Ministry of Defence

Contract No: 701478374

PROJECT SOCIETAS

Schedule 2.1

Statement of Requirements

Contents

PART 1 – OVERVIEW 3
PART 2 – SERVICE REQUIREMENTS 5
2.1 SQEP 5
2.2 Training 7
2.3 Continuous Improvement, Innovation, and Modernisation 12
2.4 Exports 13
2.5 CIS 15

PART 1 – OVERVIEW

Part 1 of the Statement of Requirements (SOR) provides an overview of the SOR.

1. **Introduction:** The SOR sets out the Service Requirements (SRs) that shall be delivered to the Joint Electronic Warfare Operations Support Centre (JEWOSC) by the Contractor.

2. This SOR is set out in two (2) parts:

    a. **Part 1** provides a general overview of the SOR, including its objectives, vision and scope; and

    b. **Part 2** sets out the SRs, as well as the associated Service Requirement Performance Indicators (SRPIs).

3. **Objectives of the Authority:**

    a. To sustain and enhance delivery of Electronic Warfare (EW) Mission Data and related intelligence outputs to the UK joint force on an assured and enduring basis;

    b. to support an increased UK contribution to Five Eyes Partners (FVEYS) EW collaboration, meeting formal UK obligations and securing reciprocal access to current and future allied EW data and capabilities; and

    c. to build and maintain a UK mission data capability.

4. **Mission and vision:** Alongside supporting the JEWOSC deliver its current mission[1]:

    'to be the authoritative source of Electronic Warfare Operational Support (EWOS) for UK Defence and FVEYS that protects our people, delivers operational advantage and enhances the war-fighting capabilities of UK and coalition forces',

    the Contractor shall support the Authority deliver its current vision for the JEWOSC:

    'as the UK Centre of Excellence that provides world-class EWOS and Intelligence Mission Data (IMD) we will continue to evolve, through the JEWOSC transformation, to remain an agile, interoperable, front-line focused organisation that operates at the technological and intellectual cutting edge. We strive to be a motivated and cohesive whole force unit that embraces the expertise of our people, encourages innovative thinking and continuously seeks organisational improvements to optimise our task of delivering combat advantage to UK Defence, our allies and partners who rely on it.'

[1] The JEWOSC Mission and Vision may be subject to change.

5. **Scope:** The Contractor shall provide support to the delivery of the objectives of the Authority and support the delivery of the JEWOSC's mission and vision as summarised in Figure 1 – Contractor services.

Suitable Qualified and Experienced Personnel (SQEP)	Training	Continuous Improvement, Innovation and Modernisation	Exports	CIS
Provision of sustainable SQEP to the JEWOSC to meet variances in demand and to support the JEWOSC in meeting current and future requirements.	Provision of training and training support to support ensure that the Authority personnel have the right competencies to fulfil their roles within the JEWOSC in line with the JEWOSC SQEP Competency Frameworks (SCF) at Appendix 1 to this Schedule 2.1.	Provision of continuous improvement, innovation and modernisation to support enhancement of the JEWOSC's output.	Provision of business development capability to support the sale of EW data, and provision of SQEP to support secured EW sales.	Provision of sustainable CIS SQEP to the JEWOSC to meet variances in demand.

Figure 1: Contractor services

6. Collaborative working arrangements between the Authority and the Contractor shall be established and administered via the governance model established within the Contract.

7. **Key stakeholders for the Contractor to liaise**:

Key stakeholders within the Authority, include but are not limited to:

a. UK STRATCOM DI as the overarching EW enterprise Authority;

b. UK STRATCOM C4ISR Joint User as the strategic capability delivery Authority; and

c. UK STRATCOM Commercial as the procurement support lead for the JEWOSC.

Other stakeholders with whom the Contractor may engage through the Authority, include but are not limited to:

a. Front Line Commands (FLCs);

b. Partners Across Government (PAG) organisations;

c. FVEYS; and

d. North Atlantic Treaty Organisation (NATO) partners as the end users of UK EW operational support services.

8. **Security classification:** Requirements are set out in the Security Aspects Letter at Appendix 1 to Schedule 2.3 (Security Management), which specifies the cyber risk level and the associated controls and requirements.

9. **Change:** Changes shall be enacted through processes laid out in Schedule 7.2 (Change Control Procedure). The change process provides for increased or reduced services or capability to be provided by the Contractor to meet changes in the Authority's demand.

