Schedule 2

Statement of Requirement

Purpose

1. This Statement of Requirement (SOR) sets out the Contractor Deliverables support of the Multi-Mode Radio (MMR) project required to be delivered under Contract Number BATCM/0322. The purpose of this SOR is to explain the MMR requirement in sufficient detail for bidders to provide costed proposals with minimum risk adjustment.

Document Structure

2. The requirements are split out into tables, each table focusing on different delivery aspects of the project:

- Table 2 – Project Management Requirements;
- Table 3 – Safety and Environmental Requirements;
- Table 4 – Training Requirements;
- Table 5 – Logistics Requirements;
- Table 6 – Test and Evaluation Requirements;
- Table 7 – Security Requirements;
- Table 8 – Equipment Requirements;
- Table 9 - Contract Options 1 and 2 – Requirement for additional MMR Systems;
- Table 10 - Contract Option 3 – Requirement for EvO Integration.

3. The following supporting Product Descriptions can be found in the Annexes at the back of this document:

- Annex A - Level 1 Delivery Timeline
- Annex B – Project Management Plan, with the following Appendices:
    - Appendix 1 – Product Breakdown Structure;
    - Appendix 2 – Statement of Work;
    - Appendix 3 – Work Breakdown Structure;
    - Appendix 4 – Organisational Breakdown Structure;
    - Appendix 5 – Basis of Estimation.
- Annex C – Monthly Performance Report, with the following Appendices:
    - Appendix 1 – Project Status Report.
- Annex D – Training Management Plan;
- Annex E – Integrated Support Plan, with the following Appendices:
    - Appendix 1 – Reliability and Maintainability Plan;
    - Appendix 2 – Level of Repair Analysis Report;
    - Appendix 3 – Failure Modes Effects and Critical Report;
    - Appendix 4 – Technical Document Management Plan;

    - Appendix 5 – Packaging, Handling, Storage and transportation Plan;
    - Appendix 6 – Software Support Plan.
- Annex F – Security Aspects of Design Document.
- Annex G - Equipment Deliveries and Quantities
- Annex H – Contract Option 1 - Additional MMR System Quantities
- Annex I – Software Development Plan (SDP) Product Description

System Scope

4. The MMR System (the System) includes the following components:

[redacted]

Delivery Plan

5. The plan is to deliver the MMR Products, Systems and Services (PSS) in 4 overlapping phases in support of three capability milestones referred to as Initial Operating Capability (IOC) and Full Operating Capability 1 and 2 (FOC1 & FOC2).

6. Refer to Annex A for a Level 1 plan that maps the 4 phases against an indicative timeline.

7. **Phase 1**. Starting from Contract Award the focus is to deliver the Project Management, Training, Logistics, Security and Safety & Environmental requirements.

8. Phase 1 concludes when the following project outcomes have been achieved:

   a. Project plans in place;

   b. The MMR System is logistically supported;

   c. Authority test and trial teams trained in order to conduct MMR System acceptance activities;

   d. The Training Solution is in place with [redacted] ready to train the MMR System;

   e. The MMR Safety and Environmental Case is approved;

   f. System accreditation for MMR has been granted.

9. **Phase 2**. Starting from the manufacture of the first batch of equipment (Equipment Delivery Date 1 – EDD1), the emphasis for Phase 2 is to:

   a. Provide independent assurance that the MMR System delivered in EDD1 meets the system requirements[1], on completion of which System Acceptance is declared[2];

   b. Provide assurance that the MMR System meets the user requirements needed to declare User Acceptance[3].

10. On successful completion of test and acceptance activities, the first batch of equipment is fielded to [redacted]

11. Phase 2 ends when the following project outcomes have been achieved:

   a. System Acceptance declared with system tests and technical field trials confirming that the System meets the system requirements;

   b. User Acceptance declared with operational field trials confirming that the System meets the user requirements;

   c. [redacted] receive the MMR equipment in order to train.

12. **Initial Operating Capability**. The declaration of IOC can be considered when Phases 1 & 2 have been completed.

13. **Phase 3**. Starting from the manufacture of the second batch of equipment (EDD2), the focus is field the MMR System to the Army formation supporting [redacted]

[1] in accordance with the level of performance stated in the SRD

[2] In accordance with Part 3 of Schedule 4 (Acceptance Procedure)

[3] in accordance with the level of performance stated in the URD

14. Phase 3 ends when the following project outcomes have been achieved:

    a. Train the formation supporting [redacted]

    b. Field equipment to the formation supporting [redacted]

15. **Full Operating Capability 1**. The declaration of FOC1 can be considered when Phase 3 has been completed.

16. **Phase 4**. The focus of the final phase is to field the remaining of the MMR equipment and train up the users accordingly. Equipment delivery for Phase 4 will be split into two batches (EDD3 and EDD4).

17. **Full Operating Capability 2**. The declaration of FOC2 can be considered when:

    a. All equipment has been delivered (EDD4);

    b. Steady state training in place.

18. **Project End**. The Project will close on the completion of Phase 4, when:

    a. All equipment has been fielded.

Planned Dates

19. Planned key milestone dates are stated in Table 1. The dates are based on a Contract Award date of [redacted]. Note: the dates are indicative and, in particular, will need to be reviewed should there be a change to the Contract Award date.

Phase	Milestone	Date
1	Test and trials teams receive training	[redacted]
1	Logistic Support Date declared	[redacted]
1	Security accreditation	[redacted]
1	Safety and Environmental Case approved	[redacted]
1	Ready to Train Date declared	[redacted]
2	Equipment Delivery Date 1	[redacted]
System Acceptance	System Acceptance	[redacted]
2	User Acceptance	[redacted]
2	Equipment fielded to [redacted]	[redacted]
IOC	Initial Operating Capability	[redacted]
3	Equipment Delivery Date 2	[redacted]
3	[redacted] trained	[redacted]
3	[redacted] fielding complete	[redacted]
FOC1	Full Operating Capability 1	[redacted]
4	Equipment Delivery Date 3	[redacted]
4	Equipment Delivery Date 4	[redacted]
4	Steady State Training in place	[redacted]
FOC2	Full Operating Capability 2	[redacted]
End	Project close down	[redacted]

Table 1 – Key Milestone Dates

Table 2 - Project Management Requirements

(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)
Serial	**Task**	**Description**	**Acceptance Criteria**	**Output Format**	**Date**	**Refresh Required**	**Acceptance**
1	Project Planning	The Contractor shall provide a Baseline Project Schedule	The Baseline Project Schedule shall be presented as a Level 3 Schedule and shall include the following: - Key Dates across the contract term that relate to all programmed Contractor Deliverables; - Dependencies between all programmed Contractor Deliverables. The Project Schedule shall align with Work Breakdown Structure (WBS), Basis of Estimation (BOE) and statements of work stated in Project Management Plan (PMP).	Microsoft Project	10 (ten) Working Days prior to Project Initiation Meeting (PIM)	NA	In accordance with Part 1 of Schedule 4 (Acceptance Procedure)
2	Project Management	The Contractor shall provide a Project Management Plan (PMP)	In accordance with the minimum acceptance criteria detailed within the PMP Product Description at Annex B	Microsoft Word	10 (ten) Working Days prior to Project Initialisation Meeting	NA	In accordance with Part 1 of Schedule 4 (Acceptance Procedure)
3	Performance Reporting	The Contractor shall deliver the Monthly Performance Report (MPR)	In accordance with the minimum acceptance criteria detailed within the MPR Product Description at Annex C	Microsoft Word	5 (five) Working Days prior to the Monthly Performance Meeting. Until delivery and acceptance of all SoR serials	Monthly	In accordance with Part 1 of Schedule 4 (Acceptance Procedure)
4	Governance	The Contractor shall comply with the governance requirements	In accordance with Schedule 13	NA	NA	NA	NA

(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)
Serial	**Task**	**Description**	**Acceptance Criteria**	**Output Format**	**Date**	**Refresh Required**	**Acceptance**
		stipulated within Schedule 13					
5	Quality Management	The Contractor shall provide a Quality Management Plan (QMP)	The QMP shall define and document the quality management system for the Contract and shall be in accordance with the minimum acceptance criteria detailed in the NATO Requirements for Quality Plans, Allied Quality Assurance Publication 2015 (AQAP 2015). As a minimum , the QMP shall demonstrate compliance with the following NATO and Defence standards: - Def Stan 05-061 Part 1: Concessions; - AQAP 2110: NATO Software Quality Assurance Requirements; - AQAP 2131: NATO Quality Assurance Requirements for Final Inspection and Test. The QMP shall demonstrate traceability and design provenance through the supply chain in accordance with Clause 67.	Microsoft Word	2 (two) months from Contract Award	NA	In accordance with Part 1 of Schedule 4 (Acceptance Procedure)
6	Exit Plan	The Contractor shall provide manage and maintain an Exit Plan	In accordance with the minimum acceptance criteria detailed within the Exit Plan Product Description at Schedule 15	Microsoft Word	10 (ten) Working Days prior to Project Initialisation Meeting	Upon Initiation of Exit Plan	In accordance with Part 1 of Schedule 4 (Acceptance Procedure). Updates to the Exit Plan shall be accepted in accordance with Part 1 of Schedule 4

(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)
Serial	**Task**	**Description**	**Acceptance Criteria**	**Output Format**	**Date**	**Refresh Required**	**Acceptance**
							(Acceptance Procedure)
7	Business Continuity	The Contractor shall deliver, manage and maintain a Business Continuity Management (BCM) Plan	The BCM Plan shall define the approach with instructions to continue delivery of the MMR operations, outputs or services following a disruptive event and shall include as a minimum: - An analysis of business processes and continuity need through a business impact analysis which is required to identify, assess and understand: - The organisation's critical outputs, processes and activities, and their relative priorities; - The organisation's assets, people and resources that support its delivery; - The impact and consequences over time of a failure to maintain or deliver the organisation's key outputs, processes and activities; - The dependencies on others for the organisation's outputs and activities, and of others on the organisation. - An organisational strategy to deal with business continuity which shall; - Provide a high-level statement on the need for effective business continuity management and planning; - Implement measures to reduce the likelihood and potential impact of incidents; - Take account of any resilience and mitigation measures; - Provide options for the continuity of critical activities during and following a disruptive event;	Microsoft Word	2 (two) months from Contract Award	NA	In accordance with Part 1 of Schedule 4 (Acceptance Procedure)

(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)
Serial	**Task**	**Description**	**Acceptance Criteria**	**Output Format**	**Date**	**Refresh Required**	**Acceptance**
			- Take account of the activities which have not been identified as critical; - Set out how relationships with key stakeholders and external parties will be managed during and after a disruptive event. - Provide direction on how often BC Plans and Strategies are to be exercised and reviewed.				

