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Date: 20/07/2021

SOR Checklist – HS&EP Defence-wide reporting system options appraisal

1. Background:

There is a need to create a unified Defence reporting and learning system. This has been pushed for some time, most recently as a result of findings from a number of high profile incidents. DAIB and the DSEC Board have recommended this is required. There have been multiple attempts at creating such a system, but as of yet none have come to fruition.

Each Command does have its own reporting system currently – all embedded in various Defence systems, accessible in a variety of ways. MI pulling is difficult and standardisation would be beneficial. DSTL, with external support have previously conducted high-level costing/VROM analysis 12 months ago. DURALS was most likely system to succeed – and has since received additional investment.

In order to ensure that the correct system is developed, funded and progressed – an options and appraisal study is now required. The purpose of the study is to provide D-HS&EP with the necessary level of detail to propose a given system to both DSEC and DISC in September and October respectively.

2. Requirements & Output:

This work scope and appraisal study will require the following outputs:

- A methodological and systematic appraisal review into the previously identified 8 learning and reporting systems, culminating in a final Options appraisal report that sets out the analysis, overview of options and a preferred option ready for senior leadership and Board scrutiny
- Overview of option and scoring analysis to determine most beneficial/functional system is to be based on:
 - Ability of system to deliver specification for reporting (e.g. Defence wide reporting that covers incidents (including relevant details),
 - ability to provide investigation, lessons learnt and actions outputs for tracking purposes etc.)
 - Development cost and timescales
 - Implementation costs (including pilots & training) and timescales,
 - System robustness and usability (pan-defence, worldwide),
 - Ability to tie-in to existing systems,
 - Longevity and maintenance of the system.

It is also a requirement that this work scope docks into the wider work within Defence Digital, to ensure that appropriate governance and scrutiny processes are considered; and that the views of Defence Digital and CIO are taken into consideration as part of the appraisal.

Key Output: Single report, by 30th September that has reviewed all 8 previously identified options and have been appraised against the specifications above, utilising recognised optioneering and costing analysis methods.

3. Performance & Deliverables

This work is urgent in nature, as per the business case provide in support of this request. The contract/or is required to complete the optioneering study and appraisal works by no later than 30th

September 2021, to allow subsequent internal review by D-HS&EP and presentation at the DSEC and DISC committees respectively.

The key deliverable is a final appraisal and options report, that considers all previously identified system options; with the requirements noted in section 2 assessed fully and appraised. The study and report should consider the wider Defence Digital work scopes underway presently, and where possible make reference and recommendations to any governance or further scrutiny the preferred system/s may need to go through.

4. Location

It is envisaged that this work will take place remotely, unless this cannot be accommodated due to technical reasons.

5. Qualifications/experience required

It is imperative that the contractor/s undertaking this work scope have experience in the appraisal and optioneering methodologies applicable to reviewing complex IT or similar systems. Experience of working in Defence, and the Defence Digital environment is required. A working knowledge of health and safety legislation, regulation and management systems would be beneficial.

6. Reporting/review/progress issues

See section 8. HS&EP DHd is responsible for the contracted work scope and will report progress to the Director HS&EP at weekly intervals. It is expected that the contract organisation will report weekly on progress and provide forward updates.

A hold point will be in place following the initial optioneering activities, to be agreed between HS&EP DHd and the contract organisation, to ensure the necessary baseline information is sufficient to allow subsequent full optioneering.

7. Realistic, timely and measurable Key Performance Indicators (KPIs) against which the deliverables will be judged

HS&EP DHd of Function will be responsible for the performance management of the contract work and outputs. It is envisaged that initial scoping works, background and information gathering and initial interviews as part of optioneering will be completed by Week 3, out of 5.

Weekly progress reports/updates will be required by D-HS&EP to ensure the work is on-track, and if any further support is required.

8. Security

Contract organisation will require access to Official Sensitive material, and as such contractor colleagues should have SC clearance to ensure full disclosure of such material as part of colleague interviews, system analysis and background reading.

It is envisaged a MOD email address may be required for contractor colleagues, to allow secure communication between MOD colleagues and contracting individuals.

Physical access to sites is not required.