

## **STATEMENT OF WORK FOR THE PROCUREMENT OF HEAVY ARMoured AUTOMOTIVE IMPROVEMENT PROGRAMME (HAAIP) UPGRADE AND REFURBISHMENT OF HYDROGAS UNITS TO 3<sup>rd</sup> GENERATION BUILD STANDARD**

### **Issue**

- 1) The Authority has identified a requirement as part of the Heavy Armoured Automotive Improvement Programme (HAAIP) to procure the Upgrade and Refurbishment of 3616 Hydrogas (Hg) Units to 3<sup>rd</sup> Generation (Hg3) Build Standard.

### **Background**

- 2) HAAIP is a key component of the Challenger 2 Life Extension Programme (CR2 LEP), providing updated automotive components to improve platform manoeuvrability. HAAIP will compliment CR2 LEP to produce an integrated platform solution capable of operating on the battlefield currently out to 2035 (aspired out to 2040). HAAIP will deliver five component improvements one of which is the Upgrade and Refurbishment of the current 2<sup>nd</sup> generation Hydrogas suspension units. Hydrogas was originally introduced into service in the 1980's with Challenger 1, and the 1990's with Challenger Armoured Repair & Recovery Vehicle (CRARRV). It was subsequently updated from 1<sup>st</sup> Generation (Hg1) to 2<sup>nd</sup> Generation (Hg2) when CR2 was brought into service in the late 1990's and has remained unchanged since.

### **Requirement**

- 3) The Contractor shall:
  - a) Upgrade and Refurbish Hg2 Units in accordance with the technical information and drawings detailed within the Workshop Process Instruction (WPI) document.
  - b) Upgrade and Refurbish Hg2 units in the quantities set out in the delivery schedule.
  - c) Upgrade and Refurbish Hg2 units in equal quantities of left and right-hand units, with a minimum of 12 units per batch (one vehicle set).
  - d) Package and deliver Upgraded and Refurbished Hg3 units to Military Packaging Level J and deliver units to either Babcock Bovington or MoD Stores at Donnington as directed by the Project Team.
  - e) Ensure each completed Hg3 Unit and associated components has a Certificate of Conformity (CoC) that is serialised and linked to the batches of components used, confirming that each piece of equipment complies to the technical specification.

### **Product Verification**

- 4) The Contractor shall conduct a First Article Inspection for purposes of verification of all purchased products. This is to ensure the Fit, Form, and Function (FFF) of the product to be supplied under the contract from a new supplier. Within the Quality Plan the Contractor shall demonstrate how they will monitor the quality output of the products to

maintain quality standards. In addition to FFF issues the materiel specification shall be maintained.

### **Safety Critical Items**

- 5) Hydrogas is a Safety Critical Item (SCI) requiring an appropriate level of control and additional assurance activities for procurement, which includes but is not limited to:
- a. Appropriate certification to ISO 9001:2015 is mandatory for all sub-suppliers. Appropriate certification shall be used as a Technical Discriminator.
  - b. The drawings shall be at the latest issue and contain enough information to allow manufacture or procurement of the components to the exact specification, or the Original Equipment Manufacturer (OEM) shall be used.
  - c. The contractor shall have objective evidence that their suppliers are competent and able to meet their contractual requirements. The Authority reserve the right call upon this evidence at any time throughout the duration of the Contract.
  - d. A Certificate of Conformity (CofC) in accordance with condition 26 shall be provided and shall include any batch or serial numbers.
  - e. The Contractor shall produce and maintain records to ensure traceability and to assure that the products provided conform to the contracted requirements.
  - f. SCIs shall be identified as Configured Items and the principles of DEFSTAN 05-57 shall apply.
  - g. All concessions, including those categorised as minor, shall be sent to the Authority.
  - h. As part of the evaluation of sub-contractors, the Contractor shall be able to trace all material through their supply chain from source to supply to reduce the risk of counterfeit material in accordance with Condition 30.

### **Hydrogas Upgrade & Refurbishment Process**

- 6) Hydrogas Units must be Upgraded and Refurbished in accordance with the process laid out below.
- 7) The Hydrogas Units for Upgrade & Refurbishment will be issued to the Contractor under Contract work Item terms and should arrive at the Contractors works within fourteen Business Days of the date of the Order. If the Hydrogas Units do not arrive within the timescales stated above the Contractor shall notify the Authority's point of contact in Accordance with DEFFORM 111, box 2 by email.
- 8) **Receipt & Storage.** The Contractor shall receipt and store the following items:
- a) Hydrogas Upgrade Kit of Parts - Part Number HD-79613. This is the Kit of Parts required for the Upgrade element of the requirement. The Upgrade Kit of Parts will be delivered in batches of 30-36 in accordance with the Contract delivery schedule. Each Kit of Parts will be delivered in a re-usable box, part number HD-79613PK. Each Kit of Parts will have a Certificate of Conformity serialised and

linked to batches. Each Kit of Parts is to be inspected to confirm item quantities and that the items have not been damaged during delivery. The Upgrade Kit of Parts Manufacturing Contractor and the Authority is to be notified of acceptance. The Contractor shall inform the Authority's point of contact in Accordance with DEFFORM 111, box 2 by email should any items be damaged or missing.