Table 2 - Project Management Requirements

Table 3 – Safety and Environmental Requirements

(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)
Serial	**Task**	**Description**	**Acceptance Criteria**	**Output Format**	**Date**	**Refresh Required**	**Acceptance**
1	Safety and Environmental Management Plan	The Contractor shall provide a Safety and Environmental Management Plan (SEMP) for the MMR Products Services and Systems (PSS).	The SEMP shall describe how the Safety and Environmental deliverables will be created, managed and maintained and comply with the provisions of the following Defence Standards: - Def Stan 00-056 Pt1, Sect 2; - Def Stan 00-056 Pt2, Appendix 7 to Annex C; - Def Stan 00-55 Pt1, Appendix 2 to Annex D; - Def Stan 00-051 Pt1, Sect 3; - Def Stan 00-051 Pt2, Appendix B1 to Annex B.	Microsoft Word On Authority acceptance of the document the SEMP shall be delivered in Adobe PDF	10 (ten) working days prior to Project Initialisation Meeting	NA	In accordance with Part 1 of Schedule 4 (Acceptance Procedure)
2	Management of Hazardous Material	The Contractor shall identify, report and manage all hazardous substances associated with the MMR PSS	For each hazardous material or substance identified, the Contractor shall as a minimum supply: - A Material Safety Data Sheet (MSDS) and associated DEFFORM 68, IAW Clause 57 (Supply of Hazard Data) - A record within a Hazardous Materials Register Within the Hazardous Materials Register the following must be defined for each identified hazardous material or substance, as a minimum: - Hazardous Substance - NSN - CAS Number - Part Number / Reference Number - Original Equipment Manufacturer - Application (where located)	Adobe PDF for MSDS Microsoft Excel for Hazardous Materials Register	No later than three (3) months after Contract Award	The Contractor shall identify, report and manage all hazardous substances associated with the MMR PSS throughout the Contract Duration.	In accordance with Part 1 of Schedule 4 (Acceptance Procedure) Updates to the Management of Hazardous Material shall be accepted in accordance with Part 1 of Schedule 4 (Acceptance Procedure)

(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)
Serial	**Task**	**Description**	**Acceptance Criteria**	**Output Format**	**Date**	**Refresh Required**	**Acceptance**
			- Quantity of substance used within each application - Suitable alternatives (applicable to usage) - Justification for use (including reference to hazardous material management plans / action plans / elimination plans where relevant) - Record of Derrogation, Exemption, Disapplication (if relevant)				
3	Safety and Environmental Case	The Contractor shall produce and manage the Safety and Environmental Case (SEC) and provide a Safety and Environmental Case Report (SECR) for the MMR PSS.	The SEC and SECR shall demonstrate that the System is safe, the negative environmental impact is eliminated or minimised as far as is reasonably practicable and shall comply with the provisions of the following Defence Standards: - Def Stan 00-056 Pt1 Sect 3; - Def Stan 00-051 Pt1 Sect 6; - Def Stan 00-055 Pt1 Sect 10. The SECR shall: - Identify hazards and assess their severity and likelihood; - Identify health and safety risks and assess their severity and likelihood; - Develop and implement controls and mitigations so that health and safety risks are at least Tolerable and As Low As Reasonably Practicable (ALARP). The SECR format and content shall comply with the provisions of the following Defence Standards: - Def Stan 00-056 Pt2 Appendix 5 to Annex C; - Def Stan 00-051 Appendix B5 to Annex B; - Def Stan 00-055 Pt1 Sect 10.	Microsoft Word On Authority acceptance of the document the SECR shall be delivered in Adobe PDF	10 (ten) months after Contract Award	SEC and SECR shall be maintained throughout the Contract Duration	In accordance with Part 1 of Schedule 4 (Acceptance Procedure) Updates to the SEC and SECR shall be Accepted in accordance with Part 1 of Schedule 4 (Acceptance Procedure)

Table 3 – Safety and Environmental Requirements

Table 4 - Training Requirements

(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)
Serial	**Task**	**Description**	**Acceptance Criteria**	**Output Format**	**Date**	**Refresh Required**	**Acceptance**
1	Planning	The Contractor shall provide a Training Management Plan (TMP).	The TMP shall describe how the Training Deliverables will be created, managed and maintained and shall be in accordance with the minimum acceptance criteria detailed within the TMP Product Description at Annex D.	Microsoft Word	10 (ten) Working Days prior to Project Initialisation Meeting	NA	In accordance with Part 1 of Schedule 4 (Acceptance Procedure)
2	Information Management	The Contractor shall input the training deliverables onto the Authority's Learning Management Systems (LMS) / training systems.	TNA Stage 2 documents to be inputted onto the following LMS/Training system: - Training Administration and Financial Management Information System (TAFMIS). Training Design Documentation to be inputted onto the following LMS/training systems: [redacted] Training Solution to be inputted onto the following LMS/training systems: [redacted] The prerequisites to gain access and input artefacts onto the Authority's LMS are provided in the ITN Data Pack	NA	Aligned to dates of Authority's acceptance of the following: - TNA Stage 2 Report; - Training Design Documentation; - Training Solution; - Pilot Report; - Evaluation Report.	NA	NA
3	Training Needs Analysis Stage 2	The Contractor shall conduct a Stage 2 Training Needs Analysis (TNA) and deliver a TNA Stage 2 Report.	TNA Stage 2 Report shall be delivered in accordance with JSP 822 Pt 2, Ch 1, Sect 1.2 and include: - Role Analysis; - Training Gap Analysis; - Draft Training Objectives; - Training Options Analysis, including Cost Benefit Analysis; - Training Needs Report.	Microsoft Word	6 (six) months from Contract Award		In accordance with Part 1 of Schedule 4 (Acceptance Procedure)

(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)
Serial	**Task**	**Description**	**Acceptance Criteria**	**Output Format**	**Date**	**Refresh Required**	**Acceptance**
			The scope of the Stage 2 TNA activity is bound by Stage 1 TNA Scoping Exercise Report. Recommendations in the TNA Stage 2 Report will demonstrate that it has considered and is aligned to the MORPHEUS Training Strategy.				
4	Training Design Documentation	The Contractor shall provide Training Design Documentation (TDD) for MMR Conversion and Trade Training.	TDD shall be delivered in accordance with JSP 822 Pt 2, Ch 1, Sect 1.3. The Training Design Documentation shall align to the recommendations from the Stage 2 TNA Report and as a minimum include: - Individual Training Objectives (TOs); - Formal Training Statement (FTS); - Enabling Objectives (EOs) and Key Learning Points (KLPs); - Assessment Strategy (AStrat); - Assessment Specification (ASpec); - Selection of Methods and Media; - Learning Scalar; - Learning Specification (LSpec). The format and content of the FTS, ASpec & LSpec shall align to the templates held in Annexes A to C in JSP 822, Ch 1, Sect 1.3. The Training Design Documentation shall be compliant with the Defence Learning Environment (DLE) Quality Assurance Rubric standard of 'Effective' (as a minimum) or above.	Microsoft Word	5 (five) months after the Authority's acceptance of the TNA Stage 2 Report	Updated in accordance with approved actions taken from the: - Pilot Training Report(s) - Internal Validation Report(s)	In accordance with Part 1 of Schedule 4 (Acceptance Procedure) Updates to the Training Design Documentation shall be Accepted in accordance with Part 1 of Schedule 4 (Acceptance Procedure)
5	Training Solution	The Contractor shall provide the Training Solution for MMR	The Training Solution shall be developed in accordance with JSP 822 Pt 2, Ch 1, Sect 1.3.	IAW serial 3	5 (five) months after the Authority's acceptance of the TNA Stage 2 Report	Updated in accordance with approved	In accordance with Part 1 of Schedule 4 (Acceptance Procedure)

(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)
Serial	**Task**	**Description**	**Acceptance Criteria**	**Output Format**	**Date**	**Refresh Required**	**Acceptance**
		Conversion, Trade and Continuation Training.	The Training Solution shall align to the recommendations from the Stage 2 TNA Report and shall be compliant with: - The DLE Quality Assurance Rubric standard of 'Effective' (as a minimum) or above - DLE Style Guide; - Def Stan 00-251 Pt3; - LE TacCIS Defence Lead TDA E-Learning Interactivity Levels; For a Training Solution that requires emulation and/or simulation the Contractor shall ensure that it can be hosted on the Authority's chosen Learning Management Systems and shall be compliant with: - JSP 939; - Defence Modelling and Simulation Coherence Modelling and Simulation Standards Profile; - Training and Education Architecture (Land) Architectural approach for delivering all (Individual and Collective) training and education.			actions taken from the: - Pilot Training Report(s) - Internal Validation Report(s)	Updates to the Training Solution shall be Accepted in accordance with Part 1 of Schedule 4 (Acceptance Procedure)
6	Deliver Training Course to Test & Trials Team	The Contractor shall deliver a standalone training course.	2 (two) training courses delivered with a maximum of 10 (ten) students on each training course. The training course shall be delivered to Authority test and trials team members such that they are capable of preparing, operating, maintaining, reconfiguring and shutting down the System in support of their test and acceptance activities.	Microsoft Office and /or Adobe PDF for training material	2 (two) training courses delivered 1 (one) month before EDD1		NA

(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)
Serial	**Task**	**Description**	**Acceptance Criteria**	**Output Format**	**Date**	**Refresh Required**	**Acceptance**
			1 (one) hard copy of Training Material provided to each Student at the start of the training course 1 (one) soft copy of Training Material provided to the Authority at the end of the training course				
7	Piloting of the Training Solution	The Contractor shall Pilot the MMR Conversion Training Solution and provide a post Pilot Training Report.	The piloting of the Training Solution shall be conducted in accordance with JSP 822 Pt 2, Ch 1, Sect 1.4. As a minimum the Training Solution shall be piloted once for each Role identified in TNA Stage 2 Report (Role Analysis activity). Each pilot course shall be delivered to a maximum of 12 (twelve) students. The Pilot Training Report shall provide recommendations on the appropriateness of the Training Solution, demonstrating that it has gathered user feedback using a variety of data collection methods.	Microsoft Word	1 (one) month after the Authority's acceptance of the Training Solution	NA	In accordance with Part 1 of Schedule 4 (Acceptance Procedure)
8	Delivery of Training Solution	The Contractor shall deliver the MMR Conversion Training Solution	The delivery of the Training Solution shall be conducted in accordance with JSP 822 Pt 2, Ch 1, Sect 1.4. Delivery of the MMR Conversation Training Solution.	NA	No later than 2 (two) months from the Authority's acceptance of the Pilot Training Report	NA	NA
9	Evaluation of Training Solution	The Contractor shall provide internal validation of the delivery of the MMR Conversion	The internal validation of the delivery of the Training Solution shall be conducted in accordance with JSP 822 Pt 2, Ch 1, Sect 1.5 The internal validation shall audit and inspect the Training Solution and as a minimum shall:	Microsoft Word for Internal Validation Report	No later than 2 (two) months from delivery of the Training Solution	NA	In accordance with Part 1 of Schedule 4 (Acceptance Procedure)

(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)
Serial	**Task**	**Description**	**Acceptance Criteria**	**Output Format**	**Date**	**Refresh Required**	**Acceptance**
		Training Solution and deliver an Internal Validation Report.	- Measuring the immediate reaction of the trainee. - Measuring the learning transfer achieved by the training activity. The Internal Validation Report shall provide recommendations on the appropriateness of the delivery of the training and the Training Solution, demonstrating that it has gathered user feedback using a variety of data collection methods.				

Table 4 - Training Requirements

Table 5 – Logistics Requirements

(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)
Serial	**Task**	**Description**	**Acceptance Criteria**	**Output Format**	**Date**	**Refresh Required**	**Assurance and Acceptance**
1	Supply of Information for NATO Codification	The Contractor shall apply for NATO Codification to the UK National Codification Bureau (UKNCB) and on provision of NATO Stock Numbers (NSNs) provide a Master Parts List Report and a DEFFORM 82A to the Authority	The scope of NATO Codification information supplied shall include all items identified in the Mater Parts List Report and shall include: - An overarching NSN that encompasses the [redacted] MMR System as defined in para 2.a and all reusable packaging required to store it; - An overarching NSN that encompasses the [redacted] MMR System as defined in para 2.c and all reusable packaging required to store it. Information for NATO Codification to be supplied in accordance with Clause 56A (Supply of Information for NATO Codification and Defence Inventory Introduction) of the Terms and Conditions. The Master Parts List Report shall be provided in the template format defined by the Authority (provided within the ITN data pack) and shall include: - All Items of Supply that make up the MMR System as defined in para 2; - All Items of Supply that make up in-service spares; - All reusable packaging; - Any specialist tools and test equipment. The DEFFORM 82A shall include the list of spare parts which he considers will be sufficient in type and quantity to maintain the operational efficiency of the new equipment during an initial two years of use.	Microsoft Excel for Master Parts List Report Microsoft Word for DEFFORM 82A	3 (three) months from Contract Award	The Master Parts List Report shall be updated within 1 (one) month of acceptance of the Packaging, Handling, Transportation and Storage Plan. The DEFFORM 82A shall be reviewed and updated within 1 (one) month of acceptance of the LORA and or	In accordance with Part 1 of Schedule 4 (Acceptance Procedure) Updates to the Training Master Parts List Report and /or the DEFFORM 82A shall be accepted in accordance with Part 1 of Schedule 4 (Acceptance Procedure)

(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)
Serial	**Task**	**Description**	**Acceptance Criteria**	**Output Format**	**Date**	**Refresh Required**	**Assurance and Acceptance**
						FECMA Reports.	
2	Integrated Logistical Support (ILS) - Integrated Support Plan	The Contractor shall provide an Integrated Support Plan (ISP)	The ISP shall define the ILS programme of work to be delivered by the Contractor demonstrating that it has considered and is aligned to the MMR SRD, MMR ILS Plan, MMR Use Study and MMR Concept of Employment (CONEMP). The ISP shall be delivered in accordance with Def Stan 00-600 Pt1 and meet the minimum acceptance criteria as stated in ISP Product Description at Annex E. Annexes of the ISP shall include the following Element Plans: - Reliability and Maintainability Plan in accordance with advice and guidance given in Def Stan 00-040 Pt 1 and the DLF and meet the minimum acceptance criteria as stated in the Product Description at Appendix 1 to Annex E; - Reliability and Maintainability Case in accordance with advice and guidance given in the Def Stan 00-042 Pt3 and the DLF; - Reliability and Maintainability Case Report in accordance with advice and guidance given in the DLF and in Def Stan 00-042 Pt3, with the content of the Report aligning to Annex B of the same Def Stan; - Level of Repair Analysis Report in accordance with the minimum acceptance criteria stated in Product Description at Appendix 2 to Annex E;	Microsoft Word	6 (six) months from Contract Award	NA	In accordance with Part 1 of Schedule 4 (Acceptance Procedure)

