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1. PURPOSE

1.1 Package 1

1.1.1 To develop guidance, and an approval framework for larger ‘training TIP’ imaging libraries (containing 1500 TIP items / 6000 TIP images). Such guidance shall include:

- Oversight of the TIP library creation process;
- How to manage the inclusion of Threat information to enable a realistic item set to be developed;
- Ownership and storage of the items;
- Dissemination of the items for individual collections;
- Advice and guidance on the collection process; and
- Approval of the quality of TIP libraries.
- Alignment with European Regulation EC300/2008

1.2 Package 2

1.2.1 To review the regulated approval procedures and guidance for TIP, which currently address Fictional Threat Image (FTI) TIP, to ensure that the system remains robust with the addition of Combined Threat Image (CTI) TIP.

1.2.2 To update the TIP Management System (TMS) evaluation documentation and test procedures to take account of CTI implementations and currently anticipated TIP functionality.

1.2.3 To produce a guidance document to allow manufacturers (of X-ray machines and additional software provided as part of Centralised Image Processing (CIP) systems, Smart lane systems or any other software function that has the potential to affect TIP projection, display or analysis) to determine who is responsible for the approval of TIP functions when shared between 2 or more equipment providers.

The intention is to contract these two work packages with one supplier who will have the capacity to deliver both packages.

2. BACKGROUND TO THE CONTRACTING AUTHORITY

2.1 The DfT works with its agencies and partners to support the transport network that helps the UK’s businesses and gets people and goods travelling around the country. DfT plans and invests in transport infrastructure.

2.2 The project will be overseen by the Research, Analysis and Development (RAD) team within DfT, which is a team of scientists responsible for ensuring that aviation security screening measures are fit for purpose.

- 2.3 RAD will be responsible for technical oversight, answering specific technical queries and facilitating access to airports, Regulations and expertise where necessary.
- 2.4 See <https://www.gov.uk/government/organisations/department-for-transport> for further information on DFT.
- 2.5 RAD is referred to as the Authority hereafter.

3. BACKGROUND TO REQUIREMENT/OVERVIEW OF REQUIREMENT

- 3.1 Through a third party supplier, DfT currently commissions, prepares and approves FTI TIP libraries, evaluates TIP management systems and analyses monthly TIP scoring data returned by UK airports.
- 3.2 DfT currently regulate a number of stages in the TIP process and the guidance for these steps is written to consider only FTI TIP implementations on single X-ray machines in a traditional local screening arrangement.
- 3.3 European regulation governing the use of TIP has seen evolution of the last 18 months, with the advent of combined threat image (CTI) TIP and the use of much larger ‘training TIP’ libraries, which can be used instead of recurring training requirements.
- 3.4 In addition to the advent of different library types, the equipment used at a screening lane that could have impact on the projection of images and collection of scoring data has also evolved, to include equipment such as third party integration systems, smart lanes and centralised image processing.
- 3.5 RAD will provide access to the current TIP libraries (images and physical items), and supporting information and guidance.
- 3.6 Guidance for manufacturers on the design and manufacture of TIP systems is available from within ECAC Document 30 (Part 2). This document will be made available to the provider and the intention is that the deliverables of this project will form the basis of an update to the ECAC TIP guidance material.

4. DEFINITIONS

Expression or Acronym	Definition
TIP	Threat Image Projection
FTI	Fictional Threat Image
CTI	Combined Threat Image
CIP	Centralised Image Processing
TMS	TIP management system
EDS-CB	Explosive Detection System – Cabin Baggage
CT	Computed Tomography
RAD	Research, Analysis and Development team, DfT
ECAC	European Civil Aviation Conference

5. SCOPE OF REQUIREMENT

- 5.1 Limited to cabin baggage TIP libraries.
- 5.2 Purchase, manufacture or capture of any TIP library is out of scope. DfT will provide support to the implementation of a UK version of a library if the manufacture and capture costs are borne by industry.

