
Annex B to DEFFORM 47

TENDER DELIVERABLES

Question Section 2.4 – 2.12 – Integrated
Project Management Plan &
Question Section 2.14 - Reports

TENDER DELIVERABLES

Part 1 - Integrated Project Management Plan (IPMP)

1. Part 1 – Integrated Project Management Plan applies to Question Sections 2.4 to 2.12 of Section D (Tender Evaluation) to DEFFORM 47.
2. Question Sections 2.4 to 2.12 - IPMP shall detail how the Tenderer will manage performance and delivery of the services specified in the Statement of Technical Requirements (Schedule 2) and Statement of Technical Requirements – Pricing (Annex C to DEFFORM 47 (Schedule 2a)) and must meet the criteria set out in Technical Deliverables - Part 1 – Integrated Project Management Plan of Annex B to DEFFORM 47
3. The Tenderer is to develop and provide to the Authority an Integrated Project Management Plan. The Tenderer’s IPMP shall define how all contractual activities shall be managed, outlining the organisation, processes, procedures, and techniques to be used. It shall include details of how all activities, plans and programmes will be managed, monitored, controlled, and integrated.
4. Tenderers must not exceed the maximum number of sides of A4 text including relevant diagrams/maps/designs for each IPMP Section, as detailed in Table 1 below. All sides of A4 text in excess of the sides of A4 text limit specified, will not be considered by the Authority. In accordance with the DEFFORM 47, please ensure that your written submission is in 11pt Arial and all margins set to 2cm.

Table 1 - IPMP Structure

DSP Ref	Section Ref	Section Title	Weighting (%)	Maximum sides of A4 text
Part A: Engineering Management, In Service Support, and Security				
2.4	1	Project and Engineering Management	10	8
2.5	2	Business Continuity Plan	5	5
2.6	3	Exit and Transition Management Plan	Pass / Fail	1
2.7	4	Capacity Assessment	10	5
2.8	5	Security Plan	5	5
2.9	6	In-Service Support Plan	20	10
Part B: Through Life Support (Configuration management and Post Design Services)				
2.10	7	Configuration Management Plan (including Documentation Management)	5	5
2.11	8	Obsolescence Strategy	5	5
2.12	9	Conduct of Post Design Services (PDS) Tasks	5	5

5. The IPMP question sections are weighted and will have a 65% weighting of the overall non-cost (quality) score.
6. In their response, the Tenderer shall confirm full compliance with the requirement and detail their plans for the below Part A and Part B providing all the required Sections for the IPMP. Each Section of the IPMP shall be individually marked using the criteria in the scoring matrix at Table 3a (IPMP Capability Assessment Scoring Scale) or Table 3b (IPMP Capability Assessment Pass or Fail Criteria) as detailed within the Tender Evaluation Criteria¹. If a Tenderer is evaluated as scoring less than an overall score of 35 for Question

Sections 2.4 to 2.12 has been applied at Stage 4.a (Technical Envelope – Revise or Confirm Offer (ROCO) (Resubmission of Technical response)), your Tender will be deemed non-compliant and excluded from the tender process.

Part A – Engineering Management, In Service Support and Security

1.1 Section 1 - Project and Engineering Management

1. The Tenderer shall describe the roles, responsibilities, skills, and individuals contributing to the project and engineering management of the requirement described in the SOTR, including providing details of:
 - a. Organisation Structure: Provide a description of the management roles, responsibilities, authority levels and reporting lines applicable to the programme. Provide detail of the resources and associated competencies available within the organisation to deliver the technical requirements within this organisational structure and explain how any gaps which may be identified, will be filled.
 - b. Stakeholder Management Plan – Produce a Stakeholder Management Plan, which shall describe how the Tenderer intends to:
 - (1) Plan engagement with stakeholders and describe how the interactions with the Authority, key sub-contractors, engine contractors, and other stakeholders are going to be established and managed throughout the life of the contract. The aim is to provide an effective team, working in an open and professional relationship, communicating in a timely and appropriate manner to deliver the programme to time, cost, and performance.
 - (2) Assess appropriate communication messages and methods for stakeholders.
 - c. A statement and assessment of any key technical risks identified by the tenderer which may hinder delivery of the technical requirements,
 - d. A statement and assessment of any opportunities identified by the tenderer which may improve delivery of the technical requirements,
 - e. An explanation of how sub-contractors and suppliers will be managed in order to ensure that delivery of the technical requirements is a focus throughout the supply chain.