(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)
Serial	**Task**	**Description**	**Acceptance Criteria**	**Output Format**	**Date**	**Refresh Required**	**Assurance and Acceptance**
			- Failure Modes Effects and Critical Analysis (FMECA) Report in accordance with the minimum acceptance criteria stated in Product Description at Appendix 3 to Annex E; - Technical Documentation Management Plan in accordance with the minimum acceptance criteria stated in Product Description at Appendix 4 to Annex E; - Packaging, Handling, Storage and Transportation (PHS&T) Plan in accordance with the requirements of advice and guidance given in the DLF and Clause 56 (Packaging (for Articles other than Munitions) in the Terms and Conditions and meet the minimum acceptance criteria stated in Product Description at Appendix 5 to Annex E; - Software Support Plan in accordance with the minimum acceptance criteria stated in Product Description at Appendix 6 to Annex E.				
3	Technical Documents	The Contractor shall provide Technical Documentation	The Technical Documentation shall provide the information necessary to operate, service, repair and support the MMR PSS throughout its life. It shall be developed and delivered in accordance with the Authority accepted Technical Documentation Management Plan and align to all relevant Contract Deliverables. The Technical Documentation shall: - Comply with Defence Technical Documentation guidance stated in TD 76-0543-00;	Microsoft Word and Adobe PDF	8 (eight) months from Contract Award	NA	In accordance with Part 1 of Schedule 4 (Acceptance Procedure)

(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)
Serial	**Task**	**Description**	**Acceptance Criteria**	**Output Format**	**Date**	**Refresh Required**	**Assurance and Acceptance**
			- Comply with Army Equipment Support Publication (AESP) 0100-P005-010 and contain the following AESP categories: - 101, 201, 202, 211, 212, 301,411 (if applicable), 421, 511, 521, 531 (if applicable), 541 (if applicable), 601, 711, 741 and 811 (if applicable). The [redacted] System and the [redacted] System shall have a separate AESP series.				
4	Transition onto the BATCIS Logistics Support Contract	The Contractor shall respond to requests for information, guidance and support to enable the transition of MMR through life support onto the BATCIS Logistics Support Contract	Provision of up to 60 days onsite (UK Mainland) support to enable the transition of MMR through life support onto the BATCIS Logistics Support Contract.	NA	IAW Ad-hoc tasking process	NA	In accordance with Schedule 10 (Tasking Procedure)

Table 5 – Logistics Requirements

Table 6 - Test and Evaluation Requirements

(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)
Serial	**Task**	**Description**	**Acceptance Criteria**	**Output Format**	**Date**	**Refresh Required**	**Assurance and Acceptance**
1	Electromagnetic Environmental Effects (E3) Support	The Contractor shall support for Authority owned E3 activities	Provision of 20 days onsite (UK Mainland) support from an E3 subject matter expert to respond to requests for information, guidance and support for the following Authority owned activities: - Spectrum Supportability; - Electromagnetic Compatibility; - Radio Hazard Testing; - TEMPEST Certification.	NA	In accordance with Schedule 10 (Tasking Procedure)	NA	In accordance with Schedule 10 (Tasking Procedure)
2	Test and Evaluation (T&E) Support	The Contractor shall support for Authority owned T&E activities	Provision of 25 days onsite (UK Mainland) support from a technical subject matter expert to provide for information, guidance and support for the following Authority owned activities: - Test; - Technical Field Trials; - Operational Field Trials.	NA	In accordance with Schedule 10 (Tasking Procedure)	NA	In accordance with Schedule 10 (Tasking Procedure)

Table 6 - Test and Evaluation Requirements

Table 7 – Security Requirements

(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)
Serial	**Task**	**Description**	**Acceptance Criteria**	**Output Format**	**Date**	**Refresh Required**	**Assurance and Acceptance**
1	[redacted]	[redacted]	[redacted]	Microsoft Word or Adobe PDF	3 (three) months from Contract Award	NA	In accordance with Part 1 of Schedule 4 (Acceptance Procedure)
2	[redacted]	[redacted]	[redacted]	Microsoft Word	10 (ten) Working Days prior to Project Initialisation Meeting	NA	In accordance with Part 1 of Schedule 4 (Acceptance Procedure)

Table 7 – Security Requirements

Table 8 - Equipment Requirements

(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)
Serial	**Task**	**Description**	**Acceptance Criteria**	**Output Format**	**Date**	**Refresh Required**	**Assurance and Acceptance**
1	MMR Space model	The Contractor shall supply Computer Aided Design (CAD) Software Files of the [redacted]	The CAD software files shall enable the Authority to print a 3D space model of the [redacted]. The CAD software files shall: - allow 1:1 scaling to be 3D printed in sufficiently high resolution to represent the radio and its associated user interface; - enable a hollow model to be printed with a wall thickness appropriate for the construction of the model; - [redacted] - be less than 100 MB file size.	STL file format	10 (ten) working days prior to Project Initialisation Meeting	NA	In accordance with Part 1 of Schedule 4 (Acceptance Procedure)
2	Equipment - Interface specifications	The Contractor shall provide Equipment ICDs for all external ports on the [redacted]	The Equipment ICDs shall provide detail such that the Authority is able to manufacture cables and integrate the MMR System to Authority owned systems. The Equipment ICDs shall include details on: - All external ports; - Physical elements of the connectors; - Input and output signals; - Physical and higher-level protocol specifications.	Microsoft Word or Adobe PDF	10 (ten) Working Days prior to Project Initialisation Meeting	NA	In accordance with Part 1 of Schedule 4 (Acceptance Procedure)

(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)
Serial	**Task**	**Description**	**Acceptance Criteria**	**Output Format**	**Date**	**Refresh Required**	**Assurance and Acceptance**
3	MMR Equipment Delivery 1	The Contractor shall supply the MMR Systems listed in Annex G for Equipment Delivery Date 1 (EDD1)	The System shall meet the Measure of Performance levels stated in the SRD[4]. The System shall be delivered to Purple Gate (UK mainland). Certificates of Conformity for all Items of Supply shall be provided in accordance with Clause 67 of Terms and Conditions. The First Article Inspection shall confirm: - All items of Supply are codified and align with the Master Parts List Report; - Ranging and scaling align with the Master Parts List Report; - Packaging and labelling requirements have been met in accordance with the PHS&T Plan; - Maintenance procedures detailed in the Technical Documentation are correct.	NA	10 (ten) months from Contract Award	NA	First Article Inspection to be carried out at Contractor's premises 1 (one) month prior to delivery to Purple Gate and in accordance with Part 2 of Schedule 4 (Acceptance Procedure) System Acceptance to be carried out in accordance with Part 3 of Schedule 4 (Acceptance Procedure).
4	MMR Initial Spares Delivery	The Contractor shall supply an Initial Spares Package	The Initial Spares Package shall ensure that the operational efficiency of the System is not impaired should a functional failure occur as the System is brought into service.	NA	10 (ten) months from Contract Award	NA	First Article Inspection to be carried out at Contractor's premises 1

[4] Part 3 of Schedule 4 (Acceptance Procedure) details the System Test and Acceptance Activity to confirm the System meets the Measure of Performance levels stated in the SRD.

(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)
Serial	**Task**	**Description**	**Acceptance Criteria**	**Output Format**	**Date**	**Refresh Required**	**Assurance and Acceptance**
			The Initial Spares Package shall: - Comply with conditions stated in Clause 68; - Be supported by the recommendations of the FMECA Report; - Align to the Master Parts List Report; - Meet the Acceptance Criteria stated in EDD1.				(one) month prior to delivery to Purple Gate and in accordance with Part 2 of Schedule 4 (Acceptance Procedure)
5	MMR Equipment Delivery 2	The Contractor shall supply the MMR Systems listed in Annex G for Equipment Delivery Date 2 (EDD2)	Meet the Acceptance Criteria stated in EDD1.	NA	17 (seventeen) months from Contract Award	NA	NA
6	MMR Equipment Delivery 3	The Contractor shall supply the MMR Systems listed in Annex G for Equipment Delivery Date 3 (EDD3)	Meet the Acceptance Criteria stated in EDD1.	NA	25 (twenty-five) months from Contract Award	NA	NA
7	MMR Equipment Delivery 4	The Contractor shall supply the MMR Systems listed in Annex G for Equipment Delivery Date 4 (EDD4)	Meet the Acceptance Criteria stated in EDD1.	NA	32 (thirty-two) months from Contract Award	NA	NA

Table 8 - Equipment Requirements

Table 9 - Contract Options 1 and 2 – Additional MMR SystemsTable 8 - Equipment

(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)
Serial	**Task**	**Description**	**Acceptance Criteria**	**Output Format**	**Date**	**Refresh Required**	**Assurance and Acceptance**
1	Contract Option 1 – Additional MMR Systems	The Contractor shall supply the MMR Systems listed in Annex H	Meet the Acceptance Criteria stated in EDD1.	NA	Timings to be determined upon Contract Option Notice and in accordance with Clause 4.2 of the Terms and Conditions	NA	NA
2	Contract Option 2 – Additional MMR Systems	The Contractor shall supply up to a quantity [redacted] Systems The Contractor shall supply ancillary equipment that is commensurate with the quantity of additional Systems	Meet the Acceptance Criteria stated in EDD1.	NA	Timings to be determined upon Contract Option Notice and in accordance with Clause 4.2 of the Terms and Conditions.	NA	NA

Table 9 - Contract Options 1 and 2 – Additional MMR Systems

Table 10 - Contract Option 3 – EvO Integration

Table redacted

Table 10 - Contract Option 3 – EvO Integration

Annex A - Level 1 Delivery Timeline

Timeline Redacted

Annex B - Project Management Plan Product Description

Document Composition	Minimum Acceptance Criteria
Executive Summary	Generate an executive summary of this PMP in Bottom Line Up Front (BLUF) style.
1. Introduction	
1.1 Purpose	The PMP is a plan of plans and should not repeat at length what is in other plans. It should however provide links and references to the most up to date version of those plans. However, when a plan or relevant P3M artefact has not yet been written, or it is agreed that the PMP should be the primary artefact to contain what needs to be said, a summary or intent statement should be included at the relevant point in the PMP
1.2 Background Context	Provide background context for the Project that will help the reader understand the immediate history, rationale and scope. Refer to a Plan on a Page summary of the project in context to be created in accordance with Appendix 1 to this Annex
2. Capability Requirement and Expected Outputs	
2.1 Requirement	Reference the Project's key requirements documentation; a short summary may be helpful
2.2 Expected Outputs	Identify and reference the key outputs from the project and the Product Breakdown Structure (PBS) to be created in accordance with Appendix 2 to this Annex
3. Objectives, Scope and Constraints	
3.1 Objectives	State the project's objectives, referencing the Contract or other commissioning authority
3.2 Scope	State the project's scope, referencing the Work Breakdown Structure (WBS) and the Statement of Works to be created in accordance with Appendix 3 and 4 of this Annex
3.3 Constraints	State the project's constraints or related reference documents
4. Organisation	
4.1 Governance	Highlight the Governance structure and present the RACI criteria for key aspects of the project
4.2 Team Structure	Summarise the Team structure or reference an Organisation Breakdown Structure (OBS) to be created in accordance with Appendix 5 to this Annex
4.3 Resource Planning	Summarise the project resource profile or reference the Project Plan or Schedule. Highlight the underpinning of the Basis of Estimate (BoE) sheets to be created in accordance with Appendix 6 to this Annex
5. Execution Strategy and Delivery Approach	
5.1 Delivery Approach	The project will deliver in line with APM best practice, taking into account the CADMID lifecycle and support the delivery plan summarised at the beginning of the Statement of Requirement
5.2 Deliverables Management	State how all deliverables will be managed by relevant working groups and associated authorities
5.3 Systems Engineering Management	Reference relevant System Engineering plans or artefacts
5.4 Logistics Management	Reference the Logistics Support Plan and describe how the logistical aspects of the project will be managed
5.5 Safety and Environmental Management	Reference the Safety and Environmental Management Plan and describe how these aspects of the project will be managed
5.6 Stakeholder Engagement	Describe the stakeholder management plan and how stakeholders will be identified, assessed, engaged and communicated with

