

# Statement of Requirement (SoR)

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## Purpose

*This document is for new Extra-Mural (EMR) Contracts. Use the [Request for Contract Action \(RCA\) Guidance for EMR](#) page on WikiD when filling out this SoR and a supporting RCA. Please seek assistance if desired from [Commercial](#) or your Divisional Procurement Representative.*

*This document is supplier facing and the RCA is an internal document. Please delete non-essential grey text before issuing externally/ to suppliers.*

<b>Reference Number</b>	Once iCAS requisition number obtained, enter here
<b>Version Number</b>	<b>0.1</b>
<b>Date</b>	<b>22/06/2022</b>

<b>1.</b>	<b>Requirement</b>
<b>1.1</b>	<b>Title</b>
	DSTF Enhanced Understanding of Possible Futures
<b>1.2</b>	<b>Summary</b>
	<p>This research activity is aimed at enhancing our understanding of a range of possible futures (as derived from the Global Strategic Trends 6<sup>th</sup> Ed.) and ensuring that our visions of such futures contain sufficient detail to inform S&amp;T investments, by providing:</p> <ul style="list-style-type: none"><li>a) Support to the assessment of the potential impact of emerging S&amp;T insights and innovations, and their interactions, within a range of possible future contexts.</li><li>b) Help to better <i>understand</i> and structure how current research and investment could help shape these futures.</li><li>c) Enhance the richness of our understanding of the process by which possible futures might manifest, or how specific innovations may manifest within these futures.</li></ul>

1.3	<b>Background</b>
	<p>This work sits within the Contextualise Project as part of DSTF programme. The work is part of a process moving from identification, to incubation, through to contextualisation, with a mandate to develop an understanding of the pace of change of new concepts in the context of the possible future operating environments.</p> <p>While supported by work from the other projects within the DSTF programme, this work seeks to further diversify the understanding of future contexts by drawing on the expertise of creatives/authors to provide a richer picture of possible futures and how these futures might arise.</p> <p>The intent is to deliver a series of 4-6 seminars that will follow a similar high level format:</p> <ul style="list-style-type: none"> <li>• Identification of candidate ‘future concepts’ within the contexts of key themes (such as those in the Global Strategic Trends 6<sup>th</sup> Ed.)</li> <li>• Instantiation of these concepts into possible futures (such as those in the GST) to explore how similar concepts might manifest differently given different future contexts.</li> <li>• Capture of key narrative and world-building themes, as well as draw out the key concepts which are ‘necessary and sufficient’ to the vision of the selected future world</li> </ul> <p>Dstl will also provide a capture of the discussions against defence frameworks, such as those outlined within the IOpC. The Supplier, in conjunction with the Dstl technical partner, shall identify and engage with established, non-traditional and creative thinkers, as represented by the BSFA professional members, with applied experience of crafting rich, internally cohesive possible worlds and futures. In addition to the supplier and 3 further creatives, the Dstl Technical partner will identify 3-4 representatives from the wider Defence S&amp;T community, as well as 3-4 military stakeholders.</p> <p>The supplier shall draw together the insights and findings from the individual seminars in order to deliver the ‘Macrotext’. As described in the requirement, this shall integrate the analyses from the individual seminars as well as a higher level assessment framework.</p> <p>This macrotext shall also represent the summary report for this activity.</p> <p>*Reference to GST is indicative of the need to build on established foundations rather than a specific fixed requirement and similar/equivalent alternatives may be used.</p>
1.4	<b>Requirement</b>

