

STATEMENT OF REQUIREMENT (SOR)

Serial	Topic	Description
1	Introduction	The Contractor shall provide a Sonobuoy Support Service to [REDACTED] and other UK locations as requested by the Authority. The Contractor shall undertake all repairs and modifications due to design or component failure.
2	Equipment Covered	The equipment covered by this SOR is listed in Annex B.
3	Logistics Support ¹	The contractor shall provide the following logistic support: <ul style="list-style-type: none"> a. Delivery and storage of buoys post production. b. Delivery to and collection from [REDACTED] and any suitable UK location as requested by the Delivery Team (DT) or user. For both collection and delivery, the contractor shall satisfy routine demands within 4 working days and urgent demands within 24 hrs. c. Manage the Sonobuoy stock, including stock held² at contract commencement, and provide a monthly report in accordance with Annex M. d. Delivery of Sonobuoys are to be fully compliant with the ADR regulations (European Agreement concerning the International Carriage of Dangerous Goods by Road) e. Collection of Sonobuoys from the RN shall also comply with the ADR Regulations
4	Disposal ³	The Contractor shall manage all disposals of unserviceable and End of Life Sonobuoys (over 9 ⁴ years old). <ul style="list-style-type: none"> a. Disposals are to be handled in accordance with the Environmental Protection Act (1990) and Dangerous Goods Act (2009) b. The Company shall inform the Authority of the quantity of Sonobuoys that are "End of Life" (over 9 years old) monthly with the associated costs for disposal. c. The Authority will instruct disposals and the contractor shall inform the Authority of completion through provision of a signed Destruction Certificate.
5	Maintenance of Design	The Contractor shall maintain the Sonobuoy's design standard and the qualification or re-qualification of the design where necessary.
6	Production	The Contractor shall produce the current products listed in Annex B and deliver them to the Contractor's Storage Facility.

¹ For a period of 12 months only with options to extend.

² Closing balance of stock held against [REDACTED]

³ For a period of 12 months only with options to extend.

⁴ Sonobuoys have a safe life of 10 years. However, disposal at 'end of life' is done after 9 years to allow for disposal to be completed before the 10-year point is reached.

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7	Obsolescence	The Contractor shall establish and maintain a full pro-active obsolescence management plan. To identify and mitigate obsolescence concerns and issues, including components, assemblies, sub-assemblies, parts and materiel in accordance with BS EN 62402:2007.
8	Service Operation	The Contractor shall provide the service to ██████████ and other UK locations as required for a 12-month period (options to extend this) in accordance with the ██████: <ul style="list-style-type: none"> a. The Contractor shall manage the Sonobuoy stocks including stock held at contract commencement. The Contractor shall maintain an accurate monthly record of stockholdings in Annex M. b. The Contractor shall deliver Sonobuoys in the required quantities in receipt of an authorised and valid Demand/Issue Notice. For both collection and delivery, the Contractor shall satisfy routine demands within 4 working days of receipt of a demand, and for urgent requirements endeavour to satisfy within 24 hours. c. The Contractor shall manage the stock by issuing the oldest, most appropriate stock first to meet the Users Demands. d. Deliveries to the User are to be met with Sonobuoys with the appropriate remaining life to cover the specified reason for demand (i.e. Deployed/Local Ops/Training).
9	Stock Feedback	The Contractor shall provide details of stock availability as required at progress meetings containing the information in Annex M. The Contractor shall provide a monthly statistical return of the stock held in the Contractors Storage Facility with details of stock issued/returned, disposed of and unserviceable stock held.
10	Sonobuoy Project Management	The Contractor shall appoint a Sonobuoy PM who shall be the point of contact for the Authority under this Contract. The Contractor's PM shall provide advice and assistance to the Authority on matters of Sonobuoys performance, operating procedures and other technical matters.
11	Production Range Testing	Production Sonobuoy testing at ██████████ shall be in accordance with BS 6001 - Sampling procedures for inspection by attributes. Serviceability Reports are to be issued to the MDT after each batch test with rationale as necessary.
12	On-Site Support	The Contractor's PM or his representative may be occasionally required to provide on-site support within the UK. Where such visits are required the Contractor shall contact the sites for clearance to visit these sites. Initial telephone contact is to be confirmed by e-mail and copied to the Authority's PM. Whilst working onsite the Contractor shall furnish the Authority's PM or representative with situation reports covering progress (technical) on an as required basis. During all site visits, the Contractor's representative may be accompanied. Upon completion of the work, the Contractor's representative shall provide a copy of a final report to the Authority's PM detailing the work carried out.

