprotection.service.xgov.uk/	

4. Government Furnished Assets (GFA)					
GFA to be Issued - Yes.					
GFA No.	Unique Identifier/ Serial No	Description: <i>Classification, type of GFA (GFE for equipment for example), previous MOD Contracts and link to deliverables</i>	Available Date	Issued by	Return or Disposal <i>Please specify which</i>
STEEL GFA-1	[REDACTED]	[REDACTED]	At T0+0 Days (Task Start-up Meeting)	PM/ PTA	Disposal
STEEL GFA-2	[REDACTED]	[REDACTED]	At T0+0 Days (Task Start-up Meeting)	PM/ PTA	Disposal
STEEL GFA-3	-	[REDACTED]and supporting Dstl Material	At T0+14 Days	PM/ PTA	Disposal
STEEL GFA-4	-	JSP 655: Defence Investment Approvals	At T0+0 Days (Task Start-up Meeting)	PM/ PTA	Disposal
<p>If GFA is to be returned: It must be removed from supplier systems and returned to the Dstl Project Manager within 2 weeks of the final Task deliverable being accepted. (Any required encryption or measures can be found in the Security Aspects Letter associated with the Task).</p> <p>If GFA is to be destroyed: It must be removed from supplier systems and destroyed. An email confirming destruction should be sent to the Dstl Project manager within 2 weeks of the final Task deliverable being accepted</p>					

5.	Proposal Evaluation
5.1	Technical Evaluation Criteria
	<p>Proposal Criteria</p> <p>As per ASTRID evaluation criteria, noting that the Customer will be looking for:</p> <ul style="list-style-type: none"> • Approach, methodology and evidence of relevant past work as detailed in supplier’ proposal and presentation. • Relevant expertise and experience of key team members. • Ability to immediately start work with full team members resources with the required skills, knowledge, and experience needed to complete the work including roles. • Ability to concisely frame and articulate the problems we want to solve. • Evidence of successful working in blended teams with clients and other suppliers. • Demonstration of depth of understanding of our requirements. • Value for money. • Ideally a mix of suppliers rather than a single defence prime to encourage diversity of thought/skills. <p>Cultural fit criteria</p> <ul style="list-style-type: none"> • Work as a “one team” with our organisation and other suppliers. • Share knowledge and experience with other team members. • Transparent and collaborative when making decisions.
5.2	Commercial Evaluation Criteria
	As per ASTRID Framework T&Cs.