Statement of Requirement (SOR)

Contact & Project Information:

Project Manager	Name	[REDACTED]
	Email	[REDACTED]
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	Site	PDW
Technical Partner(s)		[REDACTED]
iCas project number	711880 0001	

Owning division	PLS	**Delivering division**	PLS

Programme	Land Systems Programme

Indicative task budget(s) £k	Core / initial work:	**£6M**	Options / follow on work:	**£6M**

Innovation risk appetite:	**Choose an item.** Confirmed on a study by study 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'.)	
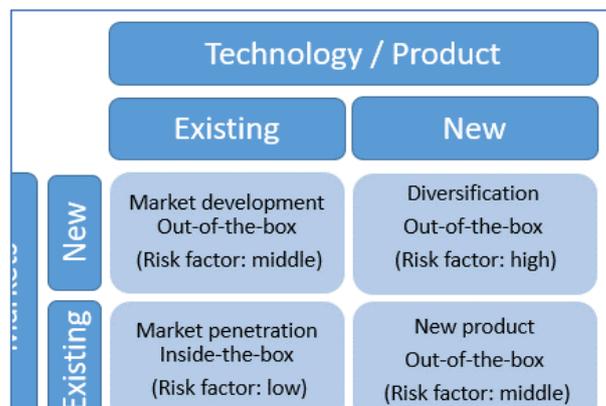
Statement of Requirement (SoR)

Project's document ref	
Version number	0.4
Date	20/05/2021

1.	Requirement
1.1	**Title (including AST/ prefix)**
	AST/Land_OA_HUB
1.2	**Summary**
	Dstl's Land Analysis capability provides the Front Line Command (FLC) customer community – primarily Army HQ – with the evidence, insights and advice needed to support decision making as part of land environment military capability management. To deliver the analytical capability required to do this, there is a need for external suppliers to undertake a range of studies. This requirement will be delivered through a number of Land Operational Analysis and Decision Support studies that will vary considerably in size, complexity, scope and speed of response, across a number of technical areas.
1.3	**Background**
	Dstl conducts Land Analysis on behalf of Army HQ. Some of this is commissioned via the Chief Scientific Advisor's (CSA's) research programme, whilst the majority is commissioned directly by Army HQ. This then flows through Dstl, primarily through the Land Systems Programme, but also through other programmes. The volume of work that is being requested can only be delivered in partnership with Industry. This support is to be delivered in an integrated manner (including working at Authority sites if required) with and alongside the Authority in order to deliver the activities and studies required. This SOR covers Dstl's requirement for external support to assist MOD in delivering the anticipated S&T research in the Land environment initially until March 2025.

1.4	Requirement

<u>Overarching Need</u>

Suppliers, able to provide either integrated analytical support across studies, or specialist analysis capability on individual activities, are required to support the development and delivery of Land analysis and research capability to its customers. This support is required across the full scope of the capability [REDACTED], and is to be delivered in an integrated manner (including working at Authority sites), with and alongside the Authority.

To accommodate the Army HQ's changing priorities and objectives, there is a requirement to start, stop or modify studies in a responsive manner Studies will be guided by regular meetings at which supplier attendance is required, and oversight of progress will be maintained by the Land Analysis Hub PM and technical lead.

The following high level requirements have been identified:

- Deliver analysis studies, coordinating capabilities from across the hub suppliers to do so as required;

- Support the development of analytical and / or domain expertise as required (through mentoring, shadowing, skill transfer etc.);

- Provide and co-ordinate Technical Assurance of work as required;

- Provide regular progress and financial reports to the relevant PM;

- Identify, agree and monitor appropriate milestones in each activity / task with the relevant PM.

<u>Required Activities / Tasks</u>

Following the above approach, the hub will be required to define, agree, conduct and deliver areas of work (underlined) studies (bulleted) as illustrated by the list below. The list is comprehensive but not exhaustive, and does not preclude different or innovative approaches that may be offered. In particular, the adoption of collaborative approaches to delivery is strongly encouraged, with the aim of using studies to contribute to capability development both in hub suppliers and in Dstl.

