Annex A to Schedule 2 - Statement of Requirement

CORE SERVICES

All core services will be provided by the Contractor at a firm price in accordance with Schedule 2 of the Terms and Conditions. Core fees shall be invoiced quarterly following the Key Performance Indicator (KPI) review and the issuance of a Standard Purchase Order (SPO), by the Authority's Commercial Officer, as detailed in box 1 of DEFFORM 111 at Annex A to Schedule 3.

1. **Management of Information**

1.1 The Contractor shall provide The Authority with a Single Point of Contact (SPOC) email address and telephone number.

1.2 The Contractor shall ensure management of information is accurate, reliable, and complete thus ensuring correct decisions are made regarding current and future support activities.

1.3 The Contractor shall provide the management of information outlined in the Integrated Logistic Support Statement of Requirement (ILS SoR).

1.4 The Contractor shall provide the necessary information for asset management by the Authority by completing the template at Appendix 13 to Annex A to Schedule 2 – JAMES (Joint Asset Management and Engineering Solutions) for all the instruments supplied.

2. **Work in Progress Reports (WiP)**

2.1 The Contractor shall issue two updated and accurate monthly WiP reports for the project in accordance with Appendix 4 to Annex A to Schedule 2. The reports will consist of the following:

a. **WiP Finance Tracker:** The Contractor shall maintain a record of itemised costs against the Contract including calibration, repairs and the provision of spares and new instruments. The Contractor shall email the Finance Tracker report to the Authority monthly no later than 4 business days before the last business day of each month. The Authority will have 2 business days to verify the validity and accuracy of the Finance Tracker.

b. **WiP General Report[1]:** The remaining WiP report shall be submitted to the Authority within 3 business days after the last business day of each month. The Authority will have 10 business days to verify the validity and accuracy of the report. All changes requested by the Authority must be updated and submitted by the Contractor no more than 5 business days from receipt of the notification. If the Authority does not request changes within 10 business days, the Contractor can assume the WiP report has been accepted.

2.2 **Joint Risk Register**

The Authority will maintain the Joint Risk Register. The Contractor shall provide the Authority with a copy of their latest Risk Register as part of the monthly WIP General report for incorporation in the Joint Risk Register. The Contractor's Risk Register shall include:

a. Risk description
b. Mitigation for each risk
c. Fall-back plan for each risk
d. Risk owner

2.3 **Government Furnished Assets (GFA) Tracker**

The Contractor shall maintain GFA records in accordance with the GFA Plan held at Appendix 7 to Annex A to Schedule 2 Data Item Description (DID) 15-01. The Contractor shall provide a copy of these records.

2.4 **Equipment Failures Tracker**

[1] Consisting of Risk Register, Government Furnished Asset (GFA) Tracker, Equipment Failures Tracker, Spares Tracker and Key Performance Indicator (KPI) Tracker.

The Contractor shall maintain a register of instruments declared Beyond Repair (BR, see paragraph 16 for the definition).

2.5 **Spares Tracker**

The Contractor shall maintain a register of spares issued in support of the instruments. The register shall include:

a. NATO Stock Number
b. Quantity
c. Receiving Unit

2.6 **KPI Tracker**

The Contractor shall score/evaluate their KPI performance, as per Appendix 6 to Annex A to Schedule 2 monthly and report this on the KPI Tracker as part of the WiP Report for review at the Progress Meetings and acceptance by the Authority.

3. **Safety and Environmental Management**

3.1 The Contractor shall be responsible for monitoring health, safety, and environmental legislation compliance, identifying and reporting any risks with impact on the current and future safe Through Life Support of all engineering survey instruments.

3.2 The Contractor shall, if they identify any safety issues which affects the safe operational use of all engineering survey instruments, formally report any issue to the Authority within 24 hours of discovery.

3.3 The Contractor shall, if they identify any environmental issues which affects the operational use of all engineering survey instruments, formally report any issue to the Authority.

3.4 In delivering this Contract, the Contractor shall conduct safety management activities in accordance with Defence Standard (DEFSTAN) 00-056[2].

3.5 In delivering this Contract, the Contractor shall conduct environmental management activities in accordance with DEFSTAN 00-051[3].

3.6 The Contractor shall inform the Authority by letter of any changes to UK legislation/standards that would impact the Authority's current compliance, safety related or otherwise.

3.7 The Contractor shall provide Suitably Qualified and Experienced Personnel (SQEP) to attend all Safety & Environmental Panels, incl. any extraordinary panel meetings for the duration of the contract.

4. **Quality Assurance (QA)**

4.1 QA provides confidence that a supplier has the appropriate systems in place to deliver the contractual requirements, and that these systems are developed, implemented, monitored, and improved with the goal of achieving fit for purpose outputs.

[2] DEFSTAN 00-056 Safety Management Requirement for Defence Systems Part 2 Guidance on Establishing a Means of Complying with Part 1 Issue 5, 28 February 2017
[3] DEFSTAN 00-051 Environmental Management Requirements for Defence Systems – Guidance Issue 1 14 April 2018

4.2 QA requirements:

a) Ensure the continuing provision of a Quality Management System (QMS) based on industry norms

b) Enable assurance through a commonly understood framework with NATO and other international partners

c) Provide more clarity and enhance supplier relationships through mutually understood and accepted standardised processes; and

d) Ensure that MOD assurance activities are enabled within the supply chain.

e) The Authority will be carrying out First Off Inspections to ensure that the assets delivered meet the specified requirement. Furthermore ad-hoc inspections or audits will be carried out by the MoD Government QA Representative (GQAR) on risk based taskings.

4.3 The Contractor shall ensure that they hold a United Kingdom Accredited Service (UKAS) accredited (or equivalent) International Organization for Standardization (ISO) Certificate in accordance with ISO 9001:2015 throughout the life of this contract at no additional expense to the Authority. The Contractor shall inform the Authority within 10 business days of any changes to certification, including changes to scope of activity during this period.

5. Specification

5.1 The Contractor shall supply the engineer survey instruments in accordance with the System Requirements identified within the Project GROMA System Requirement Document (SRD).

6. Delivery

6.1 The Contractor shall arrange delivery of the initial purchase of engineering survey instruments to the location or locations as specified in the Schedule of Requirements in accordance with the Supply Support Plan (SSP) Appendix 7 to Annex A to Schedule 2 DID 8-01.

The Contractor shall ensure that all deliveries are accompanied by a proof of delivery form that is to be returned to the Authority upon successful delivery.

6.2 The Contractor shall ensure that all engineering survey instruments, spares and consumables are delivered within the agreed lead times at Schedule 2 (Schedule of Requirements), Appendix 5 to Annex A to Schedule 2 and Appendix 8 to Annex A to Schedule 2.

7. Technical Documentation

7.1 The Contractor shall provide operating manuals in PDF format for each instrument in addition to making them available online. The Authority shall use this information to undertake Level 1 repairs (see the definition in Appendix A).

7.2 The Contractor shall provide Army Equipment Support Publications (AESP) in accordance with Appendix 7 to Annex A to Schedule 2 Contract Data Requirement (CDR) 3-02.

7.3 The Contractor shall provide the necessary information to enable codification of the instruments, ancillaries, and spares in accordance with Appendix 7 to Annex A to Schedule 2 DID 3-01.

7.4 The Contractor shall inform the Authority of the frequency of servicing and calibration needed for each asset in accordance with the In-Service Support Plan (ISSP) (Appendix 7 to Annex A to Schedule 2 CDR 13-01).

8. Working with Defence Equipment & Support (DE&S) Agent(s)

8.1 The Contractor shall work with DE&S Agents – namely Babcock Defence Support Group (Babcock DSG). Babcock DSG carry out the inventory management on behalf of the Authority, meaning that inventory (including purchasing) authority will be delegated (with prior approval) to Babcock DSG.

The Contractor shall fully co-operate with Babcock DSG. Further details of this including Points of Contact will be confirmed following contract award in the start-up meeting.

8.2 A complete list of Articles to be supplied under the Contract can be found at Appendix 8 to Annex A to Schedule 2 – Pricing Schedule. The Contractor shall deliver all Articles, including packaging, found at Appendix 8 to Annex A to Schedule 2 into an Authority depot e.g., Bicester or Donnington in accordance with the Firm Prices. Alternatively, the Authority may request the Articles to be delivered anywhere within the UK.

8.3 Articles will be requested either by the Operational Infrastructure (OI) Team's Delivery Manager using a Task Authorisation Form (TAF) or by the Babcock Inventory Manager leading on the purchase. The equipment is to be delivered in accordance with agreed lead times in Appendix 8 to Annex A to Schedule 2.

8.4 The Authority reserves the right to add or remove Articles to or from the Contract. If required, this will be instructed using a Contract amendment.

8.5 The Contractor shall package all spares in accordance with the Logistic Commodities and Services Transformation (LCST) Authority Managed Materiel Supplier Manual.

9. **Identification of Modifications and Enhancements**

9.1 The Contractor shall identify and advise the Authority of changes to applicable Regulations and Legislation that will impact the operation of engineer survey instruments and provide details of the necessary modifications or enhancements required.

9.2 All potential modifications or enhancements will be evaluated by the Authority, following the Post Design Services (PDS) tasking process at Paragraph 20, and if approved will be programmed into an upgrade programme agreed with the Contractor.

10. **Integrated Logistic Support**

10.1 The Contractor shall provide the Integrated Logistic Support as outlined in the GROMA Integrated Logistic Support Statement of Requirement (ILS SOR).

NON-CORE SERVICES

Non-Core Services are tasks that shall be provided by the Contractor that fall outside the scope of the Core Service activities. No Non-Core task shall be undertaken until an authorised commercial officer, with relevant delegation, authorises any work to be carried out under the contract via the TAF process as outlined in Appendix 3 to Annex A to Schedule 2.

The items identified below are some of the activities that shall be provided as a Non-Core Service.

11. **Meetings**

11.1 All meetings shall be as per the firm prices at Appendix 8 to Annex A to Schedule 2.

11.2 Within 30 Business Days of Contract Award, the Contractor shall be required to attend an initial Contract start up meeting.

11.3 All the meetings shall be held at either DE&S Abbey Wood Bristol, the Contractor's premises, a mutually acceptable location or virtually. All meetings will be chaired by the Authority. The Authority will notify the Contractor of the intended meeting location at least 5 business days prior to the meeting date.

11.4 Progress Meetings shall be arranged by The Authority when required and will provide a minimum notice of 10 Business Days. The Authority does not expect to require more than four Progress Meetings per Contractual year.

11.5 The Authority will provide the Contractor with the agenda 10 business days prior to a meeting. The Contractor shall provide any necessary comments 5 business days prior to the meeting. The Agenda

is to include (but not limited to) future work, work in progress, risks, issues, quality of work undertaken, previous actions and performance.

11.6 Attendance from the Authority will typically include, but not be limited to, Operations Manager, Quality Assurance, Engineering Representative, Integrated Logistic Support, and Commercial.

11.7 The Contractor shall ensure that Suitably Qualified and Experienced Personnel (SQEP) are present for the review meetings, and that the attendants are authorised to report on issues and progress, set actions for any project, provide input, and speak on technical and commercial matters.

11.8 The Authority will draft the meeting minutes and submit for review by the Contractor within 10 business days of the meeting. The Contractor shall provide any necessary comments and feedback within 5 business days, after which the Authority will update the minutes and provide the Contractor with a final version. In the event the Authority does not receive feedback from the Contractor within 5 business days, the Authority will assume the minutes have been accepted and no changes will be made. Any actions placed on either party are expected to be followed up promptly and resolved (where possible) prior to the next review meeting. All previous actions are to be reviewed at the following review meeting as above.

11.9 Any additional travel and subsistence incurred by the Contractor due to unexpected meetings or unexpected locations of meetings may be claimed in accordance with the agreed rates at Appendix 8 to Annex A to Schedule 2.

11.10 The Contractor shall provide Suitably Qualified and Experienced Personnel (SQEP) to attend the Safety and Environmental Panels. The Authority will provide a minimum notice of 10 Business Days. The meeting should be held no more than once per year unless the Authority requires it.

11.11 The Contractor shall provide SQEP to attend ILS Review Meetings in accordance with Appendix 7 to Annex A to Schedule 2 DID 1-02. The Authority will provide a minimum notice of 10 Business Days. The meeting should be held no more than once per year unless the Authority requires it.

12. Additional Purchases

12.1 The Authority reserves the right to buy more than the initial quantity of survey instruments if required at any time during the duration of the contract in accordance with the firm prices at Appendix 8 to Annex A to Schedule 2.

13. Provision of Training

13.1 The Contractor shall provide operator familiarisation training for the following capabilities:

- Total Station
- GNSS
- Echo Sounder
- Optical Level
- Laser Level
- Data Processing Software

The Authority, or its training representative, will utilise this training to construct its own training programme in accordance with Appendix 7 to Annex A to Schedule 2 DIDs 5-01, 5-02 and CDR 5-03. All training packages shall be suitable for Class 1 and Class 2 surveyors and will include Level 1 maintenance[4]. The training packages will be Defence Systems Approach to Training (DSAT) compliant in accordance with policy[5].

13.2 The Contractor shall provide initial training packages before Full Operating Capability (FOC). Additional training may be requested in accordance with the Training & Training Equipment Plan

[4] See Appendix A for the Authorities definition of Repair Levels.
[5] JSP 822: Defence Direction and Guidance for Training and Education

(T&TEP) (Appendix 7 to Annex A to Schedule 2 DID 5-01) and ISSP (Appendix 7 to Annex A to Schedule 2 CDR 13-01).

13.3 The Contractor shall provide all course literature and material for each attending student.

13.4 Upon completion of the training course the Contractor shall provide each student confirmation of competence through a certificate. The Contractor shall send the Authority duplicate copies of all certificates issued. Once the Authority has confirmed receipt of the certificates the Contractor shall destroy all student personal data held. The Contractor shall ensure that all handling of personal information is to comply with the General Data Protection Regulations.

13.5 The Contractor is to notify the Authority of any minimum notice period for cancellation of any training courses.

13.6 Firm prices for training packages are held at Appendix 8 to Annex A to Schedule 2.

14. Maintenance

14.1 All maintenance will be carried out in accordance with the Maintenance Plan (Appendix 7 to Annex A to Schedule 2 DID 7-01).

15. Repair Service

15.1 The Contractor shall provide a list of costed repairs in accordance with the Supportability Analysis Tasks Plan (SA Tasks Plan) (Appendix 7 to Annex A to Schedule 2 DID 2-01).

15.2 The Contractor shall provide a level 2, 3 and 4 (see Appendix A for definition) Repair service for all the equipment supplied that will be available for the duration of the Contract. Following repair, the assets identified in paragraph 17.1 will be calibrated.

15.3 The Authority will be responsible for identifying equipment that requires repair and will arrange transport to and collection from the Contractor's premises.

15.4 The Contractor shall, when requested by the Authority, arrange collection of equipment from the Authority. When required this shall be detailed on the TAF.

15.5 Upon receipt of the equipment, the Contractor will Conduct a strip survey and provide a costed report within 5 business days of receiving the equipment detailing the following:

a) Labour to return equipment to Materiel Condition (MATCON) A1[6] standard

b) Parts required to return equipment to MATCON A1 standard

c) Return transport to the equipment holder

d) Timelines associated with the repair and return of the equipment

15.6 Upon receipt of the Strip Survey Report, the Authority will either authorise the repairs as detailed in the Strip Survey Report, or request that it be returned to a specified address for disposal. The Authority will provide this direction within 10 business days of receiving the Strip Survey Report.

15.7 On conducting the survey/repair the Contractor shall inform the Authority of any obsolescence issues identified and their consequences.

15.8 Any repair requiring rectification within a 12-month period shall be repaired at zero cost to the Authority in accordance with Appendix 6 to Annex A to Schedule 2. For the avoidance of doubt damage caused by the Authority shall be excluded from the 12-month period.

15.9 All repairs shall be completed within 28 business days unless evidence is provided as to why this time will be exceeded in accordance with Appendix 6 to Annex A to Schedule 2.

[6] JSP 886 Defence Logistics Support Chain Manual Volume 1 Defence Logistics Support Chain Part 1A Glossary – Materiel Condition A1: Serviceable, unqualified. Stocks which are fit for issue without qualification (routine or pre-issue checks or tests excepted).

15.10 All repairs due to defects, design issues etc. that occur within 12 months of procurement shall be repaired at zero cost to the Authority.

16. Beyond Repair (BR)

16.1 When the Contractor considers an Article to be BR, defined as when the repair exceeds 75% of the replacement cost, the Contractor shall immediately advise the Authority of the findings using the form at Appendix 9 to Annex A to Schedule 2. No work shall be carried out by the Contractor on any Article which, after superficial examination, is BR.

17. Calibration Service and Servicing

17.1 The Contractor shall provide a regular calibration service and servicing in line with the Contractor's recommended frequency that will be available for the duration of the Contract which will be tasked annually by the Authority. This tasking shall include the number and type of equipment to be serviced and calibrated. Firm prices for calibration and annual servicing shall be found in Appendix 8 to Annex A to Schedule 2.

17.2 An ad hoc calibration service shall also be available for the duration of the Contract. For example, in case the Authority needs to ensure an instrument remains serviceable on deployment. Firm prices for calibration and annual servicing shall be found in Appendix 8 to Annex A to Schedule 2.

17.3 The Authority will be responsible for identifying equipment that requires servicing and calibration and will arrange transport to and collection from the Contractor's premises.

17.4 The Contractor shall, when requested by the Authority, arrange collection of equipment from the Authority. When required this shall be detailed on the TAF.

18. Demandable Items

18.1 The Contractor shall provide a comprehensive list of User replaceable items and ancillaries for all instruments, including such technical detail to enable codification in accordance with Appendix 7 to Annex A to Schedule 2 DID 8-01.

18.2 The Authority reserves the right to source demandable items from other suppliers.

18.3 The Contractor shall complete the Advance Spares for New Equipment Contractor's Recommendation at Appendix 11 to Annex A to Schedule 2 in accordance with DEFCON 82. The Authority is under no obligation to purchase the spares as recommended by the Contractor.

18.4 Users are to be able to demand stores from the list of demandable items using in-service Logistic Information Systems (Log IS). Spares will be Buy As Required (BAR), all items demanded shall be supplied to the Joint Supply Chain for onward transit. Demandable items will not be held in depot to meet demands.

19. Codification

19.1 The Contractor shall when requested carry out NATO codification of the instruments, and demandable items in accordance with Appendix 7 to Annex A to Schedule 2 DID 8-01.

20. Post Design Services (PDS) Task Definition

20.1 For the avoidance of doubt, a PDS task can be defined as work undertaken to ensure that modifications and minor design alterations are properly appraised, and where approved, implemented. PDS includes the Design Authority work necessary to maintain the design and manufacturing data and reference equipment.

20.2 PDS tasks shall include any work required to extend the life of the equipment past the out of service, or obsolescence, date.

Table of Acronyms

AESP	Army Equipment Support Publication
BAR	Buy As Required
BR	Beyond Repair
DEFCON	Defence Condition
DEFFORM	Defence Form
DEFSTAN	Defence Standard
DE&S	Defence Equipment & Support
DID	Data Item Description
DSAT	Defence Systems Approach to Training
DSG	Defence Support Group
FOC	Full Operating Capability
GFA	Government Furnished Asset
GNSS	Global Navigation Satellite System
GQAR	Government Quality Assurance Representative
ILS	Integrated Logistic Support
ISO	International Organization for Standardisation
ISSP	In-Service Support Plan
JAMES	Joint Asset Management and Engineering Solutions
JSC	Joint Supply Chain
JSP	Joint Service Publication
KPI	Key Performance Indicator
Log IS	Logistic Information System
LCST	Logistic Commodities and Services Transformation
MATCON	Materiel Condition
NATO	North Atlantic Treaty Organisation
NSN	NATO Stock Number
OI	Operational Infrastructure
PDF	Portable Document Format
PDS	Post Design Services
POC	Point Of Contact
QA	Quality Assurance
QMS	Quality Management System
R&MP	Reliability and Maintainability Plan
SA Tasks Plan	Supportability Analysis Tasks Plan
SOR	Statement of Requirement
SPO	Standard Purchase Order
SPOC	Single Point Of Contact
SQEP	Suitably Qualified Experience Personnel
SSP	Supply Support Plan
SRD	System Requirement Document
TAF	Task Authorisation Form
TLS	Through Life Support
T&TEP	Training and Training Equipment Plan
UKAS	United Kingdom Accredited Service
WiP	Work in Progress

Appendix A – Repair Level Definitions

Repair level definitions as used by the Authority are defined as follows:

Level 1: Servicing and day to day preparation, including functional testing, replenishment, or adjustment. Normally conducted by equipment user or operator.

Level 2: Maintenance by replacement, adjustment, or minor repair, including fault diagnosis and authorised modifications, within specified times, using generally provisioned resources.

Level 3: Maintenance in greater depth than Level 2, including repair, partial re-conditioning and modification requiring special skills or special equipment.

Level 4: Maintenance that includes full reconditioning, major conversions, or major repairs.

Project GROMA
Integrated Logistic Support Statement of Requirement (ILS SoR)

Annex B to Schedule 2

INTEGRATE LOGISTIC SUPPORT STATEMENT OF REQUIREMENT (ILS SoR)
AIM

1. This SoR identifies the Authority's requirements for ILS, tailored in accordance with Def Stan 00-600, which the Contractor will be required to undertake as part of the GROMA Project. It has been generated to provide documents which address the ILS and Supportability Analysis (SA) requirements.

CONTENT

2. This document describes the programme of ILS activities that need to be undertaken throughout the project to ensure the ILS objectives are achieved. The Contractor shall provide ILS for the project in accordance with Def Stan 00-600, this SoR and the Integrated Logistics Support Plan (ILSP).

3. The use of Commercial Off the Shelf (COTS) equipment is the procurement strategy for Project GROMA. This limits the opportunity for support considerations to influence design therefore ILS will be used to evaluate the supportability of the COTS systems proposed.

4. This document shall identify ILS requirements for the project and timely delivery of the ILS elements. It describes the activities the Contractor is required to complete and outlines the required processes, tasks and reporting requirements including relevant timescales for reviews and data reporting.

5. **The ILS Element plans which will form Appendices of the Integrated Support Plan (ISP) and are to be tailored according to the information requested in both this document, the accompanying Contract Data Requirements List (CDRL) and any additional detail the Contractor feels is relevant. Comprehensive Product Descriptions (PD) for each ILS Element can be found in DEF STAN 00-600 Part 2 but Contractor's responses are to be tailored and do not need to follow every heading within the PD. A guide to the length of each plan is given in this document.**

ILS MANAGEMENT & REVIEWS

6. **Integrated Support Plan (ISP).** The Contractor shall produce and implement a tailored Integrated Support Plan (ISP) for the management and execution of the GROMA ILS Programme. The ISP should be provided as a direct response to the Authority's provided ILSP and be suitably detailed to sustainably support the In-Service Operating Capability for the duration of the Contract. The ISP shall be developed and delivered in accordance with Def-Stan 00-600 Pt 1 and guided by CDRL, DID 1-01 at Appendix 7 to Annex A to Schedule 2 to the Contract.

8. The ISP shall demonstrate the Contractor's compliance with the Authority's ILS SoR and shall include ILS Element Plans tailored to the GROMA equipment. The Contractor shall provide the DRAFT ISP as part of the ITT and update it to meet the requirements of ILS Plan, SoR and CDRL delivery dates.

9. **ILS Management.** The Contractor shall nominate a Suitably Qualified and Experienced Personnel (SQEP) ILS Manager (CILSM) for the project that will have full responsibility, accountability for performance and be provided with resources to manage all the Contractor's ILS requirements for the equipment.

10. The CILSM is to be identified, where relevant, throughout the ILS documentation. The Contractor shall apply ILS principles in accordance with DEF STAN 00-600 Pt1.

11. **ILS Review Meetings:** ILS review meetings (Logistic Support Committee – LSC) shall be jointly chaired by the Contractor ILS Manager (CILSM) and MOD ILS Manager (MILSM) and held in accordance with Def Stan 00-600 Pt1 and CDRL DID 1-02 at Appendix 7 to Annex A to Schedule 2 to the Contract. The reviews shall formally audit the progress of the ILS programme against the scheduled ILS activities advised by the Contractor within the Integrated Support Plan (ISP) and associated ILS Element Plans.

SUPPORTABILITY ANALYSIS (SA) TASKS PLAN

12. The Contractor shall produce a tailored Supportability Analysis (SA) Tasks Plan consisting of a maximum 3 pages to reflect the GROMA Project needs. The SA Tasks Plan shall be delivered in accordance

with Def Stan 00-600 Pt 3 and guided by CDRL, DID 2-01 at Appendix 7 to Annex A to Schedule 2 to the Contract.

13. Any ILS Support Elements which the Contractor believed can be tailored out must be identified and justified within the SA Tasks Plan. GROMA will be procured as a Commercial Off the Shelf (COTS) product therefore the tailored SA cannot influence the design, but it can influence support solutions that will provide sustainability and value for money (VFM).

14. The key supporting principles specific to GROMA shall focus on two levels, as follows:

a. Level 1: All maintenance and repair activities undertaken by the User, using the Technical Publications, and confirmed list of Demandable Items.

b. Level 2-4: All Repair, maintenance, and calibration activities undertaken by the Contractor.

TECHNICAL DOCUMENTATION MANAGEMENT PLAN (TDMP)

15. The Contractor shall produce a tailored TDMP consisting of a maximum 2 pages to support the fielding of the GROMA equipment. It should also contain detail for the management of Technical Documentation (TD) required to support GROMA equipment through life. The TDMP shall be delivered in accordance with Def Stan 00-600 Pt 3 and guided by CDRL, DID 3-01 at Appendix 7 to Annex A to Schedule 2 to the Contract.

16. The TDMP shall also detail how the Contractor will develop and provide and maintain any TD to support training activity. Any training support documentation shall be delivered prior to the start of the training course(s).

17. **Technical Documentation (Data).** The Contractor shall hold all Technical Data to include the Master Data Pack, that will be required to support GROMA equipment.

18. All copies of TDs shall be delivered by the Contractor to the Authority in accordance with the format and timescales detailed in the ILS SoR, including early issues required to support any pilot training course, Logistic Demonstration and user trials.

19. **Technical Documentation (Army Equipment Support Publications – (AESPs))** The Contractor shall deliver and maintain through life a suite of TD in AESP format detailing how the GROMA equipment is supported at the Operator/User and Level 1 Maintainer level. The AESPs shall be provided in a suitable format for uploading onto Technical Documentation Online (TDoL) and in time for the delivery of the GROMA equipment to the Users.

20. The Contractor will continue to manage and update the AESPs throughout the life of the equipment. The AESPs shall be developed in accordance with Def Stan 00-601 Pt 4, Def Stan 05-057 Pt 7, and guided by CDRL, CDR 3-02 at Appendix 7 to Annex A to Schedule 2 to the Contract.

21. **Certification of Conformity.** The Contractor shall hold a CofC which they will provide to the Authority as per CDRL, DID 3-03 at Appendix 7 to Annex A to Schedule 2 to the Contract.

PACKAGING, HANDLING, STORAGE & TRANSPORTATION PLAN (PHS&T Plan)

22. The Contractor shall produce a tailored Packaging, Handling, Storage and Transportation (PHS&T) Plan consisting of a maximum 2 pages which details how the Contractor will manage PHS&T during both the delivery of GROMA equipment and In-Service period with replenishment items such as spares, tools etc. The PHS&T Plan shall be delivered in accordance with Def Stan 00-600 and guided by CDRL, DID 4-01 to Appendix 7 to Annex A to Schedule 2 to the Contract.

23. Consideration of requirements to protect the environment must be given such as, but not limited to, The Producer Responsibility Obligations (Packaging Waste) Regulations (SI 1997 No. 648) (As amended), ISPM-15 and The Montreal Protocol etc.

24. The Contractor shall provide and manage all packaging throughout the duration of the Contract, ensuring that all spares and repairable packaging meets correct identification for storage and land, sea and air transportation requirements and can be easily recognised when passing through all logistic nodes of the forward and reverse Joint Supply Chain (JSC).

TRAINING & TRAINING EQUIPMENT PLAN (T&TEP)

25. The Contractor shall produce a tailored T&TEP consisting of a maximum 2 pages delivered in accordance with Def Stan 00-600 Pt1 and guided by CDRL, DID 5-01 at Appendix 7 to Annex A to Schedule 2 to the Contract.

26. **Training Needs Analysis (TNA):** The Contractor shall assist with TNA Stage 1 (Scoping Study) and deliver Stage 2 (Final Report) in accordance with CDRL, DID 5-02 at Appendix 7 to Annex A to Schedule 2 to the Contract. The outputs from the TNA will identify the Training Objectives required for the new GROMA survey equipment. The Contractor shall keep the Training course material for the life of the Contract, configuration managed in the event of any design changes, for example, modifications.

27. **Training Courses:** The Contractor shall deliver a Training Course based on the newly developed Training Objectives to all current In-Service Class 1&2 Surveyor Personnel and the Surveyor Training School Course developers/Trainers to convert them to the new equipment as part of the "Set Up" of the Project to meet Initial Operating Capability (IOC). The Contractor shall deliver the training course material to the Royal School of Military Engineering to enable them to utilise it when they run their own training activities.

28. The Contractor shall ensure that the Training will enable the Users to operate and maintain the equipment safely and will work closely with the Authority to verify and validate the contents of the Training Package to ensure DSAT compliance.

29. The Contractor shall deliver a Reusable Training Package (RTP) containing all the objectives developed for familiarisation training course which military instructors can use during the development of their own in-house training in accordance with CDRL, CDR 5-03 at Appendix 7 to Annex A to Schedule 2 to the Contract.

30. **Contractor Support to System Field Trials:** The Contractor shall provide support to Authority's Field Trials of the newly introduced GROMA equipment.