1.2 Section 2 - Business Continuity Plan

1. The Tenderer shall provide a Business Continuity Plan that shall detail their plans for how they intend to continue to deliver the contract deliverables in the event of any potential disruptive incident.
2. The Business Continuity Plan shall detail how the Tenderer proposes to identify and manage all Business Continuity risks within their supply network. The draft Plan should identify any areas where the Tenderer would be dependent on MOD to supply items such as Government Furnished Equipment (GFE) and Government Furnished Information (GFI).

1.3 Section 3 - Exit and Transition Management Plan

1. The Tenderer shall provide a draft Exit and Transition Management Plan detailing the arrangements and documentation that would be handed over to the Authority on expiry or

termination of any resultant contract. The Plan shall detail the records that must be maintained by the Tenderer and in such a manner to facilitate a hand-over. The plan shall include, but not be limited to, the following:

- a. A list of all sub-contractors and suppliers used by the Tenderer in performance of the contract including details of products and existing contracts.
- b. Warranty, guarantee and certification documentation, including test certificates as appropriate.
- c. List of any GFE holdings (including an inventory of the stores).
- d. Reports produced for the Authority during any resultant contract period (including supporting information referenced therein).
- e. Log of major technical and support decisions taken by the Tenderer and the Authority during the contract period.
- f. Support manuals for the systems and equipment in service on expiry or termination of the contract, that provide sufficient information for the successor Tenderer and operator to support and operate the equipment safely and efficiently.
- g. Maintenance manuals, records and configuration status that provide sufficient information for the Authority or successor Tenderer to maintain the Boat(s) safely and efficiently. The maintenance manuals shall include the parts breakdown of the equipment.
- h. The arrangements for the return or destruction of any documentation supplied by the Authority or generated by the Tenderer on behalf of the Authority.

1.4 Section 4 - Capacity Assessment

1. The Tenderer shall present the facilities and resources available to undertake the work described in the SOTR, including an estimate of the maximum throughput of boats that can be achieved. This should demonstrate that the Tenderer currently possesses, or has actionable plans in place to achieve, sufficient capacity to deliver maintenance of the boats within the particular Contract (Lot) they are bidding for. Capacity will be assessed for each individual Contract (Lot).
2. The Tenderer shall:
 - a. Include a full description of the organisational arrangements and infrastructure (site facilities) they have or will have in place by award of any resultant contract.
 - b. Clearly identify all other companies proposed as principal sub-contractors. The nature of the relationships and responsibilities proposed for any resulting contract shall be fully described. Principal sub-contractors shall be described to the same level of detail as the Tenderer.
 - c. Include the level/volume of routine (planned) concurrent MOD work that can be accommodated.

d. Include how short notice surges in unplanned maintenance and/or defects would be planned, managed, and accommodated, and whether this will impact on completion of routine planned work already placed by the Authority.

1.5 Section 5 - Security Plan

1. The Tenderer shall provide a draft Security Plan that details how they intend to manage security of MOD Boats, equipment, systems, materials, and information whilst in their care and custody. The plan shall include, but not be limited to, the following requirements:
 - a. Boat Care & Custody
 - (1) The Tenderer shall be responsible for the care, custody, and physical security of MOD Boats; within the Security Plan the Tenderer shall explain how they intend to exercise this responsibility.
 - b. Physical Security of Boats, Equipment and Materials
 - (1) The Tenderer shall explain and provide evidence of how they intend to ensure the physical security of the Authority's Boats, equipment, systems, and materials once in their care and custody. This shall include but not be limited to:
 - (a) The measures the Tenderer will have in place to prevent unrestricted public access to their premises where the Authority's Boats, equipment and materials will be located.
 - (b) How the Tenderer will control and monitor entry and egress from their premises.
 - (c) The Tenderer shall also provide details of any additional security measures or policies to prevent theft or physical damage to customers craft, equipment, and materials during silent hours and during weekends or holidays when their site(s) are closed for business.
 - c. Systems & Information Security
 - (1) The Tenderer shall explain and provide evidence of how they intend to ensure the cyber security of the Authority's data and/or information classified as above OFFICIAL, in accordance with DEFCON 658. This shall include but not be limited to:
 - (a) The systems used to capture data/information.
 - (b) How information is classified and accessed.
 - (c) How persons who can access the data are vetted.
 - (d) How sub-contractor's compliance with these requirements will be managed.

