

 Ministry of Defence Police	MINISTRY OF DEFENCE POLICE STATEMENT OF REQUIREMENT This SoR outlines a request to consider - MDP Stafford – Racking for Stores
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1. Background

1. The MDP HQ at Wethersfield as part of the DEO programme have re-provisioned to Palmer Pavilion, RAF Wyton.
2. As a result of the MDP relocation to RAF Wyton and the immediate occupancy of RAF Wethersfield by the Home Office under instruction from the Prime Ministers Office the MDP have been required to relocate their stores with immediate effect to Beacon Barracks, Stafford and they must be back up and running immediately to support the units.

2. Requirements and Output

This work scope requires the following 2 activities to be undertaken, with the respective outputs and deliverables noted in each.

Activity 1 –

- a) Identify the location of the new store at MDP Beacon Barracks, Stafford.
- b) Undertake site visits to scope out the works, and additional remedial works required to bring the existing racking which has been relocated from RAF Wethersfield up to regulatory standard for installation and certification at Stafford.

- c) Scope out the works for installing a roller racking solution at RAF Stafford.
- d) Procure both the installation and certification of the existing rack and the upgrade to roller racking.

Activity 2 –

- e) Design and manufacture the roller racking solution.
- f) Install and certify the existing racking at Stafford.
- g) Install the roller racking at Stafford.

Achieving the above via:

- Engage with Rotadex who are an approved CCS framework supplier and have previously installed racking at RAF Wyton and other sites on behalf of the MDP to scope and cost the works.
- Submit a business case to finance for approval.
- Procure the services of Rotadex to design, install, certify, and upgrade the racking at Stafford.

Key Outputs:

- Procure the design, upgrade, supply, installation and certification of the racking at Stafford.
- Issue Purchase Order.
- Pay final invoices.

It is envisaged that this work takes 1 week depending on the Commercial pipeline and availability of resource to support this. Our request is for the new contract to be by 03 May 2023 due to an urgent requirement at RAF Wethersfield in relation to the urgent change of use of the site as being directed by the Home Office and Prime Ministers Office.

3. Performance and Deliverables

1. This work is urgent in nature, as per the business case provided in support of this request. The contractor is required to start procuring the items no later than 03 May 2023 with installation to be completed by 1 June 2023.
2. The key deliverables are noted below in detail.
3. Procure the design, upgrade, supply, installation and certification of the racking at Stafford.

4. Location

1. The location of the works will take place at MDP Beacon Barracks, Stafford on behalf of the MDP at Palmer Pavilion.

5. Qualifications/experience required

1. It is imperative that the supplier is Rotadex because they have the supply chain to deliver the exact requirement in the short timescale that these services are required. Knowledge of health and safety management systems is beneficial for working on a military base –

however security clearance is not required as they will be escorted during the course of their works.

2. The service provider should be a single source point of contact for the relocation of the stores which will support the specialist nature of the relocation and support the specialist security requirements of the moves.

6. Reporting/review/progress issues

1. MDP Project Management under the approval of Project JUTE will manage and control the appointed subcontractor, arrange site access, provide the availability of on-site escorts and be a single point of contact for the supplier and update the Project Sponsor on progress.

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

1. MDP Project Management will be responsible for the performance management of the contract work and outputs. It is envisaged that activity 1 be undertaken in a 1-week timescale, and activity 2 in a 4-week timescale.
2. Weekly progress reports/updates will be required by MDP Project Sponsor to ensure the work is on-track, and if any further support is required.

8. Security

1. As part of the works, the service provider will have to provide the following in advance of the moves taking place to meet the security requirements at least three days prior to the move. Having a police record will not necessarily preclude company personnel from being involved but we do reserve the right to refuse any company employees access without providing a reason. All staff will need to have photographic ID with them and failure to do so will mean they will not be granted entry to MDP Beacon Barracks, Stafford.

The personal details required will be:

- Full name
 - Details of any former names
 - Date of birth
 - Place of birth
 - Current address
 - Nationality
2. Should any of the company staff concerned with the move change, then we would require the above details of the replacement employee as soon as possible and certainly before they arrive. Access will not be granted to the sites without that information and until satisfactory checks have been undertaken by us.
 3. Personal details will be submitted to the pass office at MDP Beacon Barracks, Stafford to ensure that they can gain access.
 4. A 4-1 ratio (operatives to escorts) is the requirement at MDP Beacon Barracks, Stafford with regards to escorting operatives from the guard house to their place of work and is to be maintained at all times.