- b) Empty Upgrade Kit of Parts re-usable boxes, part number HD-79613PK will be collected by the Upgrade Kit of Parts Supplier. Returned items are to be prepared for collection (labelled, stacked, palletised and banded). The Upgrade Kit of Parts Contractor is to be notified of quantities and available collection / delivery time slots which should coincide with the delivery of complete Upgrade Kit of Part boxes as per Para 8a.
  - c) Special Tools & Test Equipment (STTE) – This is the Seal Fitting Toolset comprising of Seal, Fitting Sizing Tools & Induction Heater. A list of items included can be found at Annex K – GFE. This will be delivered with a CoC by the Hg3 Upgrade Kit of Parts Manufacturing Contractor within 10 -12 weeks of Contract Award. Notification of receipt shall be made to the Authority's point of contact in Accordance with DEFFORM 111, box 2 by email.
  - d) Hg2 Units (E0 & A2) for Upgrade and Refurbishment to Hg3 build standard. Each Hg2 will be delivered in a re-usable wooden container (NSN 8145-99-464-5123 Shipping & Storage Container (LH) or NSN 8145-99-553-5447 Shipping & Storage Container (RH)). Hg2 (54 LH NSN 2530-99-499-8835 and 54 RH NSN 2530-99-969-1737) will be delivered to the Contractor on a mutually agreed date. Hg2 will then be delivered at a rate of circa 30 - 36 per month during normal production or as requested by the Contractor. Approximate dimensions of the Hydrogas Unit as supplied in its shipping and storage container is as follows:
    - i) Dimensions: 1080 x 895 x 1045 (mm)
    - ii) Weight: 390 kgs.
  - e) Hg1 Units (E0 & A2) for salvage purposes to replace high cost Beyond Repair/Beyond Economical Repair (BR/BER) components identified during the Strip and Survey of Hg2 units. Each Hg1 will be delivered in a re-usable wooden container (NSN 8145-99-464-5123 Shipping & Storage Container (LH) or NSN 8145-99-553-5447 Shipping & Storage Container (RH)). Hg1 units (LH NSN 2530-99-463-6025 and 54 RH NSN 2530-99-973-3565) will only be supplied on an as required basis and will be delivered on request of the Authority in agreement with the Contractor. The use of Hg1 will only incur a Strip and Survey cost.
  - f) All GFA items are to be accounted for in accordance with DEFSTAN 05-099 Part 1.
- 9) Upon receipt of the Hydrogas Units, the Contractor shall undertake a preliminary assessment to determine the condition of both the item and packaging, in order to ascertain whether the Hg units and packaging are BR/BER. In the event that articles are deemed to be BR/BER, the Contractor shall notify the Authority's point of contact in Accordance with DEFFORM 111, box 2 by email. Unique Identifiers/Job numbers shall be allocated on receipt of each Article. These inspection numbers will enable overhaul reports to be generated, maintained and recalled effectively.

- 10) **Strip & Survey.** If the Article(s) is deemed not to be BR/BER then the Contractor shall:
- a) Initiate a strip and survey to determine the level of Refurbishment required for the items being re-fitted (Reusable Items) in accordance Appendix 1.
  - b) All strip and survey information, including details of the level of Refurbishment required for each of the Reusable Items, identified by the Job No, shall be submitted to the Authority's point of contact in Accordance with DEFFORM 111, box 2 by email.
  - c) Any Hg2 that are subsequently considered BR/BER either during or after the Strip and Survey process are to have BR/BER requests raised by the Contractor to the Authority's point of contact in Accordance with DEFFORM 111, box 2 by email before any further action is taken. Authorised BR/BER Hg2 will be disposed of by the Contractor.
  - d) When instructed by the Authority the Contractor shall strip BER Hg2 units to salvage serviceable items for reuse on other Hg units (as per Reusable Items listed in Appendix 1). Any items to be disposed of are to be done so in the best interest of the crown, with any proceeds from the sale credited to the Authority.
  - e) When instructed by the Authority the Contractor shall Strip and Survey Hg1 units to salvage serviceable items for reuse on other Hg units.
- 11) **Refurbish.** The Contractor shall clean and undertake the required level of Refurbishment to the items being reused in order to return them to a 'serviceable but not new' condition applying Acceptable Quality Limits (AQL) to be agreed with the Authority's Engineering representatives.
- 12) **Rebuild.** The Contractor shall re-assemble the Hg unit in accordance with Workshop Process Instruction (WPI) utilising the Reusable Items, 100% Replaceable Items supplied by the Contractor in accordance with Appendix 1 and the manufactured Upgrade Kit of Parts supplied by the Authority's contracted Supplier. The 100% Replaceable Parts list should be strictly adhered to. As part of the re-assembly and Upgrade process each Hg Unit is to be allocated a unique Serial Number.
- 13) **Functional Testing.** The Contractor shall mount the Hg unit to a suitable test bench, fill with oil and charge with Nitrogen to the correct pressure and conduct the test process defined within the WPI in Chapter 2.
- 14) **Painting.** The Contractor shall spray paint all Hg3 units. Painting is to be in accordance with the WPI in Chapter 2.
- 15) **Beyond Repair/Beyond Economical Repair (BR/BER).** Articles that have been found to be BR/BER as a result of damage to major components such as the main body or axle arm shall be subject to a decision by the Authority on a case by case basis as deemed appropriate. The Authority may decide to instruct the Contractor to dismantle some Articles sentenced as BR/BER to salvage serviceable items for re-use on other Articles. Any items agreed to be disposed of are either to be done so in the 'best interests of the Crown', with any proceeds from the sale credited to the Authority or disposed of via the Defence Sales Agency (DSA).