10. **SQEP Requirements**: The Contractor shall provide each of the SRs from the Service Commencement Date (SCD). The SQEP and CIS SQEP job role requirements, levels, and date of provision are set out in SQEP and CIS SQEP Requirement at Annex 1 to this Schedule 2.1.

PART 2 – SERVICE REQUIREMENTS

Part 2 of the SOR sets out the SRs and associated SRPIs. SRs are the requirements on the Contractor for the provision of services: SQEP; training services; continuous improvement, innovation, and modernisation; exports services; and CIS support.

2.1 SQEP

Key outputs: Provision of sustainable SQEP to the JEWOSC to meet variances in demand and to support the JEWOSC in meeting current and future requirements.

SR Ref.	Service Requirement	Notes	Service Requirement Performance Indicator
2.1.1	The Contractor shall provide and maintain the appropriate level of SQEP (capability, number and date of provision) as determined by the Authority from time to time.	Job levels and families are set out in the SCF in Appendix 1 to this Schedule 2.1. The SQEP and CIS SQEP Requirement at Annex 1 to this Schedule 2.1 sets out the Authority's requirement and phasing of the requirement.	The SQEP provided is in line with the Authority determined requirement (capability, number, location and date of provision).
2.1.2	When requested by the Authority, the Contractor shall vary its provision of SQEP to support the Authority to meet revisions in demand for the JEWOSC's output. Variations in demand may result from, but not be limited to: - automation and modernisation of the JEWOSC's functions; - operational needs; - ad hoc demands from users; and	Changes in SQEP requirements shall be enacted in accordance with the process set out in Schedule 7.2 (Change Control Procedure) and Schedule 6.1 (Pricing and Payment). **[Drafting note**: For the avoidance of doubt, Tenderers are not required to price this element of the SOR in their initial or final tender responses to the ITN.]	The SQEP provided is in line with the Authority determined requirement (capability, number, location, and date of provision).

SR Ref.	Service Requirement	Notes	Service Requirement Performance Indicator
	- organisational transformation driven by wider Defence programmes.		

2.2 Training

Key outputs: Provision of training and training support to support ensure that the Authority personnel have the right competencies to fulfil their roles within the JEWOSC in line with the SCF.

SR Ref.	Service Requirement	Notes	Service Requirement Performance Indicator
2.2.1	The Contractor shall deliver the existing EW for EWOS Training Course in line with the Authority's annual training plan (Statement of Training Task or 'SOTT').	It is anticipated that this requirement may change after the Training Review undertaken in SR 2.2.2. Any change will be subject to the change process set out in Schedule 7.2 (Change Control Procedure) of this Contract. In Year 1 the Contractor shall deliver five (5) EW for EWOS Training Courses (max 12 Authority attendees per course).	Training design and delivery compliant with the provisions of JSP 822 – Defence Direction and Guidance for Training and Education. Pass rates at or above the performance levels set out in Schedule 2.2 (Performance and Collaboration) and also in accordance with JEWOSC Assessment Strategy (J-Strat).
2.2.2	The Contractor shall undertake a Training Review to assess the effectiveness and efficiency of the extant training provided within the JEWOSC. The Training Review shall consider and make recommendations as to any revisions required in the provision of training to best support the training and ongoing development needs of the Authority personnel to deliver the JEWOSC's operational requirements. The Training Review shall include a costed business case for the design, development and implementation of any proposed revisions to the extant arrangements and	Training Review to include three key areas: 1. baseline of the current JEWOSC training requirements; 2. map of future training and learning requirements and outline construct for doing so; and 3. proposed solution for delivering future training and learning requirements. Subject to the Training Review findings, and subject to the change process, additional Training Reviews may be required. Subject to the findings of the Training Review, it is expected that training will include both formal classroom based	Training Review (Milestone Deliverable 1) including, as appropriate, the detailed plan to revise the approach to training to be complete and agreed with the Authority by the SCD + three (3) months.

SR Ref.	Service Requirement	Notes	Service Requirement Performance Indicator
	the design of new training courses / solutions, as appropriate. The review shall be carried out with considerations of: - JSP 822 - Defence Direction and Guidance for Training and Education; - the JEWOSC's operational needs and priorities; - the SCF; - the future JEWOSC workforce profile; - the existing training infrastructure (existing teams and technologies); - the Authority's affordability for the Training Review and revision to the training programme; and - demonstrating value for money and return on investment for the Authority.	learning and responsive on the job development.	
2.2.3	The Contractor shall undertake a Training System Review to assess the effectiveness and efficiency of the training function and operating model for the provision of training to the Authority personnel. The Training System Review shall consider the relative roles in the management of the training function undertaken by the Authority and the Contractor and, as appropriate,		Training System Review (Milestone Deliverable 2) including, as appropriate, the detailed plan to revise the training function and operating model to be complete and agreed with the Authority by the SCD + four (4) months.