Study Design:

Problem structuring and definition;

Literature reviews and industry surveys;

Requirement formulation and development of study approaches

Conduct Analysis using a range of analytical techniques including:

Balance of Investment;

Benefits Analysis

Whole Life Costing

Cost Benefit, Optimisation

Multi-Criteria Decision Analysis (MCDA);

Pan Defence Lines of Development (DLOD) capability analysis;

Simulation modelling;

Historical Analysis;

Horizon scanning & Technology Watch;

Concept development & Assessment;

Support to Business cases (e.g. CoAs, OASPs);

Statistics; Data Science and Analytics;

Data Visualisation;

Workshop design. Facilitation and Scribing.

Provision of Land Domain Subject Matter Experts:

Divisional/Brigade/Platoon level warfighting;

Dismounted Close Combat;

Mounted Close Combat;

Army Aviation;

Unmanned Systems;

Direct and Indirect Fire Systems;

GBAD;

Military Engineering.

Simulated and Manual wargames:

Design, Facilitation and Analysis;

Provision of Blue and Red players;

Use, assessment and development of commercial of the shelf, Dstl and bespoke models

and tools.

Live and Virtual experimentation:

Design; Management, Data Collection and Analysis

On completion of studies, deliverables will be required to be submitted to the Authority. These are anticipated (not exhaustive) to take the form of Customer or technical reports, memos, presentations / briefings or software models as required and defined at study commencement. Direct Customer engagement, with or without Authority staff, will be required routinely at SO1 – OF-5 level, occasionally at 2* level, and exceptionally up to 4* (e.g. Chief of the Ground Staff).

We would expect staff providing support to studies (of which there may be 5 to 10 running concurrently) to have a proven track-record in applying a range of analytical techniques within the Land domain, and to have the appropriate clearances. We anticipate the majority of studies will require clearance no higher than SC, however some may involve higher or caveats and this will be made clear to the Prime when the initial study request is submitted.

Equally, given the anticipated direct interaction with high-level customers, we would expect the Prime in those instances to ensure someone of appropriate authority and standing is available to provide "top level cover" to any junior or less experienced staff in those meetings and briefings.

| 1.5 | **Options or follow on work** |

	1) Option to extend for one year 2025-2026
	2) Option to extend for one year 2026-2027
	3) Option to increase the limit of liability by a maximum of £12m
	Important note regarding option 3:
	It is anticipated that the limit of liability option can be used/issued in smaller values throughout the life of the task.

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**
Progress Report	Monthly: Progress reports on the health of the overarching hub. Individual studies will agree own reporting mechanism and timelines.	T0+1 months	Word Document (.docx)	n/a	OFFICIAL	Report to include but not limited to: • Progress report against project schedule. • Review of risk management plan. • Commercial aspects. • Review of deliverables. • GFA and supplier performance	Each individual study will set their own DEFCON levels

***Technology Readiness Level required**

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. 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**
	To be defined at an individual study level.

2.	Quality Control and Assurance
2.1	**Quality Control and Quality Assurance processes and standards that must be met by the contractor**
	☒ **ISO9001** (Quality Management Systems) ☐ **ISO14001** (Environment Management Systems) ☐ **ISO12207** (Systems and software engineering — software life cycle) ☐ **TickITPlus** (Integrated approach to software and IT development) ☒ **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.

3.	Security	
3.1	**Highest security classification**	
	Of the work	SECRET UK EYES ONLY (Study Dependent)
	Of the Deliverables/ Output	SECRET UK EYES ONLY (Study Dependent)
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 study level	
3.3	**Cyber Risk Level**	
	Moderate	
3.4	**Cyber Risk Assessment (RA) Reference**	
	522275827	

4.	Government Furnished Assets (GFA)					
To be completed at an individual study 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*	

5.	Proposal Evaluation criteria
5.1	Technical Evaluation Criteria
	To be defined at an individual study level
5.2	Commercial Evaluation Criteria
	As per ASTRID Framework T&Cs.