## **Packaging & Delivery**

- 16) **Hydrogas Packaging.** The Contractor shall inspect the condition of all Hydrogas Unit packaging on receipt, repair containers that are economical to repair and replace those that are BR or BER. The Contractor shall raise a BR/BER request to the Authority's Project Manager when packaging is found to be BR/BER. To minimise costs the Authority may decide to issue replacement packaging if available.
- 17) Upgraded Hg3 units are to be packaged in Special Packing Instruction Sheet (SPIS) level N packaging in accordance with DEFSTAN 81-041. The Contractor shall package the Hg units to SPIS level N using existing packing NSN 8145-99-464-5123 Shipping & Storage Container (LH) and NSN 8145-99-553-5447 Shipping & Storage Container (RH). The following SPIS sheets apply:
  - a) Hydrogas ASSY, LH, WITH HUB - SPIS No D PKG A/499-8835.
  - b) Hydrogas ASSY, RH, WITH HUB - SPIS No D PKG A/969-1737.
- 18) Upgraded Hg3 units leaving the contractor's premises are to be labelled in accordance with DEFSTAN 81-041 Part 6 using the correct NSNs:
  - a) L/H Hg3 - 2510-99-670-2519.
  - b) R/H Hg3 - 2510-99-696-3918.
- 19) **Delivery.** Upgraded Hg units shall be delivered to the Authority in accordance with the Delivery Timeline specified at Annex C. The Contractor shall be responsible for arranging delivery of all items under the Contract to an address within the United Kingdom to be confirmed by the Authority. All items are to be delivered with a CoC and a fully completed DEFFORM 129J.
- 20) The Contractor shall ensure the Upgraded Hg3 units designated as spares being returned to Defence Fulfilment Centre (DFC) are labelled in accordance with DEFSTAN 81-041 Part 6.

#### **Service Management – Project Review Meetings**

- 21) The Contractor shall facilitate four (4) Project Review Meetings (PRMs) for the first year: The first within 1 month of contract placement followed by every three (3) months thereafter. Thereafter, PRMs shall be held bi-annually or as requested by the Authority with dates to be agreed by both parties.
- 22) Unless otherwise agreed with the Authority, meetings shall be held at the Contractor's premises.
- 23) The Contractor shall chair these meetings and will provide:
  - a) Staff, facilities and services to host and record these meetings.
  - b) A calling notice and agenda which will be submitted to the Authority for review and approval, no later than 10 working days before for the meetings in the first year, then 15 working days thereafter. As a minimum the agenda items shall comprise the following subject headings:

- i) Delivery Progress against schedule including serial numbers of each completed Hydrogas 3rd Generation (Hg3).
  - ii) Supply Chain Issues
  - iii) Quality Issues including Failure Trends and Defect Investigations and Progress of any Resulting Work
  - iv) Safety Issues that could affect Users and Operation of Equipment
  - v) Configuration Control Issues (list of S/Ns etc)
  - vi) GFA currently held
  - vii) Contract Finance
  - viii) Legislative Changes
  - ix) Top five current risks to Project
  - x) Warranty Issues
  - xi) Obsolescence
- c) Staff to take minutes of the meeting and thereafter distribute to the Authority no later than 5 working days after the meeting for approval by the Authority.
- d) Final minutes which will be Issued and distributed within 5 working days of the agreement being reached.
- e) The provision to hold these meetings remotely if required.
- 24) The contractor shall be responsible for meeting preparation, including administration, facilities, calling notice, agenda and minutes. The Contractor shall issue the draft agenda to the Authority for agreement 3 working days prior to release.
- 25) The Contractor shall deliver draft and final meeting Minutes. Draft minutes shall be issued and distributed to all recipients within 5 working days with final copies received by all recipients within 10 working days, unless otherwise agreed, incorporating any amendments as requested by the Authority. Minutes are to be delivered electronically via email in MS Word.