SR Ref.	Service Requirement	Notes	Service Requirement Performance Indicator
	provide options and a costed business case of the recommendation to optimise the training system. The review shall be carried out with considerations of: - JSP 822 - Defence Direction and Guidance for Training and Education; - maintaining a Management of Training System (MTS) framework that ensures continued compliance with the Defence Systems Approach to Training (DSAT) quality management system; - the existing training infrastructure (existing teams and technologies); and - the Authority's affordability for the Training function; and - demonstrating value for money and return on investment for the Authority. The review shall investigate and develop an implementation plan, wherever feasible, for post-secondary accreditation of EW training provided to the Authority personnel. The review shall detail a plan and best practices for retention, professional		

SR Ref.	Service Requirement	Notes	Service Requirement Performance Indicator
	development and career progression for all job roles within the JEWOSC. The review should consider the accountabilities and responsibilities for the delivery of the Training function, to include: - training analysis: assessing the training requirement; consideration of whether a new or amended training activity is needed and if so what kind; - training design: determining training activity and which party is best placed to deliver the training and with what resource; - training delivery; and - training assurance: assessment of whether the training activity is delivered correctly and meets the training requirement; and the whole training system is fit for purpose.		
2.2.4	If agreed with the Authority and subject to the change process set out in Schedule 7.2 (Change Control Procedure) of this Contract, the Contractor shall implement the recommendations of the Training Review and/or the Training System Review.	Subject to the outcome of the Training Review and Training System Review, the training that the Contractor will be required to provide may include all or part of the training requirements currently delivered by the Authority and third-party contractors. **[Drafting note**: For the avoidance of doubt, Tenderers are not required to price this	New and revisions to training and the training operating model implemented in-line with the timescale and cost estimate agreed with the Authority.

SR Ref.	Service Requirement	Notes	Service Requirement Performance Indicator
		element of the SOR in their initial or final tender responses to the ITN.]	

2.3 Continuous Improvement, Innovation, and Modernisation

Key outputs: Provision of continuous improvement, innovation and modernisation to support enhancement of the JEWOSC's output.

SR Ref.	Service Requirement	Notes	Service Requirement Performance Indicator
2.3.1	The Contractor shall identify and support the implementation of opportunities for the continuous improvement in its service provision and that of the JEWOSC, consistent with the JEWOSC's objectives.	Continuous improvement is defined as regular, incremental changes to ways of working that improve the JEWOSC's output, via improving the JEWOSC's economy, efficiency or effectiveness.	Proactive support to identify and support opportunities to improve the delivery of the requirements and the JEWOSC's performance more broadly.
2.3.2	The Contractor shall provide a Lead Industry Partner who will be part of the JEWOSC Command Group. The Lead Industry Partner as an integrated member of the JEWOSC Command Group, collectively with Director JEWOSC and their senior team shall be responsible for setting the JEWOSC vision, its direction, priorities and its modernisation strategy.	The JEWOSC innovation and modernisation initiatives will be defined in a series of three (3) year modernisation plans agreed by the JEWOSC Command Group. Innovation and modernisation initiatives will include new and novel (to the JEWOSC) ways of working aligned to the delivery of the JEWOSC's vision to improve its output, via improving the economy, efficiency and effectiveness of its delivery. Roles and responsibilities of the Lead Industry Partner are set out in Schedule 7.1 (Governance).	Proactive contribution by the Contractor as a member of the JEWOSC Command Group in setting the JEWOSC vision, its direction, priorities and its modernisation strategy.
2.3.3	The Contractor shall, if agreed with the Authority and subject to the change process set out in Schedule 7.2 (Change Control Procedure) of this Contract be responsible for delivering elements of the three (3) year modernisation plans.	**[Drafting note**: For the avoidance of doubt, Tenderers are not required to price this element of the SOR in their initial or final tender responses to the ITN.]	Delivery of the agreed elements of the three (3) year modernisation plans in-line with the timescales and cost estimates agreed with the Authority.

2.4 Exports

Key outputs: Provision of business development capability to support the sale of EW data, and provision of SQEP to support secured EW sales.

