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| **Statement of Requirement (SOR)** |
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| **Contact & Project Information:** |
| **Project Manager** | Name | [Redacted under FOIA Section 40 – Personal information]  |
| Email | [Redacted under FOIA Section 40 – Personal information] |
| Telephone number | [Redacted under FOIA Section 40 – Personal information] |
| Site | [Redacted under FOIA Section 40 – Personal information] |
| **Technical Partner(s)** |  | To be confirmed on a workshop by workshop basis |
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| **iCas project number** |  |
| **Owning division** | Exploration Div | Delivering division | Exploration Div |
| Programme | Defence Science & Technology Futures (DSTF) |
| Indicative task budget(s) £k | Core / initial work: | [Redacted under FOIA Section 43 – Commercial Interest] | Options / follow on work: | [Redacted under FOIA Section 43 – Commercial Interest] |
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| Innovation risk appetite: | Choose an item. | Confirmed on a workshop by workshop basis |
| (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’.) |
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Statement of Requirement (SoR)

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| **Project’s document ref** |  |
| **Version number** | **v2** |
| **Date** | **13/08/21** |

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| **1.** | **Requirement** |
| **1.1** | **Title (including AST/ prefix)** |
|  | Innovation Call |
| **1.2** | **Summary** |
|  | To take 'open’ futures concepts and refine those via a facilitated workshop. Initially for 2 workshops with the option for a further 8.  |
| **1.3** | **Background** |
|  | Defence Science & Technology Futures (DSTF) programme has been created to ensure Defence is better prepared for the future through revitalised investment in activity to **Identify** potential, **Incubate** and rapidly test hypotheses and **Promote** emerging insights of (beyond) generation after next science and technology. This SOR is primarily focused on the use of facilitated workshops. We are purposefully not tightly defining Futures in order to preserve necessary breadth – but highlight an interest in subjects that are “unknown or uncertain to Defence”. Similarly, the use of the word Technology should not be taken as binary, with such uses instead intended to cover the full breadth of science and technology, with aligned e.g. sociotechnical (and other) context additional key considerations. This SOR covers Dstl’s requirement for external support to assist MOD in delivering the anticipated S&T research in the (DSTF) programme initially until March 2025. |

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| **1.4** | **Requirement** |
|  | DSTF will, by design, cover a broad and diverse span of interests across science and technology. The use of facilitated workshops is envisaged to aid in the development of ideas of research, increasing diversity of thought and developing understanding. Aims of the workshops:To develop and deliver a survey or set of surveys to discover best practice across key challenge statements or areas of interest.To deliver round table workshop/s with key stakeholders/subject matter experts to validate, explore and expand on survey findingsTo deliver a unified set of findings from surveys and round table discussions as an input to future strategies for Dstl.There will be a trial of two workshops to be completed by end of 2021, with a further eight workshops as an option valid until 2023. |
| **1.5** | **Options or follow on work**  |
|  | 1. Option to extend up to a maximum of eight additional workshops until 2023.
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| **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** |
| 1 | Workshop Format and Description (pre workshop) Report  | T0+2 weeks | Word Document (.docx)/Presentation (.pptx) | n/a | [Redacted under FOIA Section 26 – Defence] | Briefing on plan for workshop. | 705 |
| 2 | Workshop technical report | W0+1 month | Word Document (.docx)/Presentation (.pptx) | n/a | [Redacted under FOIA Section 26 – Defence] | This will include Technical progress findings, topic areas of interest and recommendations for further work | 705 |

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| **1.7** | **Standard Deliverable Acceptance Criteria** |
|  | **Deliverable Acceptance Criteria (**As per ASTRID Framework T&Cs)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:
* 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.
1. Failure to comply with the above may result in the Authority rejecting the Deliverables and requesting re-work before final acceptance.
2. Acceptance criteria for non-report Deliverables shall be agreed for each Task and articulated in the Statement of Work provided by the Contractor
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| **1.8** | **Specific Deliverable Acceptance Criteria** |
|  |  To be defined at an individual workshop level |

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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** |
|  | [x]  **ISO9001**  (Quality Management Systems)[ ]  **ISO14001** (Environment Management Systems)[ ]  **ISO12207** (Systems and software engineering — software life cycle)[ ]  **TickITPlus**  (Integrated approach to software and IT development)[x]  **Other:**  (Please specify) Any additional QC/Assurance standards to be defined on an individual study level |
| **2.2**  | **Safety, Environmental, Social, Ethical, Regulatory or Legislative aspects of the requirement** |
|  | The nature of most of the analysis supporting projects is expected to be office based, and therefore Dstl standard corporate risk assessments will apply to staff embedded in the team, for office work, travel in the UK and potentially travelling abroad. Staff are also to adhere to any controls in place when visiting other MOD sites. However, the project may include deployment to observe at live exercises and trials, and then the procedures for running these activities are to be applied. If Dstl is running the trial, a Trials Manager will be in place to ensure all the appropriate paperwork and procedures are in place to protect anyone involved. Risk assessments are to be read, understood and signed by all participants.All appropriate legislation must also be adhered to, when gathering data at exercises and trials. This may include, but is not limited to:* Ethical considerations of data collection and MODREC;
* General Data Protection Regulation, (EU) 2016/679, effective from May 2018;
* Data Protection Act 2018
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| **3.** | **Security** |
| **3.1** | **Highest security classification** |
|  | **Of the work** | [Redacted under FOIA Section 26 – Defence] |
| **Of the Deliverables/ Output** | [Redacted under FOIA Section 26 – Defence] |
| **3.2** | **Security Aspects Letter (SAL) – Note the ASTRID framework has an overarching SAL for quotation stage (up to OS)** |
|  | To be completed at an individual workshop level |
| **3.3** | **Cyber Risk Level** |
|  | To be completed at an individual workshop level |
| **3.4** | **Cyber Risk Assessment (RA) Reference**  |
|  | To be completed at an individual workshop level  |

| **4.** | **Government Furnished Assets (GFA)** |
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| To be completed at an individual workshop level |
| **GFA No.** | **Unique Identifier/ Serial No** | **Description:***Classification, type of GFA (GFE for equipment for example), previous MOD Contracts and link to deliverables* | **Available Date** | **Issued by** | **Return Date or Disposal Date (T0+)***Please specify which* |
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| **5.**  | **Proposal Evaluation criteria** |
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| **5.1** | **Technical Evaluation Criteria** |
|  | To be defined at an individual workshop level |
| **5.2** | **Commercial Evaluation Criteria**  |
|  | As per ASTRID Framework T&Cs.  |