	<p>A key requirement to deliver this is to seek out and identify sources of constructive challenge and non-traditional thinking. The identified mechanism is a series of Masterclass seminars with established creative thinkers, who are new to working with defence and the military.</p> <p>Outputs from each seminar will present a richer, more internally coherent range of possible futures and provide a foundation for the development of 'futures' scenarios. These can constructively challenge and demonstrate the potential impact of S&amp;T insights and concepts.</p> <p>In order to bring these individual outputs together there is a requirement for an over-reaching 'macro-text' which will bring together the various outputs and assess their 'closeness' in terms of similarities between the assumptions which underpin each potential future.</p> <p>This will directly complement other TLP Contextualise activities and DSTF prioritisation and enhance the work of Other Through Life Projects within DSTF, e.g. Identify, as well as the wider Defence S&amp;T portfolio and wider stakeholders, such as DST and DCDC Futures.</p> <p>The delivery will involve provisions for facilities (either a Dstl or supplier location, agreed by seminar), catering, creation of the seminar agendas, collection of minutes, and distribution of follow-up/actions, in addition to the provisions necessary for the design of the seminars and delivery of the reporting/write-ups. Costed options for these provisions should be provided, with the understanding that the facilities and catering may be provided/organised by Dstl in instances where availability of attendees precludes the supplier's ability to provide for the facilities and catering.</p>
<b>1.5</b>	<b>Options or follow on work</b> <i>(if none, write 'Not applicable')</i>
	<p>Following each seminar, there shall be an option to commission a creative work from the attending participants. These shall provide a speculative exploration of a particular theme, insight or concept, as well as a means to support communication of possible future contexts. The supplier shall provide ascertained costs for this option.</p>

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 <i>(Commercial to enter later)</i>
D 1	Start-up Meeting Presentation	T0+1 Week	Presentation slides/notes should be compatible with Dstl systems (e.g. Microsoft office/pdf)	NA <small>Redacted under FOIA Section 24 - National Security</small>		<p>The supplier shall provide a presentation at the start up meeting covering, as a minimum:</p> <p>The supplier's intended scheme of work.</p> <p>An outline of their intended deliverables.</p> <p>Potential risks, issues, concerns and any project dependencies or assumptions which supplier may wish to raise and the proposed mitigations.</p>	<i>DEFCON 705 shall apply</i>
D 2	Teleconference Meetings	TBC	Remote	NA <small>Redacted under FOIA Section 24 - National Security</small>		Regularity TBC at start-up meeting.	
D 3	Possible Futures Seminars (4-6) and Seminar Summary Reports (4-6)	TBC	In person/remote. Document/notes should be compatible with	NA <small>Redacted under FOIA Section 24 - National Security</small>		The supplier will plan and delivery of the possible futures seminars, with initial scoping and plan to be agreed through the Dstl technical partner. These are likely to be based around the speculation of	

			<p>Dstl systems (e.g. Microsoft office/pdf).</p> <p>Stakeholder/Close out meeting will be in person (Dstl Porton Down, Dstl Portsdown West, or a suitable site hosted by the supplier).</p>			<p>specific, themed, future concepts and their varied manifestation in a number of possible future worlds. Cost for no less than four, and up to six such events are to be provided as a Limit of Liability Ascertained Cost.</p> <p>The supplier shall provide a summary report, to include, but not limited to, a summary of the seminar and the process used, a summary of the findings from each seminar, and any further key insights generated.</p>	
D 4	Final Report and Stakeholder/Closeout Meeting	T0+8	<p>Microsoft office/pdf).</p> <p>Stakeholder/Close out meeting will be in person (Dstl Porton Down or Dstl Portsdown West).</p> <p>Presentation slides/notes should be compatible with Dstl systems (e.g.</p>	<p>NA</p>	<p>Redacted under FOIA Section 24 - National Security</p>	<p>The supplier shall provide a report detailing the full process for the work completed, a description of the seminar sessions themselves including the outputs from each seminar, and an overall summary of the work, drawing out common factors and insights from the process.</p> <p>The supplier shall provide a presentation at the closeout meeting outlining the work completed, key components of the work, and a summary of the conclusions/outcomes/implications.</p>	

			Microsoft office/pdf).				
D 4	Creative – short story or other original work	TBC	Document/notes should be compatible with Dstl systems (e.g. Microsoft office/pdf)	NA	Redacted under FOIA Section 24 - National Security	TBC	