### **Service Management - Contract Reports**

- 26) The Contractor shall provide the following reports under the contract:
- a) A monthly Financial Management Report during production in accordance with the DEFCON 647 to the Contract Terms and Conditions. The first Financial Management Report within 20 working days of Contract placement and thereafter to be received by the Authority no later than the 21<sup>st</sup> of each subsequent month and delivered electronically via email in MS Word/Excel.
  - b) A monthly Work In Progress report, which shall give details of all work undertaken in the preceding period. To be received by the Authority no later than the 10th of each subsequent month and delivered electronically via email in MS Word / Excel. The Contractor shall ensure the content of the Work in Progress report, as a minimum, includes updates on the following:
    - i. Delivery Progress against Metrics, including serial numbers of each completed Hg3.
    - ii. Supply Chain Issues.
    - iii. Quality Issues including Failure Trends and Defect Investigations and Progress of any Resulting Work.
    - iv. Safety Issues that could affect Users and Operation of Equipment.
    - v. Configuration Control Issues.

- vi. GFA Inventory Stock currently held.
  - vii. Contract Finance - funding consumed to date.
  - viii. Commercial issues.
  - ix. Legislative Changes.
  - x. Top five current risks to Project.
  - xi. Warranty Issues.
- c) A monthly Strip & Survey Report, which will detail the required level of costed work against individual serialised suspension units prior to Upgrade and Refurbishment commences. The report is to be received by the Authority Project Manager monthly before commencement of the Upgrade and Refurbishment work. This will allow the Authority time to consider the most economic options against individual suspension units resulting in authorisation to commence or BER. The report shall be delivered electronically via email in MS Excel using the template at Appendix 1 to Annex A, SOW.

### **Service Management - Contract Plans**

- 27) The Contractor shall provide a Deliverable Quality Plan in accordance with Condition 21 of the Contract Terms and Conditions and AQAP 2105 Edition C Version 1 NATO Requirements for Quality Plans. A draft Quality Plan shall be required at Tender return and the final plan is to be delivered to the Authority's Quality Assurance Representative within 1 month of Contract Award. The final version is to be delivered electronically in MS Word/PDF format.
- 28) The Contractor shall provide an Upgrade and Refurbishment Project Plan. The Contractor shall ensure the schedule is realistic and meets the project timelines and requirements, demonstrating capability to fulfil the contracted delivery quantities and timescales. A draft plan shall be required at Tender return and the final delivered within 1 month of Contract Award. The final version is to be delivered electronically in MS Word/Project/PDF format. The plan is to include:
- i. Work Breakdown Structure.
  - ii. Work Breakdown Structure Dictionary.
  - iii. Upgrade and Refurbishment master schedule to include receipt, strip, inspect, convert, assemble test, package, deliver phases for up to 36 units per month.
  - iv. Lead times.
  - v. Ramp-up times.
  - vi. Tooling production schedule.
  - vii. Upgrade and Refurbishment schedule.
  - viii. Testing Schedule.
  - ix. Contingency planning for potential delays.
- 29) The Contractor shall provide and maintain a Risk and Opportunity Management Plan that enables a formal risk process to be managed in conjunction with the Authority. A draft plan shall be required at Tender return and final plan delivered to the Authority's PoC within 1 month of Contract award. Within the plan the Contractor shall make it possible for the Authority to review risks throughout the duration of the Contract. The Contractor should also note that the highest 5 risks, which could be newly emerging risks, should be included for review by the Authority as part of the monthly WIP report. Delivery of the plan is to be electronically in MS Word/PDF format.

- 30) The Contractor shall provide a Storage, Transportation and Delivery Plan (STDP). A draft plan shall be required at Tender return and the final delivered to the Authority's PoC within 1 month of Contract Award. The final version is to be delivered electronically in MS Word/PDF format. The plan is to include:
- i. A detailed plan of how the Contractor shall control and manage the monthly supply of Upgraded and Refurbished Hg3 to the Authority's designated Hg3 recipient.
  - ii. A detailed plan of how the Contractor shall package Hg3 nominated as spares to SPIS/DEFSTAN 81-041 Part 4 and deliver to designated authority storage.
  - iii. A plan of how the contractor will receipt, inspect and store the Hg3 Upgrade Kit of Parts (delivered within re-useable transport boxes) including storage of empty boxes in the interim to maintain a continued return loop of storage boxes (30-36 returned monthly).
- 31) The Contractor shall provide a draft Anti-Counterfeit Management Plan (ACMP) at Tender return and final ACMP delivered to the Authority's PoC within 1 month of Contract award. The ACMP is to be maintained and to be made available to the Authority upon request.

