

**Statement of Requirement for
the provision of Substance Misuse
testing – Drugs and Alcohol
for the Ministry of Defence Police**

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1. PURPOSE.

- 1.1 The purpose of this requirement is to secure the services of an external forensic service provider who are able to carry out substance misuse and alcohol testing.

2. BACKGROUND TO THE CONTRACTING AUTHORITY

- 2.1 The MoD Police (MDP) is a statutory civilian police force serving Defence and other customers across the UK with around 2900 sworn in police officers holding constabulary powers. The MDP is an integral part of the Defence security capabilities providing armed policing, uniformed policing and investigations of serious crimes that impacts significantly against Defence capability. The MDP are abide by statutory police regulations which outline the standards of behaviour that the must abide by. To ensure that officers are fit for their duties the Force has a Policy and a Standard Operating Procedure (SOP) for conducting substance misuse testing, this includes random testing of officers and also 'with cause' testing.

3. BACKGROUND TO REQUIREMENT/OVERVIEW OF REQUIREMENT

- 3.1 The MDP are located throughout the united Kingdom providing unarmed and armed policing at sites of critical importance to Defence, the National Infrastructure and visiting Forces.
- 3.2 The MDP requires a forensic service provider to carry out the full process of collecting samples of oral fluid or urine for drug testing and breath of alcohol testing, conducting the laboratory screening and , suppling results in writing to the MDP.

4. DEFINITIONS

Expression or Acronym	Definition
MDP	Ministry of Defence Police

5. SCOPE OF REQUIREMENT

- 5.1 The Contract term will be for three (3) years with options for year four (4) and year five (5).
- 5.2 The requirement is for the provision of the following and Professional Services:
- 5.3 In scope:
- 5.3.1 The contractor will provide prebooked unannounced random testing at MDP sites throughout the United Kingdom
- 5.3.2 The contractor will provide Pre-booked unannounced with cause testing

- 5.3.3 A representative must be available 24 hrs a day, 365 days per year for call out for with cause testing. The contractor will provide a central phone number for call out purposes.
- 5.3.4 A representative must be available to attend any location in the UK within 2 hours.
- 5.3.5 The contractor will provide a representative fully trained in the process of collecting samples of urine, oral fluid, for drug testing and breath for alcohol testing.
- 5.3.6 The representative will supply all equipment and paperwork connected with, or necessary for the test.
- 5.3.7 The representative will brief local management of any requirements for the tests and will manage the process on site.
- 5.3.8 The representative will explain the process to the officer nominated.
- 5.3.9 The representative will take an A and a B sample of urine, oral fluid, for drug testing and breath for alcohol testing as required and will package the sample in a way that maintains evidential integrity.
- 5.3.10 The contractor will test the A samples collected in a licenced laboratory and will report the results in writing to the customer.
- 5.3.11 Samples for drug tests must be taken to a licenced laboratory. Samples must be tested for the presence of the following drug categories
- Amphetamines (including ecstasy)
 - Cannabis
 - Cocaine
 - Opiates (e.g. morphine, heroin, Codeine)
 - Benzodiazepines (e.g. Temazepam and Diazepam)
 - 1 other controlled drug group as required and determined by Chief Officer and notified to the contractor prior to the sample being taken.
- 5.3.12 The contractor will also provide Laboratory screening by a medical review officer.
- 5.3.13 The contractor will provide Expert testimony to be provided in the form of witness statements or evidence in person for court/conduct hearings as required.
- 5.3.14 The results of breath test to be available at the time of testing.

5.3.15 Drug test results to be emailed to the customer within 5 working days from the collection of the sample.

5.4 Out of scope:

5.4.1 N/A.

6. KEY MILESTONES AND DELIVERABLES

6.1 It is anticipated that the contract be in place prior to 31 Dec 2022 and the provider be able to provide the service from that date.

7. MANAGEMENT INFORMATION/REPORTING

7.1 No reporting beyond the laboratory results are envisaged.

8. VOLUMES

8.1 Not applicable

9. CONTINUOUS IMPROVEMENT

9.1 Changes to the way in which the Services are to be delivered during the life of the Contract must be brought to the Authority's attention and agreed prior to any changes being implemented.

10. SUSTAINABILITY

10.1 Not applicable.

11. QUALITY

11.1 Demonstrate organisational compliance with ISO 17025 UKAS standard (or equivalent) and / or the Cyber Essentials Scheme (CES).

12. PRICE

12.1 Breakdown of costs to be provided by contractor.

13. STAFF AND CUSTOMER SERVICE

13.1 The Supplier's staff assigned to the Contract shall have the relevant qualifications and experience to deliver the Contract to the required standard.

13.2 The Supplier shall ensure that staff understand the Authority's vision and objectives and will provide excellent customer service to the Authority throughout the duration of the Contract.

14. SERVICE LEVELS AND PERFORMANCE

14.1 The Authority will measure the quality of the Supplier's ongoing delivery over the life of the contract after FOC is reached, informal calls to monitor and discuss issues, provision of a named customer manager as an escalation point.

15. SECURITY AND CONFIDENTIALITY REQUIREMENTS

- 15.1 Preferable for staff to have security clearance to allow visitor access to sensitive sites, however not essential as alternative arrangements and escorts can be provided at sensitive sites.
- 15.2 Travel to locations in the UK is required
- 15.3 All agents to submit their personal information to allow for booking on as visitors to sites

16. PAYMENT AND INVOICING

- 16.1 All contract and any other payments will be made to the supplier using MOD's Contracting, Payment and Forecasting (CP&F) system.

17. CONTRACT MANAGEMENT

- 17.1 Not applicable.

18. LOCATION

Attendance at a variety of sites within the United Kingdom.

Other locations around the UK as needed.