

# Statement of Requirement (SoR)

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## Purpose

*This document is for new Extra-Mural (EMR) Contracts. Use the [Request for Contract Action \(RCA\) Guidance for EMR](#) page on WikiD when filling out this SoR and a supporting RCA. Please seek assistance if desired from [Commercial](#) or your Divisional Procurement Representative.*

*This document is supplier facing and the RCA is an internal document. Please delete non-essential grey text before issuing externally/ to suppliers.*

<b>Reference Number</b>	TBC (Creative Hub)
<b>Version Number</b>	0.3
<b>Date</b>	04/08/2022

<b>1.</b>	<b>Requirement</b>
<b>1.1</b>	<b>Title</b>
	Creative Work Hub
<b>1.2</b>	<b>Summary</b>
	A limit of liability contract for Creative work for Dstl Exploration Division.
<b>1.3</b>	<b>Background</b>

	<p>Dstl's DSTF (Defence Science and Technology Futures) Programme role is to anticipate the future, by finding high impact, high uncertainty science, technology and concepts that are unknown to Defence, the interesting and surprising things about the future no one is looking at. We then need to present our findings in a way to support our senior Defence decision makers in understanding these game changers and help them think through the consequences, and what actions can be taken now to respond to those surprises.</p> <p>To do this the programme requires an extensive amount of creative work to be completed to meet their outcomes. Our internal Creative Hub do not have capacity to meet demand, therefore we are seeking external suppliers with the necessary expertise, ability and experience to provide timely solutions to the additionally identified requirements.</p>
<b>1.4</b>	<b>Requirement</b>

We are seeking to set up a Creative Hub contract for one year containing 3 themed areas with a set limit of liability against each, totalling an overall LoL of £500k.

Requirements will be called off under these areas, as and when they are needed, within the spend limits set. Suppliers can bid to manage 1 or multiple areas depending on their capacity and ability to deliver the specific requirements of each.

We need to be able to access some services within time periods as short as 3 weeks.

Where possible, requirements will be planned in advance, for example quarterly newsletters.

We are looking for experienced creatives who can make high quality content in line with our branding guidelines.

Some examples of creative work we want;

- Interactive PDFs
- Short videos
- Podcasts
- Short 'advertising/trailer' style videos
- Posters
- Newsletters
- Cartoons
- Booklets
- Short stories

We have split our requirements out under the following areas:

#### **Audio/Visual**

Videos, movies, animations, podcasts. £350k LoL

#### **Publications**

Artwork, newsletters, dashboards, reports. £100k LoL

#### **Creative Writing**

Short stories, creative interpretations of specific subject matters. £50k LoL.

	We anticipate the majority of the work will be Redacted - FOIA Exemption 24 - National Security
1.5	<b>Options or follow on work</b> <i>(if none, write 'Not applicable')</i>
	Option to renew the overall Creative Hub for a following year.

1.6	Initially Identified 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
D – 1	<b>(Publications)</b> DSTF Quarterly Newsletters	T0+3 Months	Interactive .pdf	n/a	Redacted - FOIA Exemption 24 - National Security	Newsletters to be produced in style of previous ones provided to Dstl. <ul style="list-style-type: none"> <li>To share the futures technical work of the programme and across Dstl with our stakeholders.</li> </ul>	DEFCON 703 (ownership vests in the Authority)
D - 2	<b>(Publications)</b> DSTF Dashboard/ Slide deck - (interactive .pdf style)	T0+3 Months	Interactive .pdf? (TBC)	n/a	Redacted - FOIA Exemption 24 - National Security	First draft has been produced in a PowerPoint slide deck internally, however there will be a requirement for this to be populated from the Dashboard and produced at least quarterly (in time for QPRs).	DEFCON 703 (ownership vests in the Authority)
D - 3	<b>(Audio/Visual)</b> DSTF Programme Video (2-4 minute) - and potentially similar for other programme videos in Exploration Division	T0+1 month	Video (2-4 minute)	n/a	Redacted - FOIA Exemption 24 - National Security	The requirement is for four x 2-4 minute animated videos to be displayed on a laptop, TV or smartphone. <ul style="list-style-type: none"> <li>The purpose of each video will be to provide stakeholders with additional information about each programme and promote their work; providing examples of the work they can do/have done.</li> <li>Linked to, and as extensions of the overall division video, the aim of these videos is to grab attention in a way that PowerPoint does not.</li> </ul>	DEFCON 703 (ownership vests in the Authority)