6. THE REQUIREMENT

- 6.1 The requirement is to update the UK's TIP guidance and evaluation processes to ensure UK operators are compliant with the latest European regulations on TIP and to be able to accommodate advancing X-ray capabilities (such as CT and EDS-CB) and the emergence of integration and automation technologies (such as smart lanes, centralised image processing and Auto Clear Software).
- 6.2 The project shall provide:
 - 6.2.1 Guidance on the development of training TIP libraries, including mechanisms for oversight, item ownership and dissemination, and approval of image libraries.
 - 6.2.2 Updated TMS evaluation criteria and documentation taking into account CTI.
 - 6.2.3 A clear outline of the process of TIP and TMS approvals and the responsibilities of all parties in the process when multiple equipment and software suppliers are involved in a deployed TIP image / data handling system. To include criteria for re-approval upon configuration changes such as software updates.
 - 6.2.4 Guidance and a framework on the development of CTI TIP libraries for airports and/or manufacturers.
- 6.3 Desirable requirements for the successful bidder, who will ideally have:
 - 6.3.1 Experience of aviation X-ray TIP libraries and TIP management systems, including their creation, evaluation and implementation.
 - 6.3.2 Knowledge of relevant European regulation regarding the use of TIP.
 - 6.3.3 Knowledge of previous research in this technical area.

7. KEY MILESTONES

- 7.1 The Potential Provider should note the following project milestones that the Authority will measure the quality of delivery against:

Milestone	Description	Timeframe
1	Detailed Project Plan: Risks to delivery and associated mitigations log. Technical approach. Detailed delivery plan.	Within 2 weeks of contract award
2	Reporting: Review of current TIP guidance, standard operating principles for approval and UK regulations.	23/12/2016
3	Reporting: Guidance material for the development of a training TIP library.	27/03/2017
4	Reporting: Guidance on the development of CTI libraries.	27/03/2017
5	Reporting: Update to the TMS evaluation documentation to take into account CTI regulation.	27/03/2017
6	Reporting: Guidance document for manufacturers outlining process of TIP approvals and the responsibilities of all parties.	27/03/2017

8. AUTHORITY'S RESPONSIBILITIES

- 8.1 The Authority will facilitate access to the current TIP item and image libraries.
- 8.2 The Authority will facilitate introductions to third parties where appropriate (airports, training providers, CAA)
- 8.3 The Authority will provide access to relevant UK and ECAC documentation and regulation.

9. REPORTING

- 9.1 The Supplier shall ensure that the Project Plan is maintained and updated on a regular basis as may be necessary to reflect the then current state of the implementation of the project.
- 9.2 The Customer shall have the right to require the Supplier to include any reasonable changes or provisions in each version of the Project Plan.
- 9.3 The Supplier shall perform its obligations so as to achieve each Milestone by the Milestone date.
- 9.4 The Supplier will inform the customer of changes to risk which will impact upon delivery to time, cost or quality.
- 9.5 Changes to the Milestones shall only be made in accordance with the variation procedure and provided that the Supplier shall not attempt to postpone any of the Milestones using the variation procedure or otherwise (except in the event of a Customer default which affects the Supplier's ability to achieve a Milestone by the relevant Milestone Date).
- 9.6 The Supplier must ensure that the right people are in place to manage all aspects of delivery for the contract. The Supplier must identify named individuals for each role as required as part of their tender submission.
- 9.7 Tenders must include full details of relevant experience for all named individuals. It is not expected that key staff should change over the course of the contract but any change required must be communicated at the earliest opportunity and project members being replaced will be substituted by those of a similar experience/authority. The Authority may also request details of relevant experience for the new project members for verification if required. It is not expected that any personal data will be collected or used in the project.
- 9.8 The project progress will be monitored through regular review meetings. These will be at least monthly, and may be more frequent during the early stages of the project, in order to ensure that the Supplier has sufficient information from the Authority.
 - 9.8.1 The Supplier must attend these meetings, which will be held either in DfT offices in London or at the Supplier's premises, at no additional cost to the Authority.
 - 9.8.2 During the meetings, the Supplier must update the Authority on all progress using the reports as specified in section 9.1, and highlight any new or changed risks that are likely to affect delivery of the project.
- 9.9 Any delay or issues may also be tabled during the meetings with resolutions agreed and changes addressed by use of the Contract Variation Form.