RELIABILITY AND MAINTAINABILITY PLAN (R&MP)

31. The Contractor shall produce a tailored R&MP consisting of a maximum of 2 pages which provides progressive assurance of R&M for the life of the Contract. It shall be delivered in accordance with Def Stan 00-600 Pt3, Def Stan's 00-040 Pt 1 Issue 8 and guided by CDRL, DID 6-01 at Appendix 7 to Annex A to Schedule 2 to the Contract.

32. The practicality of meeting the operational need is dependent on the underlying reliability and maintainability of the equipment design and the efficiency of the supply chain and repair organisation. The R&MP shall detail the repairability of each item of GROMA equipment offered under this Tender Bid, to enable the Authority to determine the costs to support the equipment through the service life.

33. **Level of Repair Analysis (LORA).** Within the R&M Plan the Contractor shall detail plans for a LORA to define what GROMA systems are repairable by the User or are required to be returned to Contractor for repair. The LORA shall be delivered in accordance with CDRL, DID 6-02 at Appendix 7 to Annex A to Schedule 2 to the Contract and where available, make use of current product analysis.

34. **R&M Case Report.** The Contractor shall detail plans for the provisions of an R&M Case Report which provides the outputs to any reliability activity carried out in support of the GROMA equipment. It shall be developed and delivered in accordance with Def Stan 00-600 Pt3, Def Stan 00-042 Pt 3 and guided by CDRL, DID 6-03 at Appendix 7 to Annex A to Schedule 2 to the Contract.

MAINTENANCE PLAN

35. The Contractor shall produce a tailored Maintenance Plan consisting of a maximum of 1 page detailing any expected maintenance activity required to support the GROMA equipment through life. It will be delivered in accordance with Def Stan 00-600 Pt1 and CDRL, DID 7-01 at Appendix 7 to Annex A to Schedule 2 to the Contract.

36. Whilst expecting very little maintenance activity by the Users, any Level 1 Maintenance task identified shall be fully detailed in the Maintenance Schedule, with procedural information to support each task in the Operator Information sections of the dedicated combination AESP for each GROMA system.

37. **Calibration.** The Contractor shall perform any calibration required on the GROMA equipment before issue to the Authority. The Authority will not be required to carry out any calibration work on any GROMA equipment or items of S&TE within 12 Months of the equipment's initial delivery. The Authority must be made aware of any risks associated to extending a calibration beyond the recommended period in the event of the GROMA equipment being deployed on extended Operations. Instructions for Users on how and where to send the GROMA equipment for Calibration are to be identified and listed in the AESPs.

SUPPLY SUPPORT PLAN (SSP) - INCLUDING COMPLETE EQUIPMENT SCHEDULE (CES)

38. The Contractor will produce a tailored SSP consisting of a maximum 2 pages detailing how they will manage the supply of spares during the delivery of the GROMA equipment. It is to be delivered in accordance with Def Stan 00-600 Pt 3 and guided by CDRL, DID 8-01 at Appendix 7 to Annex A to Schedule 2 to the Contract.

39. This requirement will be for the duration of the contract and includes all demandable items to support the GROMA whether they would be classed as initial spares, replenishment Spares items or Complete Equipment Schedule (CES) items.

40. **Initial Delivery of GROMA Engineering Survey Systems.** As advised in the GROMA Project SoR at Annex A to Schedule 2, initial delivery of complete GROMA Engineering Survey systems shall be to a single UK location (Donnington Depot), where they will be distributed to Units via the Joint Supply Chain (JSC) in accordance with the GROMA Fielding Plan. All deliveries to the UK Depot, shall be carried out in accordance with the Logistic Commodities and Services Transformation (LCST) Authority Managed Material Supplier Manual.

41. **Initial Provisioning.** The Contractor shall provide recommendations regarding an Initial Provisioning List in accordance with Def Stan 00-600 Pt 3, DEFCON 82 and guided by CDRL, DID 8-02 at Appendix 7 to Annex A to Schedule 2 to the Contract. They are to use DEFFORM 82A found at Appendix 11 to Annex A to Schedule 2 to the Contract to detail their recommendation for the demandable items likely to be required during the first year of In-Service usage. The Authority will review the items from the recommended Provisioning List and confirm with the Contractor the agreed content. The Authority reserves the right to demand items from this list to hold in readiness should they so wish but are not committed to do so.

42. **Codification.** The Contractor shall carry out NATO codification on behalf of the Authority for all Demandable Items listed in the Illustrated Demandable Items chapter of the AESP. Codification shall be carried out in accordance with DEFCON 117.

43. **Spares Range and Scale.** Using the outputs from the LORA report, the Contractor shall define all Level 1 Demandable Items (Spares and CES) that shall be made available to the Users upon demand to sustainably support the GROMA equipment through its In-Service life. Demandable Items that will be available for In-Service demands shall be developed and delivered in accordance with Def Stan 00-600 Pt 3.

44. It will be the responsibility of the Contractor to return any NON-CORE ES Level 2-4 repair items to the Authority within the allotted timeframe. These identified Demandable Items shall be illustrated in the relevant chapter within the dedicated AESP for each GROMA system and shall also be listed within the Instruments and Demandable Items List at Appendix 5 to Annex A to Schedule 2, including lead times, to enable the Users to determine availability and conduct planning activities.

45. **Demand Tracking.** The Contractor shall provide sufficient data to the Authority to enable consignment tracking through the Joint Supply Chain. To enable asset tracking using Management Information Systems, all GROMA equipment and Demandable Items shall be given a Unique Item Identifier in accordance with Def Stan 05-132.

46. **Repair Management.** The Contractor shall detail their approach to managing repairs to GROMA equipment identified in the LORA report, through the life of the contract. Any LRU repairs required will be contracted by using the Post Design Service (PDS) NON-CORE process.

47. **Support and Test Equipment: Complete Equipment Schedule (CES).** The Contractor shall identify all CES items required to support the GROMA equipment through the life of the contract. All CES

items identified shall be codified and listed in the relevant section of the AESP for each GROMA equipment in accordance with the Def Stan 00-600 Pt1, Def Stan 00-601 Pt4 and guided by CDRL, DID 8-03 to Appendix 7 to Annex A to Schedule 2 to the Contract.

DISPOSAL MANAGEMENT PLAN (DMP)

48. The Contractor shall produce a tailored Disposal Management Plan (DMP) consisting of a maximum of 1 page which shall include all In-service disposal activity up to and including the point of physical disposal of the whole system, sub-system or component parts. It will be delivered in accordance with Def Stan 00-600 Pt1 and guided by CDRL, DID 9-01 at Appendix 7 to Annex A to Schedule 2 to the Contract.

49. Disposal will be reviewed as an agenda item for the review reports and meetings. The contractor shall update disposal planning in light of changes to legislation, operational environment and/or modification to product through the life of this Contract.

LOGISTIC DEMONSTRATION PLAN (LDP)

50. The Contractor shall produce a tailored LDP consisting of a maximum of 2 pages which details how the agreed ILS Elements of this SoR will be demonstrated. It will be delivered in accordance with Def Stan 00-600 and guided by CDRL, DID 10-01 at Appendix 7 to Annex A to Schedule 2 to the Contract. Where appropriate, a Log Demo can be conducted as a desktop exercise to test hypothetical scenarios across numerous support processes.

SOFTWARE SUPPORT PLAN (SwSP)

51. The Contractor shall produce a tailored SwSP consisting of a maximum of 1 page to detail how the Contractor shall support any software used in any part of the GROMA system for the life of the Contract. The SwSP shall be delivered in accordance with Def Stan 00-600 and guided by CDRL, DID 11-01 at Appendix 7 to Annex A to Schedule 2 to the Contract.

OBSOLESCENCE MANAGEMENT PLAN (OMP)

52. The Contractor shall produce a tailored OMP consisting of a maximum of 1 page to enable an understanding of how obsolescence is going to be managed through life, focusing on any obsolescence issues threatening the sustainable support of the GROMA equipment and any items required during repair activity. The OMP shall be delivered in accordance with Def Stan 00-600 Pt1, International Standard IEC 62402:2019 /BS EN 62402:2019 and guided by CDRL, DID 13-01 at Appendix 7 to Annex A to Schedule 2 to the Contract.

IN-SERVICE SUPPORT PLAN (ISSP)

53. The Contractor shall produce a tailored ISSP consisting of a maximum of 5 pages which identifies the transition of the SA activities carried out during the procurement phase of the GROMA Project into the In-Service phase. It will be delivered in accordance with Def Stan 00-600 and CDRL, CDR 13-01 at Appendix 7 to Annex A to Schedule 2 to the Contract.

54. The In-Service Support Plan (ISSP) as a minimum, shall address the following:

a. CORE SUPPORT consisting of Technical Services, Technical Documentation., Configuration Management, Calibration and Transportation.

b. NON-CORE SUPPORT consisting of Ad-hoc Training, Modifications, Ad-hoc Repairs, Maintenance, Calibration & Transportation and Demandable Items (Spares & CES).

CONFIGURATION MANAGEMENT RECORDS

55. The Contractor shall maintain a Configuration record for all GROMA items that form part of the GROMA capability in accordance with Def Stan 00-600 and CDRL, CDR 14-01 at Appendix 7 to Annex A to Schedule 2 to the Contract.

GOVERNMENT FURNISHED ASSETS PLAN (GFAP)

56. The Contractor shall produce a tailored GFAP consisting of a maximum of 1 page which

shall ensure that any item of GROMA equipment, when temporarily issued to the Contractor is visible for accountability purposes. It shall be delivered in accordance with Def Stan 05-099 Pt 1 and guided by CDRL, DID 15-01 to Appendix 7 to Annex A to Schedule 2 to the Contract.

57. Items are typically issued to the Contractor without charge to undergo Repair, Maintenance, Servicing/Calibration or Modification and it is subject to physical return in a specified condition. The GFA Plan shall detail the Contractor's internal process to capture equipment tracking and current condition status during NON-CORE tasking activity at Project Review meetings, or, within agreed timelines if requested by the Authority.

58. **Receipts & Issues:** The Contractor shall maintain Receipt and Issues Records throughout the life of the contract to record when any GROMA asset is transferred between the Authority and the Contractor. The Contractor shall follow all Receipt and Issue transactions using the Authority's CP&F facility in accordance with CDRL DIDs 15-02, 15-03 and 15-04 at Appendix 7 to Annex A to Schedule 2 of the Contract.

59. **Logistic Information Management.** The Contractor shall wherever possible align any contractual data exchange with existing Authority Management Information Systems.

Reference Documentation

Ref	Document	Document Title
1	Def Stan 00-035 Pt 4 Issue 5 & Pt 5, Issue 5.	Environmental Handbook for Defence Materiel – Natural Environments
2	Def Stan 00-035 Pt 5, Issue 5.	Environmental Handbook for Defence Materiel – Induced Mechanical Environments
3	Def Stan 00-040 Pt 1 Issue 8	Reliability and Maintainability – Management Responsibilities and Requirements for Programmes and Plans
4	Def Stan 00-042 Pt 3	Reliability and Maintainability Assurance Activity – R&M Case
5	Def Stan 00-044 Issue 2	Reliability and Maintainability – Data Collection and Classification
6	Def Stan 00-251 Issue 2	Human Factors Integration
7	Def Stan 00-600 Pt 1, 2 & 3	Integrated Logistic Support-Requirements for MoD Projects
8	Def Stan 00-601 Pt 4	MOD Business Rules – Contracting for Technical Documentation - NON S1000D Business Rules
9	Def Stan 05-057 Pt 7	Configuration Management of Defence Materiel
10	Def Stan 05-099 Pt 1	Managing Government Furnished Equipment In Industry – Provides End To End View of MoD Requirements for the Management of GFE In Industry.
11	Def Stan 05-132	Marking of Service Materiel Items Using a Unique Item Identifier (UII)
12	Def Stan 81-041 Pt 1 Issue 9	Packaging of Defence Materiel – Introduction to Defence Packaging Requirements
13	Def Stan 81-041 Pt 6 Issue 10	Packaging of Defence Materiel – Package Marking
14	JSP 822 Pt 1 & Pt 2	Defence Direction and Guidance for Training and Education
15	DLF	Defence Logistic Framework – (Defence Logistic Support Chain Manual)
16	DEFCON 82	Special Procedure for Initial Spares
17	DEFCON 117	Supply of Documentation for NATO Codification Purposes
18	IEC 62402:2007	Obsolescence Management

Table of Abbreviations

Abbreviation	Description
AESP	Army Equipment Support Publication
CA	Contract Award
CDRL	Contract Data Requirements List
CES	Complete Equipment Schedule
CILSM	Contractor ILS Manager
CLS	Contractor Logistic Support
CMP	Configuration Management Plan
CofC	Certificate of Conformity
COSHH	Control of Substances Hazardous to Health
CRC	Camera-Ready-Copy
DEFCON	Defence Conditions
DEFFORM	Defence Form
DLF	Defence Logistics Framework
Def Stan	Defence Standard
DSAT	Defence Systems Approach to Training
DTDG	Defence Technical Documentation Guidance
GFE	Government Furnished Equipment
ISD	In-Service Date
ISP	Integrated Support Plan
ISSP	In-Service Support Plan
ITT	Invitation-to-Tender
JSPs	Joint Service Publications
Log Demo	Logistic Demonstration
LRUs	Line Replacement Units
Maint	Maintenance
MILSM	MOD ILS Manager
MPN	Manufacturers Part Number
NATO	North Atlantic Treaty Organisation
NSN	NATO Stock Number
OEM	Original Equipment Manufacturer
OSD	Out of Service Date
PHS&T	Package, Handling, Storage and Transportation Plan
RDD	Required Delivery Date
RE	Royal Engineers
SOPs	Standard Operating Procedures
SQEP	Suitable Qualified Experienced Person
SRD	System Requirements Document
SSP	Supply Support Plan
S&TE	Support & Test Equipment
STTE	Special Tools & Test Equipment
TdoL	Technical Documents On Line
Tech docs	Technical documentation
UKNCB	United Kingdom National Codification Bureau
V&V	Validation and Verification

Project GROMA
Integrated Logistic Support Plan (ILSP)

Annex C to Schedule 2

Reference Documentation

Defence Standards

Def Stan 00-035 Pt 4: Environmental Handbook for Defence Materiel – Natural Environments
Def Stan 00-040: Achievement of Reliability and Maintainability Part 1 - "Management Responsibilities and Requirements for Programmes and Plans".
Def Stan 00-042: Reliability & Maintainability Assurance Guides
Def Stan 00-044: Reliability & Maintainability Data Collection and Classification
Def Stan 00-56: Safety Management Requirements for Defence Systems Part 1 Issue 6
Def Stan 00-251: Human Factors Integration for Defence Systems
Def Stan 00-600 Pt 1: Integrated Logistic Support-Requirements for MOD Projects
Def Stan 00-600 Pt 2: Integrated Logistic Support for MOD Projects - Supportability Case
Def Stan 00-600 Pt 3: Integrated Logistic Support for MOD Projects - Logistic Information
Def Stan 00-601 Pt 4: MOD Business Rules – Contracting for Technical Documentation – NON S1000D Business Rules
Def Stan 05-057: Configuration Management Policy and Procedures for Defence Material
Def Stan 05-132: Marking of Service Materiel Items Using a Unique Item Identifier (UII)
Def Stan 05-061: Quality Assurance Procedural Requirements – Contractor Working Parties
Def Stan 05-099: Managing Government Furnished Equipment in Industry
Def Stan 61-17: The Selection and Introduction of Batteries and Fuel Cells for Service Use
Def Stan 81-041: Packaging of Defence Materiel Part 1:- Introduction to Defence Packaging Requirements
Def Stan 81-041: Packaging of Defence Materiel Part 6:- Package Marking

Defence Conditions

DEFCON 82 : Special Procedures for Initial Spares
DEFCON 117: Supply of Information for NATO Codification and Defence Inventory Introduction

Joint Service Publications (JSPs)

JSP 800 Vol 7 Pt 1: Defence Movement and Transport Regulations, Dangerous Goods by Road, Rail and Sea.
JSP 822 Pt. 1: Defence Direction & Guidance for Training and Education (Direction for Individual and Collective Training)

British Standards

BS EN 62402:2019: Obsolescence Management – Application Guide
ASD 3000L Iss 1.1 Logistic Support Analysis

PREFACE

INTEGRATED LOGISTIC SUPPORT

1. Integrated Logistic Support (ILS) is a disciplined management approach that influences the product design and develops the Support Solution to optimise supportability and Through Life Finance (TLF). ILS is still required even when the product selected is already developed, is Commercial Off the Shelf (COTS) or Military Off the Shelf (MOTS), and design decisions cannot be affected, on the grounds of supportability and TLF.

System Equipment Description

Introduction

2. In-service military engineer survey equipment is approaching obsolescence and is increasingly incapable of delivering the reliable, robust system required to enable military engineer survey tasks on operations worldwide.

3. The current suite of survey instruments is no longer supported by the Original Equipment Manufacturer (OEM). The lack of spares and the increasing age of the equipment is affecting availability. Operational demands are being met by trading instruments between units, leading to training and UK Works Group tasks being affected. The situation will continue to worsen as more instruments become unserviceable.

4. The Operational Infrastructure (OI) team (the Authority) operates within Defence Equipment & Support (DE&S). The Authority manages a wide range of capabilities including support to the Royal Engineer (RE) surveyors civil engineering survey capabilities that can be deployed globally. Some of the systems currently in use are listed below:

a. Global Navigation Satellite Systems (GNSS) instruments.

b. Hydrographic (echo sounders).

c. Levelling instruments.

d. Data processing (computers and software).

e. Total Stations.

Project Background.

5. Project GROMA will update and enhance the military survey equipment fleet to ensure military engineers can continue to conduct engineer survey, across the full range of endorsed military tasks, until the planned capability Out of Service Date (OSD) of 2029.

6. The Concept of Employment (CONEMP) outlines the activities and key survey tasks this capability is required to enable, from Close Support to Infrastructure Support survey. It defines three scales of deployment which reflect the differing levels of capability demand imposed upon military surveyors:

a. Light Survey (LS) will enable basic users such as Combat Engineers and Artisan trades to conduct fundamental, core survey tasks at Sub-Unit level.

b. Medium Survey (MS) will provide capability to specialist users working in pairs such as Surveyors, Plant Operator Mechanics, Military Plant Foreman and Clerk of Works. All users will have received survey training at the Survey Program Area within 1 Royal School of Military Engineering (RSME) Regt. The MS sub-capability will primarily be associated with a Construction Supervision Cell (CSC) at the Regimental level.

c. Heavy Survey (HS) will enable advanced surveyors (Military Engineer (ME) Surveyor Class 1) to conduct the tasks associated with the LS and MS capabilities and the ability to collect accurate coordinated electronic survey data in areas that are not inter-visible while working independently. The HS sub-capability will be primarily operated in support of 170

(Infrastructure Support) Engineer Group, and its Specialist Team Royal Engineer (STRE) sub-units, engaged in permanent construction and infrastructure delivery tasks worldwide.

7. **Single Statement of User Needs** "The user requires a deployable engineer survey capability that will facilitate the effective and reliable collection of data to enable the analysis, design, construction, maintenance and repair of military or civilian projects and infrastructure."

ILS STRATEGY

8. Def Stan 00-600 Integrated Logistic Support Requirements for MoD Projects identifies the MoD requirements for the application of ILS to the procurement of products. All ILS activities undertaken as part of this procurement process must meet the tailored requirements of Def Stan 00-600 as laid out in the Contract.

9. The use of Commercial Off the Shelf (COTS) equipment is the procurement strategy for Project GROMA. This limits the opportunity for support considerations to influence design. Where no design freedom exists ILS will be used to evaluate the supportability of the systems proposed.

10. ILS Element Plans (EPs) and in particular Supportability Analysis (SA) activities must be co-ordinated across the breadth of the Project to prevent duplication and ensure the optimum support arrangements are identified.

11. The Contractor shall employ ILS techniques that are compliant with Defence Standard (Def Stan) 00-600 and the Integrated Logistic Support Statement of Requirement (SoR),

12. As a response to this ILSP the Contractor shall provide an Integrated Support Plan (ISP) in accordance with the ILS SoR, the Contract Data Requirements List (CDRL) and the Product Descriptions (PDs). The ISP shall describe the Contractor's approach to ILS/SA activities and their support proposals for the equipment to be provided under the Contract. The ISP and incorporated element plans shall explain the Contractor's understanding of ILS/SA and its integration into the overall programme.

BACKGROUND

13. There is an on-going requirement with all new projects to fit in, as far as reasonably practicable, with current support methodologies by using MoD Doctrine and Policy within the support contract for the delivery of support elements. The integration of GROMA with existing support strategies will be dependent on the contract awarded.

14. The adoption of an ILS methodology within the MoD is an extension of the existing upkeep and support policies as defined in the current MoD standards (Joint Service Publications). The MoD Integrated Logistics Support Manager (MILSM) is responsible for meeting the Capability, ensuring that the product is properly supported throughout its life cycle.

15. Support will be given to the ILS team by the specialist engineering personnel within the Operational Infrastructure (OI) team. The Engineering team will interface with the project team throughout the project, offering Subject Matter Expert (SME) advice and guidance will be instrumental in the safety and quality aspects of the project.

16. ILS is a key component of project GROMA and has an influence on decision making at all levels within the Project. The MoD ILS Manager (MILSM) will contribute to the development of the ILS/Supportability elements of the project.

ILS ASSURANCE

17. **Support Solution Development Tool:** The Support Solution Development Tool (SSDT) will be used to ensure that all the required supportability elements have been considered and will provide the Project Team with an assessment of the Supportability of the project at key decision milestones.

18. **Supportability Case:** The Supportability Case provides an auditable trail of the logistic engineering considerations from requirements through to evidence of compliance. It provides the traceability of why certain activities have been undertaken and how they can be judged as successful. The requirements to support the project will typically be summarised in Supportability Case Reports at predefined milestones. The Supportability Case, which the Authority shall generate and manage, shall provide the evidence that the product can be supported through-life when in service.

19. The Authority and Contractor shall develop the Supportability Case throughout the period of the contract through review meetings and Contractor generated Supportability Case Reports, provided at agreed intervals.

20. During the demonstration phase, the Supportability Case reports provide the evidence that Logistic Support Readiness has been achieved by linking the reports to the SSDT tool which in turn will inform the wider project assurance framework.

21. The GROMA MILSM will also be engaged with Land Equipment Operating Centre Assurance to provide the required evidence for assessment as part of project approval gates.

ILS DOCUMENTATION

22. The following documents will be used in the management of ILS for this project. Documents may be contractual or for information purposes only. Unless clearly indicated as contractual, nothing within these documents should be interpreted as a change to the contractual requirements.

23. **ILS Support Strategy:** This focuses on the supportability of the design of the Equipment or System and its integrated equipment and services, particularly those which are mission essential.

24. **Supportability Analysis Strategy (SAS):** This was produced following discussion with Stakeholders using the DE&S Support Option Matrix as a handrail. The outcome has been used to develop the ILS requirements in the Statement of Requirements (SoR) document.

25. **Use Study:** A Use study for GROMA was NOT completed. The ILS requirements documented in the ILS Plan and ILS SoR have been developed as a result of stakeholder discussions.

26. **ILS Work Breakdown Structure (ILS WBS):** This assists ILS Managers in planning ILS programmes and provides the mechanism for controlling both the MoD and Contractor elements of the ILS programme.

27. **ILS Statement of Requirement (ILS SoR):** The ILS SoR describes the activities the Contractor is required to complete and comply with the ITT. The SoR is augmented where required by the Contract Data Requirements (CDRs) / Data Item Descriptions (DIDs) referenced within the Contract Data Requirements List (CDRL) and ILS Product Descriptions (ILS PD).

28. **Contract Data Requirements List (CDRL):** The CDRL is an amalgamation list that references out to the Contract Data Requirements (CDRs) and Data Item Descriptions (DIDs), where more information to be delivered under the terms of the contract are detailed. The CDRL summarises the delivery requirements (including timings) and configuration control for each deliverable. The CDRL can be found at Appendix 7 to Annex A to Schedule 2 of the Contract.

29. **ILS Element Plans:** These are integral to the ILS Plan. They specify how the elements of the support system are to be designed, implemented, operated and validated. The Element Plans required for GROMA have been tailored accordingly as it is a COTS project.

30. **Integrated Support Plan (ISP):** The ISP is a contractual document. It shall be prepared by the Contractor and describe in detail the Contractor's ILS organisation and the activities planned to provide the contractual deliverables. The ISP normally closely mirrors the Project ILSP.

INTEGRATED LOGISTICS SUPPORT PLAN (ILSP)

31. The MoD Logistic Support strategy focuses on the supportability of the design of the product/system and its integrated equipment and services, particularly those which are mission essential. The Integrated Logistic Support Plan (ILSP) is based on the ILS and SA Strategies.

32. **Aim:** The aim of the GROMA ILSP is to design an effective, cost-efficient support solution that is coherent with the Joint Support Chain (JSC) and the support solution must be consistent with the overall GROMA Project Procurement Strategy. The ILSP will also expand the support strategy into a fully defined support solution which defines the split of responsibilities between MoD and the Contractor for each of the support/performance drivers and the way in which that support is to be delivered, with particular attention given to the following:

a. Identify and document the logistic requirements and constraints.

b. Describe the required logistic actions, tasks and milestones.

c. Ensure that all relevant ILS elements and tasks are considered.

d. Establish responsibilities for ILS programme participants.

33. **ILS Objectives:** Are to:

a. Ensure the programme plans are in place to achieve optimum logistic support for the product/system at optimum Whole Life Cost (WLC).

b. To identify and integrate the various support element plans that provide a co-ordinated approach which integrates with the existing MoD procedures.

c. To ensure the system and its associated product will be maintained and that the support infrastructure will be determined by SA, to ensure that supportability requirements influence the design where possible.

Scope

34. This ILSP (this document) applies to GROMA, and is intended to demonstrate that adequate provision has been made for Integrated Logistic Support (ILS). This includes plans and structures for the ILS team and the customising of the ILS functions for the product/system. The plan ultimately demonstrates the Logistic Support content of this phase of the contract.

35. The scope of this ILSP applies to support for all mission essential products, systems/sub systems, associated peripherals, software, support and test equipment, training, documentation, handbooks, manuals and GFA as defined in DLF and Def Stan 00-600 from the COTS product selection through to Disposal phases of the contract.

Content

36. ILSP process provides, through the SA activities, an easy reference document for the SA requirements as the Project GROMA COTS product is down selected and it is brought in-service.

37. The MILSM is responsible for configuration management of this document and will update it as required throughout the contract.

ILS Requirements

38. The ILS Requirements of GROMA are designed to deliver support across capabilities with commonality and efficiencies. ILS SoR of the ITT pack provides an irreducible minimum support requirement and a bounded ‘call off’ cost option for various elements.

External Stakeholders:

39. The Sponsor and User community are detailed in the GROMA Stakeholder Management Plan.

a. Senior Responsible Owner (SRO): Army Cap-GM-MvrSp-Infra-SO2.

b. Army Point of Contact (POC): Army Cap-GM-MvrSp-Infra-SO2.

c. Sponsor: Army Cap GM-Hd.

d. Lead User: 170ENGR-HQ-SO3EngrInt.

40. The ILS Team for GROMA currently sits within the Operational Infrastructure (OI) Team. The current structure and incumbents are detailed below

a. MILSM – [redacted] (DE&S, OI, Hd TTLS)

41. The MILSM is responsible to the Project Manager for the overall planning and execution of all ILS actions related to Survey equipment. The MILSM will ensure planning and action in a co-ordinated and economic manner. The MILSM will define the actions and activities required to produce a tailored ILS programme composed of the basic elements of ILS. The MILSM provides a focal point for the ILS programme elements, for the Contractor ILS Manager and the various Sub-Contractors.

a. The MILSM will also engage with the PT in the maturing of the WLC Model.

b. Project risk reviews.

c. Provide input to project Business Case.

d. The MILSM is not the owner of any of the above documents but will hold responsibility for providing advice and guidance regarding the support solution that may be included within.

e. ILS task responsibilities are to be identified in the ITT response.

ILS PROGRAMME

42. **Programme Outline:** This document details the ILS programme for the GROMA project. Throughout the subsequent phases the appropriate level of involvement from project stakeholders shall be assured through representation at project meetings. All stakeholders will agree the project organisation and representatives shall be identified for each of the project areas contained within it.

43. **Monitor and Review Progress:** Progress of ILS activities will be monitored at the ILS Review meetings (Logistic Support Committee (LSC)) and any required subsidiary working groups for individual ILS elements (if required).

44. **ILS Organisation and Interfaces:** Support will be given to the ILS team by the specialist engineering personnel within OIP. The Engineering team will interface with the project team throughout the project, offering Subject Matter Expert (SME) advice and guidance will be instrumental in the safety and quality aspects of the project.

45. **Task Responsibilities:** They are listed under 3 categories:

a. MoD Tasks, ongoing activities which are the responsibility of the MILSM.

b. SoR (Tenderer), tasks which tenderers are expected to carry out as part of the ITT response.

c. SoR (Contractor), tasks which the Contractor is required to carry out after contract award.

46. **Configuration Management (CM):** This is an activity that supports the documented build status of the system and supporting documentation at any time. For GROMA, the Engineering Function will take the lead on CM, however, Logistic activities will be integrated with those of Configuration Management. ILS staff will support this activity by participating in configuration audits and reviews in Logistic Support or Configuration and Change Management Committee activities, and in any Contractor configuration management activities.

47. **Risk:** The MILSM/CILSM will be required to regularly conduct risk assessments on the ILS tasks. The responsibility and procedures for identifying risks and their risk reduction measures shall be identified. The GROMA Project team will maintain central risk registers controlled by the Project Risk Manager through the software application ARM (Active Risk Manager).

48. **Safety:** Where the new capability solutions are to be integrated into existing equipment systems, then the Contractor shall ensure that the integrity and reliability of the existing system is not compromised or degraded in anyway. In addition, the Contractor shall consider the Safety Case issues.

