Statement of Requirement (SoR)

Reference Number	RQ0000009030
Version Number	0.1
Date	04/05/2022

1.	Requirement
1.1	**Title**
	DSTF Showcase
1.2	**Summary**
	Virtual Showcase event for the Defence Science and Technology Futures programme
1.3	**Background**
	The DSTF Showcase will be an event run by Dstl for the Board and Selected Defence stakeholders. The key objectives are to show stakeholders what has been delivered to date, to create a buzz of excitement about the DSTF programme and to give confidence in continued investment. The Showcase is due to take place in September 2022 and will be run as a virtual event. The complexity of the conference means that solutions such as Teams or WebEx are not sufficiently capable to produce the professional conferencing experience that is required. It is therefore

	necessary to engage the services of a professional virtual conferencing supplier (similar to that produced for AI Fest 4).
1.4	**Requirement**
	Virtual Conferencing provision to support: • Live conference platform and service • Maximum of 200 registrants • Registration service – including ability to screen applicants • 3 month on demand access immediately following the conference • Main auditorium (up to 200 concurrent attendees) • Reception area • Help desk • Large collaboration room (Up 200 concurrent attendees) • Networking Lounge • Resources Area (for viewing and downloading material) including video, pdf, word and PowerPoint • 10-15 Booths / poster stands • Population of Booth content and pre-recorded conference talks • Training and support of Speakers • On day 'white glove' support – includes technical support, marshalling speakers and presentation management. • Detailed event metrics following the event
1.5	**Options or follow on work** *(if none, write 'Not applicable')*
	Options • Additional collaboration rooms • Additional resources rooms • Additional booths • Other virtual conferences to be run during the life of the one year licence.

1.6	Deliverables & Intellectual Property Rights (IPR)						
Ref.	Title	Due by	Format	TRL*	Expected classification (subject to change)	What information is required in the deliverable	IPR DEFCON/ Condition *(Commercial to enter later)*
D - 1	Conference Site built	4 weeks prior to conference	Service	N/A	Redacted under FOIA Section 24 - National Security		N/A
D - 2	Speakers trained	2 weeks prior to conference	Service	N/A			N/A
D - 3	Live Conference service provided	w/c 26th September 2022	Service	N/A	Redacted under FOIA Section 24 - National Security		N/A
D – 4	3 month View and Download Conference material Provision	Conference date + 3 months	Service	N/A	Redacted under FOIA Section 24 - National Security		N/A

D – 5	Event Metrics	On and following Conference date	Excel and interactive	N/A	Redacted under FOIA Section 24 - National Security		N/A
	Site testing	4 weeks prior to conference	Service	N/A	Redacted under FOIA Section 24 - National Security		N/A

*Technology Readiness Level required

Notes- IPR should be inserted / checked by commercial staff before sharing with the supplier(s) to ensure accuracy.

1.7	Standard Deliverable Acceptance Criteria
	As per G cloud T&Cs
1.8	Specific Deliverable Acceptance Criteria

2.	Quality Control and Assurance
2.1	Quality Control and Quality Assurance processes and standards that must be met by the contractor
	☐ **ISO9001** (Quality Management Systems) ☐ **ISO14001** (Environment Management Systems) ☐ **ISO12207** (Systems and software engineering — software life cycle) ☐ **TickITPlus** (Integrated approach to software and IT development) ☐ **Other:** (Please specify below)
2.2	Safety, Environmental, Social, Ethical, Regulatory or Legislative aspects of the requirement
	N/A

3.	Security	
3.1	**Highest security classification**	
	Of the work	Redacted under FOIA Section 24 - National Security
	Of the Deliverables/ Output	Redacted under FOIA Section 24 - National Security
3.2	**Security Aspects Letter (SAL)**	
	Redacted under FOIA Section 26 - Defence	
3.3	**Cyber Risk Level**	
	Redacted under FOIA Section 26 - Defence	
3.4	**Cyber Risk Assessment (RA) Reference**	
	Redacted under FOIA Section 26 - Defence If stated, this must be completed by the contractor before a contract can be awarded. In accordance with the [Supplier Cyber Protection Risk Assessment (RA) Workflow](#) please complete the Cyber Risk Assessment available at https://suppliercyberprotection.service.xgov.uk/	

4.	Government Furnished Assets (GFA)				
GFA to be Issued - Choose an item.					
If 'yes' – add details below. If 'supplier to specify' or 'no,' delete all cells below.					

GFA No.	Unique Identifier/ Serial No	Description: *Classification, type of GFA (GFE for equipment for example), previous MOD Contracts and link to deliverables*	Available Date	Issued by	Return Date or Disposal Date (T0+) *Please specify which*

GFA-1					

5.	**Proposal Evaluation criteria**
5.1	**Technical Evaluation Criteria**
	Commercial Assistance needed here before or after a requisition is raised. Framework evaluation criteria as per T&C's may apply.
5.2	**Commercial Evaluation Criteria**
	Commercial Assistance needed here before or after a requisition is raised. Framework evaluation criteria as per T&C's may apply.