SR Ref.	Service Requirement	Notes	Service Requirement Performance Indicator
2.4.1	The Contractor shall provide a business development capability to work alongside the nominated Authority's Defence Export Lead and UK industry to promote the expansion of EWOS export services aimed at supporting UK industry in the export of platforms and equipment to overseas governments and the sale of Mission Data to overseas governments. In doing so, the Contractor shall: A. Support the development of an initial Authority Campaign Plan within the first six (6) months following the SCD, to target new opportunities to expand the EWOS export services, and the production of an annual Campaign Plan thereafter which shall be agreed with the Authority no later than thirty-first (31) March each year; and B. facilitate engagement across Defence, other government departments and industry to promote EWOS export services.	The purpose of the annual Authority Campaign Plan is to set out the Authority's strategy and approach to promote EWOS services; to maximise sales opportunities and implementation of new products, service lines and customers; and to identify opportunities to expand the EWOS export business into key regions of interest.	The Authority Defence Export Lead is satisfied that the support provided is sufficient and has demonstrably contributed to the expansion of the EWOS export services. Agreement of the annual Authority Campaign Plan in line with the agreed timetable.

SR Ref.	Service Requirement	Notes	Service Requirement Performance Indicator
2.4.2	The Contractor shall provide, if instructed by the Authority and subject to the change process set out in Schedule 7.2 (Change Control Procedure) of this Contract, additional SQEP to support the manufacture of Mission Data for export. In doing so, the Contractor shall: A. Ensure that there is no loss of capability to the UK joint force; and B. maintain UK EW Data within the JEWOSC as directed by the Authority.	SQEP provided to support EW sales can be utilised to meet Defence operational outputs as agreed by the Authority and Contactor. **[Drafting note**: For the avoidance of doubt, Tenderers are not required to price this element of the SOR in their initial or final tender responses to the ITN.]	Provision of the required SQEP levels and specific skills requested by the Authority.
2.4.3	The Contractor shall be responsible for working alongside the Defence Export Lead to implement the Authority Campaign Plan against agreed targets and run quarterly export management boards, providing a record of decisions and an action tracker plan to be agreed by the Authority.		Support the implementation of the Authority Campaign Plan developed in SR 2.4.1. in line with the timetable and cost estimates included in the plan.

2.5 CIS

Key outputs: Provision of sustainable CIS SQEP to the JEWOSC to meet variances in demand.

SR Ref.	Service Requirement	Notes	Service Requirement Performance Indicator
2.5.1	The Contractor shall provide and maintain the appropriate level of CIS SQEP (capability, number and date of provision) as determined by the Authority from time to time.	Job levels and families are set out in the SCF in Appendix 1 to this Schedule 2.1. Annex 2 to this Schedule 2.1 sets out the CIS job roles. The SQEP and CIS SQEP Requirement at Annex 1 to this Schedule 2.1 sets out the Authority's requirement and phasing of the requirement.	The CIS SQEP provided is in line with the Authority determined requirement (capability, number and date of provision).
2.5.2	When requested by the Authority, the Contractor shall vary its provision of CIS SQEP to support the Authority to meet revisions in demand for CIS provision to support the JEWOSC's output. Variations in demand may result from, but not be limited to: - automation and modernisation of the JEWOSC's functions; - operational needs; - ad hoc demands from users; and - organisational transformation driven by wider Defence programmes.	Changes in CIS SQEP requirements shall be enacted in accordance with the process set out in Schedule 7.2 (Change Control Procedure) and Schedule 6.1 (Pricing and Payment). **[Drafting note**: For the avoidance of doubt, Tenderers are not required to price this element of the SOR in their initial or final tender responses to the ITN.]	The CIS SQEP provided is in line with the Authority determined requirement (capability, number and date of provision).

SR Ref.	Service Requirement	Notes	Service Requirement Performance Indicator
2.5.3	The Contractor shall provide nine (9) weeks each year of Duty CIS. A one-week duty period runs from Monday 0900, for 7 days, until 0859 the following Monday.	Role and responsibility for the CIS Duty requirement is to be carried out in accordance with Standard Operating Procedures.	Provision in line with Authority requirement.

Annexes (attached as separate documents):

Annex 1 to Schedule 2.1: SQEP and CIS SQEP Requirement
Annex 2 to Schedule 2.1: CIS Job Roles

Appendices (attached as separate documents):

Appendix 1 to Schedule 2.1: SQEP Competency Framework (SCF)