**\*Technology Readiness Level required**

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

<b>1.7</b>	<b>Standard Deliverable Acceptance Criteria</b>
	Upon receipt of deliverables, said deliverables will be considered “accepted” in so far as the individual deliverables/milestones (as described in section 1.6) are provided to Dstl to the pre-agreed cost and in the pre-agreed time, in the appropriate formats, and are considered fit for purposes as validated following Dstl Technical Partner review.
<b>1.8</b>	<b>Specific Deliverable Acceptance Criteria</b>
	N/A

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

<b>3.</b>	<b>Security</b>	
<b>3.1</b>	<b>Highest security classification</b>	
	<b>Of the work</b>	Redacted under FOIA Section 24 - National Security
	<b>Of the Deliverables/ Output</b>	Redacted under FOIA Section 24 - National Security
<b>3.2</b>	<b>Security Aspects Letter (SAL)</b>	
	Not applicable If yes, please see SAL reference- <i>Enter iCAS requisition number once obtained</i>	
<b>3.3</b>	<b>Cyber Risk Level</b>	
	Redacted under FOIA Section 26 - Defence	
<b>3.4</b>	<b>Cyber Risk Assessment (RA) Reference</b>	
	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 <a href="#">Supplier Cyber Protection Risk Assessment (RA) Workflow</a> please complete the Cyber Risk Assessment available at <a href="https://www.gov.uk/guidance/supplier-cyber-protection-service">https://www.gov.uk/guidance/supplier-cyber-protection-service</a>	

<b>4.</b>	<b>Government Furnished Assets (GFA)</b>				
GFA to be Issued -    No  <i>If 'yes' – add details below. If 'supplier to specify' or 'no,' delete all cells below.</i>					
<b>GFA No.</b>	<b>Unique Identifier/ Serial No</b>	<b>Description:</b>  <i>Classification, type of GFA (GFE for equipment for example), previous MOD Contracts and link to deliverables</i>	<b>Available Date</b>	<b>Issued by</b>	<b>Return Date or Disposal Date (T0+)</b>  <i>Please specify which</i>



<b>5.</b>	<b>Proposal Evaluation criteria</b>
<b>5.1</b>	<b>Technical Evaluation Criteria</b>
	<p>The supplier needs to demonstrate that they have the capability and experience to perform the work stated in this SoR.</p> <p>The technical elements of the proposal will be evaluated on a pass/fail basis depending on how successfully the supplier team can:</p> <ul style="list-style-type: none"> <li>• Demonstrate sufficient understanding of the topic of possible futures and their relevance to defence.</li> <li>• Evidence sufficient resources and access to the necessary creative support to deliver the 4-6 seminars.</li> <li>• Provide suitable facilities (where agreed, as discussed in section 1.6), equipment, and personnel to deliver the 4-6 seminars.</li> </ul>
<b>5.2</b>	<b>Commercial Evaluation Criteria</b>
	<p>The supplier shall provide evidence to demonstrate that they can meet the following commercial requirements;</p> <ul style="list-style-type: none"> <li>• The supplier must provide their full FIRM/ASCERTAINED COST price breakdown for all costs to be incurred to fulfil this requirement, including: What rates are being used for what Grade/Role, Quantity of manpower hours per Grade/Role, Materials costs, Facility costs, Profit rate applied, Any sub-contractor costs and the level of sub-contracting required, Any other costs applicable to this requirement.</li> </ul> <p>The Authority will assess the proposal to ensure that all costs are fully detailed and price shall be commensurate with the work to be undertaken.</p> <p>When placing any contract the Authority is required to satisfy itself that the agreed price represents Value for Money (VFM). In single source contracting you must provide to the Authority sufficient information in support of your price proposal and during subsequent price negotiation, to enable the Authority to fulfil its obligation to assure VFM. The Authority approaches all contract pricing on the basis of the NAPNOC principle (No Acceptable Price, No Contract). The Authority reserves the right to not enter into any contract that is unacceptably priced or unaffordable.</p>