49. **Electronic Data Interchange (EDI):** It is essential that the data used in the design for the codification of items, to populate the Technical Documentation (TD) and to procure the Initial Provisioning (IP) of spares, is as coherent and up to date as possible. The aspiration is to minimise the waste – only

items that have been identified as being required during scheduled or unscheduled activities or are likely to enter the Authority supply chain will be codified. An EDI Service Agreement can be used to establish the business rules and it must be included in all Invitations to Tender for contracts that will be run on CP&F system.

50. **Post Design Services:** This process describes the tasks required to be undertaken as part of a post development activity (i.e., after Systems Acceptance of the equipment design), to ensure that the principles identified in Def. Stan 00-600 are used during the development of any modifications or upgrades to the equipment. It includes:

a. On-going PDS functions

b. Application of SA to modifications

c. Impact of PDS actions on ILS Elements

ILS REVIEW MEETINGS

51. **Meetings and Reviews**. The main forum for the co-ordination of ILS activities is the ILS Review meetings (LSC), jointly chaired by the Contractor CILSM & Authority MILSM. The ILS Review meeting comprises of representatives from each area of the support community, each providing expert advice and guidance from within their area of responsibility of the Authority's requirement for logistic support of the project.

52. The meetings will be scheduled at dates and times agreed between MoD and the Contractor. They may also be carried out in conjunction with the Project Review Meetings to encourage an efficient time saving.

CONTRACTOR RESPONSE TO THIS ILSP

Integrated Support Plant (ISP)

53. The Contractor shall prepare an ISP in response to this ILSP describing in detail the contractor's ILS organisation and the activities planned to provide the contractual deliverables. The ISP is the principal document by which the ILS content of a tender bid will be assessed, as such the inclusion of a comprehensive draft with the tender response is mandatory.

54. The ISP would typically closely mirror this project ILSP, with a layout containing the main sections, with the addition of several appendices for the expansion of each Element Plan.

55. The Element plan appendices are to be tailored according to the information requested in the ILS SoR and accompanying CDRL. The comprehensive Product Descriptions (PD) can be found in DEF STAN 00-600 Part 3. However, given the COTS nature pf the GROMA Project, responses are to be tailored and do not need to follow every heading. Maximum use of current analysis and documentation is encouraged with additional analysis where significant gaps exist. A guide to the expected length of each plan appendix is provided below.

56. **ILS Element Plans:** The required Element Plans have been tailored to suit the COTS requirement of this project:

a. Supportability Analysis Tasks Plan (3 Pages)

b. Technical Documentation Plan (2 Pages)

c. Packaging, Handling, Storage and Transportation Plan (2 Pages)

d. Training and Training Equipment Plan (2 Pages)

e. Reliability and Maintainability Plan (2 Pages)

f. Maintenance Plan (1 Page)

g. Supply Support Plan (2 Pages)

h. Disposal Management Plan (1 Page)

i. Logistics Demonstration Plan (2 Pages)

j. Software Support Plan (1 Page)

k. Obsolescence Management Plan (1 Page)

l. In Service Support Plan (5 Pages)

m. Government Furnished Assets Plan (1 page)

SUPPORTABILITY ANALYSIS (SA) TASKS PLAN

57. **Aim:** The aim of SA Tasks Plan is to ensure supportability requirements influence, where possible, the development of the GROMA logistic requirements. The principal aim is to achieve an operationally effective and supportable system over the predicted service life of the equipment, where performance and availability have been optimised against Through Life Cost (TLC).

58. The SA Tasks Plan will, upon contract award, become contractual. It is to be prepared by the contractor and describes in detail the Contractor's SA organisation and the activities planned to fulfil the SA contractual requirements detailed in the SoR.

59. **Background:** SA is a key principle in delivering an integrated support solution, a structured method of analysing the support implications of products and applied throughout the CADMID cycle. As GROMA is a COTS project, the SA activities will only be required for the support elements. The key objectives are:

a. Identify cost drivers during the support processes.

b. Identify the total resources required to support the capability through life.

c. Provide evidence that the support solution is optimised for the mission capability for the through life sustainability with minimum through life cost and minimised support footprint.

60. **Requirements:** The Contractor shall develop and deliver an SA Tasks Plan as part of the ISP in accordance with the CDRL, to demonstrate that the SA requirements for the GROMA equipment have been determined, are fully understood, contain a programme of planned activities to satisfy the requirements and provide progressive assurance that the SA requirements are being satisfied.

61. The DRAFT SA Tasks Plan will be used in the Tender Evaluation, and it shall include but may not necessarily be limited to the following:

a. Description of how the SA programme shall be conducted to meet the system and logistic requirements.

b. Description of how SA shall be tailored to the Contractor's proposed solution.

c. Description of how each SA task and data shall interface with all other ILS and system- oriented tasks and data.

62. If an OEM has already conducted full SA type activity to bring their COTS product to the open market and has usage data to support an in-service period then it is expected that the SA activities will be minimal, and evidence shall be provided to support that activity. Where evidence is not provided or the COTS equipment is new and untried then the Contractor shall provide the evidence to support the R&M Case and detailing the ILS Element Plans in the ISP.

63. The Contractor shall consider the following tasks, and sub-tasks, to determine support solutions. The Contractor can suggest other tasks necessary in the development of the support solution:

a. Functional Requirements Identification: This task is to identify equipment functions and assess operations, maintenance, and support tasks.

b. Support System Alternatives: Provide evidence of current In-service performance data and documentation, and evidence for or against possible alternative support solutions.

c. Task Analysis: ensures that the optimum maintenance solutions identified will be analysed to determine the types and quantities of resources required[7].

TECHNICAL DOCUMENTATION MANAGEMENT PLAN (TDMP)

64. **Aim:** To provide an overview of the required policy and content for the management of Technical Documentation (TD) that will be used to support the GROMA equipment through life.

65. **Background:** TD[8] includes any written material that contains information necessary to operate, maintain, repair, provide training, support, and disposal for the equipment throughout its life. The consequence of not following the TD development activities is the risk of unsafe and ineffective use and maintenance of the equipment.

66. **Requirements:** The Contractor shall develop and deliver a TDMP as part of the ISP in accordance with the CDRL. The TDMP shall include, but not be limited to the following:

a. A description of the method for developing the documentation set which will be produced for GROMA and who is responsible for the production of the TD.

b. Details of the production process and the deliverables to be provided.

c. Detail of the review process.

d. Details of the Contractor's Security and Quality regime and the standards to which the Technical Information shall comply.

e. Preliminary documentation development, approval procedures and distribution methods.

f. Details of how NATO Codification will be incorporated within the documentation.

g. How documentation for the equipment shall meet safety certificate requirements.

h. Method of handling routine and priority changes and documentation status reporting.

i. Documentation delivery profile demonstrating comprehensive delivery before Initial Operating Capability (IOC).

j. MoD ratification proposal.

k. Timescales/Delivery Schedule.

l. AESP upkeep and configuration.

67. The TDMP shall explain if the Contractor is proposing to utilise existing OEM documentation[9] and how they will be supplied as part of the Complete Equipment Schedule (CES) for each GROMA equipment.

68. The TDMP shall also include the information that supports the development and issue of Training Material used to train the Military Personnel ahead of them receiving the GROMA equipment, including the re-usable training pack.

69. All copies of TDs shall be delivered by the Contractor to the Authority in accordance with the format and timescales detailed in the ILS SoR, including early issues required to support any training Pilot Course, Logistic Demonstration and for any user trials.

[7] Typically these would include: Maintenance level and periodicity of carrying out the tasks, Number of personnel, skills level and speciality requirements, Spares, repair parts and consumables required, Level of training and training material required and Packaging, handling, storage and transportation requirements.

[8] TD can include, but not limited to Technical Information, Army Equipment Support Publications (AESPs) and Training material.

[9] Existing handbooks and manuals.

70. **Army Equipment Support Publications (AESPs):** The AESP is the recognised format for land environment TD, developed in accordance with Def Stan 00-601 Part 4 and hosted on Technical Documents On-Line (TDOL).

71. The content within the Cat 201 shall include information normally found within the following AESP recognised categories:

a. Cat 111 – Equipment Support Policy Directive (ESPD).

b. Cat 201 – Operator Information (to include Operator Maintenance activity).

c. Cat 601 - Maintenance Schedule.

d. Cat 741 - Complete Equipment Schedule (to include other demandable spares).

72. The AESP Publications shall include maintenance support for Levels 1.

73. The Authority will remain as the owner of the AESP MASTER suite; however, the Contractor will be the custodian for the duration of the contract and be responsible for maintaining them using configuration control methodology.

74. Any change to the GROMA AESPs shall only be accepted as a result of the originator following the official Form 10 Process and those changes have been endorsed by the Project Team at one of the scheduled ILS Review Meetings[10] (LSC). Once endorsed, the Contractor shall investigate all Form 10s raised against the GROMA AESP suite over an agreed period and shall present the outcomes to the Authority for acceptance.

75. The agreement to accept or reject the changes will be recorded in the meeting action log. The Contractor will update the AESPs and incorporated the accepted changes. DRAFTs of the revised documents will be provided for comment/acceptance by the Authority before final copies can be released to the Authority for uploading onto TDOL.

PACKAGING, HANDLING, STORAGE AND TRANSPORTATION (PHS&T) PLAN

76. **Aim:** To provide an overview of required content for the PHS&T Plan.

77. **Background:** PHS&T is defined as the resources, procedures, design considerations and methods necessary to ensure that all product and support items are packaged, handled, stored and transported in conformance with appropriate legislation, including Health and Safety and particularly for hazardous materials. This includes environmental limitations, product preservation requirements for short and long-term storage, the handling of items during repair tasks and transport requirements.

78. The Authority is primarily concerned with requirements relating to items that will enter the Joint Supply Chain (JSC). Details of the item type, weight, volume, dimensions, required handling equipment, hazards, safety precautions, barcode markings and any maintenance requirements are required from Industry to ensure satisfactory handling when in the JSC.

79. Correctly identified and labelled packaging will ensure that all items entering the JSC are packaged and labelled to a consistent standard so that they arrive at the right place, at the right time, in the right condition with due regard to economy and can be accurately recorded on MoD Consignment Tracking Systems.

80. The PHS&T plan will ensure the effective packaging, handling, storage and transportation of all system equipment and support items.

81. **Requirements:** The Contractor shall develop a Packaging, Handling, Storage and Transportation Plan (PHS&T) in accordance with Def Stan 00-600, Def Stan 81-041 Pt.6, using the DLF as guidance. It shall be delivered as detailed in the CDRL. The plan shall detail the PHS&T requirements for GROMA complete systems, sub-systems, demandable items and CES relating to the project. The plan shall identify applicable regulations, specifications and related documents that describe and define the packaging, handling and storage requirements. It shall provide identification and procedures for accomplishing

[10] Which maybe combined with the scheduled Project Review meeting.

transportation and handling in support of transition and operation throughout the system and for the support during the entire life cycle. The reverse supply chain needs to be considered by the Contractor when formulating the PHS&T Plan.

82. An item of supply should be able to pass through the Authority's supply chain without defect or damage. Therefore, all packages shall be able to withstand drop, topple test, vibration and environmental tests for pressure, immersion, rain, dust, sand and wind as specified in Def Stan 00-035. Packaging designs shall be recorded in a service packaging instruction sheet (SPIS) and have a Certificate of Conformity.

83. Factors which form specific requirements include:

a. Hazardous items (JSP 800 Vol 4a &4b).

b. Physical characteristics of the item.

c. Specific asset management requirements – UID tracking, repair loop.

84. Military packaging for spare parts used In Service support and repair agencies shall be utilised unless commercial packaging is more appropriate. Military levels of packaging are defined in Condition 22 of the terms and conditions of the Contract.

85. All electronic components are treated as Electrostatic Discharge Sensitive Devices (EDSD) in accordance with BS EN 61340-5-1 (Protection of Electronic Devices from Electrostatic Phenomena). This also includes mechanical items containing electronic components.

86. The PHS&T plan shall include, but not be limited to, the following:

a. Packaging Standards.

b. Handling of Equipment.

c. Storage (short and long terms in various environments).

d. Transportation.

e. Marking of parts and NATO Codification.

87. The Contractor shall specify the shelf life of all spares, where applicable, and recommend how they should be maintained through the service life.

88. The Contractor shall identify and supply written information on all constraints to PHS&T for complete GROMA systems and Demandable Items (CES and Spares).

89. The Contractor shall identify any security restricted items and the proposed solution for PHS&T.

90. The Contractor shall identify all hazardous items in the GROMA systems, support equipment and spares or their relevant packaging and labelling.

91. The Contractor shall mark all packaging (commercial and military) tailored to the requirements of the programme and the ILS SoR.

92. The Contractor shall seek to minimise the requirements for special packaging.

93. The Contractor shall detail proposed return routines and turn around timescales for identified repairable items.

94. The Contractor shall outline how they intend to satisfy the underpinning policy requirements, as dictated by Def Stan 00-600.

95. The Contractor shall be responsible for determining the necessary pre-packaged quantities of spares which is then to be authorised by the GROMA MILSM.

96. Packaging solutions for system spares should be capable of storage for prolonged periods with the minimum of maintenance and logistic support and shall be capable of storage outside within identified climatic conditions as defined in [Def Stan 00-035] Pt 4.

TRAINING AND TRAINING EQUIPMENT PLAN (T&TEP)

97. **Aim:** To provide an overview of the required policy and content for the T&TEP produced by the Contractor as part of the ISP. It shall identify various elements associated with training and may include, but not limited to:

a. Development of Training Objectives to design DSAT compliant Familiarisation Training courses.

b. The provision of Contractor's provided initial Familiarisation Training for Operators, Level 1 Maintainers and Military Training Instructors.

c. The provision of a re-useable training package for Military trainers to train in-house.

d. The Contractor's support, when requested, as an option to deliver ad-hoc training through training schools, Units, other MoD owned facilities or at the Contractor's premises.

98. **Background:** Training military personnel to use GROMA equipment is fundamental to the effective deployment of the GROMA equipment, but also ensures Through Life sustainability of the GROMA equipment is maintained.

99. The GROMA equipment will be a COTS solution, however there will be a need for some training to cover any gaps between the current in-service surveying equipment and the new equipment being proposed for GROMA.

100. Trained, qualified operators and maintainers are required to support products in-service. Good training reduces Whole Life Costs and increases system efficiency, safety capability and availability. All training packages shall be suitable for Class 1 and Class 2 surveyors and will include Level 1 maintenance/Repair.

101. **Requirements:** The Contractor shall deliver a Training and Training Equipment (T&TE) Plan in accordance with Def Stan 00-600 and the ILS SoR, using JSP 822 (The Defence Manual of Training Management) for advice and guidance as detailed in the CDRL.

102. The plan shall identify any constraints on the project in terms of training policy or funding, ensuring that all actions required to produce low cost, effective training support are identified, and the appropriate agencies/resources are tasked. It shall address the following:

a. The scope and depth of the training required.

b. How the training shall be included into the Authority's training programme.

c. The personnel to be trained.

d. Any equipment required for training.

e. The milestone dates for each deliverable and where appropriate, the integration with the key project milestones.

f. How the training courses are going to be evaluated.

103. The Contractor shall undertake a Training Needs Analysis (TNA), tailored to the needs of the GROMA Project, to determine optimum training solution.

104. Any training requirements identified by the TNA process shall be developed into an acceptable course. The training options identified by the TNA shall be costed.

105. The TNA shall have the potential to influence the policy or procedures of the GROMA capability. It shall deliver the following outputs as a minimum:

a. Operational Task Analysis.

b. Training Options Analysis

c. Familiarisation Objectives Recommendations.

106. The Contractor shall undertake Course Design activities to provide familiarisation training for the GROMA Operators/Maintainers in line with the maintenance policy for the GROMA equipment.

107. The Contractor shall deliver a Reusable Training Package (RTP) containing all the objectives developed for the familiarisation training course which the military instructors can use during the development of their own in-house training. The RTP must include the following:

a. Course Outline and administration requirements.

b. Course Specification (CSPEC) to include the appropriate course specifications for the GROMA systems.

c. Instructional Specification's (ISPEC) for the GROMA systems as required and identified from the TNA.

d. Details of practical exercises.

e. Training support documentation and training equipment and training equipment support requirements (if required).

RELIABILITY AND MAINTAINABILITY PLAN (R&MP)

108. **Aim:** To provide an overview of the required policy and content for the R&MP produced by the Contractor as part of the ISP.

109. **Background:** Reliability and Maintainability (R&M) are vital characteristics of Defence products. They affect the sustained delivery of the required performance in the field and are major drivers of the cost of ownership through life.

110. The Authority will require evidence that equipment, components and ancillary equipment have been selected for their high reliability. This should include any available data from manufacturers/suppliers, reliability demonstrations together with justification of the relevance of this data to the project. If In-service data from other users is to be employed, it will be the Contractor's responsibility and risk to gather, validate, correlate and fully justify the relevance to the project.

111. **Requirements:** The Contractor shall develop and deliver an R&MP in accordance with the CDRL. The Plan will enable the Authority to review and monitor the R&M programme. The Contractor is able to utilise applicable pre-existing R&M knowledge of elements of the capability and encompass the following aspects:

a. R&M tasks, activities, resources and responsibilities within the Contractor and their sub-contractors that addresses all elements of the GROMA Project, the types and variants and interfacing equipment, including hardware, software, and firmware.

b. An R&M Case that contains the evidence and analysis to support the predictions for the level of R&M of all equipment and its ancillaries.

112. The Contractor shall update and maintain this R&M Plan and other related R&M documents for the life of the Contract, including the most current evidence and analysis, in accordance with DEFSTAN 00-40 (Part 1), Issue 4, DEFSTAN 00-42 (Part 3), Issue 1 and using DLF Defence Logistic Support Chain Manual (Reliability & Maintainability) for advice and guidance.

MAINTENANCE PLAN

113. **Aim:** To provide an overview of the maintenance requirements for Project GROMA equipment. The Authority will work closely with the Contractor to ensure that agreed maintenance schedules follow the requirements in the ILS SoR.

114. **Background:** Maintenance includes all actions taken to retain equipment in or to restore it to specified conditions until the end of its use, including inspection, testing, calibration, servicing, serviceability classification, repair, rebuilding, reclamation, salvage, and cannibalisation.

115. **Requirements:** The Contractor shall develop and deliver a Maintenance Plan in accordance with the CDRL. The Maintenance Plan should consider applicable pre-existing maintenance knowledge of elements of the capability and developed using the SA process as detailed in Def Stan 00-600.

116. This shall include the application of Level of Repair Analysis (LORA) techniques to determine the level at which an item will be repaired and performance of a task analysis to a level and depth commensurate with the pre-existing knowledge of the system. The task analysis process will establish maintenance concepts and support resource requirements for the capability. This process shall be based on economic factors due to the need for there to only be two variants to the maintenance/repair for GROMA:

a. ES Level 1 maintenance[11] to be carried out by the user.

b. ES Level 2, 3 & 4 maintenance and repair[12] to be carried out by the Contractor and either defined as CORE or Non-CORE tasked activity.

117. It is intended that the GROMA equipment will have minimal or no increase to the current in-service survey equipment maintenance burden.

118. The Contractor shall develop the maintenance schedule which forms part of the AESP for each GROMA system. It will provide a definition of the maintenance[13] tasks associated with each system, equipment, and Support and Test Equipment (S&TE). This shall include all mandated corrective, recommended corrective and preventative maintenance tasks and the periodicity of these latter tasks.

SUPPLY SUPPORT PLAN (SSP) – INCLUDING COMPLETE EQUIPMENT SCHEDULE (CES)

119. **Aim:** To provide an overview of content required for the SSP.

120. **Background:** Requirement to have spares available when and where they are needed to meet the level of availability required by the User is key to an efficient support solution, The Authority does not wish to hold spares for GROMA in the Authority Depot, but instead to reply on an efficient supply process to satisfy demands.

121. High end GROMA systems will be repairable and maintained by specialist repair. To ensure the required capability is maintained, the Authority will procure additional GROMA assets to replace systems when they are returned to the Contractor for repair. An efficient repair process is required as part of the Supply Support solution.

122. S&TE is the overarching title that covers CES and Special to Type Test Equipment (STTE). Due to GROMA being maintained/repaired by Military Users at Level 1, the assumption is that there will be no requirement for STTE, therefore only CES information shall be required.

123. There is expectation for the GROMA equipment to only have minimal spares and CES items, therefore for this Contract they shall be collectively called “Demandable Items”, and managed under the SSP.

124. **Requirements:** The Contractor shall develop and deliver a SSP including CES in accordance with the CDRL. The SSP shall be compliant with the DLF and Def Stan 00-600 and shall detail the Contractor’s approach to Supply Support.

125. Supply Support procedures are an ILS function that takes the output from the SA function and uses it to develop key project outcomes:

[11] Including adjustment, minor repair, and consumable replacement.
[12] Including inspection, maintenance Repair, re-calibration post repair Testing, Calibration and Modifications.
[13] Maintenance areas for GROMA shall include, but not limited to: Scheduled Maintenance, Corrective Maintenance, Maintenance of stored items and environmental impact on maintenance including Biological and Chemical.

a. Initial Provisioning (IP): Identifying, cataloguing and procuring the Demandable Items (Spares and CES) necessary to support the through-life operation of the equipment. For GROMA, the IP will produce the Demandable Items that will be available for the Authority to demand at any time during the In-Service period of the Contract. IP shall be in accordance with DEFCON 82.

b. NATO Codification. Identification of Demandable Items that are likely to enter the Joint Supply Chain (JSC). Codify those items which are not already codified and add UK interest to foreign items not on the Codification Support Information System (CSIS). Policy detailed in the DLF.

c. Illustrated Parts Catalogue (IPC). The IPC will form part of the overarching AESP Cat 201 for each equipment type. The IPC shall only contain Demandable Items identified through the SA analysis and LORA outputs, in alignment with the maintenance and repair levels. All items that appear in the IPC shall be codified.

126. The 3 outputs are inter-related and must be addressed in the SSP. The Contractor shall describe how it intends to determine collating data for NATO Codification and the processes and procedures it will undertake to codify GROMA items likely to enter the supply chain.

127. The outputs from Supply Support are critical in achieving the Logistic Support Date (LSD) and In Service Date (ISD). The SSP must include a schedule of milestones to manage the delivery of supply to the agreed timescale.

128. The Contractor shall make spares available throughout the life of the GROMA equipment to meet all agreed depths of repair, whether undertaken by military or at an industry facility.

129. It is expected that the SSP shall address, but not be limited to, the following supply support issues:

a. Development process to establish the Demandable Items Range and Scale required to support each GROMA system. The Bill of Materials to support this shall be in alignment with the LORA outputs.

b. Initial Provisioning (IP) strategy.

c. Cost effective Demandable Items provisioning and stockholding policy, to meet User demands with minimal delays.

d. Supply Chains seamlessly interface/integrate with the Joint Supply Chain (JSC) to Purple Gate (Logistic Delivery Operating Centre (LDOC)).

e. Re-provisioning of Demandable Items process to include Contractor's manufactured and supplier sourced spares.

f. Codification, NATO Stock Number (NSN), Unique Item Identifier (UII), European Article Numbering, Application Identifier (EAN AI 8004) in line with single item ownership policy detailed in DLF.

g. Labelling and Packaging in accordance with relevant standards.

h. 2D (QR) Barcoding.

i. Identification of Lifed items.

j. Hazardous items which must have the relevant Control of Substances Hazardous to Health (COSHH) certificates provided.

130. All MoD assets shall be identified with a Unique Item Identifier (UII) in accordance with Def Stan 05-132 and European Article Numbering, Application Identifier (EAN AI 8004). It is intended that the Contractor will use the MoD supply chain for UK Unit and overseas-deployed systems, all spares and consumables that are to use the MoD supply chain shall be NATO codified. This will be achieved in accordance with Def Stan 00-600, STANAGs 3150 (Ed 8) and 3151 (Ed 10), DEFCON 117 and further guidance and assistance as necessary from the UK National Codification Bureau (UK NCB).

131. Batteries are considered as inherently dangerous. Therefore, a full list with technical information, safety data sheets and UN/Classification details of batteries used within the GROMA equipment is required. This includes lithium button cells used for memory backup etc. In addition, all batteries are to be registered and approved for use in accordance with Def Stan 61-017. A list of battery locations within the equipment is also to be provided.

DISPOSAL MANAGEMENT PLAN (DMP)

132. **Aim:** To provide an overview of required format and content for the DMP as part of the ISP.

133. **Background:** Disposal is the ultimate transfer of ownership of material/equipment to another owner or receiving agent as a result of it no longer being suitable under the intent of its original purchase. Items of materiel/equipment earmarked for disposal may fall into one of, but not be limited to the following categories:

a. Damaged beyond economical repair.

b. Item/equipment becoming obsolete.

c. Final disposal due to item/equipment reaching its Out of Service Date (OSD).

134. Disposal considers the efficient, effective and safe disposal of products, spares and consumables, throughout the product life. Disposal needs to consider the possibilities of re-deployment, sale, waste disposal, environmental impacts and the possible disposal of recovered material by sale.
The Authority will be responsible for disposal of all GROMA materiel, equipment or the whole capability at the end of their life, using the information in the DMP as guidance.

135. When GROMA materiel/equipment requires disposal action, the Authority will engage with the Defence Equipment Sales Agency (DESA)[14]. DESA will also use the information in the DMP to assist them with their considerations for any chosen disposal method[15].

136. **Requirement:** The Contractor shall deliver a DMP in accordance with the CDRL. The DMP shall address the requirements for ensuring that all parts of GROMA can be economically and ethically disposed of at the end of system life.

137. The DMP shall also include any Demandable Items (Spares and CES) or any dedicated element of the support infrastructure associated with Programme. In addition, where a design feature requires a special disposal method the Contractor shall justify this.

138. The Contractor shall ensure that details of all hazardous material used in the production of the system are documented and that this document is maintained throughout the project lifecycle.

139. The DMP shall focus on, but not be limited to:

a. Identification of all items requiring special disposal (i.e. Control of Substances Hazardous to Health (COSHH).

b. Current international legislation applicability.

c. Disposal of batteries and other Waste Electrical & Electronic Equipment (WEEE) type of components.

d. Safety aspects regarding disposal.

140. All GROMA items identified above general waste which require special disposal instructions are to have the details included in the GROMA AESPs.

141. It the event that a capability is kept in-service past Out Of Service Date (OSD), the DMP should include an impact statement, based on current experience, of running it beyond OSD.

LOGISTICS DEMONSTRATION PLAN (LDP)

[14] DESA are the lead for the disposal of all MoD assets.
[15] Could consist of, but not limited to: Re-deployment within the Authority or other Government department, Sale of reclaimed materiel from Cast components or Controlled Disposal of Hazardous items.

142. **Aim:** To provide an overview of required format and content for the LDP as part of the ISP.

143. **Background:** Where appropriate, the logistic demonstration may consist of a desk top exercise between the MILSM and Contractor to accept that the logistic support structure is in place to sustain the system. Initially this will be in the form of reviews of the Information Repository, recommended demandable items and examination of technical publications.

144. **Requirements:** The Contractor shall develop and deliver a structured LDP in accordance with the CDRL's, covering all ILS deliverables in the SoR. The LDP shall include, but not be limited to:

a. Identification of the Logistic Demonstration Milestones.

b. Explanation of how the maintainability requirements will be demonstrated and validated.

c. Explanation of how items of supply support of Demandable Items (Spares and CES) not held by the Authority will be sourced within agreed delivery times.

d. Explanation of how the suitability of TD will be demonstrated and validated.

e. Details of how the effectiveness of the training programme will be demonstrated and validated.

f. Identification of the Authority and Contractor resources required to satisfactorily execute the plan.

SOFTWARE SUPPORT PLAN (SwSP)

145. **Aim:** to provide an overview of required format and content for the SwSP as part of the ISP.

146. **Background:** Software supportability is an essential element of support for any system that has functionality vested in software. Experience has shown that the through life cost of software supportability has been a major driver during the system's operational life. Software Support is managed and controlled to ensure that equipment fit, form and function is not compromised.

147. **Requirements:** The Contractor shall deliver a SwSP in accordance with the CDRL, detailing how the Contractor shall support any software used in any part of the GROMA system for the life of the Contract. It shall include, but not be limited to the following:

a. The Contractor shall provide and deliver all software upgrades and requirements for the duration of contract and extension if required.

b. Details of the Software Configuration Management adopted, including any change management process, both physical and functional, throughout the life of GROMA.

c. Definition of any routine software maintenance requirements through life, to include periodicities, timescales and ownership.

d. Impact recognition and awareness of predicted shortfalls in system effectiveness resulting from changes to user requirements.

e. Software Reliability and Maintainability is to be detailed in appropriate section of the Reliability & Maintainability Plan.

f. The Contractor's Software Support Capability shall support all COTS or bespoke software used in any part of the system.

OBSOLESCENCE MANAGEMENT PLAN (OMP)

148. **Aim:** To provide an overview of required format and content for the OMP as part of the ISP.

149. **Background:** Obsolescence is defined as the transition of an item from available to unavailable from the manufacture in accordance with the original specification. Obsolescence affects all equipment, software,

tools, processes, support products, standards and specifications. It impacts upon all stages of the life of equipment and is inevitable, but its impact and cost can be minimised by forethought and careful planning.

150. Given the rate of technological innovation coupled with the challenging in-service lives of Defence materiel, obsolescence is having a detrimental impact on Defence products even before they enter service. Implementing Obsolescence Management from the outset will ensure the risk of obsolescence is considered in the purchase of this COTS product and aims to minimize the impact on product availability and Whole Life Costs (WLC).