						<ul style="list-style-type: none"> <li>To be shared internally and externally with xGov stakeholders, academia and industry.</li> </ul>	
D - 4	<b>(Audio/Visual)</b> Other Programme videos e.g. Insights paper highlights; Cases for Change; Stories from tomorrow videos x2	T0+1 month	Video - Talking heads and motion graphics	n/a	Redacted - FOIA Exemption 24 - National Security	The requirement is for various x 2-4 minute animated videos to be displayed on a laptop, TV or smartphone. To be shared internally and xGov stakeholders.	DEFCON 703 (ownership vests in the Authority)
D - 5	<b>(Publications)</b> Other ad hoc material such as posters, cartoons, booklets etc (as required)	T0+1 month	various	n/a	Redacted - FOIA Exemption 24 - National Security	The requirement is for various material to be produced so it can be available as a download/displayed on a laptop, TV or smartphone and can be printed for in-person conferences/events as required.  To be shared internally and externally with xGov stakeholders, academia and industry.	DEFCON 703 (ownership vests in the Authority)
D - 6	(Creative Writing) Short, micro and choose your own adventure stories	T0+1 month	various	n/a	Redacted - FOIA Exemption 24 - National Security	The requirement is stories to be written around the science, technology or concepts delivered by the programme. They can be any length and interactive.	DEFCON 703 (ownership vests in the Authority)

**\*Technology Readiness Level required**

*Notes- IPR should be inserted / checked by commercial staff before sharing with the supplier(s) to ensure accuracy.*

<b>1.7</b>	<b>Standard Deliverable Acceptance Criteria</b>
	As per CCS Communications Marketplace T&Cs.
<b>1.8</b>	<b>Specific Deliverable Acceptance Criteria</b>
	The specific deliverable acceptance criteria for each deliverable will be developed and available at the time of commissioning.

<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>
	<input type="checkbox"/> <b>ISO9001</b> (Quality Management Systems) <input type="checkbox"/> <b>ISO14001</b> (Environment Management Systems) <input type="checkbox"/> <b>ISO12207</b> (Systems and software engineering — software life cycle) <input type="checkbox"/> <b>TickITPlus</b> (Integrated approach to software and IT development) <input type="checkbox"/> <b>Other:</b> (Please specify below)
<b>2.2</b>	<b>Safety, Environmental, Social, Ethical, Regulatory or Legislative aspects of the requirement</b>
	N/A

<b>3.</b>	<b>Security</b>	
<b>3.1</b>	<b>Highest security classification</b>	
	<b>Of the work</b>	Redacted - FOIA Exemption 24 - National Security
	<b>Of the Deliverables/ Output</b>	Redacted - FOIA Exemption 24 - National Security
<b>3.2</b>	<b>Security Aspects Letter (SAL)</b>	
	Redacted - FOIA Exemption 24 - National Security	
<b>3.3</b>	<b>Cyber Risk Level</b>	
	Redacted - FOIA Exemption 26 - Defence	
<b>3.4</b>	<b>Cyber Risk Assessment (RA) Reference</b>	
	<p>Redacted - FOIA Exemption 26 - Defence</p> <p>If stated, this must be completed by the contractor before a contract can be awarded. In accordance with the <a href="#">Supplier Cyber Protection Risk Assessment (RA) Workflow</a> please complete the Cyber Risk Assessment available at <a href="https://www.gov.uk/guidance/supplier-cyber-protection-service">https://www.gov.uk/guidance/supplier-cyber-protection-service</a></p>	

4.		Government Furnished Assets (GFA)			
GFA to be Issued -     Choose an item.					
If ‘yes’ – add details below. If ‘supplier to specify’ or ‘no,’ delete all cells below.					
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 Date or Disposal Date (T0+)  <i>Please specify which</i>



GFA-1		DSTL branding guidelines	Contract award		Contract completion

<b>5.</b>	<b>Proposal Evaluation criteria</b>
<b>5.1</b>	<b>Technical Evaluation Criteria</b>
	<i>Commercial Assistance needed here before or after a requisition is raised. Framework evaluation criteria as per T&amp;C's may apply.</i>
<b>5.2</b>	<b>Commercial Evaluation Criteria</b>
	<i>Commercial Assistance needed here before or after a requisition is raised. Framework evaluation criteria as per T&amp;C's may apply.</i>