#### **Project Management – Upgrade and Refurbishment of Hydrogas Units**

- 32) The Contractor shall undertake the inspection of deliverable items in accordance with DEFSTAN 05-061 Part 9, Issue 5 - Quality Assurance Procedural Requirements - Independent Inspection Requirements for Safety Critical Items resulting in a serialised CoC.
- 33) The Contractor will be responsible for maintaining a record/log of all inspections carried out and maintain a log of all non-conforming items for periodic inspection by the Authority.
- 34) The Contractor will ensure the Authority has access to these records/logs to initiate periodic quality assessments at the Contractors premises or sub-contractor premises.
- 35) The Contractor shall ensure that each Hg3 Unit is identifiable (serial number) and issued with a serialised CoC in accordance with Condition 26 of the contract Terms and Conditions. An electronic copy of all CoCs shall be provided to the Hg3 Project Manager within 1 working day via email. Serialisation shall be undertaken to aid accounting, tracking and maintain usage data so that the durability can be monitored by the Authority.

#### **Project Management – Government Furnished Assets (GFA)**

- 36) The Contractor shall retain and provide secure storage for any GFA required to facilitate the contract in accordance with DEFSTAN 05-099 - Managing Government Furnished Equipment in Industry. The Contractor shall provide the Authority with current GFA holding in each Monthly Work in Progress Report.

#### **Project Management –Configuration Control**

- 37) The Contractor shall ensure that Configuration Control (CC) is applied, appropriate and conducted in accordance with the requirements of DEFSTAN 05-57 -



Configuration Management of Defence Materiel. Each Hg3 Unit shall be supplied with a serialised CoC, with an electronic copy sent to the Authority's Project Manager.

- 38) The Contractor shall ensure a Current Build Standard record is maintained and available for inspection by Authority's representatives.
- 39) An Annual statement of Configuration report shall also be provided in accordance with Stan 05-57 - Configuration Management of Defence Materiel.
- 40) In case of dispute, the Authority's Project Manager shall decide whether and to what degree CC shall be applied.

### **Security Requirements**

- 41) The Contractor shall conform to the requirements set out in DEFCONs 659A – Security Measures, and DEFCON 660 – Official Sensitive Security Requirements.
- 42) The Contractor shall be Cyber Essentials compliant and confirm to the requirements set out in DEFCON 658 – Cyber.

### **QUALITY REQUIREMENTS AND STANDARDS**

- 43) The contractor shall hold and maintain certification to BS EN ISO 9001:2015 issued by a United Kingdom Accreditation Society accredited certification body. The Contractor shall ensure that all elements of the Contract is carried out in conformity with the Quality Assurance (QA) requirements of the Allied Quality Assurance Publications (AQAPs) and the Supplier's Quality Management System (QMS).
- 44) All work under the Contract shall be performed in accordance with the QA provisions contained below:
  - a) AQAP 2110 Edition D Version 1 NATO Quality Assurance Requirements for Design, Development and Production. For guidance on the application and interpretation of AQAPs refer to the appropriate AQAP standard document.
  - b) CofCs shall be provided in accordance with Condition 26.
  - c) A Deliverable Quality Plan (QP) is required in accordance with AQAP 2105 NATO Requirements for Deliverable Quality Plans Edition 2. Unless otherwise notified, the formal QP shall be delivered for review by the Quality Assurance Representative (QAR) through the Project Manager within 1 month of contract award.
  - d) Concessions shall be managed in accordance with DEFSTAN. 05-061 Part 1, Issue 6 – Quality Assurance Procedural Requirements – Concessions.
  - e) All Safety Critical Items shall be subject to independent inspection in accordance with DEFSTAN. 05-061 Part 9, Issue 5 – Quality Assurance Procedural Requirements for Safety Critical items.
  - f) The avoidance of counterfeit material is managed in accordance with DEFSTAN. 05-135 - Avoidance of Counterfeit Material Issue 1 dated 10/07/2014.

- g) No Government Quality Assurance is planned against this Contract.
- h) The Contractor's Anti Counterfeit Management Plan (ACMP) is to be made available to the Authority on request.
- i) First Article Inspections (FAIR) are to be conducted for the initial batch of Upgraded Hg3 units. First Article Inspection Reports are to be retained as a record and made available to the Authority on request.

### **Quality Audits**

- 45) The Contractor shall implement a Quality Audit Programme to verify the effectiveness of the Contractor's QMS and to address any shortfalls identified during the tender assessment.
- 46) The Authority may conduct surveillance audits as and when required to verify both component procurement and repairs of the Hg Units. The Authority shall give the Contractor a minimum of 5 working days' notice before conducting an audit.
- 47) The contractor shall demonstrate that the provisions and procedures within their Quality Systems are extended to the placing and control of sub-contracts arising from the Contract.
- 48) The Contractor and/or sub-suppliers shall provide the GQAR and the Authority the rights of access for purposes of surveillance audit to facilities where parts of the contracted activities are being performed.
- 49) The Authority reserve the right to conduct pre-contract award evaluation to provide assurance that any statement or evidence provided by the successful bidder is both true and accurate.