10. VOLUMES

- 10.1 NA

11. CONTINUOUS IMPROVEMENT

- 11.1 The potential provider should present any new ways of working to the Authority during the regular review meetings

12. SUSTAINABILITY

12.1 NA

13. QUALITY

13.1 NA

14. PRICE

14.1 The Potential Provider should provide a capped cost with a clear elemental breakdown of all charges associated with their tender. The Authority is looking for competitive pricing in the region of £55,000 to £65,000.

14.2 Prices are to be submitted via the excel spread sheet - Appendix E excluding VAT.

15. STAFF AND CUSTOMER SERVICE

15.1 Potential Provider's staff assigned to the TIP Guidance Contract shall have the relevant qualifications and experience to deliver the Contract.

15.2 The Potential Provider shall ensure that staff understand the Authority's vision and objectives and will provide excellent customer service to the Authority throughout the duration of the Contract.

16. SERVICE LEVELS AND PERFORMANCE

16.1 The Authority will measure the quality of the potential provider's delivery by:

KPI/SLA	Service Area	KPI/SLA description	Target
Progress Report	SLA	Progress reports will be supplied to the DfT project manager by email. This will include a summary of progress against the delivery.	After each Milestone
Risk Monitoring	SLA	The potential provider will raise any concerns about the possibility of failing to meet the overall deadline and lack of relevant information to meet the requirements.	After each Milestone
Communication	SLA	The potential provider shall acknowledge any communications from the contract/project manager within two business days.	Two business days.
Emergencies	SLA	If there is an urgent issue, the potential provider shall make the contract manager aware of this within two business days.	Two business days.
Dispute resolution	SLA	If there is a dispute or complaint raised, the Authority should be able to contact the single point of contact for the potential provider and a	Two business days.

		resolution plan should be put in place within two business days.	
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17. SECURITY REQUIREMENTS

- 17.1 Any information arising from this project (including data, interim or final reports, recommendations and information provided by third parties) must be stored securely and access controlled such that only those with a direct need to know may access it.
- 17.2 Any information held on an IT system must be encrypted and password protected.
- 17.3 The Supplier may be given access to sensitive information which must only be shared on a strict need to know basis (i.e. selected members of the project team only). The Supplier will destroy all classified information on completion of the project.
- 17.4 Data may be held on a corporate IT network, subject to points 17.1, 17.2 and 17.3 above being complied with.
- 17.5 Information from this project may only be shared with third parties if prior written approval is obtained from the DfT. This includes publication, presentations at conferences and informal discussions with peers not directly involved with the project.
- 17.6 Staff with open access to the collated information and the final report must have (or have a willingness to obtain), at least a basic security check which meets the Basic Personnel Security Standard defined by the Cabinet Office.

18. INTELLECTUAL PROPERTY RIGHTS (IPR)

- 18.1 NA

19. PAYMENT

- 19.1 A purchase order will be raised and the Supplier should issue invoices in accordance with the milestones as set out in paragraph 7.1 above.
- 19.2 Invoices must show DfT's purchase order number. This information will be handed over at the inception meeting
- 19.3 The contractor must send the invoice (no accompanying information needs to be included with this invoice) to DfT's Shared Service Centre at:

DfT Shared Service Centre
5 Sandringham Park,
Lansamlet
Swansea Vale,
Swansea
SA7 0EA

- 19.4 The payment mechanism shall be Milestone Payments. Invoices shall be submitted for amounts to be agreed by the parties, indicative of the provider's bid submission and the Delivery Plan as set out in section 9.1.
- 19.5 Payments will be made on satisfactory performance of the services, at the payment points defined as per the schedule of payments. At each payment point set criteria as



defined in the Delivery Plan will be used as part of the payments. Payment will be made if the criteria are met to the satisfaction of the Authority.

- 19.6 If the provider is late in meeting a specific milestone, that payment and subsequent milestone payments will not be made until the progress of the work is back on schedule.

20. ADDITIONAL INFORMATION

- 20.1 NA

21. LOCATION

- 21.1 NA