Statement of Requirement (SoR)

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.

Reference Number	RQ0000017166
Version Number	**2.1**
Date	**31/08/2022**

1.	Requirement
1.1	**Title**
	PHONATE Phase 3: Interface Enhancements
1.2	**Summary**
	Oxford Wave Research (OWR) have developed **(Redacted under FOIA Section 26 – Defences)** software for us previously and we require them to further enhance the software to meet our users' requirements.
1.3	**Background**
	OWR were contracted by Dstl through an R-Cloud contract in 2020 to produce **(Redacted under FOIA Section 26 – Defence)** We now need OWR to provide some user-enhancements to the software, following trials and User-feedback.
1.4	**Requirement**

OWR are required to provide some software enhancements which have been agreed by the users to improve usability of the software.

Requested changes:

- **Redacted under FOIA Section 26 – Defence**
- **Redacted under FOIA Section 26 – Defence**
- Simplification of the results page.
- The ability to easily move data from and to the handset from the base station / laptop.
- The ability to visually confirm on the handset when each target set was last updated on the handset
- Create a number of meta data fields for enrolments.
- Simplify User interface

1.5	**Options or follow on work** *(if none, write 'Not applicable')*
	Not applicable

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 *(Commercial to enter later)*
D – 1: Delivery	Delivery of software update	*T0+48 days*	Presentation (.pptx)	n/a	Redacted under FOIA Section 43 – Commercial Interest	Presentation pack to include but not limited to: • Software enhancements • Comprehensive guide	*DEFCON 705 shall apply*
D - 2							
D - 3							

***Technology Readiness Level required**

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

1.7	Standard Deliverable Acceptance Criteria
	This could be 'as per Framework T&C's' once an appropriate framework is later confirmed (links to section 13 of RCA). Consider the timeframe for our review of deliverable(s) (acceptance/rejection). As per Framework T&C's and meets relevant quality assurance and timeframe requirements.
1.8	Specific Deliverable Acceptance Criteria
	Deliverable provides the required software interface improvements detailed in Section 1.4.

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 below)
2.2	Safety, Environmental, Social, Ethical, Regulatory or Legislative aspects of the requirement
	N/A

3.	Security	
3.1	**Highest security classification**	
	Of the work	Redacted under FOIA Section 43 – Commercial Interest
	Of the Deliverables/ Output	Redacted under FOIA Section 43 – Commercial Interest
3.2	**Security Aspects Letter (SAL)**	
	Not applicable If yes, please see SAL reference- *Enter iCAS requisition number once obtained*	
3.3	**Cyber Risk Level**	
	Choose an item.	
3.4	**Cyber Risk Assessment (RA) Reference**	
	Click or tap here to enter text.Redacted under FOIA Section 43 – Commercial Interest 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://www.gov.uk/guidance/supplier-cyber-protection-service	

4.	Government Furnished Assets (GFA)
GFA to be Issued - No *If 'yes' – add details below. If 'supplier to specify' or 'no,' delete all cells below.*	

5.	Proposal Evaluation criteria

5.1	Technical Evaluation Criteria
	The technical team shall assess how well the proposal demonstrates the ability to meet the Statement of Requirement, and task objectives. Technical proposal should thoroughly show how the supplier intends on meeting the criteria, including timeframes and milestones.

5.2	Commercial Evaluation Criteria

Serial	Question	Marking
1	Has the Tenderer completed and submitted Personal Particulars Research Workers Forms for individuals without SC clearance and above	Pass/Fail
2	Has the Tenderer provided a full cost breakdown	Pass/Fail
3	Has the Tenderer completed and submitted his milestone payment plan including values	Pass / Fail
4	Please provide full details of the points of contacts for commercial, project management & technical, for the proposed contract duration.	Pass/fail
5	The Tenderer must confirm that they have Cyber Essentials (https://www.cyberessentials.ncsc.gov.uk/).	Pass/Fail
6	Compliance with the required quotation validity period of 30 days from tender due date.	Pass/fail