

 Ministry of Defence Police	<b>MINISTRY OF DEFENCE POLICE STATEMENT OF REQUIREMENT</b> This SoR outlines a request to consider - <b>Evidence Store and RRDU Store Moves at the new MDP HQ at RAF Wyton, Palmer Pavilion</b>
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## 1. Issue

1. The MDP HQ at Wethersfield as part of the DEO programme are to re-provision to Palmer Pavilion, RAF Wyton. FY21/22.
2. Palmer Pavilion will be completely refurbished and there is a requirement for the Crime Command Evidence Store and RRDU filing currently located at MDP HQ Wethersfield to be re-located to Palmer Pavilion at RAF Wyton as part of that relocation.
3. The relocation of the evidence items and the confidential information held in the RRDU store requires a specialist service from a CCS framework supplier who can offer a bespoke service tailored to moving live and sensitive operations with full flexibility.
4. Evidence Store – As there is no swing space within the store, pack, move and unpack over 3no days. RAF Wyton – there is no swing space, so cages need to be unpacked the same day.
5. Archive Store – The move is based on the equivalent of 3no storage areas moving from RAF Wethersfield. There are a total of circa: 1110 full archive boxes and 1344 crates of bankers boxes to move over an 8x day period.
6. The locations of available storage at Palmer Pavilion can be seen on the image below with the RRDU storage shown to the left hand side and the evidence store on the right hand side.



- The personal details required will be:

- ## Evidence and Archive Store Move Activities

Date	Time	Resource	Activity
Pre-day 1	10:00am	1x Supervisor Transport  2x colours of labels (2x boxes of each colour)	Report to RAF Wethersfield - Meet Oliver Merrick at the gate Run through the Evidence store and Archive store moves and agree the move order Labels for the evidence store and Archive stores - Hand over labels to the client – client to label the shelves confirming the packing order
Day 1	08:00am	1x 18t vehicle and driver 1x Supervisor 2x Packers 2x Porters 1x crewbus  15x wardrobe cartons 2x tape 10x pallets 2x shrink-wrap 44x cages	Report to RAF Wethersfield Complete 1x load per day over 3 days Pack 22x cages in an agreed order, travel to RAF Wyton Pack hanging clothes into wardrobe cartons and pallets with flat packed boxes during the move Unload cages and and unpack direct onto the shelves then reload the empty cages for day 2
Day 2	08:00am	1x 18t vehicle and driver 1x Supervisor 2x Packers 2x Porters 1x crewbus	Report to RAF Wethersfield Pack 22x cages in an agreed order, travel to RAF Wyton Unload cages and and unpack direct onto the shelves then reload the empty cages for day 3
Day 3	08:00am	1x 18t vehicle and driver 1x Supervisor 2x Packers 2x Porters 1x crewbus	Report to RAF Wethersfield Pack the remaining items and deliver to RAF Wyton Unload and unpack direct onto the shelves then reload the empty cages and return to Crown depot
Date	Time	Resource	Activity
Day 3	10am	Pluscrates	Delivery of 450 PM 3 crates to RAF Wethersfield
Day 3	09:30am	1x Supervisor Transport	Meet Pluscrates at RAFD Wethersfield and oversee the unloading of 450 PM3 crates
Day 4 to Day 11 (excludes weekends)	08:00am	<b>Pack and load Team</b> 1x Supervisor 2x Packers 2x Porters 1x crewbus	Report to RAF Wethersfield - Meet Oliver Merrick at the gate Complete 1x load per day over 6 days Pack from 8 to 11am AM - Pack circa: 224 PM3 crates of banker's boxes Load 18t vehicle and start packing for the following day
Day 4 to Day 11 (excludes weekends)	08:00am	<b>Load and Deliver</b> 1x 18t vehicle and driver	Load circa: 224 PM3 crates and travel to RAF Wyton – delivery for 13:00pm

			Unload all crates and return to RAF Wethersfield in readiness for the following day
Day 4 to Day 11 (excludes weekends)	08:00am	<b>Unload and unpack team</b> 1x 18t vehicle and driver 1x Supervisor 2x Packers 2x Porters 1x crewbus	Report to RAF Wethersfield Start unloading at 13:00pm and unpack direct onto racking Place the empty crates in stacks of 10 high ready to reload the following day Make ready all empty crates for Pluscrates to load on day 10
Day 12		Pluscrates	Collection of all crates from RAF Wyton

## 2. Recommendation

1. To approach prospective suppliers, provide them with the plans and initially obtain their proposals for the relocation of evidence and files that fits with our requirements. Site visits will also be organised to support the basis for obtaining a fixed cost.
2. Once an agreed solution is identified, an ITT to be issued for the suppliers to provide a Commercial and Technical tender response for the racking requirement, split 20% Commercial and 80% Technical. Suitable suppliers may be available through the MOD catalogue.
3. A single CCS framework supplier has been identified in the UK, namely:

Crown Workspace  
1 Ardra Road, London, N9 0BD  
+44 (0)208 976 2100  
crownworkspace@crownww.com

## 1. Options

A number of options have been discussed:

1. **Option 1 – Use respective MPD units who manage the stores to undertake the moves** – Due to the specialist nature of the relocation, insurances, provision of packaging, crates, cages etc, and the fact that the units will be on active duty they could be called upon during the move which would pose a security risk to relocation of evidence should something occur during their involvement with the relocation process, impacting the units operational capability.
2. **Option 2 – Issue an ITT for the relocation of the evidence and files to a specialist company via the CCS framework.** – this option will allow for the design and implementation of a bespoke relocation plan for confidential information that is both safe and secure. If appropriate, by issuing the ITT via the CCS framework it ensures the correct route to market.

## 2. Analysis

- 1 It is felt the that Option 2 is the best way forward and will be progressed. A Business Case has been created.

### 3. Benefits

1. **Operational Effectiveness** – The adaptability and bespoke nature of a specialist moves supplier will make sure this is fully coordinated, safe and secure. Appointing a specialist will enable the MDP units to maintain their operational capability.
2. **Effective transition** – This relocation of evidence and files from the stores will allow for a relatively seamless transition of the inventory from the current MDP HQ to RAF Wyton.

### 4. Financial Considerations

#### ROM Costs.

1. At this stage we have a ROM cost of £35,000 excluding VAT this will be developed during the process of design and consideration of proposals.

### 5. Summary

1. This opportunity will provide the MDP with a specialist moves team to relocate confidential evidence and files in a safe and secure way to RAF Wyton.