### **Post Design Services (PDS) – Ad-Hoc Tasking**

- 50) The Contractor may, as tasked, be required to support the following PDS Activities (but not limited to):
  - Out of Scope Spares Provisioning - supply or repair of Equipment outside of those covered in the Core deliverables.
- a) The Task Approval Process for Non-Core Activities will be initiated by means of a formal Task Approval Form (TAF) in accordance with Condition 58, Post Design Service Task Approval Process for Non-Core Activities of the Terms and Conditions to Contract.
- b) The TAF will set out the Authority's requirements and outputs of the task. The Contractor will respond with a solution, associated costs and firm price in accordance with Annex B, Rates for the task. No work will be conducted until authorisation from the Authority by means of a Standard Purchase Order (SPO) on CP&F.

## DELIVERABLES

ID	WORK CATEGORY	REQUIREMENT	REQUIREMENT GUIDANCE	CONTRACT DELIVERABLES	ACCEPTANCE CRITERIA
<b>SERVICE MANAGEMENT REPORTS &amp; MEETINGS (SMRM)</b>					
SMRM 1	Project Review Meetings.	<p>Facilitation of Project Review Meetings.</p> <p>Year 1: Within 1 month of contract placement followed by every three (3) months thereafter.</p> <p>Years 2-11: Bi-annually or as requested by the Authority.</p>	Paras 21-25.	<p>1. Meeting preparation: administration, facilities, calling notice, agenda and minutes.</p> <p>2. Minutes (draft and final) issued and distributed within the specified timescales and incorporating any amendments as requested by the Authority.</p>	<p>1. The Contractor shall issue the draft agenda to the Authority for agreement prior to release. Minutes to be delivered electronically via email in MS Word.</p> <p>2. Minutes (draft) received by all recipients within 5 working days with final copies received by all recipients within 5 working days thereafter.</p>
SMRM 2	Reports.	<p>1. Financial Management: Initial within 20 days. Thereafter monthly on the first working day after 21st.</p> <p>2. Work in Progress Report: Monthly no later than 10th of each month.</p>	Para 26a and 26b.	<p>1. Monthly Financial Management Report. Initial within 20 days. Thereafter monthly on the first working day after 21st.</p> <p>2. Monthly Work in Progress Report. Delivery no later than 10th of each month.</p>	<p>1. Financial Report to be delivered in accordance with DEFCON 647.</p> <p>2. Work in Progress report received on time and containing all elements specified within Para 26.</p> <p>3. Work in Progress report to be delivered electronically via email in MS Word / Excel.</p>
SMRM 3	Strip & Survey Report.	<p>Provision of Monthly Strip &amp; Survey Reports.</p> <p>1. Initial within 60 days of first Hg2 issue.</p> <p>2. Thereafter monthly prior to Upgrade and Refurbishment commencement.</p>	Para 26c.	<p>1. Initial Strip and Survey Report received within 60 days of first Hg2 issue.</p> <p>2. Monthly Strip and Survey Reports prior to Upgrade and Refurbishment commencement.</p>	<p>1. Strip and Survey Report received on time and recording the required detail of costed work per suspension unit.</p> <p>2. Strip and Survey Report to be delivered electronically via email in Excel using the template supplied.</p>

ID	WORK CATEGORY	REQUIREMENT	REQUIREMENT GUIDANCE	CONTRACT DELIVERABLES	ACCEPTANCE CRITERIA
<b>SERVICE MANAGEMENT PLANS (SMP)</b>					
SMP1	Quality Plan.	Provision & Upkeep of a Quality Plan.  Draft at Tender return.  Full plan within 1 month of Contract award.	Para 27.	1. Quality Plan in accordance with AQAP 2105.  2. DEFSTAN 00-56 - Safety and Environmental Management	1. Quality Plan received on time containing all elements in accordance with AQAP 2105. To be delivered electronically in MS Word/PDF format.
SMP 2	Upgrade and Refurbishment Project Plan.	Provision & Upkeep of an Upgrade and Refurbishment Project Plan.  Draft at Tender return.  Full plan within 1 month of Contract award.	Para 28.	1. Completed Upgrade and Refurbishment Project Plan to be received by the Authority's Project Manager within 1 month of Contract Award.	1. Upgrade and Refurbishment Project Plan received on time containing the elements detailed in Para 28 and delivered electronically in MS Project/PDF format.

ID	WORK CATEGORY	REQUIREMENT	REQUIREMENT GUIDANCE	CONTRACT DELIVERABLES	ACCEPTANCE CRITERIA
SMP 3	Risk and Opportunity Management Plan.	<p>Provide and maintain a Risk and Opportunity Management Plan.</p> <p>Draft at Tender return.</p> <p>Full plan within 1 month of Contract award.</p> <p>Reviewed monthly.</p> <p>Re-issued Annually.</p>	Para 29.	1. Completed Risk and Opportunity Management Plan to be received by the Authority's Project Manager within 1 month of Contract Award.	<p>1. Risk and Opportunity Management Plan received on time and reviewed by Authority's Project Manager.</p> <p>2. The highest-level risks are to be reviewed as part of the monthly progress review.</p> <p>3. The plan is to be in delivered electronically in MS Word/PDF format.</p>
SMP 4	Storage, Transportation and Delivery Plan (STDP).	<p>Provide a Storage, Transportation and Delivery Plan (STDP).</p> <p>Draft at Tender return.</p> <p>Full plan within 1 month of Contract award.</p>	Para 30.	1. Completed Storage, Transportation and Delivery Plan to be received by the Authority's Project Manager within 1 month of Contract Award.	<p>1. Storage, Transportation and Delivery Plan received on time.</p> <p>2. Containing the elements detailed in Para 25.</p> <p>3. To be delivered electronically in MS Word/Project/PDF format.</p>