Document Composition	Minimum Acceptance Criteria
5.7 Quality Management	Reference the Quality Management Plan. Reference to how Product Descriptions will be used, and how changes to products will be managed. This may reference the Change Control Plan or a separate Configuration Management Plan. This section also needs to cover the High-Level Test Approach, the Test Strategy, the Test Plan and the Test Completion Report
5.8 Security Management	State the approach to security management. This might cover commercial sensitivities and SALs
5.9 Management of Information and Records	State the information management approach, including change control and the use of corporate tools such as Project Online or SharePoint
5.10 Learning from Experience	State the approach for Knowledge and Information Management
6. Monitoring, Control and Reporting - Performance Measurement Baseline (PMB)	The PMB is made up of a number of key planning products as follows: - The Project Management Plan (and all supporting subordinate plans); - The WBS and associated Scope Statements for each Work Package; - The PBS and any associated Product Descriptions for each deliverable; - The OBS for the project, which may change over time to meet the needs of the project at different stages; - The BoE sheets associated with each work package; - The Baseline Project Schedule; - The Resource Schedule.
6.1 PBS and Product Descriptions	Identify and reference the PBS at and any Product Descriptions. Explain how the PBS is reflected in the WBS, Statement of Work and the Schedule. A concise diagram might be useful here. Describe how the PBS will be stored and maintained.
6.2 WBS, Dictionary and SoW	Identify and reference the project's WBS, providing an explanation on the different Project stages. Each WBS element shall have a corresponding Statement of Work by Work Package and a WBS Dictionary. Describe how the WBS will be stored and maintained.
6.3 Basis of Estimates and Project Schedule	Identify and reference the BoE sheets that underpin the schedule. Describe how the schedule and BoE will be stored and maintained.
7. Monitoring and Reviewing Operational Performance	
7.1 Earned Value Management	State or reference out to the EVM Plan/System with an explanation on how the Contractor shall ensure that actual costs are accurately and separately recorded against relevant elements of the WBS and how spending against plan that compares actual expenditures by WBS element to the planned values will be reported against the Project Baseline.
7.2 Monthly Log Entries	State the key registers and logs that will be used to capture data for analysis and how they feed into the corporate tools. These include the following: - Issues Log; - Master Data Assumptions List (MDAL); - Dependency Register; - Risk Register; - Learning from Experience Log; - Project Record (including the Change Control Log).
7.3 Schedule	State the approach to reviewing the Project Schedule, baselining project policy/plans and seeking approval for change through a robust Request for Change procedure (see Change Control)

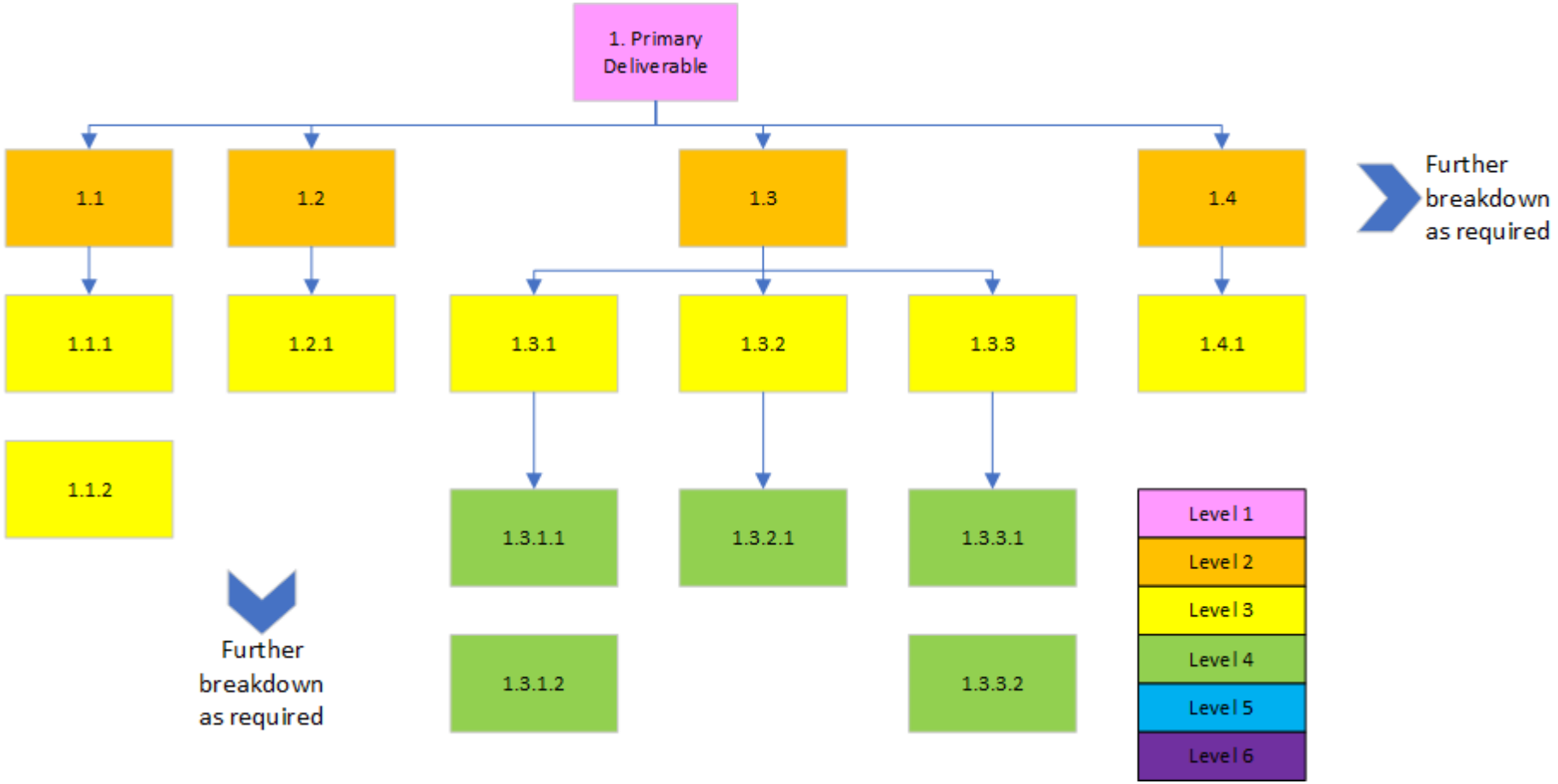
Document Composition	Minimum Acceptance Criteria
7.4 Benefits Management	State the approach to supporting benefits that the project might generate
7.5 Risk, Assumptions, Issues, Dependencies and Opportunity Management	State the approach and reference relevant artefacts for:- - Risks; - Assumptions; - Issues; - Dependencies; - Opportunities.
7.6 Change Control	State the approach to Change Control, i.e. changes to the time, cost and quality envelope, and change that will have an impact on the schedule. State the approach to Configuration Management and how the configuration control system is compatible with ISO 9001 and complies with configuration management required stated in Def Stan 05-057. State any specific Project tolerances, e.g. the threshold for formal change control.
7.7 Financial and Cost Management	State the approach to financial information management, and the tracking of cost data in accordance with Clause 39 of Terms and Conditions.
7.8 Reporting	State how the Project will meet the Authority's reporting requirements

Appendix 1 to Annex B - Plan on a Page[5]

Used to summarise the project schedule; the plan of a page is a Level 1 plan that containing major milestone type of schedule highlighting major project activities, dependencies milestones, and key deliverables for the whole project.

[5] Bidder to provide response to Appendix 1-6 Annex A as part of ITN Return and this to form part of the Contractors Proposal.

Appendix 2 to Annex B – Product Breakdown Structure



Appendix 3 to Annex B – Statement of Work

The document must contain each of the sections listed below. If there is no data or text requirement, the Contractor is to enter 'NOT APPLICABLE' and justify the reasons.

One form per Work Package

WBS Number:	**WBS Title:**		**Owner:**
(Insert WBS Number)	*(Insert WBS Title)*		*(Insert Owner Name)*
Approved Changes:	**WBS Status:**	**Revision:**	**Revision Date:**
(Insert Reviewer Name)	Draft / Review / Final	*x.x.x*	*dd mmm yy*

Scope:

- ***Purpose***:
  - *Situation. Describe why the work is needed, the set of circumstances that have led to current state*
  - *Objective. What the end output should be; measurable and achievable within the allotted time*
  - *End State. The specified situation at the successful completion of the final phase.*
- ***Scope Description:***
  - *The scope should summarise the project in bullet form. Cover the key tasks that will be performed to meet objectives*
  - *Include a diagram illustrating the scope if helpful to provide a visual context to add understanding of scope.*
  - *Reference key documents, eg Key User Requirements, Minimum Viable Product, etc.*
- ***Boundaries:***
  - *State the boundaries in bullet form. Consider a services or systems diagram showing key elements, relationships and dependencies*
  - *Key things that are outside the boundary.*
  - *Key things that are inside the boundary.*
- ***Strategy:***
  - *Outline the concept of planning, preparation and delivery in bullet form, which may reflect the CADMID or CADMIT cycle or focus on one phase of procurement.*
  - *Include key dates and milestones.*
  -

Deliverables:

- *List specific deliverables and relevant dates and to whom.*
- *Deliverables are anything being produced or provided as a result of a process, eg information, artefacts, plans, physical items, etc. Only go to an appropriate level of detail for the project phase that you are in.*
- *State whether there is a review period inclusive or exclusive to deadlines.*

Requirements*:*

- *Briefly state the requirement and reference any artefacts.*
  - *Summary. A brief statement of the main points being made.*
  - *Benefits. State the benefits to which the project contributes.*

Assumptions / *Constraints:*

- ***Assumptions***:
  - *State the key assumptions and the approach to confirming them. These will probably reflect the highest risks on the project.*
  - *Reference the Master Data and Assumptions List (MDAL) and ADaM entries*
- ***Constraints***:
  - *State known constraints and whether they are changeable. These may be a target for the most effective risk mitigation.*

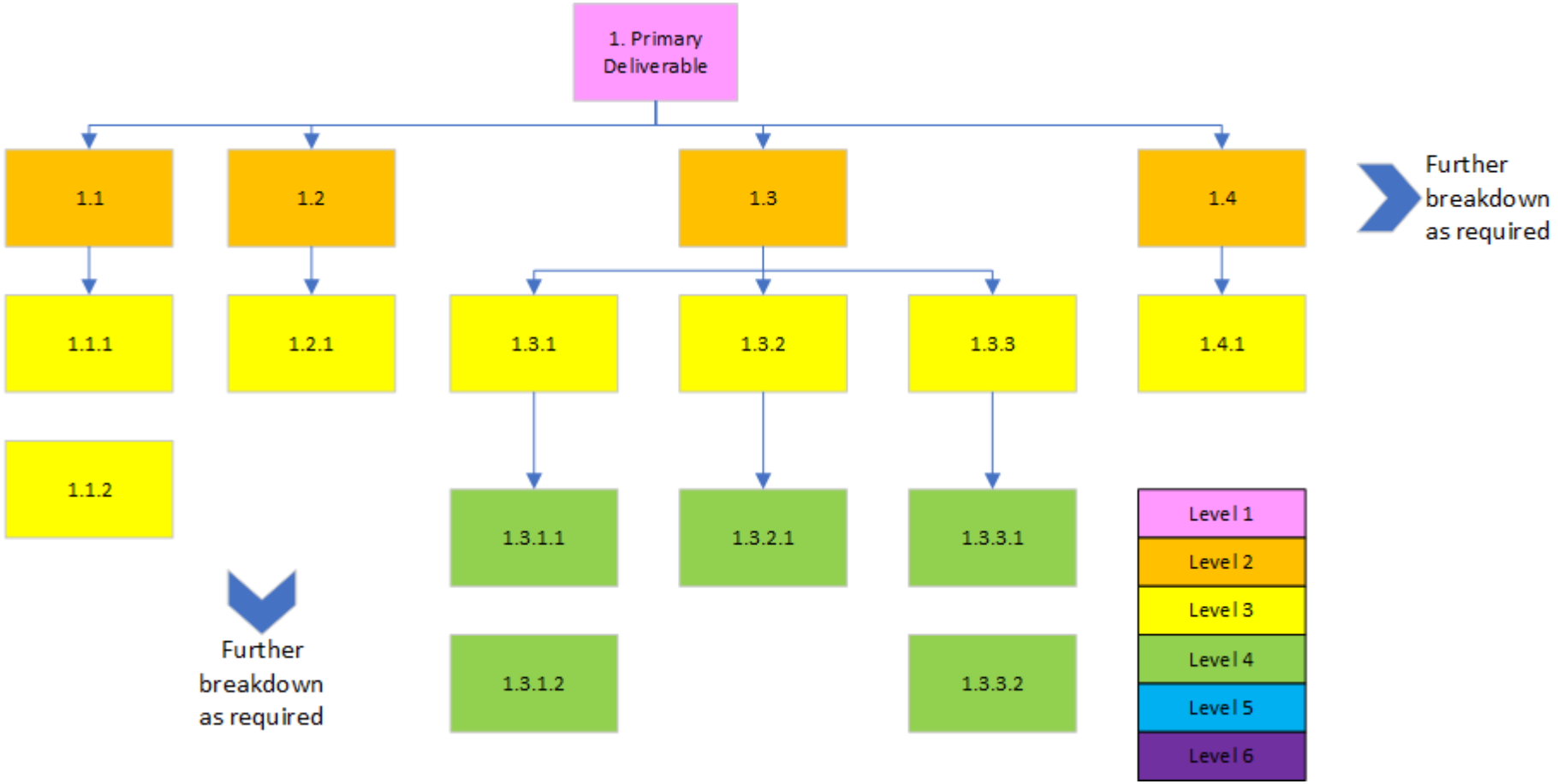
Dependencies / *Interfaces:*

- ***Dependencies***:
  - *State the key known dependencies, which may be inside or outside the project boundaries.*
  - *Reference the Dependency Register or other relevant artefact.*