151. **Requirements:** The Contractor shall develop and deliver an OMP in accordance with the CDRL, using the following for advice and guidance: DLF and BS EN 62402:2019. The OMP shall provide specific detail of how the Contractor intends to address obsolescence in support of GROMA rather than a generic description of how obsolescence can be managed.

152. The OMP shall detail how obsolescence will be managed both in the Contractor's own company, but also that of the Contractor's suppliers. It shall also identify potential obsolescence problems and address the overall impact it will have on the equipment throughout the life cycle.

153. The Contractor shall take ownership of the notification of any issues to the Authority through the life of the contract, with the corrective action of any obsolescence issue arising during the manufacture phase or the warranty period of In-Service, also being the responsibility of the Contractor.

IN-SERVICE SUPPORT PLAN (ISSP)

154. **Aim:** To provide an overview of the requirements to manage the In-Service Support of the GROMA Equipment through life.

155. **Background:** It is recognised that there are many support elements used to develop the GROMA equipment and bring it into service. However, it may not require all of the same elements to support it during the in-service phase. To ensure in-service support is sustainable there is a need to determine what support elements are required, and the balance of responsibilities between Industry and the Authority.

156. **Requirements:** The Contractor shall develop and deliver an ISSP in accordance with the CDRL and using the DLF as guidance. The ISSP shall provide specific detail of how the Contractor intends to address the complex arrangement of individual elements necessary to sustainably support the GROMA equipment through life.

157. The ISSP shall contain a detailed explanation of how the Contractor proposes to deliver agreed support services during the in-service phase of GROMA equipment and the equipment support package to be delivered. The plan shall also detail the tasks and responsibilities to ensure that the support provisions defined during the design remain appropriate and effective and that an adequate feedback process is maintained to identify any weaknesses.

158. The expectation is for items to fall into two groups: CORE activity and non-CORE activity. The ISSP will determine which elements of in-service support falls under which group. Once determined the top-level list identified in the ISSP shall feed into the subsequent annexes of CORE and Non-CORE and contain the finer detail on how each group will be managed going forward.

GOVERNMENT FURNISHED ASSETS PLAN (GFAP)

159. **Aim:** To ensure that any item of GROMA equipment, when temporarily issued to the Contractor is visible for accountability purposes.

160. **Background:** Items are typically issued to the Contractor without charge to undergoing Repair, Maintenance, Servicing/Calibration or Modification and it is subject to physical return in a specified condition. The GFA Plan shall detail the Contractor's internal process to capture equipment tracking and current condition status during NON-CORE tasking activity at Project Review meetings, or, within agreed timelines if requested by the Authority.

161. **Requirements:** The Contractor shall develop and deliver a GFAP in accordance with the CDRL's and using the DLF as guidance. The ISSP shall provide specific detail of how the Contractor intends to account for any GFA which has been temporarily issued to the by the Authority whilst undergoing Repair, Maintenance, Servicing/Calibration or Modification.

162. **Receipts & Issues:** The Contractor shall maintain Receipt and Issues Records throughout the life of the contract to record when any GROMA asset is transferred between the Authority and the Contractor. The Contractor shall follow all Receipt and Issue transactions using the Authority's CP&F facility.

163. Following any transfer of GROMA system or associated sub-systems to the Contractor, the Contractor shall carry out a Receipt Inspection, to ensure that the transferred condition status of the GROMA equipment transferred is of known standard and returned in the specified condition.

164. The receipt inspection reports are received by the Authority within 5 working days of receipt. The Contractor accepts liability for visibly obvious damage not itemised during receipt inspection but subsequently found upon return of equipment to the Authority.

Glossary of Terms and Abbreviations

Abbreviation	Definition
AESP	Army Equipment Support Publications
Ai	Availability - Inherent
Ao	Availability - System Operation
ARM&T	Availability, Reliability, Maintainability and Testability
ASPEC	Assessment Specification
BCRB EE	Business Case Review Board Early Engagement
BFM	Battlefield Mission
CADMID	Concept, Assessment, Demonstration, Manufacture, In-Service, Disposal
CCR	Commitment Control Regime
CDRL	Contractual Data Requirements List
CILSM	Contractor Integrated Logistic Support Manager
CLS	Contractor Logistic Support
COEIA	Combined Operational Effectiveness and Investment Appraisal
COSHH	Control of Substances Hazardous to Health
COTS	Commercial off the Shelf
CSIS	Codification Support Information System
CSP	Capability Sustainment Programme
CSPEC	Course Specification
DA	Design Authority
DE&S	Defence Equipment & Support
Def Con	Defence Condition
Def Form	Defence Form
Def Stan	Defence Standard
DLF	Defence Logistics Framework
DR SCS	Design Repository Supply Chain Support
DSA	Disposal Services Authority
DSAT	Defence Systems Approach to Training
DTSM	Defence Training Support Manuals
EMA	Ease of Maintenance Assessment
ESD	Equipment Supply Depot
EDSD	Electronic Discharge Sensitive Devices
FAT	Factory Acceptance Testing
FDI	Full Developmental Item
GFA	Government Furnished Assets
GFE	Government Furnished Equipment
GFF	Government Furnished Facilities
GFI	Government Furnished Information
GFS	Government Furnished Services
GPTME	General Purpose Test and Measurement Equipment
HFI	Human Factors Integration

HUMS	Health and Usage Monitoring System
IESP	In-Service Equipment Support Plan
IETP	Interactive Electronic Technical Publications
IG	Initial Gate
ILS	Integrated Logistic Support
ILSEP	ILS Element Plan
ILSM	Integrated Logistics Support Manager
ILSP	ILS Plan
ILS PD	Integrated Logistic Support Product Description
IOC	Initial Operating Capability
IP	Initial Provisioning
IPC	Illustrated Parts Catalogue
ISD	In-Service Date
ISRD	In-Service Reliability Demonstration
ISP	Integrated Support Plan
ISPEC	Instructional Specification
ITEAP	Integrated Test, Evaluation & Acceptance Plan
ITN	Invitation To Negotiate
ITT	Invitation To Tender
JSC	Joint Supply Chain
JSP	Joint Service Publication
KPIs	Key Performance Indicators
LCN	Logistic Support Analysis Control Number
LoRA	Level of Repair Analysis
LRI	Line Replacement Item
LRU	Line Replacement Unit
LSD	Logistic Support Date
MART	Mean Active Repair Time
MG	Main Gate
MILSM	MOD Integrated Logistics Support Manager
MIS	Management Information Systems
MoD	Ministry of Defence
MOTS	Modified off the Shelf
MRB	Multi Role Brigade
MSP	Manoeuvre Support Programme
MTA	Maintenance Task Analysis
MTB	Mean Time Between
MTTR	Mean Time To Repair
NFF	No Fault Found
NSN	NATO Stock Number
OIP	Operational Infrastructure Programme
OMP	Obsolescence Management Plan
OSD	Out of Service Date
OSP	Operational Support Programme

PEST	Political, Economic, Sociological, Technological
PHS&T	Packaging, Handling, Storage and Transport
PoC	Point of Contact
PT	Project Team
R&M	Reliability and Maintainability
RCM	Reliability Centred Maintenance
RPA	Repair Policy Analysis
RPC	Repair Planning Committee
RTP	Reusable Training Package
S&TE	Support and Test Equipment
SA	Supportability Analysis
SAP	Support Analysis Plan
SAT	System Acceptance Testing
SIE	System Information Exploitation
SIT	Support Improvement Team
SME	Subject Matter Expert
SOM	Support Options Matrix
SoR	Statement of Requirement
SQEP	Suitably Qualified and Experienced Persons
SRD	System Requirements Document
SRO	Senior Responsible Owner
SSDT	Support Solutions Development Tool
SSP	Supply Support Plan
SSR	Support Solution Report
STEP	Standard for the Exchange Product Model Data
STE&V	Supportability, Test, Evaluation and Verification
SwSP	Software Support Plan
T&TE	Training and Training Equipment
TD	Technical Documentation
TDMP	Technical Documentation Management Plan
TDoL	Technical Documents on-Line
TES	Theatre Entry Standard
TLF	Through Life Finance
TLM	Through Life Management
TLS	Through Life Support
TNA	Training Needs Analysis
TP	Training Plan
TTD	Technical Transfer Date
URD	User Requirements Document
VfM	Value for Money
WBS	Work Breakdown Structure
WLC	Whole Life Costs

Annex D to Schedule 2 – Integrated Support Plan (ISP)

TO BE COMPLETED BY CONTRACTOR
in a response to the Authority's Integrated Logistic Support Plan

Appendix 1 to Annex D to Schedule 2 – Supportability Analysis Tasks Plan

TO BE COMPLETED BY CONTRACTOR
in a response to the Authority's Integrated Logistic Support Plan

Appendix 2 to Annex A to Schedule 2 - Table of Deliverables

Title of Deliverable	Item Location	Deliverable Description	Date of Deliverable	Acceptance Criteria	Additional Information
Management of Information	SOR Item 1	The Contractor shall provide the Authority with a Single Point of Contact (SPOC) email address and telephone number. The Contractor shall provide the management of information outlined in the Integrated Logistic Support SOR. The Contractor shall provide the necessary information for asset management by completing the template at Appendix 13 to Annex A to Schedule 2 – JAMES (Joint Asset Management and Engineering Solutions) for all the instruments supplied.	On contract award. In accordance with the ILS SOR. Within 30 Business Days of Contract Award.	Acceptance by the Authority.	
WiP Finance Tracker	SOR Item 2.1.a	Provision of an updated and accurate report of itemised costs against the Contract including calibration, repairs and the provision of spares and new instruments.	Monthly; to be received by the Authority no later than 4 Business Days before the last business day of each month.	Acceptance by the Authority (Operational Infrastructure Delivery Team) within 10 Business Days of the submission of the Report.	
Work in Progress (WiP) General Report	SOR Item 2.1.b	Provision of an updated and accurate report on the status of the Contract and any WiP, in accordance with Appendix 4 to Annex A to Schedule 2.	Monthly; to be received by the Authority a maximum of 3 Business Days after the last day of each month.	Acceptance by the Authority (OI Delivery Team) within 10 Business Days of the submission of the Report.	
WiP Joint Risk Register	SOR Item 2.2	The Contractor shall provide the Authority, as part of WiP General Report, with a copy of their latest Risk Register.	Monthly; to be received by the Authority a maximum of 3 Business Days after the last day of each month.	Acceptance by the Authority (OI Delivery Team) within 10 Business Days of the submission of the Report.	
WiP GFA Tracker	SOR Item 2.3	The Contractor shall maintain GFA records in accordance with the GFA Plan held at Appendix 7 to Annex A to Schedule 2 DID 15-01. The Contractor shall provide a copy of these records as part of the monthly WiP general report.	Monthly; to be received by the Authority a maximum of 3 Business Days after the last day of each month.	Acceptance by the Authority (OI Delivery Team) within 10 Business Days of the submission of the Report.	

Title of Deliverable	Item Location	Deliverable Description	Date of Deliverable	Acceptance Criteria	Additional Information
WiP Equipment Failures Tracker	SOR Item7 2.4	The Contractor shall maintain a register of instruments declared Beyond Repair (BR), to be included in monthly WiP general report.	Monthly; to be received by the Authority a maximum of 3 Business Days after the last day of each month.	Acceptance by the Authority (OI Delivery Team) within 10 Business Days of the submission of the Report.	The Contractor shall submit an 'Application for Disposal Form' (Appendix 9, Annex A, Schedule 2) prior to disposing of equipment.
WiP Spares Tracker	SOR Item 2.5	The Contractor shall maintain a register of spares issued in support of the instruments; to be included in monthly WiP general reports.	Monthly; to be received by the Authority a maximum of 3 Business Days after the last day of each month.	Acceptance by the Authority (OI Delivery Team) within 10 Business Days of the submission of the Report.	
WiP KPI Tracker	SOR Item 2.6	The Contractor shall score/evaluate their KPI performance, as per Appendix 6 to Annex A to Schedule 2 on a monthly basis and report this on the KPI Tracker as part of the WiP General Report for review at the Progress Meeting.	Monthly; to be received by the Authority a maximum of 3 Business Days after the last day of each month.	Review of the Contractor's KPI performance at the progress meetings and acceptance by the Authority.	
Safety and Environmental Management	SOR Items 3 & 11.10	The Contractor shall be responsible for monitoring health, safety and environmental legislation compliance, identifying and reporting any risks with impact on the current and future safe Through Life Support of all engineering survey instruments, in accordance with the SOR at Annex A to Schedule 2 and DID 17-02. The Contractor shall provide SQEP to attend all Safety & Environmental Panels, incl. any extraordinary panel meetings for the duration of the Contract.	Ad-hoc and at annual Safety and Environmental Panel.	Acceptance by the Authority (OI Delivery Team/ Panel Chair).	

Title of Deliverable	Item Location	Deliverable Description	Date of Deliverable	Acceptance Criteria	Additional Information
Quality Assurance	SOR Item 4	The Contractor shall ensure that they hold a United Kingdom Accredited Service (UKAS) accredited (or equivalent) International Organization for Standardization (ISO) Certificate in accordance with ISO 9001:2015 throughout the life of the contract at no additional expense to the Authority.	Ad-hoc; the Contractor shall inform the Authority within 10 Business Days of any changes to certification, including changes to scope of activity during this period.	Acceptance by the Authority's designated Quality Assurance Representative.	The Contractor shall receive a signed copy of the Quality Management Plan as confirmation of acceptance.
Quality Management Plan	DID 17-03	The Contractor shall provide a Quality Management Plan in accordance with DID 17-03.	Within 10 Business Days of Contract Award.	Acceptance by the Authority (QA Representative).	
Specification	SOR Item 5	The Contractor shall supply the engineer survey instruments i.a.w. the Systems Requirements identified within the System Requirement Document (SRD).	Throughout Contract.	Acceptance by the Authority.	
Delivery	SOR Item 6	The Contractor shall ensure that all engineering survey instruments, spares and consumables are delivered in accordance with the SOR at Annex A to Schedule 2 and within the agreed lead times at Appendix 8 to Annex A to Schedule 2.	In accordance with lead times at Appendix 8 to Annex A to Schedule 2.	Acceptance by the Authority.	
Technical Documentation	SOR Item 7	The Contractor shall provide operating manuals in PDF format for each instrument in addition to making them available online. The Contractor shall provide Army Equipment Support Publications (AESP) in accordance with Appendix 7 to Annex A to Schedule 2 CDR 3-02. The Contractor shall provide the necessary information to enable codification of the instruments, ancillaries and spares in accordance with Appendix 7 to Annex A to Schedule 2 DID 3-01.	In accordance with Appendix 7 to Annex A to Schedule 2 CDR 3-02, DID 3-01 and CDR 13-01.	Acceptance by the Authority.	

Title of Deliverable	Item Location	Deliverable Description	Date of Deliverable	Acceptance Criteria	Additional Information
		The Contractor shall inform the Authority of the frequency of servicing and calibration needed for each asset in accordance with the ISSP (Appendix 7 to Annex A to Schedule 2 CDR 13-01).			
Working with DE&S Agent(s)	SOR Item 8	The Contractor shall work with DE&S Agents – namely Babcock Defence Support Group to fulfil the requirements stated in the SOR Item 8.	Throughout Contract.	Acceptance by the Authority.	
Identification of Modifications and Enhancements	SOR Item 9	The Contractor shall identify and advise the Authority of changes to applicable Regulations and Legislation that will impact the operation of engineer survey instruments and provide details of the necessary modifications or enhancements required.	Ad-hoc	Acceptance by the Authority.	
Integrated Logistic Support	SOR Item 10	The Contractor shall provide the Integrated Logistic Support for the project in accordance with Def Stan 00-600, the Integrated Logistic Support Statement of Requirement (ILS SOR) and the Integrated Logistics Support Plan (ILSP).	In accordance with the GROMA Contract Data Requirements List (CDRL) at Appendix 7 to Annex A to Schedule 2 and the ILS SOR.	Acceptance by the Authority.	
Contract start up meeting	SOR Item 11.2	The Contractor shall provide SQEP Representation to attend the initial Contract start up meeting; the Contractor shall be available for a minimum of one working day.	Within 30 Business Days of Contract Award.	Acceptance by the Authority (OI Delivery Team).	
Progress Meetings	SOR Item 11.4	Attendance of SQEP Personnel at the Progress Meetings.	As scheduled by the Authority.	Acceptance by the Authority (OI Delivery Team).	

Title of Deliverable	Item Location	Deliverable Description	Date of Deliverable	Acceptance Criteria	Additional Information
Provision of Training	SOR Item 13	The Contractor shall provide operator familiarisation training and training packages, including all course literature and material in accordance with the SOR, ILS SOR, ILSP, DIDs 5-01, 5-02 and CDRs 5-03, 13-01.	In accordance with the SOR, ILS SOR, ILSP, DIDs 5-01, 5-02 and CDRs 5-03, 13-01.	Acceptance by the Authority.	
Repair Service	SOR Item 15	The Contractor shall provide Repair Service in accordance with the SOR, ILS SOR, ILSP, DIDs 2-01, 6-01 and 6-02.	In accordance with the SOR, ILS SOR, ILSP, DIDs 2-01, 6-01 and 6-02 / Applicable Task Authorisation Form.	Acceptance by the Authority.	
Calibration Service and Servicing	SOR Item 17	The Contractor shall provide a regular calibration service and servicing in line with the Contractor's recommended frequency.	Annually, in accordance with Appendix 3 to Annex A to Schedule 2.	Acceptance by the Authority.	
Ad-hoc calibration service	SOR Item 17.2	The Contractor shall provide an ad-hoc calibration service for the duration of the Contract.	Ad-hoc, in accordance with Appendix 3 to Annex A to Schedule 2.	Acceptance by the Authority.	
Demandable Items	SOR Item 18	The Contractor shall provide a comprehensive list of user replaceable items and ancillaries for all instruments, including technical detail to enable codification i.a.w. Appendix 7 to Annex A to Schedule 2 DID 8-01.	Within 20 Business Days of Contract Award.	Acceptance by the Authority.	
Codification	SOR Item 19	The Contractor shall carry out NATO codification of the instruments, and demandable items in accordance with Appendix 7 to Annex A to Schedule 2 DID 8-01.	Ad-hoc / Applicable TAF	Acceptance by the Authority.	

Title of Deliverable	Item Location	Deliverable Description	Date of Deliverable	Acceptance Criteria	Additional Information
Human Factor Integration Compliance Statement	System Requirement Document (SRD); System Requirements 520-522	The Contractor shall detail level of compliance to System Requirements 520-522 of the System Requirement Document, located in Appendix 1 to Annex A to Schedule 2, in accordance with DID 17-01. The statement shall also provide details of any equivalent Human Factor Integration systems that the Contractor follows in the development of Engineer Survey Instruments and Software, i.a.w. DID 17-01.	60 Business Days after contract award.	Acceptance by the Authority.	
Draft Publishable Performance Information KPI Data Report	Condition 12 of the Contract	The Contractor shall provide to the Authority for its approval (such approval shall not be unreasonably withheld or delayed) a draft Publishable Performance Information KPI Data Report consistent with the content requirements of Schedule 9.	Within 3 months of Contract Award	Acceptance by the Authority.	
The KPI Data Report	Condition 12 of the Contract	The Contractor shall provide an accurate and up-to-date version of the KPI Data Report to the Authority for each quarter at the frequency referred to in the agreed Schedule 9.	Quarterly, throughout Contract	Acceptance by the Authority.	

Appendix 2 to Annex D to Schedule 2 – Technical Documentation Plan

TO BE COMPLETED BY CONTRACTOR
in a response to the Authority's Integrated Logistic Support Plan

Appendix 3 to Annex A to Schedule 2 – Task Authorisation Form

Task Authorisation Form (TAF) Mechanism

The Contractor shall carry out Non-Core Services, when authorised by a TAF. The TAF procedure is as follows:

1. The Authority will issue the Contractor with a TAF Part 1.

2. Within 10 business days (or as on a task-by-task basis formally agreed otherwise with the Authority) the Contractor shall provide the Authority with a completed TAF Part 2.

3. The Contractor shall engage with relevant stakeholders to determine the most likely course of action required to complete the requested work. The Hourly Labour Rate at Appendix 8 to Annex A of Schedule 2 (Pricing Schedule) to the terms and conditions of the contract is to be used to calculate Labour Cost, with appropriate evidence for any additional cost(s) to be provided as annexes to the TAF Part 2.

4. Within 10 business days of receipt of the TAF Part 2, the Authority will, following a review, issue a TAF Part 3 either authorising the Contractor to proceed or rejecting the Contractor's quote.

5. Once authorised, the Contractor is responsible for liaising with all relevant stakeholders by the most appropriate means, and updating the Schedule.

6. If the work cannot be completed by the 'Required Completion Date' stated in Part 1 of the TAF, the Contractor shall notify the Authority immediately with a full justification as to why the task cannot be completed and provide a revised completion date. The Authority shall then consider if the revised date requested is acceptable.

Task Authorisation Form (TAF)

PART 1 – REQUEST FOR QUOTATION

To: Survey Supplies Limited T/A KOREC Group Blundellsands House 34-44 Mersey View Liverpool L22 6QB	**For Supply and Tasking** Military Engineer Survey Equipment	TAF No:
	Contract No:	OIP/0060

The Contractor is required to submit a **Firm/Maximum** Price quotation, exclusive of VAT, for the work specified below. Work must not commence until authorised by the Authority Project Manager, Branch Commercial Officer and Finance Officer at Part 3. Commencement of the task shall be subject to the pricing arrangements as detailed in the Contract.

DESCRIPTION OF TASK REQUIRED					
Required Completion Date:				**Date Submitted:**	
Name:		**Post:**		**Signature:**	
Contact Details:	Operational Infrastructure (OI), Elm 1C, NH4, MOD Abbey Wood, Bristol BS34 8JH				

PART 2 – CONTRACTOR'S *FIRM PRICE QUOTATION FOR TASK

(*Delete as applicable)

Attach full price breakdown to this TAF for consideration. Quotation to be exclusive of VAT and calculated using the rates agreed in the Contract. Quotation to include:

- **a.** Labour Hours (identifying all grades and total number of hours for each)
- **b.** Prime Material Costs (a full breakdown of Materials and Bought-Out costs to be submitted attached)
- **c.** Material Handling on Prime Materials and Bought-Out items
- **d.** Copies of invoices of subcontracted tasks
- **e.** Labour hours and Materials to be costed separately

Firm/Maximum Price Quotation for this task as per attached price breakdown is	**Total Labour (Ex Vat)**	**£**
	Total Material (Ex Vat)	**£**
	Total Other (Ex Vat)	**£**
	Total (Ex Vat)	**£**

The quotation for the work as described above is submitted to the Authority Project Manager, or his nominated representative, for consideration.

Date:		**Signature:**		**Name:**	

PART 3 – AUTHORITY TASK AUTHORISATION

OPERATION MANAGER'S AUTHORISATION

I certify that the hours and material costs quoted above are commensurate with the work involved.

Date:		**Post:**		**Signature:**		**Name:**	

COMMERCIAL MANAGER'S TASK AUTHORISATION

I certify that the **firm/maximum** Charging and T&S rates agreed in the Contract have been used as the basis for the Contractor's Firm Price quotation.

The Authority hereby agrees to pay the Firm Price of **£**

Date:		**Post:**		**Signature:**		**Name:**	

FINANCE MANAGER'S TASK AUTHORISATION

Financial authorisation for this Task is hereby given. I confirm that the Project Forecast of Outturn sheets have been updated.

Date:		**Post:**		**Signature:**		**Name:**	
Labour:	£	**VAT:**		**RAC:**		**BLB:**	
Material:	£	**VAT:**		**RAC:**			

CP&F Information

Requisition No:		**SPO No:**		**SPO Value:**	£

Appendix 3 to Annex D to Schedule 2 – Packaging, Handling, Storage and Transportation Plan

TO BE COMPLETED BY CONTRACTOR

in a response to the Authority's Integrated Logistic Support Plan

Appendix 4 to Annex A to Schedule 2 – Work in Progress (WiP) reports

Finance Tracker:

	Planned	Actual						Accruals % 23/24											
Description (Core or Non-Core)	Status %	Status %	Value	TAF date received	Delivery Date	Invoice Status	Comments	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar

Risk Register

Date	Description of risk	Likelihood	Mitigation Plan	Risk Owner	Comments

GFA Tracker – Equipment at Contractor for repair, spares from BR instruments

Date	Equipment Name/NATO Stock Number (NSN)	Serial Number	Quantity	Value of item	Date obtained	Date released	Comments

Beyond Repair (BR) Equipment

Date	Raised By	Equipment Name/NSN	Serial No.	Action	Comments

Spares Tracker

Date of Request	Equipment Name/NSN	Value	Dispatched Date	From	To	Invoice Date	Comments

KPI Tracker						
KPI Description	**KPI Number**	**Measurement**	**Q1**	**Q2**	**Q3**	**Q4**
Delivery of Contracted GROMA equipment within Schedule 2 or TAF	1					
Contractor Finance Tracker Report	2					
WIP Report accuracy	3					
WIP Report timeliness	4					
Contractor Technical Support	5					
Contractor Quotations	6					
Repairs	7					
Repair Quality	8					

Appendix 4 to Annex D to Schedule 2 – Training and Training Equipment Plan

TO BE COMPLETED BY CONTRACTOR
in a response to the Authority's Integrated Logistic Support Plan

Appendix 5 to Annex A to Schedule 2 – Instruments and Demandable Items List

ITEM No.	NSN	Description	QTY / Minimum Order Quantity	Lead Time (Business Days)	Contract Years (1-7)							Option Years (1-3)		
					Firm Price Year 1 03/01/24 To 02/01/25 Ex VAT	Fixed Price Year 2 03/01/25 To 02/01/26 Ex VAT	Fixed Price Year 3 03/01/26 To 02/01/27 Ex VAT	Fixed Price Year 4 03/01/27 To 02/01/28 Ex VAT	Fixed Price Year 5 03/01/28 To 02/01/29 Ex VAT	Fixed Price Year 6 03/01/29 To 02/01/30 Ex VAT	Fixed Price Year 7 03/01/30 To 02/01/31 Ex VAT	Fixed Price Option Year 1 03/01/31 To 02/01/32 Ex VAT	Fixed Price Option Year 2 03/01/32 To 02/01/33 Ex VAT	Fixed Price Option Year 3 03/01/33 To 02/01/34 Ex VAT
1		Total Station – Trimble S5 1" Robotic	N/A	40	[redacted]									
2		GNSS - Base & Rover (2 x R12 receivers)	N/A	40										
3		Data Processing - Software	10	10										
4		Hydrographic Survey – SonarMite	N/A	15										
5		Optical Level – [redacted] X32	N/A	10										
6		Electronic Level – DL2007	10	45										
7		Rotary Level [redacted] GL1425	N/A	25										
8		LIDAR Scanner – [redacted] X9	N/A	10										

ITEM No.	NSN	Description	QTY / Minimum Order Quantity	Lead Time (Business Days)	Contract Years (1-7)							Option Years (1-3)		
					Firm Price Year 1 03/01/24 To 02/01/25 Ex VAT	Fixed Price Year 2 03/01/25 To 02/01/26 Ex VAT	Fixed Price Year 3 03/01/26 To 02/01/27 Ex VAT	Fixed Price Year 4 03/01/27 To 02/01/28 Ex VAT	Fixed Price Year 5 03/01/28 To 02/01/29 Ex VAT	Fixed Price Year 6 03/01/29 To 02/01/30 Ex VAT	Fixed Price Year 7 03/01/30 To 02/01/31 Ex VAT	Fixed Price Option Year 1 03/01/31 To 02/01/32 Ex VAT	Fixed Price Option Year 2 03/01/32 To 02/01/33 Ex VAT	Fixed Price Option Year 3 03/01/33 To 02/01/34 Ex VAT
9		Distance Measurer – [redacted] Disto 910	N/A	10	[redacted]									
10		Battery – Total Station	N/A	3										
11		Power cable (Power Supply for Dual Charger)	N/A	3										
12		Charger – Dual TS & GNSS	N/A	3										
13		Data transfer cable – TSC5	N/A	3										
14		Transit case – GNSS	N/A	3										
15		Manual	N/A	N/A										
16		Cleaning kit	N/A	N/A										
17		Rain cover – TS	N/A	3										
18		Removable memory	5	5										
19		Tribrach – GNSS	N/A	3										
		Tribrach - TS	N/A	3										
20		Tripod – HD Wooden Dual Lock	N/A	3										
21		Measuring staff 4m barcode and optical	N/A	3										

ITEM No.	NSN	Description	QTY / Minimum Order Quantity	Lead Time (Business Days)	Contract Years (1-7)							Option Years (1-3)		
					Firm Price Year 1 03/01/24 To 02/01/25 Ex VAT	Fixed Price Year 2 03/01/25 To 02/01/26 Ex VAT	Fixed Price Year 3 03/01/26 To 02/01/27 Ex VAT	Fixed Price Year 4 03/01/27 To 02/01/28 Ex VAT	Fixed Price Year 5 03/01/28 To 02/01/29 Ex VAT	Fixed Price Year 6 03/01/29 To 02/01/30 Ex VAT	Fixed Price Year 7 03/01/30 To 02/01/31 Ex VAT	Fixed Price Option Year 1 03/01/31 To 02/01/32 Ex VAT	Fixed Price Option Year 2 03/01/32 To 02/01/33 Ex VAT	Fixed Price Option Year 3 03/01/33 To 02/01/34 Ex VAT
22		Two way radios (1 x [redacted] DP2600e C/w 2 x Batteries 24 hours)	N/A	30	[redacted]									
23		Radio charger for 2 Way Radio	N/A	5										
24		UHF Whip Antenna (403-527 MHz) – DP2600e	N/A	5										
25		Rod (detail pole TS)	N/A	3										
26		Rod (GPS detail pole)	N/A	3										
27		Reflector (Circular prism for Traverse Kit))	N/A	3										
28		Reflector (360 prism for TS)	N/A	3										
29		Controller – Pole Mount TSC5	N/A	3										
30		Bipod	N/A	3										
31		RTK Radio antenna	N/A	3										

Appendix 5 to Annex D to Schedule 2 – Reliability and Maintainability Plan

TO BE COMPLETED BY CONTRACTOR
in a response to the Authority's Integrated Logistic Support Plan

Appendix 6 to Annex A to Schedule 2

Key Performance Indicators (KPIs)

The Key Performance Indicators to be used in this Contract are listed below. These shall be reviewed and reported on quarterly.