ID	WORK CATEGORY	REQUIREMENT	REQUIREMENT GUIDANCE	CONTRACT DELIVERABLES	ACCEPTANCE CRITERIA
SMP 5	Anti-Counterfeit Management Plan.	Provide an Anti-Counterfeit Management Plan (ACMP).  Draft at Tender return.  Full plan available for review within 1 month of Contract Award.	Para 31.	1. Completed Anti-Counterfeit Management Plan to be available to the Authority's Project Manager within 1 month of Contract Award.	1. Anti-Counterfeit Management Plan to be available on time.  2. The plan is to be in delivered electronically in MS Word/PDF format.
SMP 6	Exit and Transition Management Plan (EMP)	Provide an Exit and Transition Management Plan (EMP)  Draft at Tender return.  Full plan available for review within 1 month of Contract Award.	Condition 57 to the Terms and Conditions of Contract.	1. Completed Exit Management Plan to be available to the Authority's Project Manager within 1 month of Contract Award.	1. Exit Management Plan received on time. 2. i.a.w. Condition 57 to the Terms and Conditions of Contract 3. To be delivered electronically in MS Word/Project/PDF format.
<b>Project Management (PM)</b>					

ID	WORK CATEGORY	REQUIREMENT	REQUIREMENT GUIDANCE	CONTRACT DELIVERABLES	ACCEPTANCE CRITERIA
PM1	GFA Management and Storage.	<p>The Contractor shall retain, account and provide secure storage for any GFA required to facilitate the contract. Monthly reporting of GFA holding.</p> <p>Hg3 Kit of Parts are to be stored within permanent secure buildings on pallets, stillages, or racks in such a manner that neither physical damage nor deterioration can occur through contact or environmental conditions.</p>	Para 36.	<p>1. Provide Secured and appropriate storage facilities in accordance with the Security Aspect Letter and DEFSTAN 05-099 Part 1 dated 14/07/2017.</p> <p>2. Provide completed DEFCON 694 Template.</p>	<p>1. Evidence of secure GFA storage.</p> <p>2. Receipt of monthly DEFCON 694 Template.</p>

ID	WORK CATEGORY	REQUIREMENT	REQUIREMENT GUIDANCE	CONTRACT DELIVERABLES	ACCEPTANCE CRITERIA
PM2	Configuration Control.	<p>Configuration Control (CC) applied i.a.w the requirements of DEFSTAN 05-57, issue 7, Annex H.</p> <p>An electronic copy of all CoCs shall be provided to the Authority's Project Manager within 1 working day of delivery to Babcock Bovington or DFC.</p>	Para 37-40.	<p>1. Current Build Standard Record available for inspection by Authority's representatives.</p> <p>2. Annual statement of Configuration report submitted to the Authority's Project Manager.</p> <p>3. Electronic CoC delivered to Authority's Project Manager.</p>	<p>1. Records and annual statement reviewed and accepted by Authority's Project Manager.</p> <p>2. Receipt of electronic CoC by Authority's PM.</p> <p>3. Confirmed delivery of Hydrogas with CoC.</p>



ID	WORK CATEGORY	REQUIREMENT	REQUIREMENT GUIDANCE	CONTRACT DELIVERABLES	ACCEPTANCE CRITERIA
PM3	Quality.	<p>Maintain an ISO 9001:2015 Quality Management System (QMS) for the duration of the contract.</p> <p>Quality Management throughout the project in accordance with:</p> <ul style="list-style-type: none"> <li>• AQAP 2110.</li> <li>• AQAP 2105.</li> <li>• DEFSTAN 05-061 Part 1.</li> <li>• DEFSTAN 05-135, Issue 1.</li> </ul>	Para 43-49.	<p>1. Quality Plan to be received by the Authority's Quality Assurance representative within 1 month of Contract award.</p> <p>2. Record of inspections carried out available to the Authority's Quality Assurance representative.</p> <p>3. Log of all non-conforming items available to the Authority's Quality Assurance representative.</p> <p>4. Log of serialised CoC - linked to component batch numbers.</p>	<p>1. Delivery of an acceptable Project Quality Plan to the Authority's Quality Assurance representative within 1 month of Contract award.</p> <p>2. Access to record of inspections by Authority's Quality representative.</p> <p>3. Access to log of non-conforming items by Authority's Quality representative.</p> <p>4. Access to Log of serialised CoC by Authority's Quality representative.</p>