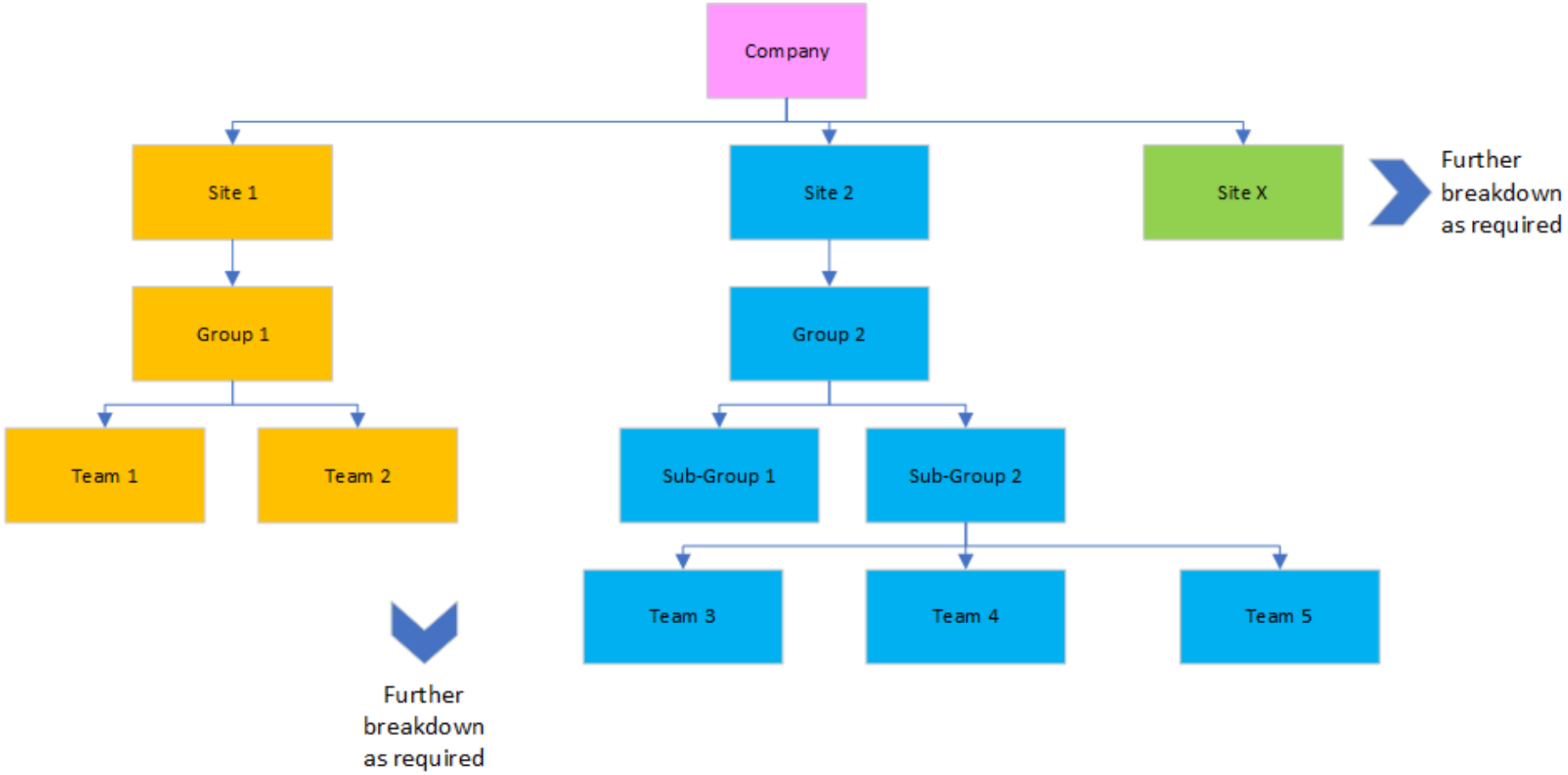
- *Internal dependencies will inform the schedule logic.*
- *External dependencies will inform the Work Breakdown Structure and help identify key risks.*
- *State the approach to managing them.*

- ***Interfaces**:*
  - *State known interfaces at which tasks meet and interact with each other.*
  - *State the approach to managing them.*

Appendix 4 to Annex B – Work Breakdown Structure



Appendix 5 to Annex B - Organisational Breakdown Structure



Appendix 6 to Annex B - Basis of Estimation

The document must contain each of the sections listed below. If there is no data or text requirement, the Contractor is to enter 'NOT APPLICABLE' and justify the reasons.

One form per work package

Work Package ID:	*Insert ID*	**Estimator 1:**	*Insert Name*	**Revision Date:**	*dd mmm yy*
Work Package Title:	*Insert Title*	**Estimator 2:**	*Insert Name*	**Revision Number:**	*x.x.x*
Work Package Owner:	*Insert Name*	**Approved Changes:**	*Insert Name*	**Status:**	*Draft / Review / Final*
Scope/Objective:	*What is being estimated for this BoE*				
Assumptions:	*List the assumptions specific to the development of this BoE*				
Exclusions:	*List any exclusions that apply to this BoE*				
Deliverables:	*Aligned to the WBS and the PBS, a brief description of what will be delivered from this BoE*				
Existing and Verifiable Data:	*Identify / describe any existing data used to underpin the estimate. Examples may include :- Current & previous Estimate Models, Scope documents, Schedule, WBS Dictionary Sheet, Quotations, Engineering Drawings, Data Sheets, Supporting Calculations*				

BOE ID	Unique ID from Schedule	Activity Title	Functional Area	Description of Work	Basis of Estimate	Estimating Methodology	Activity Type	Min Duration	Most Likely Duration	Max Duration	Resource Type	Resource Remarks
x.x	*x.x.x*	*Activity Title for the Project Schedule*	*Functional area responsible for leading and estimating the activity*	*Scope of the work to be performed or what the outcome will be*	*Brief explanation of how each line item was calculated*	*See below for definitions of different types of estimating*	*Discrete or Level of Effort*	*The shortest length of the task*	*The most likely length of the task*	*The longest length of the task*	*Resource type(s)*	*Details of resource types, qualifications, SQEP, etc.*

Estimating methodologies are:

- **Activity-based cost** estimating based upon the application of a composite all-in rate to a specified team or crew of workers. This method organises the work into activities that will be accomplished by a specific gang or team of workers. The estimated time taken to complete the work activity is multiplied by the composite hourly rate for the gang (or crew), together with additions for materials & equipment. Example includes dismantling a redundant nuclear facility.
- **Bottom Up** involves estimating each piece of work at a task or component level & summing them. It is the most time-consuming estimation technique, generally based upon a specification & set of drawings which are used to "take-off" measured quantities of work required to perform each discrete task to which known or standard unit rates can be applied. For a design, engineering or services estimate, it should be based on quantified deliverables (drawings, reports, safety cases, etc.) for which established norms are available.
- **Level of Effort** is used when a minimum level of support is required regardless of the number of tasks to be carried out or in the absence of measurable or quantifiable outputs. This method should be reserved strictly for management & support-type activities that cannot be assigned to a specific work scope or quantifiable deliverables.
- **Comparative** estimation is based on selecting a previously costed project that is similar or related to the project costs being estimated. It uses the known cost of an item or activity used in the prior project as the basis for the cost of a similar item or activity in the new project. Adjustments should be made to account for differences in relative size, complexity of performance, design or operational characteristics.
- **Parametric** estimating uses complex mathematical models, based on elements of cost extracted from historical data acquired from similar systems. The data is analysed to find correlations between cost drivers & other system parameters, such as size, design or performance, to derive cost estimating relationships that can be scaled & applied to similar systems in different projects to determine likely costs. The parametric approach can deal with unlimited numbers of parameters, making them comprehensive & enables costs to be generated quickly from limited data. Parametric estimates use a database of out-turn data from completed projects upon which to base the cost estimate, whereas the analogy estimate may use data from as few as one or two completed projects.
- **Subject Matter Expert** also known as the "Delphi technique"; it is based on the principle that estimates from an experienced & structured panel can provide a useful judgement-based output. This approach can be used where analogous or parametric data is not available. Several specialists are consulted in a systematic manner using a series of questionnaires, & answers are then refined based upon feedback from the panel. The range of answers will gradually decrease until a consensus estimate is established. Expert judgement estimates tend to become more accurate as more experts are consulted.
- **Task Analysis** estimation is used when the activity is broken down into discretely estimated resource types & quantities (labour, materials, equipment, etc.) required to perform the activity, which is then priced at known or standard unit rates.

Annex C - Monthly Performance Report Product Description

The document must contain each of the sections listed below. If there is no data or text requirement, the Contractor is to enter 'NOT APPLICABLE' and justify the reasons.

Document Composition	Minimum Acceptance Criteria
Related Documents	To provide clear references and links to related documents.
Introduction	Provide details of the scope including reporting period and key contents.
Executive Summary	In SOFTE[6] format, high level summary of the reporting period
Action Log	Provide all actions recorded and reviewed as part of the Monthly Progress Meeting (MPM). Record of key discussions and decisions made at MPM. The Action Log shall be structured as a single Microsoft Excel spreadsheet with separate tabs for each work package, attached to this report.
Performance Update	Provide details of actual progress of the activities (with details of any events or circumstances which may jeopardise the completion in accordance with the Contract, and the measures being (or to be) adopted to overcome delays); broken down by work-package and against the required Contract Deliverable and Baseline Project Schedule. See Appendix 1 to this Annex. Provide details of the remaining schedule (in outline) to Project closeout, linking out to an updated Project Schedule.
RAIDO	A summary of RAIDO activities conducted during the reporting period, with links out to updated: Risk, Issues & Opportunities Register; Master Data Assumptions List; Dependency Register.
Governance	A summary of meetings conducted since last MPM along with the date of the meeting, who attended and its aims and outcomes.
Commercial	A summary of Commercial Management activities conducted during the reporting period. Contract Changes A summary of any changes submitted or proposed under Clause X (Contract Change Control Procedure), including copies of any Change Requests and Formal Proposals (if applicable). A summary of contract amendments completed or in progress. Contract Price The Original Contract Price excluding VAT (at contract start date). The Revised Contract Price (to reflect any contract amendments) excluding VAT Contractual Obligation Update on contractual obligations
Financial	A summary of Financial Management activities conducted during the reporting period. In year spending forecast, escalating within 5 working days if the Contractor expects that in year spend forecast exceeds the amount authorised by the Authority. Total spending forecast, escalating within 5 working days if the Contractor expects that the funds required to complete the contract will exceed the agreed contract value. Summary of actual and planned spend for the reporting period against the Milestone Payment Plan. Summary of orders, invoices and receipts carried out on CP&F.