Table 1 – Key Performance Indicators

KPI Number	Title	Description	Targets	Consequence	Reporting Mechanism
KPI 1	**Delivery of Contracted GROMA equipment, including demandable items, in accordance with the Schedule 2 (Schedule of Requirements), or TAF.**	**Contractor to deliver the Contracted equipment, including demandable items, within the timescale stated in Schedule 2 or TAF.**	The Contractor shall provide the Contracted equipment, including demandable items, in line with the lead times specified within the Schedule of Requirements, Pricing Schedule or TAF.	Reduction to Line Item / TAF Value for any late delivery. On Time = No reduction 1-5 Business Days = 3% 6-10 Business Days = 6% 11-15 Business Days = 9%	The Contractor shall report the number of days late at every progress meeting.
KPI 2	**Contractor Finance Tracker Report**	**Contractor maintains and provides an updated Finance Tracker Report.**	The Contractor shall provide the Authority with an updated Finance Tracker Report a minimum of 4 business days prior to the end of each month.	Reduction in quarterly core fee payment: On Time = no reduction 1 Business Day late = 5% 2 Business Days late = 10% Over 2 Business Days late = 15%	The Contractor shall report the number of days late at every progress meeting.

KPI Number	Title	Description	Targets	Consequence	Reporting Mechanism
KPI 3	**WIP Report accuracy**	**Contractor produces accurate Work in Progress Report.**	The Contractor shall produce the full suite of reports, including Contractor Finance Tracker Report, each month, as detailed in the Statement of Requirement. These reports shall be accurate, reliable and complete.	Reduction in quarterly core fee payment: 0 significant errors/missing information = 0% reduction 1 significant error/missing information = 10% reduction 2 significant errors/missing information = 15 % reduction 3 or more significant errors/missing information = 20% reduction	The Authority will inform the Contractor of the number of significant errors/missing information on each WIP report.
KPI 4	**WIP Report timeliness**	**Contractor delivers Work in Progress Report on time.**	The Contractor shall produce the full suite of reports, excluding Contractor Finance Tracker Report, each month, as detailed in the Statement of Requirement. The report must be submitted within 3 business days after the last business day of each month.	Reduction in quarterly core fee payment, excluding Finance Tracker Report: On Time = no reduction 1 Business Day late = 5% 2 Business Days late = 10% Over 2 Business Days late = 15%	The Contractor shall maintain a log and report the number of days late at every progress meeting.

KPI Number	Title	Description	Targets	Consequence	Reporting Mechanism
KPI 5	**Contractor Technical Support**	**Technical Support Acknowledgement and Delivery in accordance with the System Requirement Document (SR-496) located at Appendix 1 to Annex A to Schedule 2.**	The Contractor shall acknowledge receipt of request for Technical Support within 4 hours of receipt and deliver a written response to any technical queries within 48 business hours. For system safety enquiries the contractor shall provide a written response within 24 hours.	Reduction in quarterly core fee payment: A response to a technical query, incl. System Safety enquiries, is received: On Time = no reduction 1 Business Day late = 10% 2 Business Days late = 15% Over 2 Business Days late = 20%	The Authority shall state 'System Safety related enquiry' in the email subject line.
KPI 6	**Contractor Quotations**	**Provision of Firm Price Quotations (TAF Part 2) for Repair and Maintenance**	Within 5 Business Days following receipt of TAF Part 1 the Contractor shall conduct a Strip & Survey and submit a Firm / Max price quotation and a full Strip and Survey Report, in accordance with the SOR. Where the Contractor encounters unexpected delays, the Contractor may request an extension to the deadline within 5 Business Days of receipt of the TAF Part 1.	Reduction in quarterly core fee payment - TAF Part 2 is received from the Contractor: ≤10 Business Days = no reduction >10 Business Days = 2% >12 Business Days = 3 % >15 Business Days = 5% >20 Business Days = 10%	The Contractor shall maintain a log and report the number of tasks where the TAF part 2 was returned outside of the agreed time boundaries; report at progress meetings.

KPI Number	Title	Description	Targets	Consequence	Reporting Mechanism
KPI 7	**Repairs**	**Provision of repairs, maintenance, and refurbishments**	The Contractor shall complete all Repair, Maintenance and Refurbishment work within 28 business days of receipt of TAF Part 3. Where the Contractor encounters unexpected delays, the Contractor may request an extension to the completion. The Contractor can request any extension within 5 business days of receipt of TAF Part 3.	Reduction to the applicable TAF payment: ≤ 28 Business days = 0% > 28 Business days = 2% > 30 Business days = 3% > 32 Business days = 5% > 35 Business days = 10%	The Contractor shall maintain a log and report the number of tasks where all Repair, Maintenance and Refurbishment work was completed outside of the agreed time boundaries at progress meetings.
KPI 8	**Repair Quality**	**All repairs conducted on the GROMA equipment shall not become deficient again within 1 year period.**	All repairs conducted on the GROMA equipment shall not become deficient again within 1 year period. For the avoidance of doubt, damage caused by the Authority shall be excluded from the 12 month period.	In the event of any deficiencies within 1 year in repairs, maintenance, and refurbishments there shall be a reduction in quarterly core fee payment as follows: No deficiencies = no reduction 1 deficiency in a quarter = 10% 2 deficiencies in a quarter = 15% 3 or more deficiencies in a quarter = 20%	The Contractor shall report the number of deficiencies against the KPI quarterly.

For the avoidance of the doubt a significant error/missing information in relation to KPI 3 shall mean:

Error(s) or missing information that impact the Authority's plans, operations, budgets, forecasts, and other elements of supporting the equipment capability.
Error(s) or missing information that led to consequences to the Authority that are important and deserve attention or are of consequence; lead to amounts relatively large to the Authority in amount or quantity.

KPI Alleviation

Should the Contractor feel there are mitigating circumstances leading to them not meeting the KPI targets, they are to advise the Authority 10 business days before the Progress Meeting takes place. The Authority shall then review the information before making a final decision. KPI scoring shall be conducted for each quarter from the start of the Contract.

Appendix 6 to Annex D to Schedule 2 – Maintenance Plan

TO BE COMPLETED BY CONTRACTOR
in a response to the Authority's Integrated Logistic Support Plan

Contract Data Requirements List (CDRL)
Contract Data Requirements (DEFFORM 315) & Data Item Descriptions
Appendix 7 to Annex A to Schedule 2

CDR/DID	Deliverable
1 – ILS MANAGEMENT	
1 – 01	Integrated Support Plan (ISP)
1 – 02	ILS Reviews Meetings / Progress Reports
2 – SUPPORTABILITY ANALYSIS	
2 – 01	Supportability Analysis Plan
2 - 02	Supportability Case & Report(s)
3 – TECHNICAL INFORMATION	
3 – 01	Technical Documents Management Plan
3 – 02	Technical Documentation
3 – 03	Verification Certificate
4 – PACKAGING, HANDLING, STORAGE & TRANSPORTATION	
4 – 01	PHS&T Plan
5 – TRAINING & TRAINING EQUIPMENT	
5 – 01	Training & Training Equipment Plan
5 – 02	Training Needs Analysis (TNA)
5 – 03	Training Delivery – Reusable Training Package (RTP)
6 – RELIABILITY & MAINTAINABILITY	
6 – 01	Reliability and Maintainability Plan
6 – 02	Level of Repair Analysis (LoRA)
6 – 03	Reliability and Maintainability Case Report
7 – MAINTENANCE	
7 – 01	Maintenance Plan
8 – SUPPLY SUPPORT	
8 – 01	Supply Support Plan
8 – 02	Initial Provisioning Implementation List
8 – 03	Support & Test Equipment CES
9 – DISPOSAL	
9 – 01	Disposal Management Plan
10 – SUPPORTABILITY DEMONSTRATION	
10 – 01	Logistic Support Demonstration Plan
11 – SOFTWARE SUPPORT	
11 – 01	Software Support Plan
12 – OBSOLESCENCE	
12 – 01	Obsolescence Management Plan
13 – IN SERVICE SUPPORT	
13 – 01	In Service Support Plan
14 – CONFIGURATION MANAGEMENT	

14 – 01	Configuration Management Records
15 – GOVERNMENT FURNISHED ASSETS	
15 – 01	Government Furnished Assets Plan
15 – 02	Issue Records
15 – 03	Receipt Records
15 – 04	Receipt Inspection Information
16 – PROJECT MANAGEMENT	
16 – 01	Work in Progress (WiP) Reports
16 – 02	Progress Meetings - Agenda, Minutes and Actions Log
17 – ENGINEERING	
17 – 01	Human Factor Integration Compliance Statement
17 – 02	Safety and Environmental Legislation monitoring record
17 – 03	Quality Management Plan

ITT/Contract Number	**DID Number**	**Data Category**	**Delivery Dates**	
700007776	1 - 01	Integrated Logistic Support	**Initial**	20 Business Days after Contract Award (CA)
			Final	60 Business Days after CA

Equipment/ Equipment Sub-System Description: GROMA / Engineer Survey Instruments

General Description of Data Deliverable: Integrated Support Plan (ISP)

In accordance with the ILSP, ILS SoR, Def Stan 00-600 Pt 1 and using the following as advice and guidance; ILS PD 0001-02 & PD 0004-02, Defence Logistic Framework (DLF) - via Defence Gateway.

The ISP is the statement of the total ILS activity for the project and is the implementation plan for logistic support. It includes the requirements, tasks, interfaces and milestones for the current phase and plans for the succeeding stages. It shall provide all necessary support inputs to other project documents. It shall contain supportability goals, support strategy and all associated plans.

The ISP documents the management plans of the Contractor for data gathering and analysis; task management, control and execution; and interface of the ILS programme task(s). The management plans of the Contractor will demonstrate that integration of GROMA, when deployed, will satisfy all supportability criteria.

Purpose for which the data is required:

The ISP, which is a contractual document, shall describe the management and scheduling of all ILS tasks to be conducted. It shall provide the Authority with assurance that all the elements of ILS have been considered and the planned support solution is acceptable.

Verification that the Integrated Logistic Support activity has been completed by the Contractor to form the basis of the way the service provider shall operate through life. It is a dynamic document that shall document requirements for support and the pre-existing environment and shall be updated throughout the life cycle.

Intellectual Property Rights:

Applicable DEFCONs

Condition 17 (Contractor's Records) of the terms and conditions of the Contract
DEFCON 90 (Edn 06/21) Copyright

Update/Further Submission Requirements: As requested by the Authority - All ILS plans produced by the Contractor for the GROMA programme will be agreed by the Authority. Once accepted the plans will be reviewed and updated if necessary when requested by the Authority. Additionally, reviews and updates will be required if GROMA is modified or altered to record any changes in the support solution by the incorporation of the modification(s)/alteration(s).	
Medium of Delivery: Electronic (Compatible with the Authority's IT system)	**Number of Copies:** 1

ITT/Contract Number	**DID Number**	**Data Category**	**Delivery Dates**	
700007776	1 - 02	Integrated Logistic Support	**Initial**	20 Business Days after CA
			Final	Monthly to Full Operating Capability (FOC)
Equipment /Equipment Subsystem Description: GROMA / Engineer Survey Instruments				
General Description of Data Deliverable: ILS Review Meetings/Progress Reports (Logistics Support Committee – LSC) In accordance with the ILSP, ILS SoR and using the following as advice and guidance; ILS PD0003-02 (ILS Associated Meetings, Minutes and Actions), DLF. • Issue calling notice at least twenty 20 business days prior to a proposed meeting. • Prepare and submit a recommended agenda to the Authority in accordance with PD0003-02, at least 15 business days prior to the meeting. • The Authority will provide a final agenda to the Contractor for distribution 5 business days prior to the meeting. • Prepare detailed minutes of each ILS review. The Contractor shall submit the minutes to the Authority for approval, within 10 business days of the meeting and in accordance with PD0003-02. Once agreed by the Authority the Contractor shall issue the minutes. • Report ILS/SA and SC progress and any risks/issues as part of the overall programme review process. • Prepare and provide quarterly reports 5 business days ahead of ILS reviews.				
Purpose for which the data is required: As a record - This assures the Authority that all aspects of supportability are being managed and their delivery is within the current cost, time and performance envelope. It also provides the opportunity to highlight issues and risks and to develop and agree the mitigation activity.				
Intellectual Property Rights: Applicable DEFCONs Condition 17 (Contractor's Records) of the terms and conditions of the Contract DEFCON 90 (Edn 06/21) Copyright DEFCON 642 (Edn 07/21) Progress Meetings				
Update/Further Submission Requirements: As requested by the Authority - All ILS plans produced by the Contractor for the GROMA programme will be agreed by the Authority. Once accepted the plans will be reviewed and updated if necessary when requested by the Authority. Additionally, reviews and updates will be required if GROMA is modified or altered in order to record any changes in the support solution by the incorporation of the modification(s)/alteration(s).				
Medium of Delivery: Electronic (Compatible with the Authority's IT system)			**Number of Copies:** 1	

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<tr><td rowspan="2">700007776</td><td rowspan="2">2 - 01</td><td rowspan="2">Integrated Logistic Support</td><td>Initial</td><td>20 Business Days after CA</td></tr>
<tr><td>Final</td><td>60 Business Days after CA</td></tr>
<tr><td colspan="5">Equipment /Equipment Subsystem Description: GROMA / Engineer Survey Instruments</td></tr>
<tr><td colspan="5">General Description of Data Deliverable: Supportability Analysis Tasks Plan (SA Tasks Plan)

In accordance with the ILSP, ILS SoR, Def Stan 00-600 & LSA Task 201 and using the following as advice and guidance; ILS PD 0002-02, PD 1001-02 & PD 1002-02 and DLF.

A process plan describing how the Contractor intends to carry out SA in order to develop a cost optimised support plan and prove compliance with the system ILS requirements. The document will be endorsed by the Authority.

It shall include but may not necessarily be limited to the following:

1. Description of how the SA programme shall be conducted to meet the system and logistic requirements.

2. Description of how SA shall be tailored to the Contractor’s proposed solution.

3. Description of how each SA task and data shall interface with all other ILS and system-oriented tasks and data.

If the Contractor has already conducted full SA type activity to bring their COTS product to the open market and has usage data to support an in-service period then it is expected that the SA activities will be minimal, and evidence shall be provided to support that activity. Where evidence is not provided or the COTS equipment is new and untried then the Contractor shall provide the evidence to support the SA Tasks Plan and other ILS Element Plans.</td></tr>
<tr><td colspan="5">Purpose for which the data is required: Verification that a structured method of analysing the support implications of GROMA has been applied and that any tailoring is appropriate for the support solution for the equipment.</td></tr>
<tr><td colspan="5">Intellectual Property Rights:

Applicable DEFCONs

Condition 17 (Contractor’s Records) of the terms and conditions of the Contract</td></tr>
<tr><td colspan="5">Update/Further Submission Requirements: As requested by the Authority - All ILS plans produced by the Contractor for the GROMA programme will be agreed by the Authority. Once accepted the plans will be reviewed and updated if necessary when requested by the Authority. Additionally, reviews and updates will be required if GROMA is modified or altered to record any changes in the support solution by the incorporation of the modification(s)/alteration(s).</td></tr>
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<tr><td rowspan="2">700007776</td><td rowspan="2">2 – 02</td><td rowspan="2">Integrated Logistic Support</td><td>Initial</td><td>20 Business Days after CA</td></tr>
<tr><td>Final</td><td>20 Business Days Prior to Logistic Support Date</td></tr>
<tr><td colspan="5">Equipment/Equipment Subsystem Description:

GROMA / Engineer Survey Instruments</td></tr>
<tr><td colspan="5">General Description of Data Deliverable:

Supportability Case Report(s)

In accordance with ILSP, ILS SoR, Def Stan 00-600 Pt 2 & Pt 3 and Initial GROMA Supportability Case v1.0

This shall develop the body of evidence supporting the GROMA equipment, collated and presented in report format. The SC requirements of the Authority shall be determined and demonstrated for understanding by both the Authority and Contractor.

A programme of activities shall be planned and implemented to satisfy the requirements and investigate any risks identified.

The Authority shall be provided with progressive assurance to ensure the Supportability Requirements are or shall be, satisfied.</td></tr>
<tr><td colspan="5">Purpose for which the data is required:

As a Record - A reasoned, auditable argument created to support the contention that a defined system shall satisfy the Supportability requirements. The Supportability Case provides an auditable trail of ILS/ Technical Through Life Support (TTLS) considerations from the SRD, through to evidence of compliance.</td></tr>
<tr><td colspan="5">Intellectual Property Rights:

Applicable DEFCONs

Condition 17 (Contractor’s Records) of the terms and conditions of the Contract
DEFCON 90 (Edn 06/21) Copyright</td></tr>
<tr><td colspan="5">Update/Further Submission Requirements:

Reviewed when requested by the Authority. The reports data will be reviewed and updated, in line with the agreed Supportability Analysis review programme or, where necessary, update if system equipment is modified or altered in order to record any changes in the support solution.</td></tr>
<tr><td colspan="3">Medium of Delivery:

Electronic (Compatible with the Authority’s IT system)</td><td colspan="2">Number of Copies:

• To be determined.</td></tr>
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<tr><td rowspan="2">700007776</td><td rowspan="2">3 - 01</td><td rowspan="2">Integrated Logistic Support</td><td>Initial</td><td>20 Business Days after CA</td></tr>
<tr><td>Final</td><td>60 Business Days after CA</td></tr>
<tr><td colspan="5">Equipment /Equipment Subsystem Description: GROMA / Engineer Survey Instruments</td></tr>
<tr><td colspan="5">General Description of Data Deliverable: Technical Documentation Management Plan (TDMP)

In accordance with the ILSP, ILS SoR, Def Stan 00-600, Def Stan 00-601 Pt 4, Def Stan 05-057 and using the following as advice and guidance; ILS PD 0004-02 PD 2001-03, and PD 3005-03 and DLF.

The TDMP shall include, but not be limited to the following:
Details of the production process and the deliverables to be provided.
Detail of the review process.
Details of the Contractor’s Security and Quality regime and the standards to which the Technical Information shall comply.
Preliminary documentation development, approval procedures and distribution methods.
Details of how NATO Codification will be incorporated within the documentation.
How documentation for the equipment shall meet safety certificate requirements.
Method of handling routine and priority changes and documentation status reporting.
Documentation delivery profile demonstrating comprehensive delivery before Initial Operating Capability (IOC).
MoD ratification proposal.
Timescales/Delivery Schedule.
AESP upkeep and configuration.
The TDMP shall explain if the Contractor is proposing to utilise existing OEM documentation and how they will be supplied as part of the Complete Equipment Schedule (CES) for each GROMA equipment.
The TDMP shall also include the information that supports the development and issue of Training Material used to train the Military Personnel ahead of them receiving the GROMA equipment, including the re-usable training pack.
The plan shall include all servicing and maintenance, operating, training support, modifications and configuration management, in accordance with Def Stan 05-57.

Technical publications shall be produced as an Army Equipment Support Publication (AESP) using a software package that is both readily available and acceptable to the Authority. The plan shall describe how, in collaboration with the Authority, the Contractor intends to quality assure the AESP.</td></tr>
<tr><td colspan="5">Purpose for which the data is required: The TDMP shall be included as an appendix of the Integrated Support Plan. The Authority requires confidence that the GROMA technical information will be fit for purpose and safe to use. The documentation shall include all software and electronically stored technical data. The Plan shall address the Authority’s current expectation that technical publications shall be produced in accordance with Def Stan 00-601 Pt 4.</td></tr>
<tr><td colspan="5">Intellectual Property Rights:

Applicable DEFCONS

Condition 17 (Contractor’s Records) of the terms and conditions of the Contract
DEFCON 90 (Edn 06/21) Copyright</td></tr>
<tr><td colspan="5">Update/Further Submission Requirements: As requested by the Authority - All ILS plans produced by the Contractor for the GROMA programme will be agreed by the Authority. Once accepted the plans will be reviewed and updated if necessary when requested by the Authority. Additionally, reviews and updates will be required if GROMA is modified or altered in order to record any changes in the support solution by the incorporation of the modification(s)/alteration(s).</td></tr>
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CONTRACT DATA REQUIREMENT

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<tr><th>ITT/Contract Number</th><th>CDR Number</th><th>Data Category</th><th colspan="2">Delivery Dates</th></tr>
<tr><td rowspan="2">700007776</td><td rowspan="2">3 - 02</td><td rowspan="2">Integrated Logistic Support</td><td>Initial</td><td>40 Business Days prior to User Trials</td></tr>
<tr><td>Final</td><td>20 Business Days Prior to Logistic Support Date</td></tr>
<tr><td colspan="5">Equipment /Equipment Subsystem Description: GROMA / Engineer Survey Instruments</td></tr>
<tr><td colspan="5">General Description of Data Deliverable: Technical Documentation (TD)

In accordance with the ILSP, ILS SoR, Def Stan 00-601 Pt 4 Issue 1, using the following as advice and guidance; ILS PD 2001-03 & PD 2007-01, DLF.

Technical documentation shall provide user/operator, servicing, maintenance, repair, GFA and cataloguing information on service equipment.

GROMA technical documentation shall make use of existing OEM produced off-the-shelf (OTS) documentation, accompanied with a single overarching AESP per equipment type covering the above mentioned information. The Authority shall advise the Contractor the layout expectations of the AESPs at the first Post-Contract Award ILS Review.
The Contractor shall provide a single combined AESP Cat 201 per equipment type in a suitable format for uploading onto Technical Documentation Online (TDoL) and in time for the delivery of the GROMA equipment to the Users. Each combined AESP shall include chapters that contain the information that would be found within conventional AESP categories:
• 111 (Authority to provide content to contractor)
• 201 (Generic information and PAN - equipment)
• 601 (ES Level 1 for Maintenance of equipment)
• 711/741 (To include CES and any additional demandable items being made available for the Users to demand).

The Contractor will continue to manage and update the AESPs throughout the life of the equipment and will be responsible for Configuration Control.
Stakeholders shall be included in all TD discussions held during Post Contract Award ILS Reviews.</td></tr>
<tr><td colspan="5">Purpose for which the data is required: The Authority requires confidence that the GROMA equipment Technical Documentation will be fit for purpose and safe to use.</td></tr>
<tr><td colspan="5">Intellectual Property Rights:

Applicable DEFCONs

DEFCON 16 (Edn 06/21) Repair and Maintenance Information
DEFCON 21 (Edn 06/21) Retention of Records</td></tr>
<tr><td colspan="5">Update/Further Submission Requirements: As requested by the Authority - All ILS plans produced by the Contractor for GROMA programme will be agreed by the Authority. Once accepted the plans will be reviewed and updated if necessary when requested by the Authority. Additionally, reviews and updates will be required if GROMA is modified or altered in order to record any changes in the support solution by the incorporation of the modification(s)/alteration(s).</td></tr>
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1</td></tr>
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ITT/Contract Number	DID Number	Data Category	Delivery Dates	
700007776	3 - 03	Integrated Logistic Support	**Initial**	As per Final
			Final	Before System Acceptance

Equipment/Equipment Subsystem Description: GROMA / Engineer Survey Instruments

General Description of Data Deliverable: Verification Certificate – Technical Document Certificate of Conformance

In accordance with the ILSP, ILS SoR, Def Stan 00-601 Pt 4, Issue 1 & Def Stan 05-057 and using the following as advice and guidance; DLF.

The Contractor is to provide a certificate stating that they have verified all technical documentation for GROMA delivered under the contract and it is fit-for-purpose and safe to use.

Purpose for which the data is required: As a Record - To certify that all necessary safety precautions, warnings and cautions have been included, that all agreed comments and amendments have been embodied and that the documentation is technically correct.

Intellectual Property Rights:

Applicable DEFCONs

Condition 17 (Contractor's Records) of the terms and conditions of the Contract
DEFCON 90 (Edn 06/21) Copyright
DEFCON 627 (Edn 11/21) Quality Assurance – Requirement for a Certificate of Conformance

Update/Further Submission Requirements: As requested by the Authority - Additional reviews and updates to Technical Publications shall be undertaken following any modification, alteration or adjustment to the capability or support solution by the incorporation of the modification(s)/alteration(s). Any alterations to Technical Documentations shall require re-submission/clarification of the Verification Certificate – Technical Document Certificate of Conformance.

Medium of Delivery: Electronic (Compatible with the Authority's IT system)	**Number of Copies:**1

ITT/Contract Number	DID Number	Data Category	Delivery Dates	
700007776	4 – 01	Integrated Logistic Support	**Initial**	20 Business Days after Final Spares Support Plan
			Final	60 Business Days after Final Spares Support Plan

Equipment/Equipment Subsystem Description: GROMA / Engineer Survey Instruments

General Description of Data Deliverable: Packaging, Handling, Storage and Transportation (PHS&T) Plan

In accordance with the ILSP, ILS SoR, Def Stan 00-600, Def Stan 81-041 and using the following as advice and guidance; ILS PD 0004-02 and DLF.

The Plan shall describe the options and identify the requirements of the GROMA project describing the activities to be carried out during the contract and roles and responsibilities for PHS&T. Packaging shall be considered as a solution to any COTS equipment that is not deemed robust enough to be used in its current form. The PHS&T Plan shall identify the resources and methods for packaging, handling, storage and transportation (land, sea and air) with particular regard to policies, procedures, specific requirements and safety precautions.

The PHS&T Plan shall include, but not be limited to the following:

- The shelf-life of any spare, where applicable, required for GROMA equipment.
- Hazardous items identified within the GROMA equipment or spare parts and Hazardous to Health (COSHH) regulations for each hazardous item identified.
- Supply of Safety Data Sheets, in accordance with current Control of Substances

- Considerations relating to equipment disposal, to include any associated risks with an explanation of the use of specific packaging, handling requirements and the bar coding.

- All marking/labelling shall be in accordance with Def Stan 81-041 Pt 6 Issue 10.

- Packing: All GROMA Demandable Items shall be packaged to levels N or P as appropriate to their intended storage and deployment within the Supply Chain, to include recommendations for the correct packaging standards to use the Authority's Reverse Supply Chain to return equipment for service, calibration or repairs.. All packaging for GROMA equipment and demandable items shall be developed and delivered in accordance with Def Stans 00-600, 05-132 & 81-041 Pt 1 Issue 9 and Condition 22 of the terms and conditions of the Contract.

- Handling: The Contractor is to highlight if any GROMA equipment require specialist handling instructions as per Def Stan 00-251.

- Storage: GROMA equipment is required to operate in climatic conditions A1 to C2 and maritime climates M1 to M3. The equipment or any of the demandable spares, therefore, must be capable of being stored in these conditions in accordance with Def Stan 00-035 Pt 4, Issue 5 & Pt 5, Issue 5.

- Transportation: The PHS&T Plan shall also detail how the Contractor shall, as a CORE task, return all GROMA equipment to the designated hand-over point after being routinely sent to them for annual calibration. (Transportation for Non-CORE tasks - for example ad-hoc repairs, maintenance or out of sequence calibration needs - shall be costed as part of that Non-CORE task request).

Purpose for which the data is required: The PHS&T Plan shall be included as an appendix of the Integrated Support Plan. To achieve the required levels of packaging and labelling at an optimum Whole Life Cost.

Intellectual Property Rights:

Applicable DEFCONs

Condition 17 (Contractor's Records) of the terms and conditions of the Contract
Condition 22 (Packaging and Labelling (excluding Contractor Deliverables containing Munitions)) of the terms and conditions of the Contract

Update/Further Submission Requirements: As requested by the Authority - All ILS plans produced by the Contractor for GROMA programme will be agreed by the Authority. Once accepted the plans will be reviewed and updated if necessary when requested by the Authority. Additionally, reviews and updates will be required if GROMA is modified or altered in order to record any changes in the support solution by the incorporation of the modification(s)/alteration(s).

Medium of Delivery: Electronic (Compatible with the Authority's IT system)	**Number of Copies:** 1

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<tr><td rowspan="2">700007776</td><td rowspan="2">5 – 01</td><td rowspan="2">Integrated Logistic Support</td><td>Initial</td><td>20 Business Days after CA</td></tr>
<tr><td>Final</td><td>60 Business Days after CA</td></tr>
<tr><td colspan="5">Equipment/Equipment Subsystem Description: GROMA / Engineer Survey Instruments</td></tr>
<tr><td colspan="5">General Description of Data Deliverable: Training & Training Equipment Plan (T&TEP)

In accordance with ILSP, ILS SoR, Def Stan 00-600 and using the following as advice and guidance; ILS PD 0004-02, JSP 822 Vol 1 & 2 – (Defence Direction and Guidance for Training and Education) and DLF.

Verification that the ILS activity has been completed in accordance with JSP 822, and the Defence System Approach to Training (DSAT) process by the Contractor, where training needs have been identified.

A T&TEP shall describe the Contractor’s approach to the Training Needs Analysis (TNA) activities which shall be carried out. The Authority requires that training shall consist of Familiarisation Training and the provision of a re-usable training package (RTP), which shall include training aids (if required), and shall be developed and delivered in accordance with DSAT. It shall identify various elements associated with training and may include, but not be limited to:

• Development of Training Objectives to design DSAT compliant Familiarisation Training courses.
• The provision of contractor provided initial Familiarisation Training for Operators, Level 1 Maintainers and Military Training Instructors.
• The provision of a re-useable training package for Military trainers to train in-house.
• The Contractor’s support, when requested, as an option to deliver ad-hoc training through training schools, Units, other MoD owned facilities or at the Contractor’s premises.