1.6 Section 6 – In-Service Support Plan

1. The Tenderer shall provide an In-Service Support Plan which shall include but not be limited to:

- a. The processes and procedures employed by the Tenderer to ensure that planned maintenance periods are completed on time, to schedule to cost, and to the expected quality standard; hence ensuring the continued Operational Availability of the boats.
- b. The processes and procedures employed by the Tenderer to ensure that defect rectification tasks are completed on time, to cost, and to the expected quality standard; hence ensuring the continued Operational Availability of the boats.
- c. The number and type of spare components and parts required to be stored by the Tenderer to perform the requirements set out by the Authority, their storage locations and conditions, their anticipated replacement rate, their storage life, and renewal frequency.
- d. The resources (for example, facilities, software, hardware, tools, and personnel) available to perform all aspects of maintenance, and the interrelationships among resources.
- e. The skill and personnel levels available to effect repairs and replacements, accounting for maintenance staff requirements and any relevant legislation regarding health and safety, security, and the environment.
- f. An example schedule for a standard refit.
- g. The strategy used for capturing lessons learnt through the performance of all aspects of maintenance, and how these lessons will be identified and implemented to provide benefit for both the Tenderer and the Authority.
- h. How support to Boat(s) away from the contractor's premises (including Overseas support at specified locations where appropriate) for defect rectification, warranty repairs and maintenance will be conducted.
- i. Selection of Sub-Contractors, to include any specialist subcontractors as appropriate.
- j. Management and monitoring of Sub-Contractors' performance.
- k. Delivery of spares and equipment.
- l. Storage of spares and equipment.
- m. Management of non-availability of materials through the duration of the Contract.
- n. Management of non-conforming products and sub-contractors.
- o. How all spares will be packaged in accordance with DEFCON 129, ensuring they meet all relevant handling, storage, and transportation requirements.

Part B: Through Life Support (Configuration management and Post Design Services)

2.1 Section 7 - Configuration Management Plan (including Documentation Management)

1. The Tenderer shall submit a Configuration Management Plan that shall define and document the Configuration Management System for the Contract. The Configuration Management Plan shall detail how the Tenderer intends to:
 - a. Perform Configuration Identification and documentation, configuration change management, Configuration Status Accounting and Configuration Audit in accordance with the requirements of DEFSTAN 05-57 Issue 6.
 - b. Flow down the applicable contractual Configuration Management requirements to external suppliers, including sub-contractors.

2.2 Section 8 - Obsolescence Strategy

1. The Tenderer shall produce an Obsolescence Strategy, the purpose of which is to capture the project's approach to identifying and managing obsolescence across the system's lifecycle.
2. The Obsolescence Strategy should define the Tenderer's approach to identifying and managing the effects of obsolescence, in accordance with the SOTR.
3. It should include as a minimum the following:
 - a. The Tenderer's approach to managing obsolescence through life.

2.3 Section 9 - Conduct of Post Design Services (PDS) Tasks

1. The Tenderer shall describe the actions they will take in the event of receiving a PDS task. As a minimum, the following elements shall be described:
 - a. How the Tenderer will undertake design studies including the building of models, mock-ups and/or simulations to demonstrate critical areas and/or interfaces.
 - b. How the global impact of design changes (including, but not limited to, weight, space, and boat services) will be analysed and communicated.
 - c. How the Tenderer will ensure comments, approval and clearance of the design proposal are received from the relevant Classification Society.
 - d. How the Tenderer will prepare and submit comprehensive reports into the outcomes and recommendations of the study.
 - e. How the Tenderer will assess the impact of the proposal on the boat's operational performance and platform safety.

Part 2 Reports

1. Part 2 – Technical Deliverables – Reports applies to Question Section 2.14 of Section D (Tender Evaluation) to DEFFORM 47.