[6] Successes Opportunities Failures Threats & Escalations

Document Composition	Minimum Acceptance Criteria
Quality and Configuration Management	A summary of Quality Management activities conducted during the reporting period. A list of changes to all Configuration Items that have been updated, internally reviewed and/or issued to the Authority during the reporting period.
Safety and Environmental Management	A summary of Safety and/or Environmental Management activities conducted during the reporting period. Details of all Safety and/or Environmental issues raised during the reporting period. Report on management of hazardous materials.
Training	A summary of training activities conducted during the reporting period
Logistics	A summary of logistical support activities conducted during the reporting period Details of equipment obsolescence issues to report and their remedies A list of equipment failures reported including details of repairs carried out and in progress Details of defect investigation and/or rectification, in accordance with DEFCON 637 Status of GFA against the GFA schedule
Test and Evaluation	A summary of Test and Evaluation activities conducted during the reporting period A summary of E3 activities conducted during the reporting period A summary of trial activities conducted during the reporting period
Security	A summary of security activities conducted during the reporting period
Equipment	A summary of equipment manufacturing activities conducted during the reporting period A summary of equipment deliveries conducted during the reporting period Details of additional orders placed during the reporting period

Appendix 1 to Annex C - Project Status Report

1. Reporting Details

Reporting period	**Start:**		**Report Date:**		**Report No:**	
	End:		**Report Status:**	*Draft/ Review/Final*	**Version:**	

2. Status Narrative for this Reporting Period

This Period	**Last Period**	**This Period**
Summary of progress during reporting period	**G**	**A**
	RAG status, IAW tolerance levels recorded in the PMP	

3. Project Milestones

WBS No	Scope	Milestones & Deliverables	Planned Due Date	Actual Date	Var. (Cal Days)	Last Period	This Period
						G	**G**
						RAG status, IAW tolerance levels recorded in the PMP	

4. Budget: Forecast of In Year Spend - See footnote [7]

This Period					This Year					Last Period	This Period
WBS No	Actuals (£)	Forecast (£)	Var. (£)	Var. (%)	Actuals (£)	Forecast (£)	Budgeted (£)	Var. (£)	Var. (%)		
										A	R
										RAG status, IAW tolerance levels recorded in the PMP	

5. Project Milestones for this Reporting Period

WBS No	Scope	Milestones & Deliverables	Planned Due Date	Actual Date	Var. (Cal Days)	Last Period	This Period
						G	G
						RAG status, IAW tolerance levels recorded in the PMP	

6. Risks (Top 5)

[7] The Contractor shall indicate to the Authority within five business days if at any time the Contractor expects that the funds required to complete the contract will exceed the agreed contract value. The Contractor shall also notify the Authority within no more than five business days if the funds required within any fiscal year are expected to exceed the amount authorised by the Authority

Risk ID	Risk Rating	Risk Title and Description	Risk Owner	Change in Period	Last Period[8]	This Period[7]
					A	G
					R	A
					A	A
					R	A
					G	G

7. Issues (Top 5)

Issue ID	Issue Rating	Issue Title and Description)	Issue Owner	Change in Period	Last Period	This Period
					A	G
					R	A
					A	A
					R	A
					G	G

8. Changes

Ref	Description	Requested on	Value	Status

9. Status Narrative for Next Reporting Period

[8] RAG Status, IAW tolerance levels recorded in the Risk Management Plan

Next Period	This Period	Next Period
Summary of expected progress during next reporting period, including a Route to Green plan (as required)	**A**	**G**
	RAG status, IAW tolerance levels recorded in the PMP	

Annex D - Training Management Plan (TMP) Product Description

The document must contain each of the sections listed below. If there is no data or text requirement, the Contractor is to enter 'NOT APPLICABLE' and justify the reasons.

Document Composition	Minimum Acceptance Criteria
1. Purpose	Describes the purpose of the TMP
1.1. Project Overview	Provides an overview of the MMR Project
1.2. Scope	Defines the scope of the TMP
1.3. Structure	The format of the TMP
1.4. Applicability	Defines to whom the TMP is applicable
1.5. Related Plans	The relationship of the TMP with other management plans
1.6. Standards and Specifications	Defines the compliance regime for the deliverables associated with this plan
2. Training Deliverables	Defines the Training Deliverables
2.1. Stage 2 Training Needs Analysis	To be consistent with Defence Systems Approach to Training (DSAT) process (Element 1)
2.2. Training Design Documentation	To be consistent with DSAT process (Element 2)
2.3. Training Courseware Design	To be consistent with DSAT process (Element 2)
2.4. Training Delivery	To be consistent with DSAT process (Element 3)
2.5. Assurance	To be consistent with DSAT process (Element 4)
3. Contractor Training Organisation	Defines the management, roles and job descriptions of those involved in the Training deliverables of the Project
4. Management of the Training Workstreams	Outlines the activities to be undertaken in creating the various Training deliverables
5. Training deliverable Acceptance Criteria	Defines the Contractor mechanism for Assurance and Acceptance of each of the Training deliverables consistent across components
6. Training Quality Assurance	Defines the Quality Assurance regime associated with the management of the Training workstreams
7. Configuration Management	Defines how files, documents, products etc will be managed within the collaborative data environment.
8. Risk Management	Defines how risks will be managed through the Training workstreams
9. Training Deliverable Schedule	Including but not limited to: - Activities - Deliverables - Decision Points - Reviews

Annex E - Integrated Support Plan Product Description

The document must contain each of the sections listed below. If there is no data or text requirement, the Contractor is to enter 'NOT APPLICABLE' and justify the reasons.

Document Composition	Minimum Acceptance Criteria
1. Introduction	Identifies the requirements of the ISP as specified in the ILS Statement of Work. This section contains the following sub-sections
1.1. Purpose and Scope	A statement regarding the purpose and scope of the ISP as the document for the management and performance of the contractual ILS programme.
1.2. ISP Summary	A description of the ISP so as to establish a clear understanding of the scope, content and organization of the material presented.
1.3. Updating Procedure	A description of how alterations to the ISP are to be developed, authorized and incorporated.
2. Support System Concept	A summary of the system characteristics relevant to ILS and the support process. Included is an explanation of how the system will be utilized and supported in its intended operational role. This section contains the following sub-sections
2.1. System/Equipment Description	A brief description of the functional and physical characteristics of the system/equipment and its major sub-systems/equipment. Also included is a description of the physical and functional relationship between the equipment or system and any associated systems or equipment that it will interface with when operational.
2.2 Reliability Function Interface	Detail how the ILS activities will interact with the Availability, Reliability and Maintainability (ARM) function.
Safety Management Interface	Detail how the ILS activities will interact bi-directionally with the safety management function
2.4 Environmental Management Interface	Define the related environmental support activities, including disposal procedures and how the ILS activities will interact bi-directionally with the environmental management function.
2.5 Security Management Interface	Detail how the ILS activities will interact bi-directionally with the security management function.
2.6 Configuration Management System Interface	Define and document the Configuration Management system for the Contract (in accordance with guidance held in the Def Stan 05-057 Pt1 Section 3) and how the ILS activities will interact bi-directionally interface with the necessary configuration management system(s).
2.7 Obsolescence Management System Interface	Define and document the Obsolescence Management system for the Contract (in accordance with guidance held in the Def Stan 00-600 Pt 1) and how the ILS activities will interact bi-directionally interface with the necessary obsolescence management system(s).
2.8 Disposal Management System Interface	Describe how the ILS activities will interact bi-directionally interface with the Contractors disposal management system for items. As a minimum, it shall include disposal of Assets Subject to Special Controls and items that are hazardous.
2.9 Interoperability Interface Requirements	Detail how interoperability is managed through life. Includes: 2.9.1 The exchange of information through information systems; 2.9.2 Compatibility of technology and equipment; 2.9.3 The working practices of people; 2.9.4 Compatibility of processes; 2.9.5 Other elements of the support solution that require interaction between organisations.
2.10 Change Management System Interface	Detail how the ILS programme interfaces with the Project capability management and control systems regime.
3. ILS Programme Management, Organisation and Performance.	A description of the overall process, involving both the MOD and the contractor, for use in managing and performing the contractual ILS programme. This section contains the following sub-sections

Document Composition	Minimum Acceptance Criteria
3.1. Contractor's Objectives, Policies, General Management Procedures	State the objectives, policies and general management procedures that relate to the ILS programme.
3.2. Contractor's ILS Organisational Structure	Describe the contractor's organizational structure that has been selected to accomplish the contracted ILS programme requirements. The identification of names, positions, functions, responsibilities and authority of those responsible for satisfying the contracted ILS programme shall be given.
3.3. Sub-contractor and Vendor Interface Management	List of all major sub-contractors (for the purpose of the ISP, major sub-contractors are termed as those responsible for supply of deliverables directly to the Prime contractor of the MOD) involved in the ILS methods of control and the organizational interfaces with the sub-contractors. Included is a general description of the method of specifying the ILS requirements in vendor sub-contracts and the means of controlling the accomplishment of specific work and deliverables.
3.4. MOD ILS Organization and Interface	A description of the MOD ILS organization, together with an indication of the relationship with the contractor's ILS organisation.
3.5. Design Interface Planning and Reporting	In conjunction with the approved management system, contains a description of how the contractor will accomplish report and provide an audit trail for integration with a formal design influence programme. The design interface planning ensures that all the logistic requirements and maintenance decisions made by the other contractually required system engineering disciplines are input to and output from one another, in a timely manner. System engineering disciplines include, but are not limited to, the design programme the safety programme, the standardization programme and the ARM programme.
3.6. Contractor's Objective	A description of the system that provides for the cost effective integration design, development, test and evaluation tasks required to progress from an operational requirement to the operational deployment of a system or equipment. Included is identification of the audit trail and reporting criteria.
3.7. Contractor's Approach	The establishment of a logical sequence of activities and decisions which transform an operational requirement into a viable, cost effective system.
3.8. Contractor's Integrating	Describes the design interface/engineering discipline integration that will establish integration of all engineering, design and management efforts, and disciplines including Reliability, ILS, standardization and production. This is necessary to control the influences on the SA programmes, cost effective design enhancement and system/equipment design. Included is identification of the audit trail and the reporting criteria.
3.9. Contractor's Control and Reporting	Identification of the contractor's in-house report procedure. Included is the relationship between the technical programme planning and the schedule planning. Included is identification of the planned interface between specific task and management procedures that ensure the design influence and contractual provisions are met. Also contained is the establishment of ILS to influence design and system engineering.
3.10. Contractors Supply Support	A description of the Contractors order placement eProcurement procedures, re-provisioning of spares and repair and overhaul (R&O) services (include R&O costs and turnaround times).
3.11. Post-Design Services (PDS)	A description of the contractor's approach for providing PDS to the MOD in the context of ILS. The contractor shall consider PDS, and its consequences on ILS, in terms of its effects on maintaining an effective support policy with optimum costs throughout the life of the equipment. The following shall be addressed: 3.11.1. Control and maintenance of design records.

Document Composition	Minimum Acceptance Criteria
	3.11.2. Maintenance of technical information. 3.11.3. Provision of support for equipment hardware and software. 3.11.4. Implementation of technical tasks to investigate obsolescence issues.
4. ILS Programme Tasks.	A detailed description of how the contractor will accomplish all ILS programme tasks stated in the ILS programme Statement of Work or equivalent specification. For ILS programme tasks not covered by separately deliverable plans, a detailed description is to be contained in this section. This section contains the following sub-sections:
4.1. SA Activities and the Logistic Information Repository (LIR)	This sub-section contains a detailed description of the plans for the accomplishment of SA Activities and Sub activities, and associated documentation in the LIR, as defined in the contract.
4.2. Other Standards	This sub-section provides a detailed description of all other relevant standards or tasks, as defined in the contract.
5. Related Plans Applicable to the ILS Programme	This section contains appropriate appendices as related plans required for the ILS programme effort. This section contains the following sub-section:
5.1. Related Plans	This sub-section references the contractually required ILS programme tasks; e.g. separately deliverable plans for all contractually required ILS element development efforts.
6. Programme Plan and Milestone Schedule	This section contains the programme plan and master milestone schedule for the ILS effort. This section contains the following sub-sections:
6.1. Master Milestone Chart	This sub-section is a master milestone chart to include all programme milestones, eg Preliminary and Critical Design Reviews (PDRs & CDRs).
6.2. ILS Programme Milestone Chart	This sub-section is a milestone chart for events required to accomplish all required ILS programme tasks, eg ILS Conferences and Reviews.
6.3. ILS Element Milestone Chart	This sub-section is a milestone chart for the events required to accomplish all contractually required support element development efforts, including Technical Publications, Supply Support, etc.
7. Glossary, Acronyms and Terms	This section shall contain a glossary of all acronyms and special terms or words used in the text.