██████████ dated Feb 2018

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13	Design Services	<p>The Contractor shall provide the following engineering responsibilities and/or activities associated with the Sonobuoys, which should include but not be limited to the items listed below:</p> <ol style="list-style-type: none"> a. Design Organisation b. Design of reliability and maintainability improvements c. Maintenance of drawings technical publications and configuration control d. Custody / Maintenance of Technical Publications and drawings e. Preparation of Special Technical Instructions (STI) and Special Instructions (SI) f. Engineering management g. Provision of technical advice and assistance h. Resolution of obsolescence i. Review and improvement of designs j. Maintenance of test methods and, where necessary, development of new test methods
14	Engineering and Technical Development	<p>The Contractor shall provide an Engineering and Technical development service by undertaking engineering work to address obsolescence or improvements as stated below;</p> <ol style="list-style-type: none"> a. Class 1 - Major changes will require a Form 100A and will require the Authorities approval before implementation. b. Class 2 – Minor changes will not require Authority approval but the Authority must be notified of any minor changes at the Quarterly Progress Meeting (QPM).
15	Configuration Management	<ol style="list-style-type: none"> a. The Contractor shall produce a Configuration Management Plan and manage configuration in accordance with ██████████ b. The Contractor shall not instigate modifications that degrade operational performance or Safety. The Contractor shall be responsible for design proving any modifications. The Contractor shall provide documentary evidence of the validity of the design alteration, and confirmation that it has had no adverse effect on operational efficiency, reliability, Safety or impact on associated equipment. c. The Contractor shall, where necessary, provide amended Form 100A design certificates occasioned by authorised major modifications instigated by the Contractor and the Authority. d. The Contractor shall provide a report on the changes proposed which will be discussed at the progress meetings.
16	Drawing and Documentation Maintenance	<ol style="list-style-type: none"> a. The Contractor shall house and maintain master copies of the drawings and documents necessary for development, manufacture, test, support and disposal of Sonobuoys and associated equipment. These shall include all information detailed in the respective Master Record Index (MRI) and AEII for each Sonobuoy type.

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		<ul style="list-style-type: none"> b. The Contractor shall maintain a complete record of all drawings and a cross-reference index between drawing numbers and NATO Stock Numbers (NSN). c. The Contractor shall, where necessary, provide amended Form 100A design certificates occasioned by authorised major modifications instigated by the Contractor and the Authority. d. The Contractor shall supply copies of Sonobuoys and associated equipment drawings and documentation as reasonably requested by Authority.
17	Technical Publications	The Contractor will articulate any changes made, via written communication, to the MDT and shall support the maintenance of Technical Publications through the provision of updates to specifications, designs, drawings and other related data as and when required.
18	Risk	<ul style="list-style-type: none"> a. The Contractor shall submit a copy of the risk management plan to the Authority's PM for acceptance within 2 months of Contract acceptance. b. Once the risk management plan has been accepted, the Contractor shall manage the risks associated with the Contract in accordance with the latest risk management plan. The Contractor shall make the risk management information generated about the performance of the Contract available to the Authority. c. The Contractor acknowledges that any risk assessment that has been, or may be, undertaken about this Contract has been, or will be, a project management function only. Such risk assessment does not affect the legal relationship between the parties. The issuing of any risk assessment questionnaire and the process of risk assessment generally, including without limitation, the identification of (or failure to identify): <ul style="list-style-type: none"> i. particular risks and their impact; or ii. risk reduction measures, contingency plans and remedial actions shall not in any way limit or exclude the Contractor's obligations under this Contract and shall be entirely without prejudice to the Authority's rights, privileges and powers under this Contract. The risks identified as a result of any risk assessment questionnaire and risk assessment process remain the risks of the Contractor and are not assumed by the Authority except to the extent that the Authority expressly and unequivocally accepts those risks under the Contract. Such risks shall be recorded in the risk register applicable to the Contract.
19	Progress Reporting	<p>Formal progress reviews will be held every 3 months and all aspects of the contract in the preceding period will be reviewed. The method of reporting and reporting material to be provided shall be agreed between the Authority and the Contractor's PM. The Contractor's PM shall also provide monthly progress reports that as a minimum cover:</p> <ul style="list-style-type: none"> • Production progress.

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		<ul style="list-style-type: none"> • Range results and Sonobuoy AOQ. • Logistics movements and Contract performance measures. • Stock holdings • Core engineering activity in support of production and logistics. • Task engineering activity where each task will have a Work Breakdown Structure (WBS) and schedule of sub-tasks, which shall be reported by Earned Value Management (EVM) metrics: <ul style="list-style-type: none"> ○ Sub-task description(s) ○ Sub-task duration(s) ○ Sub-task resources ○ Sub-task progress ○ Sub-task cost to date ○ Sub-task estimate to complete (time and cost) • Milestones and invoices. • Risk. <p>Informal liaison and reporting shall be provided as required.</p>
20	Safety and Environmental	<p>Safety and Environmental Management Plan and Environmental Impact Assessment in accordance with</p> <div style="background-color: black; width: 100px; height: 15px; margin-top: 5px;"></div>