Table 4: Reports

DSP Ref	Section Ref	Section Title	Weighting (%)	Reference Report
2.14.1	1	Condition Survey Reporting	40	DES Ships Boats Survey and Trials Form Part 1A Condition

				Survey attached at Annex D to this DEFFORM 47
2.14.2	2	Data Reporting and Corrective Action System Reporting (DRACAS)	30	DRACAS Report Template attached at Annex E to this DEFFORM 47.
2.14.3	3	Documentation, Obsolescence, Reliability, Configuration and Security Reporting (DORCS)	30	DORCS Report Template attached at Annex F to this DEFFORM 47

2. The Reports section is weighted and equates to 20% of the overall non-cost (quality) score.
3. The Tenderer shall supply the following technical tender deliverables under Section 4.1 to Section 4.3 below. These Tender deliverables will be used to evaluate and score the Tender proposals in accordance with the Tender Evaluation Criteria under Question Section 2.5 (Reports) to Section D to DEFFORM 47. If a Tenderer is evaluated as scoring less than 10 after the 20% weighting for this Question Section 2.13 has been applied at Stage 4.a (Technical Envelope – Revise or Confirm Offer (ROCO) (Resubmission of Technical response)), your Tender will be deemed non-compliant and excluded from the tender process.

4.1 Condition Survey Reporting

1. This Report will be used to inform the Authority of the condition and material state of all equipments, systems and structure of the vessel at the start of every Planned Maintenance Period. The Contractor shall identify if the equipment, system, or structure requires any work to allow it to remain fully functional for the duration of the 12-month Guarantee Period from completion of the Planned Maintenance Period. The Contractor shall identify the recommended rectification.
2. In order to complete this Report, the following scenario is to be used:
 - a. You have received a boat in this Lot for its Planned Maintenance Package.
 - b. The User has identified that there is occasionally black smoke coming from the exhaust system and there's a faulty bilge sensor.
 - c. You have conducted the Dynamic Machinery Trial and Condition Survey.
 - d. The following defects have also been identified.
 - (1) Aft quarter gel coat damage through to GRP.
 - (2) Evidence of rear impact damage on waterjet/propeller.
 - (3) Excessive marine growth on the hull.
 - (4) Moderate deck paint chips.
 - (5) Sea Water Inlet valve seized.
 - (6) Evidence of diesel microbial growth in the fuel system
 - (7) A port engine coolant hose cracked causing a leak.
 - (8) Anchor windlass not responding to inputs.

3. The template at Annex D to this DEFFORM 47 is to be used to complete this tender deliverable, to notify the Authority of the work required.

4.2 Data Reporting and Corrective Action System (DRACAS) Reporting

1. This Report will be used to inform the Authority on all incidents (equipment failures, faults, accidents) raised to them, and outline the corrective actions suggested by the Contractor. The Contractor shall identify if the incident had or could have had an impact on the safety of the vessel. The Contractor shall identify if a change is required to the design as a result of this incident and how this will impact on the DORCS (Documentation, Obsolescence, Reliability, Configuration, Security).
2. In order to complete this Report, the following scenario is to be used:
 - A boat has crashed into a jetty causing GRP damage, B1 ME OPDEF 04-23 raised, the Boat was transported to the Contractor and initial inspection conducted.
 - Catastrophic Failure of main engine on a Boat, A1 ME OPDEF 12-23 raised, the Boat was transported to the Contractor, engine was changed, and investigation has found that it was caused by incorrect coolant ratio in the BR.
 - A davit winch failed causing personnel harm on one of the boats.
 - Multiple failures of fuel shut off valves across all boats.
3. The template at Annex E to this DEFFORM 47 is to be used to complete this tender deliverable, to notify the Authority of the issues and the next steps. Only one report is required.

4.3 Documentation, Obsolescence, Reliability, Configuration and Security (DORCS) Reporting

1. This Report will be used to inform the Authority on all impacts to the Documentation, Obsolescence, Reliability, Configuration and Security aspects of Boat design and information. It shall outline the corrective actions for any non-compliances suggested by the Contractor. The Contractor shall identify if any non-compliance may have an impact to overall safety of the Boat by impacting the capability or operation of the Key Hazard Areas.
2. In order to complete this Report, the following scenario is to be used:
 - A Post Design Services (PDS) task has been completed for a new Radar to be fitted on a class of Boat, it will require implementation during Planned Maintenance Periods, documentation has not been updated.
 - During the Annual Maintenance Package, it's been discovered that the Mission Control Terminal on a boat has the ability to connect to Wi-Fi and Bluetooth. You have been informed it should not have this functionality and is a potential security breach.
 - A supplier has told you that the fuel tank sender used on a class of boat is becoming difficult to get hold of.
 - A hydraulic hose on a Waterjet fitted to a class of boat has failed multiple times.
3. The template at Annex F to this DEFFORM 47 is to be used to complete this tender deliverable, to notify the Authority of the issues and next steps. Only one report is required.