Appendix 1 to Annex E – Reliability and Maintainability Plan product Description

The document must contain each of the sections listed below. If there is no data or text requirement, the Contractor is to enter 'NOT APPLICABLE' and justify the reasons.

Document Composition	Minimum Acceptance Criteria
The Reliability and Maintainability Plan shall include the following:	1. Identification of the contractor's programme organisational structure responsible for reliability and maintainability.
	2. An explanation of how data selection, data flow, data storage and data control will be co-ordinated.
	3. A description of the contractor's procedure for implementing the requirements of Failure Modes, Effects and Criticality Analysis (FMECA),including the following sub-sections: 3.1. Identification and description of the End Item. 3.2. Identification of the contractor's organization structure responsible for performing the FMECA. 3.3. Description of the contractor's procedures for implementing the specified requirements of IEC 60812. The description shall include: 3.3.1. Procedures for creating FMECA 3.3.2. Procedures for updating the FMECA to reflect design changes 3.3.3. Procedures for the use of analysis results to provide design guidance. 3.4. Examples of the contractor's worksheet formats used to organize and document the FMECA. 3.5. Description of processes and analysis assumptions that identify: 3.6.1. The FMECA approach i.e. hardware, functional or combination. 3.6.2. The lowest indenture level to be analysed. 3.6.3. General statements or failure definitions of what constitutes an item failure in terms of performance criteria and allowable limits. 3.6. If analysis requirements change any processes or analysis assumptions, they shall be identified and documented in the FMECA report. 3.7. Identification of the indenture level that applies to the system hardware or functional level at which failures are assumed. Unless otherwise specified the contractor shall base the lowest indenture level for analysis on the following : 3.7.1. The lowest level specified in the SA candidate list to assure complete inputs for each SA Candidate 3.7.2. The lowest indenture level at which items are assigned a catastrophic (Category I) or critical (Category II) severity classification category 3.7.3. The specified or intended maintenance and repair levels for items assigned a marginal (Category III) or minor (Category IV) severity classification category. 3.8. Description of the contractor's coding system used for consistent identification of system functions and for tracking failure modes. The coding system shall be based on upon the equipment breakdown structure or other similar uniform numbering system and shall provide complete visibility of each failure mode and its relationship to the system. 3.9. Identification of the data sources used to ascertain failure rates for the FMECA. 3.10 Description of how the results of FMECA will be documented in the Logistics Information Repository.
	4. A description of the contractor's procedure for implementing the requirements of Reliability-Centred Maintenance, including the following sub-sections: 4.1. Identification of the contractor, contract number and the contracting MOD organisation. 4.1.1 Identification of the who will be involved with the study and their skills 4.2. Identification and description of the End Item. 4.3. Identification of the 'Operating Context' and boundaries of analysis. 4.4. Examples of how the required information shall be presented including: 4.4.1. Worksheet layout. 4.4.2. Software package utilised. 4.5. The RCM methodology used.

	4.6. Description of the coding system used to link the FMECA to RCM task analysis. 4.7. Structurally Significant Item and Functionally Significant Item selection criteria and listing. 4.8. Example of Zonal Plan production. 4.9. Procedures for updating the RCM to reflect design changes. 4.10. Procedures for the use of redesign recommendations to provide design guidance. 4.11. The data sources used to ascertain failure rates and/or failure patterns.
	5. A description of the contractor's procedure for implementing the requirements of a Level of Repair Analysis, including the following sub-sections: 5.1. Identification and description of the End Item. 5.2. Identification of the contractor preparing the LORA programme plan, the MOD organization contracting for the LORA programme, and the contract number. 5.3. Identification of the contractor's internal organization structure performing the LORA. 5.4. The interrelationships of the LORA discipline with other ILS elements and system engineering disciplines. 5.5. The method by which LORA information affecting design is disseminated to equipment designers. 5.6. The criteria used to guide the designers on the advisability of discard-at-failure or reparability recommendations. 5.7. The procedures used for collecting, updating and validating LORA input data and final LORA decisions, including: 5.7.1. Procedures for integration and monitoring implementation of the LORA decisions into the system support requirements and logistic planning. 5.7.2 Procedures for updating inputs to the LORA with data and results from contractor testing, demonstrations, development testing and operational testing. 5.8. Delineation of the tasks and milestone schedules required to conduct the LORA programme, along with schedule relationships to schedules of other SA programme requirements and associated system engineering activities. 5.9. Description of each LORA programme task relationship to other SA programme events and its integration into the SA programme schedule to ensure that LORA tasks are completed prior to other SA activities requiring LORA results. 5.10. Identification and description of the LORA model(s) to be used for conducting LORA(s) and the class (es) of LORA that will be performed. A LORA model is defined as a computerized, or manual, mathematical model or technique used to compare the relative economics and performance levels of the viable repair or discard options. There are three classes of LORA which include system or end item analysis, sub-system or item analysis and specific aspects of repair analysis. 5.11. A list that identifies the specific items Which make up the End Item under contract for LORA. The list includes items recommended for analysis, items not recommended for analysis and rationale for selection or non-selection. The list will be consistent with the SA configuration system used in the Logistic Information Repository. 5.12. Identification of previous systems, similar to the system under analysis, in conjunction with their support structure and previous LORAs that are to be used to establish the baseline for the support structure constraints on the system under analysis. 5.13. Reasons and justifications for any non-economic considerations that may impact or shall be considered in adjusting decision alternatives derived from the economic considerations. 5.14. The LORA results which will be used to assist in developing or revising system engineering and logistic products or data within the following: 5.14.1. Maintenance planning. 5.14.2. Maintenance Allocation Chart (MAC). 5.14.3. Source, Maintenance and Recoverability (SMR) coding. 5.14.4. Provisioning Parts List (PPL). 5.14.5. Logistic Information Repository (LIR).

	5.14.6. Failure Modes, Effects and Criticality Analysis (FMECA). 5.14.7. Reliability. 5.14.8. Maintainability. 5.14.9. Reliability-Centred Maintenance (RCM). 5.15. How the LORA results will be used to influence the equipment design in the following aspects: 5.15.5. Modularity. 5.15.2. Built-in-test. (BIT). 5.15.3. Built-in-test equipment (BITE). 5.15.4. Testability. 5.15.5. Repair or discard. 5.16. The LORA data required to execute the LORA model(s) and the sources to provide that data (eg MOD, contractors, sub-contractors, vendors, test agencies). 5.17. The sensitivity analysis requirements and proposed ranges of particular data elements to quantify the uncertainty of design and programme characteristics.

Appendix 2 to Annex E - Failure Modes, Effects and Criticality Analysis Report Product Description

The document must contain each of the sections listed below. If there is no data or text requirement, the Contractor is to enter 'NOT APPLICABLE' and justify the reasons.

Document Composition	Minimum Acceptance Criteria
The - Failure Modes, Effects and Criticality Analysis (FEMCA) Report shall be based on the FEMCA worksheets and include:	1.1. Identification of the level of analysis carried out.
	1.2. Description of the applicable Design Standard.
	1.3. System definition narrative and resultant analysis data.
	1.4. Detailed Summary of the results.
	1.5. Identification of Failure Mode selection.
	1.6. Description of Failure Mode Category List.
	1.7. Identification of data sources and techniques used in the analysis.
	1.8. Recommendations for updating FMECA to reflect design changes.

Appendix 3 to Annex E – Level of Repair Analysis Report Product Description

The document must contain each of the sections listed below. If there is no data or text requirement, the Contractor is to enter 'NOT APPLICABLE' and justify the reasons.

Document Composition	Minimum Acceptance Criteria
The Level of Repair Analysis (LORA) report shall include the following:	1.1. A statement of the LORA performed and descriptions of each maintenance alternative, location and operational scenario considered for: test, measurement and diagnostic equipment; maintenance personnel; built-in-test equipment; supply and maintenance facilities.
	1.2. The LORA model(s) used. A LORA model is defined as a computerized, or manual, mathematical model, or technique used to compare the relative economics and performance levels of the viable repair or discard options.
	1.3. The contractor's level of repair or discard recommendation for each item undergoing LORA. The items subjected to LORA are those listed in the MOD approved LORA programme plan. Included is a brief discussion of the compatibility of the LORA recommendations with the operational (both performance and support) and technical (reliability and maintainability design factors) requirements of the system.
	1.4. Any recommended repair or discard level discussion, where cost is irrelevant due to operational and/or support requirements. Also to be explained are the non-economic considerations which may result in a different decision from those based on economic factors.
	1.5. Identification of any economic benefits to be achieved under warranty or any form of contractor support.
	1.6. A listing of the LORA model data elements utilized and numerical values used for each data element in analysing level of repair and discard alternatives. A reference to the origin of numeric data for each data element is to be included. A description is to be included of the method or methods used for deriving any estimated data. The description, in particular, shall cover the rationale to support the reliability and maintainability values used in the LORA (together with the source for those values) and justification of any derivation or allocation from the required values. Any estimated values are also covered in the sensitivity analysis discussion.
	1.7. A definition of the sensitivity analysis performed along with the results. The discussion shall include the identification of the LORA model data elements varied as part of the sensitivity analysis and the specific numerical range used, rationale for that range, and the identification of each numerical value varied which impacts on the contractor LORA recommendation. The discussion of the sensitivity and analysis is intended to qualify the uncertainty of design and characteristics by providing a measure of the validity of the LORA recommendations.
	1.8. A definition of the sensitivity of the LORA decisions. This definition is included as part of the sensitivity analysis and shall include the identification of the detrimental aspects of choosing alternatives, other than those selected as optimum when considering economic, non-economic and operational advantages.
	1.9. Recommendations for updating any maintenance and logistic support planning factors.
	1.10. Identification of any recommendations made for updating planning factors related to maintenance and logistic support based on the LORA. Also discussed are the established operational and readiness requirement limitations and effects that are taken into account when making level of repair and discard recommendations.
	1.11. A tabulation of the complete system or equipment items analysed. An explanation of how the reference to the tabulation is to be included if SA is not invoked. Also included are the LORA recommendations resulting from the present analysis along with any previous MOD accepted recommendations or decisions made from past analysis.

	1.12. A listing of the outputs generated by the execution of the LORA model(s) for the items under analysis.
	1.13. The documentation of the level of repair and discard decisions made by the MOD after the review of the contractor's repair or discard recommendations. The decisions could range from full acceptance to deferral. The decisions documented are to be considered as interim and may change if conditions in the programme change. This section shall be considered as a planning tool. Great care shall be given in determining and documenting the interim level of repair and discard decisions because of the impact and cost associated with planning for a specific maintenance structure which may change. The sensitivity analysis discussion will be used to determine the risks involved in making a level of repair and discard decision.
	1.14. A comparison of any similar system/equipment identified and their maintenance structures against the system/equipment under analysis.
	1.15. The identification of any constraints that were levied against the similar equipment that influenced the level of repair and discard decisions on those equipment.
	1.16. The identification of specific components and assemblies that have established maintenance structures that are to be used by the equipment under analysis.
	1.17. An indication and a discussion of how the LORA source data is used for the similar equipment, to include recommendations for updating the logistic planning factors for the equipment under analysis, based on the LORAs conducted on the similar equipment under review.
	1.18. A justification of any recommendations to the equipment designer to influence the design of the system under development.
	1.19. Identification of recommended actions by the equipment designer to incorporate the LORA decisions into the system or equipment.
	1.20. A description of problems, conclusions, assumptions, exceptions, and actions required.

Appendix 4 to Annex E – Technical Documentation Management Plan Product Description

The document must contain each of the sections listed below. If there is no data or text requirement, the Contractor is to enter 'NOT APPLICABLE' and justify the reasons.