It shall identify any constraints on the project in terms of training policy or funding, ensuring that all the actions required to produce cost-effective training support are identified and the appropriate agencies tasked, when the TNA deliverables are to be conducted, who is responsible for the management and conduct of the TNA process and when and how they are to be evaluated.

The plan shall include the scope and depth of the training required, how the training shall be included into the Authority’s training programme, the personnel to be trained, any equipment required for training, the milestone dates for each deliverable and where appropriate, the integration with the key project milestones and how the training courses are going to be evaluated.</td></tr>
<tr><td colspan="5">Purpose for which the data is required: The Training and Training Equipment Plan shall be included as an appendix of the Integrated Support Plan. The Training Plan shall describe how the requirements for GROMA training solution will be identified and how the resultant training solution will be fielded.</td></tr>
<tr><td colspan="5">Intellectual Property Rights:

Applicable DEFCONs

Condition 17 (Contractor’s Records) of the terms and conditions of the Contract
DEFCON 90 (Edn 06/21) Copyright</td></tr>
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<tr><th>ITT/Contract Number</th><th>DID Number</th><th>Data Category</th><th colspan="2">Delivery Dates</th></tr>
<tr><td rowspan="2">700007776</td><td rowspan="2">5 – 02</td><td rowspan="2">Integrated Logistic Support</td><td>Initial</td><td>40 Business Days after CA</td></tr>
<tr><td>Final</td><td>60 Business Days after CA</td></tr>
<tr><td colspan="5">Equipment/Equipment Subsystem Description: GROMA / Engineer Survey Instruments</td></tr>
<tr><td colspan="5">General Description of Data Deliverable: Training Needs Analysis - Stage 1 (Scoping Study) & Stage 2 (Final Report)

In accordance with ILSP, ILS SoR, Def Stan 00-600 and using the following as advice and guidance; JSP 822 Vol 1 & 2 - Defence Direction and Guidance for Training and Education and DLF.

A Training Needs Analysis (TNA) is a highly flexible procedure with a choice of supporting tools and techniques varying between projects. In all cases, however, a TNA is an output based, iterative process, providing an audit trail for all decisions to training.

The equipment TNA Stage 1 & 2 shall be a structured survey and analysis of training requirements arising as a result of the procurement of the GROMA capability. They shall include a comparison of different training methods and equipment, with a view to recommending the optimum training system(s) for maximum cost-effectiveness.

It shall deliver the following outputs as a minimum:

• Operational Task Analysis.
• Training Options Analysis.
• Familiarisation Objectives and Recommendations.

The TNA shall identify the ratio of Trainee / Trainer to determine the quantity of courses required.

The training solutions shall be costed.</td></tr>
<tr><td colspan="5">Purpose for which the data is required: Phases 1 & 2 of the TNA will focus on identifying cost-effective training solutions based on relatively high-level definitions of tasks. The stages that will be carried out during the main phase of the TNA are outlined below:

A Training Gap Analysis (TGA) will look at the training which is needed to close the gap between the current training provision (if any) and the new operational/business need.

A Training Options Analysis (TOA) will be undertaken to look at the most cost-effective means, methods and media for meeting the training objectives.

The final report will collate all the deliverables that have been developed across the Scoping Study and TNA main phase. It will describe the requirement and endorsed training solution.</td></tr>
<tr><td colspan="5">Intellectual Property Rights:

Applicable DEFCONs

Condition 17 (Contractor’s Records) of the terms and conditions of the Contract
DEFCON 90 (Edn 06/21) Copyright</td></tr>
<tr><td colspan="5">Update/Further Submission Requirements: As requested by the Authority - All ILS plans produced by the Contractor for GROMA programme will be agreed by the Authority. Once accepted the plans will be reviewed and updated if necessary when requested by the Authority. Additionally, reviews and updates will be required if GROMA is modified or altered in order to record any changes in the support solution by the incorporation of the modification(s)/alteration(s).</td></tr>
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CONTRACT DATA REQUIREMENT

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<tr><td rowspan="2">700007776</td><td rowspan="2">5 – 03</td><td rowspan="2">Integrated Logistic Support</td><td>Initial</td><td>20 Business Days Prior to Initial Training Date (ITD)</td></tr>
<tr><td>Final</td><td>20 Business Days after Initial Training Date</td></tr>
<tr><td colspan="5">Equipment/Equipment Subsystem Description: GROMA / Engineer Survey Instruments</td></tr>
<tr><td colspan="5">General Description of Data Deliverable: Training Delivery – Re-Usable Training Package

In accordance with ILSP, ILS SoR, Def Stan 00-600 and using the following as advice and guidance; JSP 822 Vol 1 & 2 - Defence Direction and Guidance for Training and Education and DLF.

The TNA phase 2 shall inform the training design and development process. This builds on the performance objectives produced by the TNA phase 2 and derives achievable training objectives and training solutions. The objectives and solutions must be agreed between the Training Requirement Authority (TRA) and the training provider. This process must yield a formal training statement in sufficient detail, that allows the trainee to deliver a relevant training package which meets the required standard of the SQEP objectives.

The Contractor shall deliver a Reusable Training Package (RTP) containing all the objectives developed for the familiarisation training course which the military instructors can use during the development of their own in-house training. The RTP must include the following:

• Course Outline and administration requirements.

• Course Specification (CSPEC) to include the appropriate course specifications for the GROMA systems.

• Instructional Specification’s (ISPEC) for the GROMA systems as required and identified from the TNA.

• Details of practical exercises.

• Training support documentation and training equipment and training equipment support requirements (if required).

This forms the detail of the contract between the TRA and the Training Provider.</td></tr>
<tr><td colspan="5">Purpose for which the data is required: For the operator/maintainer to enable the Authority to carry out traditional training, and, if necessary, any other GROMA user groups identified in the TNA Phase 2</td></tr>
<tr><td colspan="5">Intellectual Property Rights:

Applicable DEFCONs

DEFCON 16 (Edn 06/21) Repair and Maintenance Information
DEFCON 21 (Edn 06/21) – Retention of Records</td></tr>
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ITT/Contract Number	DID Number	Data Category	Delivery Dates	
700007776	6 – 01	Integrated Logistic Support	**Initial**	20 Business Days after CA
			Final	60 Business Days after CA

Equipment/Equipment Subsystem Description: GROMA / Engineer Survey Instruments

General Description of Data Deliverable: Reliability and Maintainability Plan (R&MP)

In accordance with ILSP, ILS SoR, Def Stan 00-600, Def Stan 00-040, Def Stan 00-042, Def Stan 00-044 and using the following as advice and guidance; DLF.

The Authority requires confidence that inadequate R&M performance in the system will not lead to loss of confidence by the User and, potentially, increased support costs for the Authority. The R&M process plan, incorporated as an appendix to the Contractor's Integrated Support Plan (ISP) shall demonstrate an evaluation of GROMA technical solution and experience and understanding of Def Stan 00-040, Def Stan 00-600 and their application to the GROMA programme.
The R&MP shall detail the repairability of each item of GROMA equipment offered under this Tender Bid, to enable the Authority to determine the costs to support the equipment through the service life.
The Contractor is able to utilise applicable pre-existing R&M knowledge of elements of the capability and encompass the following aspects:

- R&M tasks, activities, resources and responsibilities within the Contractor and their sub-contractors that addresses all elements of the GROMA Project, the types and variants and interfacing equipment, including hardware, software, and firmware.

- An R&M Case that contains the evidence and analysis to support the predictions for the level of R&M of all equipment and its ancillaries.

Within the R&M Plan the Contractor shall carry out a Level of Repair Analysis (LORA) to defined what GROMA systems are repairable by the User or are required to be returned to Contractor for repair. The output report from the LORA will be used to inform the Maintenance, and Demandable Items information contained within the dedicated AESP for each GROMA system.

Purpose for which the data is required: The R&M Plan shall be included as an appendix of the Contractor's ISP.

The R&M Plan shall describe how the Contractor will carry out the work in order to deliver confidence that the system will deliver compliance with the R&M SRD requirements.
Identification of the Contractors organisational structure and nominated personnel responsible for reliability.
An explanation of how data selection, flow, storage and data control will be co-ordinated.

Intellectual Property Rights:

Applicable DEFCONs

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DEFCON 90 (Edn 06/21) Copyright

Update/Further Submission Requirements: As requested by the Authority - All ILS plans produced by the Contractor for GROMA programme will be agreed by the Authority. Once accepted the plans will be reviewed and updated if necessary when requested by the Authority. Additionally, reviews and updates will be required if GROMA is modified or altered to record any changes in the support solution by the incorporation of the modification(s)/alteration(s).

Medium of Delivery: Electronic (Compatible with the Authority's IT system)	**Number of Copies:** 1

ITT/Contract Number	DID Number	Data Category	Delivery Dates	
700007776	6 – 02	Integrated Logistic Support	**Initial**	20 Business Days after Final R&M Plan
			Final	40 Business Days after Final R&M Plan

Equipment/Equipment Subsystem Description: GROMA / Engineer Survey Instruments

General Description of Data Deliverable: Level of Repair Analysis Report (LORA)

In accordance with ILSP, ILS SoR, Def Stan 00-600 and using the following as advice and guidance; ILS PD 1007-02 & ILS PD1008-02 and DLF.

The Level of Repair Analysis (LORA) output provides data to other SA activities. Within the overarching GROMA programme schedule, it has been identified that the LoRA tasks is one of the early activities completed. This is to ensure that there is full integration with other SA tasks.
A LORA shall be carried out to evaluate the maintenance actions, to determine their economic value and where each task can be accomplished most cost effectively in relation to operational requirements. Standard MoD policy, repair/discard limits, economic repair limits, availability of replacement parts, environmental constraints, skills/training requirements, time limits which shall be agreed with the Authority.
A LORA programme will be detailed within the Supportability Analysis Plan (SAP).

Purpose for which the data is required:

To be used to identify maintenance factors which will determine the LoRA decision in accordance with Logistic Support Analysis (LSA) Task 303.

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Applicable DEFCONs

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DEFCON 90 (Edn 06/21) Copyright

Update/Further Submission Requirements:

Reviewed when requested by the Authority. The LORA will be reviewed and updated in line with the agreed R&M review programme or, if necessary, updated if system equipment is modified or altered in order to record any changes in the support solution, in particular the maintenance regime, by the incorporation of any modification(s)/alteration(s).

Medium of Delivery: Electronic (Compatible with the Authority's IT system)	**Number of Copies:** 1

ITT/Contract Number	DID Number	Data Category	Delivery Dates	
700007776	6 – 03	Integrated Logistic Support	**Initial**	20 Business Days after Delivery of LORA Final
			Final	Before System Acceptance

Equipment/Equipment Subsystem Description: GROMA / Engineer Survey Instruments

General Description of Data Deliverable: Reliability & Maintainability(R&M) Case Reports

In accordance with ILSP, ILS SoR, Def Stan 00-600, Def Stan 00-042 Part 3.

This shall be the body of evidence supporting the GROMA equipment; less legacy equipment, is collated and presented in this report. The R&M requirements of the Authority shall be determined and demonstrated for understanding by both the Authority and Contractor.

A programme of activities shall be planned and implemented to satisfy the requirements and investigate any risks identified.

The Authority shall be provided with progressive assurance to ensure the R&M requirements are or shall be satisfied.

Purpose for which the data is required: As a Record - A reasoned, auditable argument created to support the contention that a defined system shall satisfy the R&M requirements. The R&M Case provides an auditable trail of engineering considerations from the SRD, through to evidence of compliance.

Intellectual Property Rights:

Applicable DEFCONs

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Update/Further Submission Requirements: Reviewed when requested by the Authority. The RCM data will be reviewed and updated, in line with the agreed Supportability Analysis review programme or, where necessary, update if system equipment is modified or altered in order to record any changes in the support solution.

Medium of Delivery: Electronic (Compatible with the Authority's IT system)	**Number of Copies:**1

ITT/Contract Number	DID Number	Data Category	Delivery Dates	
700007776	7 – 01	Integrated Logistic Support	**Initial**	20 Business Days after CA
			Final	60 Business Days after CA

Equipment/Equipment Subsystem Description: GROMA / Engineer Survey Instruments

General Description of Data Deliverable: Maintenance Plan

In accordance with ILSP, ILS SoR, Def Stan 00-600 and using the following as advice and guidance; ILS PD0004-02 and DLF.

To specify how the equipment shall be maintained including calibration, to what level, and at what overhaul periods the prescribed maintenance shall be undertaken to support GROMA In-Service. This shall include roles and responsibilities, facilities and equipment defining who, where and when, maintenance and inspections is to be carried out.
The plan shall provide clear evidence as to how the Contractor's proposal were derived and shall incorporate the schedules of preventative and corrective maintenance tasks (mandated and recommended) associated with the system, equipment, training aids and any Support and Test Equipment (S&TE). The plan, optimised through-life, shall identify where in the support solution these tasks are to be performed and the skills and resources necessary to carry out these activities.
The maintenance aim is that tasks shall be conducted as far forward as possible and that the equipment shall be designed for an overall reduction of maintenance tasks. This shall also include how Conditional Based Maintenance (CBM) will be incorporated into the GROMA equipment, thereby reducing the over-servicing, maintenance and inspection of GROMA through-life.
Whilst expecting very little maintenance activity by the Users, any Level 1 Maintenance task identified shall be fully detailed in the Maintenance Schedule, with procedural information to support each task in the Operator Information sections of the dedicated combination AESP for each GROMA system.

Purpose for which the data is required: The plan which is an element of the In-Service Support plan, shall describe how maintenance is to be delivered In-Service. The plan shall recognise the existing levels of repair and shall aim to capture innovative maintenance concepts that can be justified.

Intellectual Property Rights:

Applicable DEFCONs

Condition 17 (Contractor's Records) of the terms and conditions of the Contract
DEFCON 90 (Edn 06/21) Copyright

Update/Further Submission Requirements: As requested by the Authority - All ILS plans produced by the Contractor for the GROMA programme will be agreed by the Authority. Once accepted, the plans will be reviewed and updated where necessary. Additionally, reviews and updates will be required if GROMA is modified or altered in order to record any changes in the support solution.

Medium of Delivery: Electronic (Compatible with the Authority's IT system)	**Number of Copies:** 1

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<tr><td>Final</td><td>60 Business Days after CA</td></tr>
<tr><td colspan="5">Equipment/Equipment Subsystem Description: GROMA / Engineer Survey Instruments</td></tr>
<tr><td colspan="5">General Description of Data Deliverable: Supply Support Plan

In accordance with ILSP, ILS SoR, Def Stan 00-600, and using the following as advice and guidance; ILS PD0004-01, ILS PD3002-02, ILS PD3006-02, ILS PD 3004-02 and DLF.

The Contractor shall provide a Supply Support Plan that shall detail their approach to Supply Support and management of the initial delivery of GROMA systems, initial provisioning, Codification, Ranging and Scaling, Demand Tracking and Repair Management. It shall (but not be limited to):

• Determine and justify the most cost-effective spares and consumables ranging and scaling procedure throughout the life of the support contract.
• Stipulate ordering timelines and minimum order quantities for spares and consumables.
• Comply with Defence Joint Supply Chain (JSC) and Purple Gate (PG) policy.
• Comply with Defence Asset Tracking requirements, which shall be tracked using MoD consignment Tracking Systems.
• Comply with the Defence Standard Priority System (SPS) and plans to match spares scaling/holdings to supply pipeline times.
• Propose an appropriate Initial Provisioning spares and consumables pack, which, subject to MoD endorsement, would be established by the Logistic Support Date (LSD).
• Propose a range and scale of spares and consumables required for an initial 2-year spares pack in accordance with DEFCON 82.
• Identify significant spares such as those items with long procurement lead times or of high value or high usage or life-limited and describe how these shall be managed to ensure their availability throughout the life of GROMA.
• Identify risks and assumptions associated with Supply Support requirements.
• Identify NATO Codification requirements and the impact of the Codification process on the programme timetable.
• Provide a plan for screening system items and resolving single item ownership issues.
• Propose links between the Contractor and MoD Logistic Information Systems.
• Detail how the Contractor shall carry out Inventory Management in accordance with the DLF.
• Detail of how items shall be Receipted, Inspected, Stored, Maintained, Issued and Distributed if integration with LCS is required.</td></tr>
<tr><td colspan="5">Purpose for which the data is required: A plan describing how an optimised in-service supply support plan will be developed. The plan will describe how Supportability Analysis will be used to develop the in-service supply support plan for In-Service use of the GROMA equipment.</td></tr>
<tr><td colspan="5">Intellectual Property Rights:

Applicable DEFCONs

Condition 17 (Contractor’s Records) of the terms and conditions of the Contract
DEFCON 82 (SC2) (Edn 06/21) Special Procedure for Initial Spares
DEFCON 90 (Edn 06/21) Copyright
DEFCON 117 (SC2) (Edn 11/17) Supply of Documentation for NATO Codification Purposes</td></tr>
<tr><td colspan="5">Update/Further Submission Requirements. As requested by the Authority - All ILS plans produced by the Contractor for the GROMA programme will be agreed by the Authority. Once accepted the plans will be reviewed and updated if necessary when requested by the Authority. Additionally, reviews and updates will be required if GROMA is modified or altered in order to record any changes in the support solution by the incorporation of the modification(s)/alteration(s).</td></tr>
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<tr><td>Final</td><td>20 Business Days before Logistic Support Date</td></tr>
<tr><td colspan="5">Equipment/Equipment Subsystem Description: GROMA / Engineer Survey Instruments</td></tr>
<tr><td colspan="5">General Description of Data Deliverable: Initial Provisioning Implementation List

In accordance with ILSP and ILS SoR, Def Stan 00-600 and using the following as advice and guidance; ILS PD 3004-02 and DLF.

Provision of initial spares range and scale, Contractor to use DEFFORM 82A found at Appendix 11 to Annex A to Schedule 2 to the Contract to detail their recommendation for the demandable items likely to be required during the first year of In-Service usage.

The Authority will review the items from the recommended Provisioning List and confirm with the Contractor the agreed content.

The Authority reserves the right to demand items from this list to hold in readiness should they so wish but are not committed to do so. range and scale determined by the application of Authority approved modelling tools and techniques as described in the ILS SoR.</td></tr>
<tr><td colspan="5">Purpose for which the data is required: An indicative initial spares range and scale required to support GROMA equipment from the identified items during the Supportability Analysis activity.</td></tr>
<tr><td colspan="5">Intellectual Property Rights:

Applicable DEFCONs

Condition 17 (Contractor’s Records) of the terms and conditions of the Contract
DEFCON 82 (SC2) (Edn 06/21) Special Procedure for Initial Spares
DEFCON 90 (Edn 06/21) Copyright
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ITT/Contract Number	DID Number	Data Category	Delivery Dates	
700007776	8 – 03	Integrated Logistic Support	**Initial**	20 Business Days after CA
			Final	60 Business Days after CA
Equipment/Equipment Subsystem Description: GROMA / Engineer Survey Instruments				
General Description of Data Deliverable: Support & Test Equipment – Complete Equipment Schedules (CES) In accordance with ILSP, ILS SoR, Def Stan 00-600, and using the following as advice and guidance; DLF. The Contractor shall supply fully codified CES prior to initial in-service use. CES is to be delivered, with GROMA equipment (1 complete CES per equipment) to Unit Lines or to an Authority approved equipment facility to meet delivery schedules (Intended delivery schedule and delivery notes to be supplied in soft copy to the Authority). The Authority will assist with the provision of generic GFE items, earmarked and provisioned, well in advance of IOC.				
Purpose for which the data is required: Optimising current in-service support and test equipment with justification and evidence for any proposed new support and test equipment.				
Intellectual Property Rights: Applicable DEFCONs Condition 17 (Contractor's Records) of the terms and conditions of the Contract DEFCON 90 (Edn 06/21) Copyright DEFCON 117 (SC2) (Edn 11/17) Supply of Documentation for NATO Codification Purposes				
Update/Further Submission Requirements: Reviewed when requested by the Authority.				
Medium of Delivery: Electronic (Compatible with the Authority's IT system)		**Number of Copies:** 1		

ITT/Contract Number	DID Number	Data Category	Delivery Dates	
700007776	9 – 01	Integrated Logistic Support	**Initial**	20 Business Days after CA
			Final	10 Business Days prior to Logistic Support Date
Equipment/Equipment Subsystem Description: GROMA / Engineer Survey Instruments				

General Description of Data Deliverable: Disposal Management Plan (DMP)

In accordance with ILSP, ILS SoR, and using the following as advice and guidance; ILS PD 0004-02, and DLF.

A plan describing how the GROMA equipment can be disposed of and shall address the requirements for ensuring that all parts of GROMA can be economically and safely disposed of whilst In-Service and at the end of the system life.

- Items of materiel/equipment earmarked for disposal may fall into one of, but not limited to the following categories:
- Damaged beyond economical repair.
- Item/equipment becoming obsolete.
- Final disposal due to item/equipment reaching its Out of Service Date (OSD).

The DMP shall:

- Detail what actions have been undertaken to minimise disposal costs.
- Provide a list of hazardous materials and items within the GROMA system.
- Identify any Environmental or Health and Safety Hazards associated with disposal activities and provide instructions to manage the system, sub-system and component parts through the duration of the contract
- Detail how compliance with current Environmental Legislation shall be achieved including the Waste Electric and Electronic Equipment (WEEE) Regulations 2013.
- Outline how compliance with future Environmental Legislation shall be achieved.
- Comply with any International agreements.
- Detail any hazardous materiel so it can be disposed of by the safest method in accordance with the appropriate legislation.

Purpose for which the data is required: To document the activities undertaken to assess the all disposal aspects of the programme, the results of this work and any resulting decisions, conclusions and recommendations.

Intellectual Property Rights:

Applicable DEFCONs

Condition 17 (Contractor's Records) of the terms and conditions of the Contract
DEFCON 90 (Edn 06/21) Copyright
DEFCON 601 (SC) (Edn 03/15) Redundant Materiel

Update/Further Submission Requirements: As requested by the Authority - All ILS plans produced by the Contractor for GROMA programme will be agreed by the Authority. Once accepted the plans will be reviewed and updated if necessary when requested by the Authority. Additionally, reviews and updates will be required if GROMA is modified or altered in order to record any changes in the support solution by the incorporation of the modification(s)/alteration(s).

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<tr><td>Final</td><td>10 Business Days before Logistic Demonstration</td></tr>
<tr><td colspan="5">Equipment/Equipment Subsystem Description: GROMA / Engineer Survey Instruments</td></tr>
<tr><td colspan="5">General Description of Data Deliverable: Logistic Demonstration Plan (LDP)

In accordance with ILSP, ILS SoR, Def Stan 00-600, and using the following as advice and guidance; DLF.

The plan shall detail how the agreed Logistic Elements of this SOR will be demonstrated. The logistic demonstration (log demo) consists of a desk top exercise between the MILSM and Contractor to accept the logistic support structure is in place to sustain the system.

The LDP shall include, but not be limited to:

• Identification of the Logistic Demonstration Milestones.
• Explanation of how the maintainability requirements will be demonstrated and validated.
• Explanation of how items of supply support of Demandable Items (Spares and CES) not held by the Authority will be sourced within agreed delivery times.
• Explanation of how the suitability of TD will be demonstrated and validated.
• Details of how the effectiveness of the training programme will be demonstrated and validated.
• Identification of the Authority and Contractor resources required to satisfactorily execute the plan.</td></tr>
<tr><td colspan="5">Purpose for which the data is required:

To document the format of the Logistic Demonstration (LD), how it shall be conducted, the responsibilities of those delivering and attending and explain the expected deliverables.</td></tr>
<tr><td colspan="5">Intellectual Property Rights:

Applicable DEFCONs

Condition 17 (Contractor’s Records) of the terms and conditions of the Contract
DEFCON 90 (Edn 06/21) Copyright</td></tr>
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<tr><td colspan="5">Equipment/Equipment Subsystem Description: GROMA / Engineer Survey Instruments</td></tr>
<tr><td colspan="5">General Description of Data Deliverable: Software Support Plan (SwSP)

In accordance with ILSP, ILS SoR, Def Stan 00-600, and using the following as advice and guidance; ILS PD 0005-03, and the DLF.

The Contractor shall provide a SwSP. This shall include arrangements for transfer of software support capability to the Authority on contract end (or termination).

The SwSP shall include, but not be limited to the following:

• Provision and delivery of all software upgrades and requirements for the duration of contract and extension if required.
• Details of the Software Configuration Management adopted, including any change management process, both physical and functional, throughout the life of GROMA.
• Definition of any routine software maintenance requirements through life, to include periodicities, timescales and ownership.
• Impact recognition and awareness of predicted shortfalls in system effectiveness resulting from changes to user requirements.
• Software Reliability and Maintainability is to be detailed in appropriate section of the Reliability & Maintainability Plan.
• The Contractor’s Software Support Capability shall support all COTS or bespoke software used in any part of the system.</td></tr>
<tr><td colspan="5">Purpose for which the data is required: To describe the process for software development and for support of the software In-Service.</td></tr>
<tr><td colspan="5">Intellectual Property Rights:

Applicable DEFCONs

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DEFCON 90 (Edn 06/21) Copyright</td></tr>
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<tr><td>Final</td><td>60 Business Days after CA</td></tr>
<tr><td colspan="5">Equipment/Equipment Subsystem Description: GROMA / Engineer Survey Instruments</td></tr>
<tr><td colspan="5">General Description of Data Deliverable: Obsolescence Management Plan (OMP)

In accordance with ILSP, ILS SoR, Def Stan 00-600, Issue 1, compliance with IEC 62402:2019 /BS EN 62402:2019, and using the following as advice and guidance within the DLF.

The Authority requires confidence in the obsolescent management process for the GROMA system. This shall consider both current and near-term obsolescence risks and any longer-term future risks.

The plan shall describe the strategies for the identification, mitigation and contingencies of the effects of obsolescence throughout all stages of the GROMA life-cycle. The plan shall contain the details of the plans, decisions and analyses, including assessment of the impact, cost and probability of the obsolescence risk.

The plan shall be specific and detail how the project intends to address obsolescence rather than a generic description on how obsolescence can be managed. The plan shall be subject to planned review and maintenance and form part of the ISP.

The Contractor shall include within the OMP how they shall notify the Authority before User demandable items, internal components and sub-assemblies used during repairs become obsolete, as part of a management report, in such time so as to prevent the item becoming critical or generating supportability issues.

The Obsolescence Management Standard to be used shall be identified and agreed by the Authority's ILSM.</td></tr>
<tr><td colspan="5">Purpose for which the data is required: A plan describing how obsolescence management will be applied to the GROMA programme. It shall provide assurance that the selected technical solution is Value for Money (VfM) over the life of GROMA.</td></tr>
<tr><td colspan="5">Intellectual Property Rights:

Applicable DEFCONs

Condition 17 (Contractor’s Records) of the terms and conditions of the Contract
DEFCON 90 (Edn 06/21) Copyright</td></tr>
<tr><td colspan="5">Update/Further Submission Requirements: As requested by the Authority - All ILS plans produced by the Contractor for GROMA programme will be agreed by the Authority. Once accepted the plans will be reviewed and updated if necessary when requested by the Authority. Additionally, reviews and updates will be required if GROMA is modified or altered in order to record any changes in the support solution by the incorporation of the modification(s)/alteration(s).</td></tr>
<tr><td colspan="3">Medium of Delivery: Electronic (Compatible with the Authority’s IT system)</td><td colspan="2">Number of Copies: 1</td></tr>
</table>

CONTRACT DATA REQUIREMENT

<table>
<tr><th>ITT/Contract Number</th><th>CDR Number</th><th>Data Category</th><th colspan="2">Delivery Dates</th></tr>
<tr><td rowspan="2">700007776</td><td rowspan="2">13 - 01</td><td rowspan="2">Integrated Logistic Support</td><td>Draft:</td><td>60 Business Days Prior to Logistic Support Date</td></tr>
<tr><td>Final:</td><td>20 Business Days Prior to Logistic Support Date</td></tr>
<tr><td colspan="5">Equipment/Equipment Subsystem Description: GROMA / Engineer Survey Instruments</td></tr>
</table>

General Description of Data Deliverable: In-Service Support Plan (ISSP)

In accordance with the ILS SoR Section 16.1, Def Stan 00-600 and ILS PD0004-02, using the following as advice and guidance; DLF.

Many of the support elements used to bring the GROMA equipment into service will not be the same as the elements required to support it during the in-service phase. To ensure in-service support is sustainable there is a need to determine what support elements are required, and the balance of responsibilities between Industry and the Authority.

The expectation is for items to fall into two groups: CORE activity and non-CORE activity. The ISSP will determine which elements of in-service support falls under which group. Once determined the top-level list identified in the ISSP shall feed into the subsequent annexes of CORE and Non-CORE and contain the finer detail on how each group will be managed going forward. As a minimum the ISSP shall address the following:

- CORE SUPPORT consisting of:

Technical Services. To include any uplift in build standard as a result of PDS changes, support ad-hoc requests relating to, but not limited to, issues such as: Safety and Environmental Factors, Reliability, Maintainability, Equipment Capability, Engineering Technical Support, Configuration Records, Project Reviews, ILS Reviews and Technical Meetings.
The Contractor shall detail as to how they will provide the Technical Support, Data/Software Management helpdesk service manned 8 Hrs within UK weekday Office Hours. A renewable option on a 12 Month period. (No calls expected on weekends or Bank Holidays, except by prior arrangement).

Technical Documentation. Identify attendance on annual joint Publications Reviews and how any required updates/ amendments will be incorporated into Technical Publications/AESPs. Update timesline: Within 6 weeks of the joint Technical Publications Annual Review or within 3 weeks of an agreed solution if any Safety related issues are identified at any time.

