

Annex 4: Independent Technical Adviser(s) Activities – UK Search and Rescue Second-Generation (UKSAR2G) Procurement Project.

The activities listed below indicate the range of tasks which the Independent Technical Advisor(s) will contribute to, on a Call Off basis, during the UKSAR2G procurement process. Further activities may be required of the Independent Technical Advisor(s), on a Call Off basis, depending on progress of the procurement and contract acceptance.

Note:- Wherever 10 working days for completion of a report is stated this is the preferred completion time for the tasks, however, a pragmatic approach will be taken on a case by case basis and the completion date being agreed along with the scope of the task.

| Key Activities | Detailed Comments about Activities | Outputs | Expected Phase(s) for Activities |
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| <p>Work Package 1 Provision of Aviation Advice</p> | <p>Will provide independent technical support on request from the MCA, with written comments in a report to the Authority, within 10 working days from task acceptance, on matters relating to:</p> <ul style="list-style-type: none"> • The operation of Helicopter Search and Rescue systems • Fixed wing Counter Pollution/Aerial Surveillance and Spray activities • Unmanned air systems and • Aviation matters in general. <p><i>Note:- The type of work associated to this work package are to support UKSAR2G ITT development but fall outside those detailed in Work Package (WP) 2 to 7. It is expected that this work could form up to 5 tasks consisting of 3 man days each in duration over the contract term.</i></p> | <p>1. Provide a written report to the Authority.</p> | <p>Time Period – See table at Section 3: Phase 0 to Phase 8</p> |

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| <p>Work Package 2</p> <p>Independent Review of Single Statement of User Need (SSUN) for aviation procurement activities</p> | <ul style="list-style-type: none"> • Review the SSUN. • Provide written comments in a report to the Authority within 10 working days from task acceptance. • Meet with MCA Aviation to discuss the comments and agree inclusions and omissions. • Following redraft by MCA, review latest draft. • All work, except meetings, can be carried out remotely at the contractor's site <p><i>Note:- It will be the responsibility of the Authority to write and maintain the SSUN</i></p> | <ol style="list-style-type: none"> 1. Provide a written report of the SSUN review. 2. Provide assurance letter to the SRO detailing the agreement of the SSUN. | <p>Time Period – See table at Section 3: Phase 0 to Phase 2</p> |
| <p>Work Package 3</p> <p>Independent review of the Transition and Acceptance Strategy documents</p> | <ul style="list-style-type: none"> • Review the transition and acceptance documentation. • Provide written comments in a report to the Authority within 10 working days from task acceptance. • Meet with MCA Aviation to discuss the comments and agree inclusions and omissions. • Following redraft by MCA, review latest draft. • All work, except meetings, can be carried out remotely at the contractor's site <p><i>Note:- It will be the responsibility of the Authority to write and maintain the Transition and Acceptance documents</i></p> | <ol style="list-style-type: none"> 1. Provide a written report of the Transition and Acceptance documentation review. 2. Provide assurance letter to the SRO detailing the agreement of the Transition and Acceptance documentation. | <p>Time Period – See table at Section 3: Phase 0 to Phase 3</p> |

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| <p>Work Package 4 Independent Review of MCA Aviation Technical Contract Documents</p> | <ul style="list-style-type: none"> • Review Aviation Technical Contract Documents as instructed by the MCA Aviation Technical Team. To include but not limited to: <ul style="list-style-type: none"> ○ Review of ITT requirement section ○ Capability demonstration scenarios • This activity shall be completed within 10 working day from task acceptance. • Meet with the Aviation team to discuss the comments and agree inclusions and omissions. • Following redraft by MCA, review latest draft. • All work, except meetings, can be carried out remotely at the contractor's site <p><i>Note:-</i></p> <p><i>(1) It will be the responsibility of the Authority to produce and maintain the Contractual Documents,</i></p> <p><i>(2) The MCA expect approximately 7 documents to be reviewed. The largest of these will be the SSUN annex to the contact for (currently) 3 Lots at a ROM of 80 pages per lot. A ROM for the other documents is no more than 20 pages per document.</i></p> | <ol style="list-style-type: none"> 1. Provide a written report of the Technical Contract Documents reviewed and meet with the technical team to discuss and sentence observations/findings 2. Provide assurance letter to the SRO detailing the agreement of the relevant technical contract documentation. | <p>Time Period – Time Period – See table at Section 3: Phase 3 to Phase 6</p> |
| <p>Work Package 5 Provide parametric costing advice to the MCA Aviation Team</p> | <ul style="list-style-type: none"> • Use industry experience to assess the likely cost of major elements, including platforms, major role equipment etc, of the service delivery for input to the should cost model. <p><i>Note:-</i></p> <p><i>(1) The MCA accept that this is difficult to quantify at present, a reasonable assumption would be 10 elements per Lot</i></p> <p><i>(2) The should cost model is owned and maintained by the MCA</i></p> | <ol style="list-style-type: none"> 1. Provide written report of likely technical cost breakdown | <p>Time Period – See table at Section 3: Phase 3 to Phase 6</p> |