Document Composition	Minimum Acceptance Criteria
The Technical Documentation Management Plan (TDMP) shall include the following:	1. A description of the method for developing documentation.
	2. The system for utilization of information from SA, operational requirements data, engineering data, operator data and test data.
	3. Methods for achieving consistent and common use of data.
	4. Use of standards and specifications.
	5. How the integration and associated activity, and subcontractors' efforts, are related and controlled.
	6. Documentation development plan and approval procedures.
	7. Preliminary documentation development and distribution methods.
	8. First verification procedures.
	9. Second verification procedures.
	10. In-Process Review procedures, controls and schedules.
	11. System for storage and retrieval of data and method to prevent duplication of data already developed.
	12. DM preparation and control.
	13. Method of handling routine and priority changes and supplements.
	14. Documentation status reporting.
	15. Control of classified information.
	16. Methods of incorporating engineering changes, and instructions/information furnished by the MOD, for inclusion in documentation.
	17. A statement of the method by which a determination will be made in the following areas: 17.1. Identification of existing MOD documentation that covers the equipment required by the contractor, or can be made suitable through supplements, changes or revisions. 17.2. Identification of existing commercial documentation that covers the referenced equipment or can be made suitable through the preparation of supplements. 17.3. Identification of equipment which require new documentation for acceptable support.
	18. Identification of risks to the successful completion of the documentation effort, particularly those factors not within the control of the technical documentation organization, and associated proposals for risk containment.
	19. The plan shall include a brief description of the contents of each deliverable or groups of deliverables. These descriptions shall include: 19.1. References to specific sections of the applicable specification to indicate the extent of compliance and non-compliance with the requirements. 19.2. Any special features or innovations of this documentation programme. 19.3. Projected requirements for new presentation techniques based upon peculiarities of equipment configurations and design.
	20. Procedures used to ensure the schedule for release of documentation recognizes any interrelated document dependencies.
	21 An indication of the guidance sections that shall be treated as mandatory shall be identified as an annex to the TDMP
	22. The TDMP shall detail the timescale for delivery of the following as required: 22.1. Data Modules Requirements List 22.2. Final Deliverable 22.3. Delivered Publications Data Base 22.4. Final Publication Data Base

Appendix 5 to Annex E - Packaging, Handling, Storage and Transportation Plan Product Description

The document must contain each of the sections listed below. If there is no data or text requirement, the Contractor is to enter 'NOT APPLICABLE' and justify the reasons.

Document Composition	Minimum Acceptance Criteria
Packaging, Handling, Storage and Transportation Plan shall include the following:	1. Identification of resources and methods for packaging, handling, storage and land, sea and air transportation with particular regard to policies, procedures, specific requirements and safety precautions.
	2. Considerations relating to equipment disposal, to include any associated risks.
	3. An explanation of any specific packaging and handling requirements.
	4. An explanation of the use of bar coding.
	5. Demonstrate that it aligns to the supply delivery requirements stated in the Logistic Commodities and Services Transformation Supplier Manual

Appendix 6 to Annex E – Software Support Plan Product Description

The document must contain each of the sections listed below. If there is no data or text requirement, the Contractor is to enter 'NOT APPLICABLE' and justify the reasons.

Document Composition	Minimum Acceptance Criteria
1. Introduction	Identify the requirements of the Software Support Plan (SSP).
2. Scope	Define the purpose and scope of the SSP. Describe the equipment applicable - Computer Software Configuration Items/Computer Software Units (if known).
3. References	Define the policy/guidance for the software, if applicable, e.g. - DEF STAN 00-600 ILS - Requirements for MOD Projects; - Defence Logistic Framework (DLF) Design and Engineering / Software Support; - BATCIS Security Development Policy; - AQAP 2210 - NATO Software Quality Assurance Requirement; - ISO 25010 – Software Quality Model. Define the relationships to other plans that contain any pertinent information, e.g. ISP. How does this SSP fit in with all other plans?
4. Strategy	Detail any strategy or direction/guidance received from the Project Team or other Customer during development of the support concept/strategy. Define the support concept.
5. Organisation	Define the organisational structure that will be responsible for software support. This may include Military personnel/Teams if appropriate. Define the contractor's programme (if known). Define the structure of the Software Configuration Management Board (SCMB), stating its composition, responsibilities, etc - Project Team Leader, ILSM, Contractor, etc.
6. Software Modification	Software modification falls into the following four categories: Corrective - The diagnosis and fixing of errors, from localised changes to more fundamental design fixes. Adaptive - Changing the software so that it can work properly in a changing environment, and can be adapted to changes in the environment, such as changes in other software, hardware or even user practices. Perfective - Includes the addition of new functions and enhancements and changes to existing functions. Preventative - Improving the sustainability of the software, so that future changes can be done more rapidly and easily. These include complexity reduction and activities such as refactoring, which are aimed at improving the understandability of software, without changing the externally observed functional behaviour of the software. Note: Depending upon your view, you could define 3 categories where perfective also covers preventive.
7. Change Requests	Detail how changes or suggested improvements become Software Change Requests (SCRs). Detail how these change requests will be actioned - recording, prioritising, approval, tracking, etc. Define how the SCMB will grant approval of change requests. Note: Flow Charts or diagrams are often helpful here.
8. Faults	Reporting - State how problems/faults will be recorded and tracked. Query Evaluation - How will queries/faults be investigated to determine their impact on the system and its severity? What mechanisms will be used to determine if the problem is to be corrected and a SCR raised? What is the impact if the fault is not corrected - could a workaround be utilised, for example? Corrective Action - How do SCRs get logged and authority given for corrective action? How are the corrective actions carried out? Indicative response times for corrective action should also be stated (if applicable)? Implementation - Define how the software update will actually be embodied within the platform and by whom?
9. Rapid Response Software Changes	Define how any rapid response software changes will be carried out, processes, timelines, etc

Document Composition	Minimum Acceptance Criteria
10. Certification & Qualification	Define how any software modifications will be tested and revalidated for use. How will they be cleared / released for use?
11. Operational Support	Define the operational support needed, e.g. Helpdesk - define what helpdesk support is needed, e.g. 8-5 or 24/7? Detail who will provide this support and where it will be (location). Define what processes are needed to load, re-load, replicate, copy, store, distribute and carry out any handling activity on software, firmware and data.
12. Mission Support	Define what data support is needed, if any. This could be mission data that requires to be uploaded prior to its use or downloaded post use.
13. Support Equipment & Processes	Detail any applicable equipment or processes needed for support. These should include: Documentation Minimum hardware requirements to host and run the software applications Software engineering environment Software tools Support & test equipment Software licences & IPR issues
14. Resources	Personnel - define any attributes the user must have, i.e. Skills, rank, trade, service, security level, etc. Training - list any training required by the user that will enable them to utilise the software applications. Facilities - define what facilities are needed, if any. Some projects, as part of their software support, opt to have a service software team and therefore identify the need for buildings, desks, power, etc. Are any reference or test systems needed, e.g. Rigs?
15. Transition	How is the transfer from development to support (maintenance) to be affected? Is it to be done at all or is maintenance to remain with the original development team at the original site?
16. Safety	Detail any safety aspects/standards related to software. If applicable, refer to the overall Safety and Environmental Management Plan. Considerations to Def Stan 00-055.
17. Security	Define any evidence of security implications with the classification of software (Restricted, Classified, Security Standards etc.). If applicable, refer to the Security Aspects of Design Document. State any security standards to which the capability is, or will be, compliant. Demonstrate how the SSP aligns with the BATCIS Secure Development Policy (Software Development section). State security classification of each of the software applications and any supporting hardware required to host the software applications
18. Risk Management	Define how risks will be managed for software.
19. Quality System/Assurance	Define Software Quality System and how it conforms to NATO software quality assurance requirements, AQAP 2110. If applicable, refer to the Quality Management Plan.
20. Configuration Management	Define how configuration management will be applied for all software modifications.
21. Obsolescence Management	Define how obsolescence will be managed for all software.

Annex F - Security Aspects of Design Document (SADD) Product Description

Document Composition	Minimum Acceptance Criteria
1. Security Analysis Scope	Details the scope and objectives of the SADD
2. Reference Documents	Contains the list of documents referenced in the SADD
3. Security Risk Identification	Contains the overall approach to Risk Identification
4. Security Design Approach	Contains the design approach highlighting any applicable constraints and SRD requirements
5. Security Design Detail	Contains the design detail surrounding the security aspects of the design for each of the applicable security features identified and implemented
6. Secure Configuration	Provide details on any configuration settings/options that will affect the operation or function of implemented security controls
7. Security Testing and Evidence	Provides a summary of the Security Testing Approach that will be conducted
8. Residual Risk Assessment	Summarises security risks that remain and risk acceptance / balance decisions that support the delivery of the security design

Annex G - Equipment Deliveries and Quantities

20. Refer to paragraph **Error! Reference source not found.** and **Error! Reference source not found.** for the scope of the [redacted]

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Table 11 - Equipment Quantities Broken Down by Delivery Phases

Annex H – Contract Option 1 - Additional MMR System Quantities

21. Refer to paragraph **Error! Reference source not found.** and **Error! Reference source not found.** for the scope of the [redacted]

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Table 12 - Contract Option 1 - Additional MMR System Quantities

Annex I – Software Development Plan (SDP) Product Description

Content	Acceptance Criteria
1. Introduction	
1.1 Purpose	Specify the purpose of the SDP
1.2 Scope	A brief description of the scope of the SDP. What Project(s) it is associated with and anything else that is affected or influenced by this document
1.3 Definitions, Acronyms, and Abbreviations	Definitions of all terms, acronyms, and abbreviations required to properly interpret the SDP
1.4 References	List of all documents referenced elsewhere in the SDP
1.5 Overview	What the SDP contains and how it is organised
2. Project Overview	
2.1 Project Purpose, Scope, and Objectives	A brief description of the purpose and objectives of this Project and a brief description of what deliverables the Project is expected to deliver
2.2 Assumptions and Constraints	A list of assumptions that this plan is based and any constraints, linking back to an updated Master Data Assumptions List
2.3 Project Deliverables	A list of the artifacts to be created during the project, including target delivery dates
3. Project Organisation	
3.1 Organisational Structure	Describe the organisational structure of the software project team, including management and other review authorities
3.2 External Interfaces	Describe how the project interfaces with external groups. For each external group, identify the internal and external contact names
3.3 Roles and Responsibilities	Identify the project software organisational units that will be responsible for each of the disciplines, workflow details, and supporting processes
4. Software Development Process	
4.1 Software Development Life Cycle	- A description of the methodology used to deliver the Project's software artefacts - A description of the software development tools and languages used to deliver the Project's software artefacts - A description of the steps undertaken to ensure that the software artefacts comply with the BATCIS secure development policy - A description of the steps undertaken to ensure that the software artefacts comply with the MORPHEUS System Target Architecture
4.2 Testing	- A description of the process of checking that the software artefacts meet their specifications and that it fulfils its intended purpose - A description of the test approaches for the different levels of testing and test reports to be generated
4.3 Release	A description of each software release processes and whether it's demo, beta, and so on
5. Project Plan	

Content	Acceptance Criteria
5.1 Phase Plan	- Level 1 Project Plan showing target dates for completion of software iterations and phases, linking back to the Work Breakdown Structure in the Project Management Plan (PMP). - List the objectives to be accomplished for each of the software delivery iterations - Identify major milestones with their achievement criteria - Define any important release points and demos
5.2 Project Estimates	Provide the estimated cost, resources and time for the project, as well as the basis for those estimates, and the points and circumstances in the project when re-estimation will occur, linking back to the Basis of Estimation the Project Management Plan (PMP) and Baseline Project Schedule
5.3 Resourcing	- Identify the numbers and type of staff required here, including any special skills or experience, scheduled by project phase or iteration. - Describe the approach finding and acquiring the staff needed for the project. - List any special training project team members will require, with target dates for when this training should be completed.
5.4 Project Monitoring and Control	- Requirements Management. Specify the information and control mechanisms which will be collected and used for measuring, reporting, and controlling changes to the product requirements. Linking back to Change Control in the PMP - Schedule and Budget Control. Describe the approach to be taken to monitor spending against the project budget and progress against the planned schedule. Describe how to take corrective action when required. Linking back to Clause 39 reporting in the Monthly Performance Reviews. - Software Quality Assurance. Describe the timing and methods to be used to control the quality of the software deliverables and how to take corrective action when required. Linking back to the Project Quality Management Plan, including compliance with NATO allied quality assurance publication AQAP 2210 - Reporting and Measurement. Describe internal and external reports to be generated, and the frequency and distribution of publication. Linking back to Monthly Performance Reviews /Meetings - Risk Management. Describe the approach that will be used to identify, analyse, prioritise, monitor and mitigate risks., linking back to the risk Management Plan and Risk Reporting in the Monthly Performance Reviews. Include a list of software delivery risks and their current status. - Software Configuration Management. Describe the process by which problems and changes are submitted, reviewed, and dispositioned. Linking back to Change Control in the PMP and in the Monthly Performance Reviews. Describe how project or product artefacts are to be named, marked, and numbered, including hardware, system software, plans,

Content	Acceptance Criteria
	models, components, test software, results and data, executables. Linking back to the Configuration Management Plan / System described in the PMP. Describe retention policies, and the back-up, disaster, and recovery plans. Linking back to the Business Continuity Management Plan - Problem Resolution. Describe the approach to be taken to resolve disagreements including how to handle schedule slips, scope, and contractual disagreements, linking back to the Exit Plan - Subcontractor Management. Describe how subcontractors will be managed.