

## Statement of Requirement (SoR)

---

**REDACTED**

Reference Number	<b>REDACTED</b>
Version Number	<b>REDACTED</b>
Date	10/05/2022

<b>1.</b>	<b>Requirement</b>
<b>1.1</b>	<b>Title</b>
	C1 Driver Training Services
<b>1.2</b>	<b>Summary</b>
	There is a requirement to training up to 20 people to drive a C1 Category Vehicles over the next 18 to 24 months and there will be an enduring requirement to train approx. 1-6 people per year as staff leave and join the organisation.
<b>1.3</b>	<b>Background</b>
	The organisation has recently taken delivery of new vehicles Mercedes Sprinter Vans that fall into the C1 Licence Category. Those that need training will generally be experienced B Category Licence holders and will be at varying levels of driving experience. They are required to drive these vans in their part-time voluntary role and this is not a full-time requirement of their employment.
<b>1.4</b>	<b>Requirement</b>
	The service provider will be expected to manage and coordinate the end-to-end driver C1 driver training process from assisting with provisional licence applications through to final practical testing and re-training / testing as required.

	<ol style="list-style-type: none"> <li>1. The service provider shall have sufficient capacity to train and test up to 20 x C1 Category Drivers over the next 12 - 18 months. However, it is acknowledged that the availability of driving tests is not within the training provider's control.</li> <li>2. The service provider shall have a customer facing single point of contact who will manage and coordinate the individuals training experience throughout the process.</li> <li>3. The service provider shall help and support trainee drivers with the following: <ol style="list-style-type: none"> <li>a) Licence applications.</li> <li>b) Booking medicals.</li> <li>c) C1 theory test preparation and booking.</li> <li>d) Coordination and delivery of C1 driver training to suit individual needs and availability.</li> <li>e) Coordination and booking of C1 driving tests.</li> <li>f) If required, retraining and booking of subsequent tests.</li> <li>g) Post-test administration.</li> </ol> </li> <li>4. The service provider shall provide a training progress on request that confirms numbers trained, projected numbers trained and at what stage individuals are at within the process.</li> <li>5. The service provider shall be Cyber Essential certified.</li> <li>6. As part of the bidding process, service providers should provide relevant policies e.g. Health &amp; Safety, Data Protection / GDPR and proof of relevant training industry accreditations.</li> <li>7. The service providers training site should be within a 10-mile radius of postcode SP4 0JQ.</li> <li>8. The service provider should have Mercedes Sprinter training vans or similar.</li> <li>9. The service provider should provide flexible payment options that reduces the frequency and in-direct costs associated with processing invoices.</li> </ol>
1.5	Options or follow on work
	<div>REDACTED</div>



<b>1.7</b>	<b>Deliverable Acceptance Criteria</b>
	The providers should seek to address all of the requirements listed and if possible offer a solution(s) or alternatives where requirements cannot be met.

<b>2.</b>	<b>Quality Control and Assurance</b>
<b>2.1</b>	<b>Quality Control and Quality Assurance processes and standards that must be met by the contractor</b>
	<b>REDACTED</b>
<b>2.2</b>	<b>Safety, Environmental, Social, Ethical, Regulatory or Legislative aspects of the requirement</b>
	<b>REDACTED</b>

3.	Security		
3.1	Highest security classification		
	Of the work		REDACTED
	Of the Deliverables/ Output		
3.2	Security Aspects Letter (SAL)		
	REDACTED		

	REDACTED
3.3	Cyber Risk Level
	REDACTED
3.4	Cyber Risk Assessment (RA) Reference
	REDACTED

4.	Government Furnished Assets (GFA)				
GFA to be Issued -		REDACTED			
GFA No.	Unique Identifier/ Serial No	Description:	Available Date	Issued by	Return or Disposal Date
GFA-1	01	REDACTED			

5.	Proposal Evaluation criteria
5.1	Technical Evaluation Criteria

REDACTED

REDACTED

5.2 Commercial Evaluation Criteria

REDACTED

6.	Defcons
Defcon:	Covering:
76	<i>Contractors are required to work at MOD premises</i>

<b>539</b>	<i>Transparency</i>
<b>703</b>	<i>Intellectual Property Rights - Vesting In The Authority</i>
<b>532B</b>	<i>Protection of Personal Data</i>
<b>532</b>	Personal Data Particulars