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PM4	Security.	Conform to DEFCONs 659A, 658 and 660.	Para 41-42.	1. Attainment of the appropriate level of Cyber compliance associated with the Contract.	1. Notification of compliance from Supplier Cyber Protection.
TECHNICAL					

ID	WORK CATEGORY	REQUIREMENT	REQUIREMENT GUIDANCE	CONTRACT DELIVERABLES	ACCEPTANCE CRITERIA
T1	Upgrade & Refurbishment of L/H Hydrogas units.	<p>Upgrade &amp; Refurbishment of L/H Hydrogas units – NSN 2530-99-499-8835 to include:</p> <ul style="list-style-type: none"> <li>• Receipt &amp; Storage.</li> <li>• Strip &amp; Survey.</li> <li>• Refurbishment.</li> <li>• Rebuild.</li> <li>• Functional Test.</li> <li>• Painting.</li> <li>• Packaging.</li> <li>• Delivery.</li> </ul>	Para 6-20.	<p>1. Upgraded and Refurbished L/H Hydrogas units – NSN 2510-99-670-2519 delivered in accordance with delivery schedule.</p> <p>2. Confirmation of receipt for every batch of Upgrade Kit of Parts.</p> <p>3. Strip &amp; Survey Reports for each Hg unit stripped.</p> <p>4. BER/BR Requests for Hg units not suitable for Upgrade &amp; Refurbishment.</p> <p>5. CoC to accompany each Upgraded Hg unit.</p> <p>6. Completed DEFFORM 129J to accompany every delivery of Upgraded &amp; Refurbished Hg units.</p>	<p>1. Confirmation of receipt received by Authority's PM from receipting organisation.</p> <p>2. Receipt of confirmation by Authority's PM.</p> <p>3. Correctly completed Strip &amp; Survey Reports received and accepted by Authority's PM.</p> <p>4. Correctly completed BER/BR Requests received and accepted by Authority's PM.</p> <p>5. Receipt of electronic CoC received by the Authority's PM.</p> <p>6. Confirmation of completed DEFFORM 129J received by Authority's PM from receipting organisation.</p>

ID	WORK CATEGORY	REQUIREMENT	REQUIREMENT GUIDANCE	CONTRACT DELIVERABLES	ACCEPTANCE CRITERIA
T2	Upgrade & Refurbishment of R/H Hydrogas units.	<p>Upgrade &amp; Refurbishment of R/H Hydrogas units – NSN 2530-99-969-1737 to include:</p> <ul style="list-style-type: none"> <li>• Receipt &amp; Storage.</li> <li>• Strip &amp; Survey.</li> <li>• Refurbishment.</li> <li>• Re-Build.</li> <li>• Test.</li> <li>• Painting.</li> <li>• Packaging.</li> <li>• Delivery.</li> </ul>	Para 6-20.	<p>1. Upgraded and Refurbished R/H Hydrogas units – NSN 2510-99-696-3918 delivered in accordance with delivery schedule.</p> <p>2. Confirmation of receipt for every batch of Upgrade Kit of Parts.</p> <p>3. Strip &amp; Survey Reports for each Hg unit stripped.</p> <p>4. BER/BR Requests for Hg units not suitable for Upgrade &amp; Refurbishment.</p> <p>5. CoC to accompany each Upgraded Hg unit with electronic copy to Authority PM.</p> <p>6. Completed DEFFORM 129J to accompany every delivery of Upgraded &amp; Refurbished Hg units.</p>	<p>1. Confirmation of receipt received by Authority's PM from receipting organisation.</p> <p>2. Receipt of confirmation by Authority's PM.</p> <p>3. Correctly completed Strip &amp; Survey Reports received and accepted by Authority's PM.</p> <p>4. Correctly completed BER/BR Requests received and accepted by Authority's PM.</p> <p>5. Receipt of electronic CoC received by the Authority's PM.</p> <p>6. Confirmation of completed DEFFORM 129J received by Authority's PM from receipting organisation.</p>
T3	Repair of Packaging.	Repair of 8145-99-464-5123 Shipping & Storage Container (LH) and NSN 8145-99-553-5447 Shipping & Storage Container (RH).	Para 16.	Repaired Shipping and Storage Containers 8145-99-464-5123 (LH) and 8145-99-553-5447 (RH).	Shipping & Storage Containers received by the Authority repaired to the appropriate SPIS details.

ID	WORK CATEGORY	REQUIREMENT	REQUIREMENT GUIDANCE	CONTRACT DELIVERABLES	ACCEPTANCE CRITERIA
T4	Replacement of Packaging.	Replacement of 8145-99-464-5123 Shipping & Storage Container (LH) and NSN 8145-99-553-5447 Shipping & Storage Container (RH).	Para 16.	Replacement Shipping and Storage Containers 8145-99-464-5123 (LH) and 8145-99-553-5447 (RH).	Replacement Shipping & Storage Containers received by the Authority to the appropriate SPIS details.