Configuration Management. Identify how they will maintain Configuration Records to ensure any modification or design changes are captured throughout the life of the contract in accordance with Def Stan 00-600 Pt 3 and Def Stan 05-057 Pt 7. Configuration redords are required to include, but not be limited to: Quality Assurance, Technical documents updates, Training Course Material, Software and Hardware, PHS&T, Routine Annual Calibration service.

Calibration. Identify how they will provide a calibration service as a CORE task for all GROMA equipment returned to them at the frequency determined/advised during initial Post Contract Award discussions. Note: Any ad hoc requests for out of sequence calibration or calibration carried out as part of a non-routine repair, shall be treated as Non-CORE activity and fall under the PDS arrangements detailed below.

Transportation. Identify transportation plan for any item of GROMA equipment sent to the Contractor for its annual (or at a differing frequency pre-agreed) Calibration. The Contractor is expected to return the calibrated equipment to the Authority's Joint Supply Chain as a CORE service. All deliveries to the UK Depot, shall be carried out in accordance with the Logistic Commodities and Services Transformation (LCST) Authority Managed Material Supplier Manual.

- NON-CORE SUPPORT
  Identify how their internal organisation and procedures shall align with the Authority's Post Design Services (PDS) procedures which will be used to manage Non-CORE Support ad-hoc requests. The facility to

manage ad-hoc tasks shall be maintained through the life of the Contract. Ad-hoc tasks may contain, but are not limited to:

Additional Training. The MoD may request additional training courses, which may include delivery of training at Prime Contractors location, to supplement its own internal training courses. If required, these will be actioned using the PDS tasking process. If the need for additional supplemental training courses arises, the Authority and the Contractor will work to an agreed schedule for the courses to be implemented.

Modifications. Modifications maybe required at some stage through In-Service life, either at the request of the Authority, or as advised by the Contractor due to their awareness of obsolescence, or changes to applicable Regulations, Legislation or Safety. If there is a need for any modifications to be investigated, the PDS process shall be the method used.
Any modification that is requested through PDS shall need to consider associated impacts to all other support elements, to ensure that the modification outputs are sustainable through the life of the Contract.

Ad-hoc Repairs, Maintenance, Calibration & Transportation. GROMA equipment could be returned to the Contractor for reasons to include, but not be limited to: Repairs, because of breakdowns or accidental damage, Maintenance, outside of Military User's remit and Calibration (earlier than CORE calibration needs). The ISSP shall detail the Contractor's procedures to carry this out via the PDS process.

The following information shall be used by the Contractor to detail how they are to be supported:

- **Repairs:** Provision of ES Repair solutions that enable the equipment to be repaired at ES Levels 2,3 & 4 to avoid just sentencing equipment to Beyond Repair (BR). This repair service shall be available for the duration of the Contract. PDS process will be used for all repair activity and any item shall be delivered back to the Authority with a minimum 12 Month calibration certificate. The Authority will be responsible for identifying equipment that requires repair and arranging transportation to the Contractor's facility. Any item sent to the Contractor for repair, must be accompanied by a TAF Part 1, without which no repair activity shall take place by the Contractor.

  Upon receipt, the Contractor shall conduct an initial assessment to determine the likelihood of a repair being successful, or, carry out a strip survey if further inspection is required to determine its repairability. The strip report shall be provided to the Authority, as part of the TAF Part 2 response and should include as a minimum: Labour required to return equipment to an A1 standard. Parts required to return equipment to an A1 standard. Any identified obsolescence issues that would affect the continued support to the equipment. Return transport to an address specified by the Authority. Timelines associated with the repair and return of equipment.
  Upon receipt of the Strip Survey report, the Authority will either authorise the repair as detailed in the Strip Survey Report, or request that it be disposed of IAW the Disposal Management Plan. The Authority will provide this direction within 10 Business Days of receiving the Strip Survey Report.

- **Maintenance.** Any item of GROMA equipment being sent back to the Contractor's facility under the NoN-CORE remit will be maintained, serviced and calibrated before being returned back to the Authority. Such maintenance, service activity shall be costed as part of the PDS/TAF procedure.

- **Calibration.** In the event of there being a need for any item to require calibration out of sequence with the CORE annual calibration service, it will be treated as a Non-CORE task and instigated using the PDS process.

- **Transportation.** Any item being sent to the Contractor for any Non-CORE work will be delivered (location to be advised) using the Authority's Reverse Supply Chain or will be delivered directly to the Contractor's premises by hand.
  The Contractor shall return the item via the Authority's Joint Supply Chain, the cost of which shall be included within the Non-CORE task costs. All deliveries to the UK Depot, shall be carried out in accordance with the LCST Authority Managed Material Supplier Manual.

Demandable Items (Spares & CES). Any item identified during the initial Support development of the GROMA Project as demandable items, shall be listed in the Instruments and Demandable Items List at Appendix 5 to Annex A to Schedule 2.

All items demanded shall be supplied to the Joint Supply Chain for onward transit to demanding Unit. The requirement for Demandable Items sits outside the CORE activities, so will be managed within the funding constraints by the Operations Manager.
Purpose for which the data is required: The In-Service Support Plan identifies the transition of the LSA/SA activities carried out during the Demonstration and Manufacture Phase of the GROMA Project once it has progressed into the In-Service Phase. The Contractor shall ensure that all ILS Support Elements explored during these earlier development phases are factored into this In-Service Support Plan, so as to ensure the sustainable support of the GROMA equipment through life. The DRAFT ISS Plan, delivered in accordance with the above delivery date, shall demonstrate how the Contractor plans to design, deliver, monitor and maintain the In-Service Support to the ILS Elements called up in the Authority provided Integrated Logistic Support Plan (ILSP). The ISS Plan will be matured during the early Post Contract Award ILS meetings, where the itemised list of CORE or NON-CORE activities will be agreed.
Intellectual Property Rights: Applicable DEFCONs DEFCON 16 (Edn 06/21) Repair and Maintenance Information DEFCON 21 (Edn 06/21) Retention of Records
Update/Further Submission Requirements: As requested by the Authority.

Medium of Delivery: Electronic (Compatible with the Authority's IT system)	**Number of Copies:** 1

ITT/Contract Number	**DID Number**	**Data Category**	**Delivery Dates**	
700007776	14 - 01	Project Management	**Initial**	20 Business Days before Logistic Support Date
			Final	Throughout Contract
Equipment/Equipment Subsystem Description: GROMA / Engineer Survey Instruments				
General Description of Data Deliverable: Configuration Management Records In accordance with the ILSP, ILS SoR, Def Stan 06-600, 05-010 & 05-057, and using the following as advice and guidance; DLF				
Purpose for which the data is required: The Contractor shall maintain a Configuration record for all GROMA items that form part of the GROMA capability.				
Intellectual Property Rights: Applicable DEFCONs Condition 17 (Contractor's Records) of the terms and conditions of the Contract DEFCON 90 (Edn 06/21) Copyright				
Update/Further Submission Requirements: As required				
Medium of Delivery: Electronic (Compatible with the Authority's IT system)		**Number of Copies:** 1		

ITT/Contract Number	**DID Number**	**Data Category**	**Delivery Dates**	
700007776	15 - 01	Integrated Logistic Support	**Initial**	20 Business Days after CA
			Final	60 Business Days after CA
Equipment/Equipment Subsystem Description: GROMA / Engineer Survey Instruments				

General Description of Data Deliverable: Government Furnished Assets Plan In accordance with ILSP, ILS SoR, Def Stan 05-099 Pts 1 & 2, and using the following as advice and guidance; ILS PD 0004-02, and DLF.
Purpose for which the data is required: To supply records of any GFA loaned to the Contractor during the Demonstration, Manufacture Phase of the GROMA contract, or at any time GROMA equipment is passed across to the Contractor during the In-Service Phase for the development of Modifications. To provide information for an annual audit of the Contractor's holdings of GFA.
Intellectual Property Rights: Applicable DEFCONs Condition 17 (Contractor's Records) of the terms and conditions of the Contract DEFCON 90 (Edn 06/21) Copyright DEFCON 611 (SC2) (Edn 02/16) Issued Property. DEFCON 694 (SC2) (Edn 07/21) Accounting for Property of the Authority
Update/Further Submission Requirements: Reviewed and, if necessary, updated at least annually thereafter or updated if system use or equipment or operation or maintenance procedures is modified or altered in order to record any changes to the GFA arrangement by the incorporation of the modification(s)/alteration(s). On written request of the Authority.

Medium of Delivery: Electronic (Compatible with the Authority's IT system)	**Number of Copies:** 1

ITT/Contract Number	**DID Number**	**Data Category**	**Delivery Dates**	
700007776	15 - 02	Integrated Logistic Support	**Initial**	Immediately before the issuing of the first GROMA item to Authority.
			Final	Throughout Contract

Equipment/Equipment Subsystem Description: GROMA / Engineer Survey Instruments
General Description of Data Deliverable: Issue Records In accordance with the ILSP, ILS SoR, Def Stan 00-044 and the advice and guidance in DLF.
Purpose for which the data is required: As a record - Up-to-date information, in a format agreed with the Authority, about all items issued by the Contractor to the Authority under the terms of the Contract.
Intellectual Property Rights: Applicable DEFCONs Condition 17 (Contractor's Records) of the terms and conditions of the Contract DEFCON 90 (Edn 06/21) Copyright DEFCON 694 (SC2) (Edn 07/21) Accounting for Property of the Authority
Update/Further Submission Requirements: Reviewed and, if necessary, updated for each quarterly meeting thereafter or updated if system use or equipment or operation or maintenance procedures is modified or altered in order to record any changes by the incorporation of the modification(s)/alteration(s). On written request of the Authority.

Medium of Delivery: Electronic (Compatible with the Authority's IT system)	**Number of Copies:** 1

ITT/Contract Number	DID Number	Data Category	Delivery Dates	
700007776	15 - 03	Integrated Logistic Support	**Initial**	Immediately after receiving the first GROMA item from the Authority.
			Final	Throughout Contract

Equipment/Equipment Subsystem Description: GROMA / Engineer Survey Instruments

General Description of Data Deliverable: Receipt Records

In accordance with the ILSP, ILS SoR, Def Stan 00-044 Issue 2 and the advice and guidance in DLF.

The Contractor shall wherever possible align any contractual data exchange with existing Authority Management Information Systems.

In addition to providing data to the Authority, that reflects Contractor activity with the GROMA equipment passed to them for Non-CORE activity, the holding Units and Authority will need to keep the Joint Asset Management and Engineering System (JAMES) up to date with information recording the conditional status of the equipment.

Data collection and classification shall be developed and stored in accordance with Def Stan 00-044 Issue 2.

Typical data to support the GROMA equipment may include, but not be limited to: Supply activity, Demand data.
Codification Data for the Joint Defence Marking Team, Technical Query Data, Calibration validity dates.

Purpose for which the data is required: As a record - Up-to-date information, in a format agreed with the Authority, about all items received by the Contractor from the Authority under the terms of the Contract.

Intellectual Property Rights:

Applicable DEFCONs

Condition 17 (Contractor's Records) of the terms and conditions of the Contract
DEFCON 90 (Edn 06/21) Copyright
DEFCON 694 (SC2) (Edn 07/21) Accounting for Property of the Authority

Update/Further Submission Requirements: Reviewed and, if necessary, updated for each quarterly meeting or updated if system use or equipment or operation or maintenance procedures is modified or altered in order to record any changes by the incorporation of the modification(s)/alteration(s).

On written request of the Authority.

Medium of Delivery: Electronic (Compatible with the Authority's IT system)	**Number of Copies:** 1

ITT/Contract Number	DID Number	Data Category	Delivery Dates	
700007776	15 - 04	Contractor Logistic Support	**Initial**	Immediately after receiving the first GROMA item from the Authority.
			Final	Throughout Contract

Equipment/Equipment Subsystem Description: GROMA / Engineer Survey Instruments

General Description of Data Deliverable: Receipt Inspection Information

In accordance with the ILSP and ILS SoR.

Following any transfer of GROMA system or associated sub-systems to the Contractor, the Contractor shall carry out a Receipt Inspection, to ensure that the transferred condition status of the GROMA equipment transferred is of known standard and returned in the same condition.

The receipt inspection reports are received by the Authority within 5 business days of receipt.

The Contractor accepts liability for visibly obvious damage not itemised during receipt inspection but subsequently found upon return of equipment to the Authority.

Purpose for which the data is required: As a Record - A report that shall provide details of the outcome of the receipt inspection of GROMA items received by the Contractor. Reports shall include costs and timescales.

Intellectual Property Rights:

Applicable DEFCONs

Condition 17 (Contractor's Records) of the terms and conditions of the Contract
DEFCON 90 (Edn 06/21) Copyright
DEFCON 694 (SC2) (Edn 07/21) Accounting for Property of the Authority

Update/Further Submission Requirements: Reviewed and, if necessary, updated for each quarterly meeting or updated if system use or equipment or operation or maintenance procedures is modified or altered in order to record any changes by the incorporation of the modification(s)/alteration(s).

On written request of the Authority.

Medium of Delivery: Electronic (Compatible with the Authority's IT system)	**Number of Copies:** 1

ITT/Contract Number	DID Number	Data Category	Delivery Dates
700007776	16 - 01	Project Management	Monthly, throughout Contract

Equipment/Equipment Subsystem Description:

GROMA / Engineer Survey Instruments

General Description of Data Deliverable:

Work in Progress (WiP) Reports which include:

- Finance Tracker
- Joint Risk Register
- Government Furnished Equipment (GFE) Tracker
- Equipment Failures Tracker
- Spares Tracker
- Key Performance Indicator (KPI) Tracker

In accordance with the Project Statement of Requirement (SoR) Serial 2.

Purpose for which the data is required:
As a record - Up-to-date information, in a format agreed with the Authority, about the work being carried out by the Contractor on behalf of the Authority.

Intellectual Property Rights:

Applicable DEFCONs

Condition 17 (Contractor's Records) of the terms and conditions of the Contract

DEFCON 90 (Edn 06/21) Copyright

Special IP Conditions
NONE

Update/Further Submission Requirements:
Reviewed and updated monthly and reported at each Progress meeting.

Medium of Delivery:	**Number of Copies:**
Electronic (Compatible with the Authority's IT system)	• 1

ITT/Contract Number	**DID Number**	**Data Category**	**Delivery Dates**
700007776	16 - 02	Project Management	Prior to each contract meeting, as stated below.

Equipment/Equipment Subsystem Description:

GROMA / Engineer Survey Instruments

General Description of Data Deliverable:

Progress Meetings - Agenda, Minutes, Actions Log.

In accordance with the Project Statement of Requirement (SoR) Serial 11.

- The Authority will issue calling notice at least 10 business days prior to a proposed meeting.
- The Authority will provide the Contractor with the agenda 10 business days prior to a meeting.
- The Contractor shall provide any necessary comments 5 business days prior to a meeting.
- The Authority will draft the meeting minutes and submit for review by the Contractor within 10 business days of the meeting.
- The Contractor shall provide any necessary comments and feedback within 5 busniess days, after which the Authority will update the minutes and provide the Contractor with a final version.
- Any actions placed on either party are expected to be followed promptly and resolved (where possible) prior to the next review meeting.

Purpose for which the data is required:

As a record – This assures the Authority that all aspects of project management are being managed and their delivery is within the current cost, time and performance envelope. It also provides the opportunity to highlight issues and risks and to develop and agree the mitigation activity.

Intellectual Property Rights:

Applicable DEFCONs

Condition 17 (Contractor's Records) of the terms and conditions of the Contract
DEFCON 90 (Edn 06/21) Copyright

Special IP Conditions
NONE

Update/Further Submission Requirements:
Issued and agreed by the Authority prior to each Progress meeting.

Medium of Delivery: Electronic (Compatible with the Authority's IT system)	**Number of Copies:** • 1

ITT/Contract Number	**DID Number**	**Data Category**	**Delivery Dates**	
700007776	17 - 01	Engineering	**Initial**	20 Business Days after CA
			Final	60 Business Days after CA

Equipment/Equipment Subsystem Description:

GROMA / Engineer Survey Instruments

General Description of Data Deliverable:

Human Factor Integration Compliance Statement
Detailing level of compliance to System Requirements 448-451 of the System Requirements Document, located in Appendix 1 to Annex A to Schedule 2 of the Contract.
The statement shall also provide details of any equivalent Human Factor Integration systems that the Contractor follows in the development of Engineer Survey Instruments and Software.

Purpose for which the data is required:

To inform the Authority of the level of compliance achieved by the Commercial Off The Shelf (COTS) solution proposed against DEFSTAN 00-251 parts 2 & 4.

In addition, to inform the Authority of any equivalent Human Factor Integration process that has been followed in the development of the COTS solution proposed, including physical instruments and data processing software.

Intellectual Property Rights:

Applicable DEFCONs

Condition 17 (Contractor's Records) of the terms and conditions of the Contract
DEFCON 90 (Edn 06/21) Copyright

Special IP Conditions

NONE

Update/Further Submission Requirements:

Additional reviews and updates will be required if GROMA is modified or altered in order to record any changes in the Human Factor Integration by the incorporation of the modification(s)/alteration(s).

Medium of Delivery: Electronic (Compatible with the Authority's IT system)	**Number of Copies:** • 1

ITT/Contract Number	**DID Number**	**Data Category**	**Delivery Dates**
700007776	17 - 02	Engineering	Within 5 Business Days of the Authority's request or

			on identification of legislation change; Within 24 hours of discovery of any safety issues which affect the safe operational use of all engineering survey instruments.

Equipment/Equipment Subsystem Description:

GROMA / Engineer Survey Instruments

General Description of Data Deliverable:

Safety and Environmental Legislation monitoring record

Purpose for which the data is required:

Legal requirement. To provide clear evidence that the Contractor is maintaining their obligations under Health, Safety and Environmental legislation. To report any changes to legislation which affect the equipment. To identify and formally report any safety and environmental issues which affect the safe operational use of all engineering survey instruments.

Intellectual Property Rights:

Applicable DEFCONs

Condition 17 (Contractor's Records) of the terms and conditions of the Contract
DEFCON 90 (Edn 06/21) Copyright

Special IP Conditions

NONE

Update/Further Submission Requirements:

Within 5 Business Days of the Authority's request or on identification of legislation change.

Medium of Delivery:	**Number of Copies:**
Electronic (Compatible with the Authority's IT system)	• 1

ITT/Contract Number	**DID Number**	**Data Category**	**Delivery Dates**
700007776	17 - 03	Engineering	Within 10 Business Days of Contract Award

Equipment/Equipment Subsystem Description:

GROMA / Engineer Survey Instruments

General Description of Data Deliverable:

Quality Management Plan

Purpose for which the data is required:

To ensure the Contractor is undertaking work and providing equipment/spares that are of a sufficient quality for the Authority.

Intellectual Property Rights: Applicable DEFCONs Condition 17 (Contractor's Records) of the terms and conditions of the Contract DEFCON 90 (Edn 06/21) Copyright Special IP Conditions NONE	
Update/Further Submission Requirements: Draft provided at ITT Stage. Updates - Live document reviewed annually or within 10 Business Days following any changes to certification, including changes to scope of activity during this period.	
Medium of Delivery: Electronic (Compatible with the Authority's IT system)	**Number of Copies:** • 1

Appendix 7 to Annex D to Schedule 2 – Supply Support Plan

TO BE COMPLETED BY CONTRACTOR
in a response to the Authority's Integrated Logistic Support Plan

Appendix 8 to Annex A to Schedule 2 – Pricing Schedule

Table 1 – Procurement of Instruments (Price per Item).

N.B. To include all associated costs including delivery charge into an Authority depot e.g., Donnington (in accordance with the Logistic Commodities and Services Transformation (LCST) Authority Managed Materiel Supplier Manual) or any UK Address.

Ser No	Item Description	MPN	Minimum Order Quantity (If Any)	Lead Time (Business Days)	Contract Years (1-7)							Option Years (1-3)		
					Firm Price Year 1 03/01/24 To 02/01/25 Ex VAT	Fixed Price Year 2 03/01/25 To 02/01/26 Ex VAT	Fixed Price Year 3 03/01/26 To 02/01/27 Ex VAT	Fixed Price Year 4 03/01/27 To 02/01/28 Ex VAT	Fixed Price Year 5 03/01/28 To 02/01/29 Ex VAT	Fixed Price Year 6 03/01/29 To 02/01/30 Ex VAT	Fixed Price Year 7 03/01/30 To 02/01/31 Ex VAT	Fixed Price Option Year 1 03/01/31 To 02/01/32 Ex VAT	Fixed Price Option Year 2 03/01/32 To 02/01/33 Ex VAT	Fixed Price Option Year 3 03/01/33 To 02/01/34 Ex VAT
1	Total Station -Trimble S5 1" Robotic	S5152200	N/A	40	[redacted]									
2	GNSS – Base & Rover (2 x R12 receivers)	R12-101-60-01	N/A	40										
3	Data Processing - Software	TBC	10	10										
4	Hydrographic Survey - SonarMite	As per BOM	N/A	15										
5	Optical Level [redacted] X32	As per BOM	N/A	10										
6	Electronic Level DL2007	As per BOM	10	45										
7	Rotary Level [redacted] GL1425	As per BOM	N/A	25										

Ser No	Item Description	MPN	Minimum Order Quantity (If Any)	Lead Time (Business Days)	Contract Years (1-7)							Option Years (1-3)		
					Firm Price Year 1 03/01/24 To 02/01/25 Ex VAT	Fixed Price Year 2 03/01/25 To 02/01/26 Ex VAT	Fixed Price Year 3 03/01/26 To 02/01/27 Ex VAT	Fixed Price Year 4 03/01/27 To 02/01/28 Ex VAT	Fixed Price Year 5 03/01/28 To 02/01/29 Ex VAT	Fixed Price Year 6 03/01/29 To 02/01/30 Ex VAT	Fixed Price Year 7 03/01/30 To 02/01/31 Ex VAT	Fixed Price Option Year 1 03/01/31 To 02/01/32 Ex VAT	Fixed Price Option Year 2 03/01/32 To 02/01/33 Ex VAT	Fixed Price Option Year 3 03/01/33 To 02/01/34 Ex VAT
8	LIDAR Scanner x9 [redacted]	As per BOM	N/A	10	[redacted]									
9	Distance Measurer – [redacted] Disto 910	S910	N/A	10										

Table 2 – Procurement of Demandable Items (Price per Item).

N.B. To include all associated costs including delivery charge into an Authority's depot e.g. Donnington (in accordance with the Logistic Commodities and Services Transformation (LCST) Authority Managed Materiel Supplier Manual) or any UK Address.
Demandable items include internal Spares and Complete Equipment Schedule (CES) items.
The Contractor shall include any additional Demandable Items in the Table below.

Ser No	Item Description	MPN	Minimum Order Quantity (If Any)	Lead Time (Business Days)	Contract Years (1-7)							Option Years (1-3)		
					Firm Price Year 1 03/01/24 To 02/01/25 Ex VAT	Fixed Price Year 2 03/01/25 To 02/01/26 Ex VAT	Fixed Price Year 3 03/01/26 To 02/01/27 Ex VAT	Fixed Price Year 4 03/01/27 To 02/01/28 Ex VAT	Fixed Price Year 5 03/01/28 To 02/01/29 Ex VAT	Fixed Price Year 6 03/01/29 To 02/01/30 Ex VAT	Fixed Price Year 7 03/01/30 To 02/01/31 Ex VAT	Fixed Price Option Year 1 03/01/31 To 02/01/32 Ex VAT	Fixed Price Option Year 2 03/01/32 To 02/01/33 Ex VAT	Fixed Price Option Year 3 03/01/33 To 02/01/34 Ex VAT
1	Battery – Total Station	99511-30	N/A	3	[redacted]									
2	Power cable (Power Supply for Dual Charger)	101071-00-08	N/A	3										

Ser No	Item Description	MPN	Minimum Order Quantity (If Any)	Lead Time (Business Days)	Contract Years (1-7)							Option Years (1-3)		
					Firm Price Year 1 03/01/24 To 02/01/25 Ex VAT	Fixed Price Year 2 03/01/25 To 02/01/26 Ex VAT	Fixed Price Year 3 03/01/26 To 02/01/27 Ex VAT	Fixed Price Year 4 03/01/27 To 02/01/28 Ex VAT	Fixed Price Year 5 03/01/28 To 02/01/29 Ex VAT	Fixed Price Year 6 03/01/29 To 02/01/30 Ex VAT	Fixed Price Year 7 03/01/30 To 02/01/31 Ex VAT	Fixed Price Option Year 1 03/01/31 To 02/01/32 Ex VAT	Fixed Price Option Year 2 03/01/32 To 02/01/33 Ex VAT	Fixed Price Option Year 3 03/01/33 To 02/01/34 Ex VAT
3	Charger – Dual TS & GNSS	101070-00-08	N/A	3	[redacted]									
4	Data transfer cable – TSC5	120532-BLK-GEO-1	N/A	3										
5	Transit case - GNSS	89867-20	N/A	3										
6	Manual	N/A	N/A	N/A										
7	Cleaning kit	N/A	N/A	N/A										
8	Rain cover - TS	51002007	N/A	3										
9	Removable memory	Sandisk 32gb	5	5										
10	Tribrach - GNSS	2152-05-BLK	N/A	3										
	Tribrach - TS	78607007	N/A	3										
11	Tripod – HD Wooden Dual Lock	200532	N/A	3										
12	Measuring staff 4m barcode and optical	BC_DL2007	N/A	3										

Ser No	Item Description	MPN	Minimum Order Quantity (If Any)	Lead Time (Business Days)	Contract Years (1-7)							Option Years (1-3)		
					Firm Price Year 1 03/01/24 To 02/01/25 Ex VAT	Fixed Price Year 2 03/01/25 To 02/01/26 Ex VAT	Fixed Price Year 3 03/01/26 To 02/01/27 Ex VAT	Fixed Price Year 4 03/01/27 To 02/01/28 Ex VAT	Fixed Price Year 5 03/01/28 To 02/01/29 Ex VAT	Fixed Price Year 6 03/01/29 To 02/01/30 Ex VAT	Fixed Price Year 7 03/01/30 To 02/01/31 Ex VAT	Fixed Price Option Year 1 03/01/31 To 02/01/32 Ex VAT	Fixed Price Option Year 2 03/01/32 To 02/01/33 Ex VAT	Fixed Price Option Year 3 03/01/33 To 02/01/34 Ex VAT
13	Two way radios – price is per radio (1 x [redacted] DP2600e C/w 2 x Batteries 24 hours)	MDH02RDH9VA1AN & PMNN4491C	N/A	30	[redacted]									
14	Radio charger for Way Radio	PMPN4572A	N/A	5										
15	UHF Whip Antenna (403-527 MHz) – DP2600e	PMAE4079A	N/A	5										
16	Rod (detail pole TS)	5129-53	N/A	3										
17	Rod (GPS detail pole)	5527-17	N/A	3										
18	Reflector (Circular prism for Traverse Kit)	58026020	N/A	3										
19	Reflector (360 prism for TS)	58020002	N/A	3										
20	Controller – Pole Mount TSC5	121952-01-GEO-1 & 121951-01-GEO	N/A	3										
21	Bipod	5217-04-YEL	N/A	3										
22	RTK Radio antenna	89854-00	N/A	3										

Ser No	Item Description	MPN	Minimum Order Quantity (If Any)	Lead Time (Business Days)	Contract Years (1-7)							Option Years (1-3)		
					Firm Price Year 1 03/01/24 To 02/01/25 Ex VAT	Fixed Price Year 2 03/01/25 To 02/01/26 Ex VAT	Fixed Price Year 3 03/01/26 To 02/01/27 Ex VAT	Fixed Price Year 4 03/01/27 To 02/01/28 Ex VAT	Fixed Price Year 5 03/01/28 To 02/01/29 Ex VAT	Fixed Price Year 6 03/01/29 To 02/01/30 Ex VAT	Fixed Price Year 7 03/01/30 To 02/01/31 Ex VAT	Fixed Price Option Year 1 03/01/31 To 02/01/32 Ex VAT	Fixed Price Option Year 2 03/01/32 To 02/01/33 Ex VAT	Fixed Price Option Year 3 03/01/33 To 02/01/34 Ex VAT
	Delivery Charge - per delivery		N/A											

Table 3 – Core Fee N.B. To include all associated costs including delivery charge.

Core Service	Contract Years (1-7)							Option Years (1-3)		
	Firm Price Year 1 03/01/24 To 02/01/25 Ex VAT	Fixed Price Year 2 03/01/25 To 02/01/26 Ex VAT	Fixed Price Year 3 03/01/26 To 02/01/27 Ex VAT	Fixed Price Year 4 03/01/27 To 02/01/28 Ex VAT	Fixed Price Year 5 03/01/28 To 02/01/29 Ex VAT	Fixed Price Year 6 03/01/29 To 02/01/30 Ex VAT	Fixed Price Year 7 03/01/30 To 02/01/31 Ex VAT	Fixed Price Option Year 1 03/01/31 To 02/01/32 Ex VAT	Fixed Price Option Year 2 03/01/32 To 02/01/33 Ex VAT	Fixed Price Option Year 3 03/01/33 To 02/01/34 Ex VAT
Core services as described in paragraphs 1-10 of the SOR	[redacted]									

Table 4 – Meetings (Price per meeting) N.B. Meeting costs shall be inclusive of all costs except of Travel & Subsistence.

Meetings	Contract Years (1-7)							Option Years (1-3)		
	Firm Price Year 1 03/01/24 To 02/01/25 Ex VAT	Fixed Price Year 2 03/01/25 To 02/01/26 Ex VAT	Fixed Price Year 3 03/01/26 To 02/01/27 Ex VAT	Fixed Price Year 4 03/01/27 To 02/01/28 Ex VAT	Fixed Price Year 5 03/01/28 To 02/01/29 Ex VAT	Fixed Price Year 6 03/01/29 To 02/01/30 Ex VAT	Fixed Price Year 7 03/01/30 To 02/01/31 Ex VAT	Fixed Price Option Year 1 03/01/31 To 02/01/32 Ex VAT	Fixed Price Option Year 2 03/01/32 To 02/01/33 Ex VAT	Fixed Price Option Year 3 03/01/33 To 02/01/34 Ex VAT
Meetings shall be held at either DE&S Abbey Wood Bristol, the Contractor's premises, a mutually acceptable location or virtually.	[redacted]									

Table 5 – Training N.B. To include all associated costs.