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| <p>Work Package 6 Independent Support for the Technical Evaluation of Tender Bid responses from Industry</p> | <ul style="list-style-type: none"> • Act as a Technical evaluator for ITT bids to aviation contracts. • Act as a member of the Technical consensus team member for ITT bids to aviation contracts. • Act as a member of the Technical moderation team member for ITT bids to aviation contracts. <p><i>Note:- The MCA will conduct the initial down selecting (SQ) using internal resource and is expecting to take 4 to 6 participants through to the detailed evaluation stage.</i></p> | <p>1. Provide an independent aviation evaluation for ITT bid responses from Industry.</p> | <p>Time Period – See table at Section 3: Phase 3 to Phase 6 .</p> |
| <p>Work Package 7 Support for Acceptance of Contracted Aviation Services following contract award</p> | <ul style="list-style-type: none"> • Travel to suppliers’ site to conduct the Acceptance Activity. which will be carried out against the contract, acceptance and transition plans agreed between the supplier and Authority during the evaluation. • Duration could be up to four days, with the requirement to produce a written report during and on completion of the visit. • It is estimated that at each visit will be no more than 4 days in duration with a further day required for production of the report, totalling 5 working days effort. • Provide a written report within 5 working days from completion of visit. • The Independent aviation SME will be advised in advance of any acceptance visit, the scope of work, requirements and dates. <p><i>Note:- Acceptance will, potentially, be at each base proposed by the bidders. Should the acceptance activity go well at the first base visited for each lot (currently 3), the other bases will have a light touch acceptance activity which will be performed over 1 day with half a day activity to produce the report. The winners of this contract will perform acceptance jointly with the MCA Aviation technical team. As an assumption, currently the MCA have 10 SAR bases</i></p> | <p>1. In respect of each acceptance activity undertaken, produce a comprehensive written report.:</p> <ul style="list-style-type: none"> a. Each report must include the identification of any areas of non-compliance. b. Actions to be taken. c. Confirmation of any rectification undertaken, recommendations for improvement d. Instances of best practice that merit wider dissemination | <p>Time Period – See table at Section 3: Phase 8</p> |

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| | <i>and 1 aerial surveillance base, but delivery locations for the SAR2G contract will be proposed by the bidder</i> | | |
| Work Package 8 Optional Tasks | <p>There may be occasions where additional tasks are required to be undertaken. These optional tasks are as follows.</p> <ul style="list-style-type: none"> • The Contractor may be invited to attend Contract Review meetings and other meetings with the MCA and between the MCA and service providers as required. • Provide support to the Agency with issues potentially impacting upon operational activities from changes to aviation industry regulation. • Provide support with ongoing assurances of any technical upgrades effecting rotary, fixed wing aircraft and unmanned air systems. • Provide support with the review of operations; <p><i>Note:- The type of work associated to this work package are to support UKSAR2G but fall outside the activities detailed in WP 1 to 7. It is expected that this work could form up to 7 tasks consisting of 3-man days each in duration over the contract term</i></p> | <p>1. To be agreed with the MCA when commissioned to undertake one or more of the optional tasks.</p> | <p>Time Period – See table at Section 3: Phase 0 to Phase 8</p> |