

Statement of Requirement (SoR)

For: Business consultancy Corporate Procurement

Reference Number	Childcare Voucher provision
Version Number	0.1
Date	08/06/2021

1.	Requirement
1.1	Title
	Provision of Childcare Voucher Contract
1.2	Summary
	<p>For the supplier to deliver a complete package that delivers both salary sacrifice and free pre-school vouchers which can be accessed by the employee through a single portal.</p> <p>Our current contract is due to expire on the REDACTED and we need to secure a new contract.</p>
1.3	Background
	<p>Dstl run a Childcare Voucher Scheme that provides both Salary Sacrifice Vouchers and free Pre-School Vouchers.</p> <p>Dstl has approximately 600 employees on the Dstl Childcare Voucher scheme and around 130 of these claim the free pre-school vouchers.</p>
1.4	Requirement
	<p>For the supplier to deliver a complete package that delivers both salary sacrifice and free pre-school vouchers which can be accessed by the employee through a single portal.</p> <p>We require a portal that will allow a parent to:</p>

	<ul style="list-style-type: none"> • Submit minimal personal details as required to enable registration of a child(ren) and their childcare provider. • Split their claim between salary sacrifice and pre-school vouchers but credited to their childcare account as a total amount. • The ability for parents who both have an account with the same provider to create a family account so that funds can be pooled. • The ability for Dstl to approve or reject a request for a parent to change their claim amount. • The ability for Dstl to review a parents' claim amount and adjust where necessary. • The ability to remove a parent from the account should they no longer require access or leave the organisation. • To provide regular Management Information reports (i.e 6 monthly) or the facility to run them via the portal. • Dstl to receive an invoice every month detailing the split between salary sacrifice and pre-school voucher amounts. • To accept payment via BACS each month
1.5	Options or follow on work
	Not applicable.

1.6 Deliverables & Intellectual Property Rights (IPR)						
Ref.	Title	Due by	Format	Expected classification (subject to change)	What information is required in the deliverable	IPR DEFCON/ Condition
1	New contract	T0+9 Months (31/03/22)	Word doc.	O	Provision of 3 year contract with two further options of two 12 month extension periods. (see requirement 1.4)	DEFCON 705 shall apply

1.7	Deliverable Acceptance Criteria
	Annual review of service provision. Timely provision of pre-school and childcare vouchers to parents when requested each month.

2.	Quality Control and Assurance
2.1	Quality Control and Quality Assurance processes and standards that must be met by the contractor
	<input 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 checked="" type="checkbox"/> Other: (Please specify below) Details held for existing contract.
2.2	Safety, Environmental, Social, Ethical, Regulatory or Legislative aspects of the requirement
	N/A

3.	Security				
3.1	Highest security classification				
	<table border="1"> <tr> <td>Of the work</td> <td>REDACTED</td> </tr> <tr> <td>Of the Deliverables/ Output</td> <td>REDACTED</td> </tr> </table>	Of the work	REDACTED	Of the Deliverables/ Output	REDACTED
Of the work	REDACTED				
Of the Deliverables/ Output	REDACTED				
3.2	Security Aspects Letter (SAL)				
	Not applicable				

3.3	Cyber Risk Level
	REDACTED
3.4	Cyber Risk Assessment (RA) Reference
	<p>REDACTED</p> <p>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/</p>

4.	Government Furnished Assets (GFA)
	GFA to be Issued - No

5.	Proposal Evaluation criteria
5.1	Technical Evaluation Criteria
	<ul style="list-style-type: none"> • Do they have a secure system with individual login for security? If so please provide details 25% • In your response please provide details of your GDPR compliance policies that you have in place? 20% • Can you provide administration for both the pre-school vouchers and salary sacrifice elements? If so please provide details 25% • Please demonstrate in your response if you are able to produce accurate data and reports when requested? Please provide an example 20% • Within your organisation how do you address social values 10%
5.2	Commercial Evaluation Criteria
	Cost – Please provide a costed breakdown of charges for 470 employees on the Dstl Childcare Voucher scheme and 130 free pre-school vouchers. This will be evaluated.

	Also include your rate card with breakdown of what these charges relate to ex vat.
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6.	Defcons
Defcon:	Covering:
705	<i>Intellectual Property Rights - Research And Technology</i>
532B	<i>Protection of Personal Data DEFCON 532B (Where Personal Data is being processed on behalf of the Authority)</i>
539	<i>Transparency</i>
658	<i>This condition should always be accompanied by a note stating the Cyber Risk Profile for the contract is in accordance with the Guidance</i>
76	<i>Contractor's Personnel at Government Establishments</i>