Training	**Contract Years (1-7)**							**Option Years (1-3)**		
	Firm Price Year 1 03/01/24 To 02/01/25 Ex VAT	Fixed Price Year 2 03/01/25 To 02/01/26 Ex VAT	Fixed Price Year 3 03/01/26 To 02/01/27 Ex VAT	Fixed Price Year 4 03/01/27 To 02/01/28 Ex VAT	Fixed Price Year 5 03/01/28 To 02/01/29 Ex VAT	Fixed Price Year 6 03/01/29 To 02/01/30 Ex VAT	Fixed Price Year 7 03/01/30 To 02/01/31 Ex VAT	Fixed Price Option Year 1 03/01/31 To 02/01/32 Ex VAT	Fixed Price Option Year 2 03/01/32 To 02/01/33 Ex VAT	Fixed Price Option Year 3 03/01/33 To 02/01/34 Ex VAT
Training course for up to 10 people										

Table 6 – Calibration Service and Servicing (Price per Item) N.B. To include all associated costs.

Calibration Service and Servicing										
Item Description	**Contract Years (1-7)**							**Option Years (1-3)**		
	Firm Price Year 1 03/01/24 To 02/01/25 Ex VAT	Fixed Price Year 2 03/01/25 To 02/01/26 Ex VAT	Fixed Price Year 3 03/01/26 To 02/01/27 Ex VAT	Fixed Price Year 4 03/01/27 To 02/01/28 Ex VAT	Fixed Price Year 5 03/01/28 To 02/01/29 Ex VAT	Fixed Price Year 6 03/01/29 To 02/01/30 Ex VAT	Fixed Price Year 7 03/01/30 To 02/01/31 Ex VAT	Fixed Price Option Year 1 03/01/31 To 02/01/32 Ex VAT	Fixed Price Option Year 2 03/01/32 To 02/01/33 Ex VAT	Fixed Price Option Year 3 03/01/33 To 02/01/34 Ex VAT
Total Station (Bi annual only required on Trimble Robotics)										
GNSS										
Hydrographic Survey – no calibration required										

Calibration Service and Servicing										
Item Description	**Contract Years (1-7)**							**Option Years (1-3)**		
	Firm Price Year 1 03/01/24 To 02/01/25 Ex VAT	Fixed Price Year 2 03/01/25 To 02/01/26 Ex VAT	Fixed Price Year 3 03/01/26 To 02/01/27 Ex VAT	Fixed Price Year 4 03/01/27 To 02/01/28 Ex VAT	Fixed Price Year 5 03/01/28 To 02/01/29 Ex VAT	Fixed Price Year 6 03/01/29 To 02/01/30 Ex VAT	Fixed Price Year 7 03/01/30 To 02/01/31 Ex VAT	Fixed Price Option Year 1 03/01/31 To 02/01/32 Ex VAT	Fixed Price Option Year 2 03/01/32 To 02/01/33 Ex VAT	Fixed Price Option Year 3 03/01/33 To 02/01/34 Ex VAT
Optical Levels										
Laser/Electronic Levels										
Rotary Levels										
LIDAR Scanner – no calibration required – self-calibrating										
Distance Measurer – no calibration required										

Table 7 – Hourly Labour Rates

Activity	**Contract Years (1-7)**							**Option Years (1-3)**		
	Firm Price Year 1 03/01/24 To 02/01/25 Ex VAT	Fixed Price Year 2 03/01/25 To 02/01/26 Ex VAT	Fixed Price Year 3 03/01/26 To 02/01/27 Ex VAT	Fixed Price Year 4 03/01/27 To 02/01/28 Ex VAT	Fixed Price Year 5 03/01/28 To 02/01/29 Ex VAT	Fixed Price Year 6 03/01/29 To 02/01/30 Ex VAT	Fixed Price Year 7 03/01/30 To 02/01/31 Ex VAT	Fixed Price Option Year 1 03/01/31 To 02/01/32 Ex VAT	Fixed Price Option Year 2 03/01/32 To 02/01/33 Ex VAT	Fixed Price Option Year 3 03/01/33 To 02/01/34 Ex VAT
Technician										
Account Manager										

Technical Support Quality/HSE	[redacted]
Administrator	

Table 8 – Travel and Subsistence

Activity	**Contract Years (1-7)**							**Option Years (1-3)**		
	Firm Price Year 1 03/01/24 To 02/01/25 Ex VAT	Fixed Price Year 2 03/01/25 To 02/01/26 Ex VAT	Fixed Price Year 3 03/01/26 To 02/01/27 Ex VAT	Fixed Price Year 4 03/01/27 To 02/01/28 Ex VAT	Fixed Price Year 5 03/01/28 To 02/01/29 Ex VAT	Fixed Price Year 6 03/01/29 To 02/01/30 Ex VAT	Fixed Price Year 7 03/01/30 To 02/01/31 Ex VAT	Fixed Price Option Year 1 03/01/31 To 02/01/32 Ex VAT	Fixed Price Option Year 2 03/01/32 To 02/01/33 Ex VAT	Fixed Price Option Year 3 03/01/33 To 02/01/34 Ex VAT
Motor Mileage (£ per mile)	[redacted]									
Accommodation (including Breakfast) (£ / night)										
Subsistence (excluding Breakfast) (£ per day)										

Appendix 8 to Annex D to Schedule 2 – Disposal Management Plan

TO BE COMPLETED BY CONTRACTOR
in a response to the Authority's Integrated Logistic Support Plan

Appendix 9 to Annex A to Schedule 2 - Application for Disposal of Beyond Repair (BR) / Beyond Economic Repair (BER) Equipment

Supplier's Name / Address: **Survey Supplies Limited T/A KOREC Group** Blundellsands House 34-44 Mersey View Liverpool L22 6QB Telephone No:	Form Ref No:
Project:	Contract / Order No: OIP/0060 / 700007776
	Contract / Order Item No:
	*Delete as applicable **Warranty / Non Warranty**

Type of Item / Equipment:		
Serial No:	Part No:	Nato Stock Number:

1. The above mentioned item/equipment has been received for repair and overhaul in accordance with the terms and conditions of the Contract.

2. Please provide instructions for disposal.

Brief description of Condition of Item / Equipment:

Signature:	Position:	Date:

QA Comments:

Signature:	Position:	Date:

MoD QAR Comments:

Signature:	Position:	Date:

Appendix 9 to Annex D to Schedule 2 – Logistics Demonstration Plan

TO BE COMPLETED BY CONTRACTOR
in a response to the Authority's Integrated Logistic Support Plan

Appendix 10 to Annex A to Schedule 2 – Discrepancy Report: MOD FORM 445

Electronic Version

Discrepancy Report	**Report No:**	**Reference:**

From:	**To:**
Goods received by:	**Goods despatched by: (if different from above)**

Invoice or A&I Note No	**RV No and Date**	**Contract or LPO No**	**Demand Order or Warrant No.**

Section 1 - Transport details

a: Carrier	**b: Type of Transport** (□ one box only)
	Road ☐ Rail ☐ Container ☐ Air ☐ Post ☐
	Sea ☐ If so, enter Name of Vessel □ Name of Vessel

Convoy/Carrier Note No	Wagon/Container/ Vehicle No	Wagon/Container Seal No	Bill of Lading /Air Waybill No	Freight Shipment Order No

Section 2 - Details of Discrepancy

a: Reason for Discrepancy (give Overleaf any other information to show reason for discrepancy)

(□ one box only)	Packaging:	☐	Loss/Damage in Transit	☐	Faulty Selection	☐

b: Relevant Information

Date Stores Received		**Date Stores Unpacked**	
Packing Loading List No		**Daily Receipt Sheet No**	
Notification No. to Carrier		**Notification to Carrier Date**	
Package No's:			

Only to be completed if applicable to stores in question:

Number Packages Invoiced		Weight Packages Invoiced	
Number Packages Received		Weight Packages Received	
Package Defect Report:	Number		Date

Were the wagon / container seals intact	Yes	☐	Where the packages intact on receipt	Yes	☐	Were contents of broken packages checked on receipt	Yes	☐	Was a check made in front of carrier's representative	Yes	☐	Was carrier's note endorsed to show damage /	Yes	☐
	No	☐		No	☐		No	☐		No	☐		No	☐

												discrepancy		

Mod Stock Reference:		**Quantities**								
As Invoiced	As Received (if different)	Short Item (by Name)	D of Q	Invoiced			Received			
				Serv	Rep	Scrap	Serv	Rep	Scrap	

Section 2 - Continued
c. Remarks by Unit Receiving Goods (Consignee)

Signed		Date	
		Telephone Number	
Rank		Extension Number	

Section 3 - Statement

Statement by: (□ one box only)	a. Unit Despatching Goods (Consignor)	☐	b. Result of Investigation	☐	c. Report by Inspectorate	☐

Signed		Date	
		Telephone Number	
Rank		Extension Number	

Appendix 10 to Annex D to Schedule 2 – Software Support Plan

TO BE COMPLETED BY CONTRACTOR
in a response to the Authority's Integrated Logistic Support Plan

Appendix 11 to Annex D to Schedule 2 – Obsolescence Management Plan

TO BE COMPLETED BY CONTRACTOR
in a response to the Authority's Integrated Logistic Support Plan

Appendix 12 to Annex A to Schedule 2 – Security Aspects Letter

[redacted]
DE&S Commercial Manager
Operational Infrastructure
MOD Abbey Wood
Elm 1C, NH4
Bristol BS34 8JH

Survey Supplies Limited T/A KOREC Group
Blundellsands House
34-44 Mersey View
Liverpool
L22 6QB

Date of Issue: 03/01/2024 Our Ref.: OIP/0060

CONTRACT NUMBER & TITLE: 700007776 / OIP/0060 Military Engineer Survey Equipment

1. On behalf of the Secretary of State for Defence, I hereby give you notice of the information or assets connected with, or arising from, the referenced Contract that constitute classified material.
2. Aspects that constitute OFFICIAL-SENSITIVE for the purpose of DEFCON 660 are specified below. These aspects must be fully safeguarded. The enclosed Security Condition outlines the minimum measures required to safeguard OFFICIAL-SENSITIVE assets and information.

ASPECTS	CLASSIFICATION
Annex A to Schedule 2 – Statement of Requirement	OFFICIAL-SENSITIVE
Annex B to Schedule 2 – Integrated Logistic Support Statement of Requirement	OFFICIAL-SENSITIVE
Appendix 1 to Annex A to Schedule 2 – System Requirement Document	OFFICIAL-SENSITIVE
DEFFORM 47 Annex F – Technical Evaluation Plan	OFFICIAL-SENSITIVE

3. Your attention is drawn to the provisions of the Official Secrets Act 1911-1989 in general, and specifically to the provisions of Section 2 of the Official Secrets Act 1911 (as amended by the Act of 1989). In particular you should take all reasonable steps to make sure that all individuals employed on any work in connection with this Contract have notice of the above specified aspects and that the aforementioned statutory provisions apply to them and will continue to apply after completion or earlier termination of the Contract.
4. Will you please confirm that:
    a. This definition of the classified aspects of the referenced Contract has been brought to the attention of the person directly responsible for security of classified material.
    b. The definition is fully understood.
    c. Measures can, and will, be taken to safeguard the classified aspects identified herein in accordance with applicable national laws and regulations, and that the requirement and obligations set out above and in any contractual document can and will be met and that the classified information shall be protected in accordance with applicable national laws and regulations.
    d. All employees of the company who will have access to classified information have either signed the OSA Declaration Form in duplicate and one copy is retained by the Company Security Officer or have otherwise been informed that the provisions of the OSA apply to all classified information and assets associated with this Contract.
5. If you have any difficulty either in interpreting this definition of the classified aspects or in

safeguarding them, will you please let me know immediately.

6. Classified Information associated with this Contract must not be published or communicated to anyone without the approval of the MOD Contracting Authority.

7. Any access to classified information or assets on MOD premises that may be needed will be subject to MOD security regulations under the direction of the MOD Project Officer in accordance with DEFCON 76.

Yours faithfully

[redacted]

DE&S OI Commercial Manager

Annex C to Security Aspects Letter - UK OFFICIAL AND UK OFFICIAL-SENSITIVE CONTRACTUAL SECURITY CONDITIONS

Purpose

1. This document provides guidance for Contractors where classified material provided to or generated by the Contractor is graded UK OFFICIAL or UK OFFICIAL-SENSITIVE. Where the measures requested below cannot be achieved or are not fully understood, further advice should be sought from the UK Designated Security Authority (Email: COO-DSR-IIPCSy@mod.gov.uk).

Definitions

2. The term *"Authority"* for the purposes of this Annex means the HMG Contracting Authority.

3. The term *"Classified Material"* for the purposes of this Annex means classified information and assets.

Security Grading

4. The SENSITIVE caveat is used to denote UK OFFICIAL material that is of a particular sensitivity and where there is a need to reinforce the 'need to know'. The Security Aspects Letter, issued by the Authority shall define the UK OFFICIAL-SENSITIVE material that is provided to the Contractor, or which is to be developed by it, under this Contract. The Contractor shall mark all UK OFFICIAL and UK OFFICIAL-SENSITIVE documents which it originates or copies during the Contract with the applicable security grading. The Contractor is not required to mark documents graded UK OFFICIAL unless they are transmitted overseas or generated by a Contractor based outside the UK in a third-party country.

Security Conditions

5. The Contractor shall take all reasonable steps to adhere to the provisions specified in the Contract or listed in this Annex. The Contractor shall make sure that all individuals employed on any work in connection with the Contract have notice that these provisions apply to them and shall continue so to apply after the completion or earlier termination of the Contract. The Authority must state the data retention periods to allow the Contractor to produce a data management policy. If you are a Contractor located in the UK your attention is also drawn to the provisions of the Official Secrets Acts 1911 to 1989 in general, and to the provisions of Section 2 of the Official Secrets Act 1911 (as amended by the Act of 1989) in particular.

Protection of UK OFFICIAL and UK OFFICIAL-SENSITIVE Classified Material

6. The Contractor shall protect UK OFFICIAL and UK OFFICIAL-SENSITIVE material provided to or generated by it in accordance with the requirements detailed in this Security Condition and any other

conditions that may be specified by the Authority. The Contractor shall take all reasonable steps to prevent the loss or compromise of classified material whether accidentally or from deliberate or opportunist attack.

7. Once the Contract has been awarded, where Contractors are required to store or process UK MOD classified information electronically, they are required to comply with the accreditation requirements specified in ISNs, Defence Condition 658 and Defence Standard 05-138. Details can be found at the links below:

https://www.gov.uk/government/publications/industry-security-notices-isns.
http://dstan.gateway.isg-r.r.mil.uk/standards/defstans/05/138/000002000.pdf
https://www.gov.uk/government/publications/defence-condition-658-cyber-flow-down

8. All UK classified material including documents, media and other assets must be physically secured to prevent unauthorised access. When not in use UK classified material shall be handled with care to prevent loss or inappropriate access. As a minimum UK OFFICIAL-SENSITIVE material shall be stored under lock and key and shall be placed in a lockable room, cabinets, drawers or safe and the keys/combinations shall be controlled.

9. Disclosure of UK classified material must be strictly controlled in accordance with the *"need to know"* principle. Except with the written consent of the Authority, the Contractor shall not disclose the Contract or any provision thereof to any person other than to a person directly employed by the Contractor or sub-Contractor.

10. Except with the consent in writing of the Authority the Contractor shall not make use of the Contract or any information issued or provided by or on behalf of the Authority otherwise than for the purpose of the Contract, and, same as provided for in paragraph 8 above, the Contractor shall not make use of any article or part thereof similar to the articles for any other purpose.

11. Subject to any intellectual property rights of third parties, nothing in this Security Condition shall restrict the Contractor from using any specifications, plans, drawings and other documents generated outside of this Contract.

12. Any samples, patterns, specifications, plans, drawings or any other documents issued by or on behalf of the Authority for the purposes of the Contract remain the property of the Authority and must be returned on completion of the Contract or, if directed by the Authority, destroyed in accordance with paragraph 34.

Access

13. Access to UK classified material shall be confined to those individuals who have a *"need-to-know"*, have been made aware of the requirement to protect the information and whose access is essential for the purpose of their duties.

14. The Contractor shall ensure that all individuals requiring access to UK OFFICIAL-SENSITIVE material have undergone basic recruitment checks. This should include establishing proof of identity; confirming that they satisfy all legal requirements for employment by the Contractor; and verification of their employment record. Criminal record checks should also be undertaken where permissible under national/local laws and regulations. This is in keeping with the core principles set out in the UK Government (HMG) Baseline Personnel Security Standard (BPSS) which can be found at:

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/714002/HMG_Baseline_Personnel_Security_Standard_-_May_2018.pdf

Hard Copy Distribution

15. UK OFFICIAL and UK OFFICIAL-SENSITIVE documents may be distributed internally and externally of Contractor premises. To maintain confidentiality, integrity and availability, distribution is to be controlled such that access to documents is only by authorised personnel. They may be sent by ordinary post in a single envelope. The words UK OFFICIAL or UK OFFICIAL-SENSITIVE must not appear on the envelope.

The envelope must bear a stamp or marking that clearly indicates the full address of the office from which it was sent. Commercial Couriers may be used.

16. Advice on the distribution of UK OFFICIAL-SENSITIVE documents abroad or any other general advice including the distribution of UK OFFICIAL-SENSITIVE shall be sought from the Authority.

Electronic Communication and Telephony and Facsimile Services

17. UK OFFICIAL information may be emailed unencrypted over the internet. UK OFFICIAL-SENSITIVE information shall normally only be transmitted over the internet encrypted using either a National Cyber Security Centre (NCSC) Commercial Product Assurance (CPA) cryptographic product or a UK MOD approved cryptographic technique such as Transmission Layer Security (TLS). In the case of TLS both the sender and recipient organisations must have TLS enabled. Details of the required TLS implementation are available at:

https://www.ncsc.gov.uk/guidance/tls-external-facing-services

Details of the CPA scheme are available at:
https://www.ncsc.gov.uk/scheme/commercial-product-assurance-cpa

18. Exceptionally, in urgent cases UK OFFICIAL-SENSITIVE information may be emailed unencrypted over the internet where there is a strong business need to do so, but only with the prior approval of the Authority. However, it shall only be sent when it is known that the recipient has been made aware of and can comply with the requirements of these Security Conditions and subject to any explicit limitations that the Authority require. Such limitations including any regarding publication, further circulation or other handling instructions shall be clearly identified in the email sent with the information.

19. UK OFFICIAL information may be discussed on fixed and mobile telephones with persons located both within the country of the Contractor and overseas. UK OFFICIAL-SENSITIVE information may be discussed on fixed and mobile telephones only where there is a strong business need to do so.

20. UK OFFICIAL information may be faxed to recipients located both within the country of the Contractor and overseas, however UK OFFICIAL-SENSITIVE information may be transmitted only where there is a strong business case to do so and only with the prior approval of the Authority.

Use of Information Systems

21. The detailed functions that must be provided by an IT system to satisfy the minimum requirements cannot all be described here in specific detail; it is for the implementers to identify possible means of attack and ensure proportionate security mitigations are applied to prevent a successful attack.

22. The Contractor should ensure **10 Steps to Cyber Security** (Link below) is applied in a proportionate manner for each IT and communications system storing, processing or generating UK OFFICIAL or UK OFFICIAL-SENSITIVE information. The Contractor should ensure competent personnel apply 10 Steps to Cyber Security.

https://www.ncsc.gov.uk/guidance/10-steps-cyber-security.

23. As a general rule, any communication path between an unauthorised user and the data can be used to carry out an attack on the system or be used to compromise or ex-filtrate data.

24. Within the framework of the 10 Steps to Cyber Security, the following describes the minimum-security requirements for processing and accessing UK OFFICIAL-SENSITIVE information on IT systems.

a. Access. Physical access to all hardware elements of the IT system is to be strictly controlled. The principle of *"least privilege"* will be applied to System Administrators. Users of the IT System (Administrators) should not conduct 'standard' User functions using their privileged accounts.

b. Identification and Authentication (ID&A). All systems are to have the following functionality:

(1). Up-to-date lists of authorised users.
(2). Positive identification of all users at the start of each processing session.

c. Passwords. Passwords are part of most ID&A security measures. Passwords are to be *"strong"* using an appropriate method to achieve this, e.g. including numeric and *"special"* characters (if permitted by the system) as well as alphabetic characters.

d. Internal Access Control. All systems are to have internal Access Controls to prevent unauthorised users from accessing or modifying the data.

e. Data Transmission. Unless the Authority authorises otherwise, UK OFFICIAL-SENSITIVE information may only be transmitted or accessed electronically (e.g. point to point computer links) via a public network like the Internet, using a CPA product or equivalent as described in paragraph 17 above.

f. Security Accounting and Audit. Security relevant events fall into two categories, namely legitimate events and violations.

(1). The following events shall always be recorded:

(a) All log on attempts whether successful or failed,
(b) Log off (including time out where applicable),
(c) The creation, deletion or alteration of access rights and privileges,
(d) The creation, deletion or alteration of passwords.

(2). For each of the events listed above, the following information is to be recorded:

(a) Type of event,
(b) User ID,
(c) Date & Time,
(d) Device ID.

The accounting records are to have a facility to provide the System Manager with a hard copy of all or selected activity. There also must be a facility for the records to be printed in an easily readable form. All security records are to be inaccessible to users without a need to know. If the operating system is unable to provide this, then the equipment must be protected by physical means when not in use i.e. locked away or the hard drive removed and locked away.

g. Integrity & Availability. The following supporting measures are to be implemented:

(1). Provide general protection against normally foreseeable accidents/mishaps and known recurrent problems (e.g. viruses and power supply variations),
(2). Defined Business Contingency Plan,
(3). Data backup with local storage,
(4). Anti-Virus Software (Implementation, with updates, of an acceptable industry standard Anti-virus software),
(5). Operating systems, applications and firmware should be supported,
(6). Patching of Operating Systems and Applications used are to be in line with the manufacturers recommended schedule. If patches cannot be applied an understanding of the resulting risk will be documented.

h. Logon Banners. Wherever possible, a *"Logon Banner"* will be provided to summarise the requirements for access to a system which may be needed to institute legal action in case of any breach occurring. A suggested format for the text (depending on national legal requirements) could be:

"Unauthorised access to this computer system may constitute a criminal offence"

i. Unattended Terminals. Users are to be automatically logged off the system if their terminals have been inactive for some predetermined period of time, or systems must activate a password protected

screen saver after 15 minutes of inactivity, to prevent an attacker making use of an unattended terminal.

j. Internet Connections. Computer systems must not be connected direct to the Internet or *"un-trusted"* systems unless protected by a firewall (a software based personal firewall is the minimum but risk assessment and management must be used to identify whether this is sufficient).

k. Disposal. Before IT storage media (e.g. disks) are disposed of, an erasure product must be used to overwrite the data. This is a more thorough process than deletion of files, which does not remove the data.

Laptops

25. Laptops holding any UK OFFICIAL-SENSITIVE information shall be encrypted using a CPA product or equivalent as described in paragraph 17 above.

26. Unencrypted laptops and drives containing personal data are not to be taken outside of secure sites[16]. For the avoidance of doubt the term *"drives"* includes all removable, recordable media e.g. memory sticks, compact flash, recordable optical media (CDs and DVDs), floppy discs and external hard drives.

27. Any token, touch memory device or password(s) associated with the encryption package is to be kept separate from the machine whenever the machine is not in use, left unattended or in transit.

28. Portable CIS devices holding the Authorities' data are not to be left unattended in any public location. They are not to be left unattended in any motor vehicles either in view or in the boot or luggage compartment at any time. When the vehicle is being driven the CIS is to be secured out of sight in the glove compartment, boot or luggage compartment as appropriate to deter opportunist theft.

Loss and Incident Reporting

29. The Contractor shall immediately report any loss or otherwise compromise of any Defence Related Classified Material to the Authority. The term Defence Related Classified Material includes MOD Identifiable Information (MODDII) (as defined in ISN2016/05) and any information or asset that has been given a security classification by the UK MOD. The term also includes classified information and assets held by UK Defence Contractors which are owned by a third party e.g., NATO or another country for which the UK MOD is responsible.

30. In addition any loss or otherwise compromise of Defence Related Classified Material is to be immediately reported to the UK MOD Defence Industry Warning, Advice and Reporting Point (WARP). This will assist the UK MOD in formulating a formal information security reporting process and the management of any associated risks, impact analysis and upward reporting to the UK MOD's Chief Information Officer (CIO) and, as appropriate, the Contractor concerned. The UK MOD Defence Industry WARP will also advise the Contractor what further action is required to be undertaken.

UK MOD Defence Industry WARP Contact Details
Email: DefenceWARP@mod.gov.uk (OFFICIAL with no NTK restrictions)
RLI Email: defencewarp@modnet.r.mil.uk (MULTIUSER)
Telephone (Office hours): +44 (0) 30 6770 2185
Mail: Defence Industry WARP, DE&S PSyA Office
MOD Abbey Wood, NH2 Poplar-1 #2004, Bristol, BS34 8JH

31. Reporting instructions for any security incidents involving Defence Related Classified Material can be found in the Incident Reporting Industry Security Notice at:

https://www.gov.uk/government/publications/industry-security-notices-isns

[16] Secure Sites are defined as either Government premises or a secured office on the contractor premises.

Sub-Contracts

32. Where the Contractor wishes to sub-contract any elements of a Contract to sub-Contractors within its own country or to Contractors located in the UK such sub-contracts will be notified to the Contracting Authority. The Contractor shall ensure that these Security Conditions are incorporated within the sub-contract document.

33. The prior approval of the Authority shall be obtained should the Contractor wish to sub-contract any UK OFFICIAL-SENSITIVE elements of the Contract to a sub-Contractor facility located in another (third party) country. The first page of Annex A (MOD Form 1686 (F1686) of ISN 2022/08 is to be used for seeking such approval. The MOD Form 1686 can be found at:

ISN_2023-06_Subcontracting_or_Collaborating_on_Classified_MOD_Programmes.pdf (publishing.service.gov.uk)

34. If the sub-contract is approved, the Contractor shall flow down the Security Conditions in line with paragraph 32 above to the sub-Contractor. Contractors located overseas may seek further advice and/or assistance from the Authority with regards the completion of F1686.

Physical Destruction

35. As soon as no longer required, UK OFFICIAL and UK OFFICIAL-SENSITIVE material shall be destroyed in such a way as to make reconstitution very difficult or impossible, for example, by burning, shredding or tearing into small pieces. Advice shall be sought from the Authority when the classified material cannot be destroyed or, unless already authorised by the Authority, when the Contractor considers its retention to be necessary or desirable. Unwanted UK OFFICIAL-SENSITIVE classified material which cannot be destroyed in such a way shall be returned to the Authority.

Private Venture Activities

36. Private Venture (PV) funded (i.e., non-MOD funded) defence related projects and technology fall within one of the following three categories:

- Variants. Variants of standard defence equipment under research, development or in production, e.g., aircraft, military vehicles or ships, etc., with non-standard equipment or fitments, offered to meet special customer requirements or to avoid security or commercial difficulties associated with the sale of an item in-Service with UK Armed Forces;

- Derivatives. Equipment for military or civil use that is not based on standard Service designs but is dependent upon expertise or technology acquired in the course of defence contracts;

- Freelance. Equipment of defence importance that is in no way based on information gained from defence contracts.

37. UK Contractors shall ensure that any PV activity that falls into one of the above categories has been formally security graded by the MOD Directorate of Security and Resilience. Please see PV guidance on the following website further information:

Defence security: scientific, technical and industrial security guidance - GOV.UK (www.gov.uk)

Publicity Material

38. Contractors wishing to release any publicity material or display assets that arises from a Contract to which these Security Conditions apply must seek the prior approval of the Authority. Publicity material includes open publication in the Contractor's publicity literature or website or through the media; displays at exhibitions in any country; lectures or symposia; scientific or technical papers, or any other occasion where members of the general public may have access to the information even if organised or sponsored by the UK Government.

39. For UK Contractors where the exhibition assets relate to multiple Delivery Teams or for Private Venture defence related material where there is no defined Delivery Team, the Contractor shall request clearance for exhibition from the Directorate of Security and Resilience when it concerns Defence Related Material. See the MOD Exhibition Guidance on the following website for further information:

Defence security: scientific, technical and industrial security guidance - GOV.UK (www.gov.uk)

Export sales/promotion

40. The MOD Form 680 (F680) security procedure enables HMG to control when, how, and if defence related classified material is released by UK Contractors to foreign entities for the purposes of promotion or sales of equipment or services. Before undertaking any targeted promotion or demonstration or entering into any contractual commitments involving the sale or release of defence equipment, information or technology classified UK OFFICIAL-SENSITIVE or above to a foreign entity, a UK Contractor shall obtain F680 approval from the Export Control Joint Unit (ECJU) MOD Team. This includes assets classified UK OFFICIAL-SENSITIVE or above either developed to meet a UK MOD requirement or Private Venture (PV) equipment, as formally advised in a Security Aspects Letter (SAL) issued by the relevant Contracting Authority, or PV Security Grading issued by the MOD Directorate of Security and Resilience. Guidance regarding the F680 procedure issued by ECJU can be found at:

Ministry of Defence Form 680 guidance - GOV.UK (www.gov.uk)

41. If a Contractor has received an approval to sub-contract, under an MOD Form 1686 (F1686), for development/production of parts of an equipment, that approval also permits the production of additional quantities for supply to an export customer, when the Contractor has MOD Form 680 approval for supply of the complete equipment, as long as:

a) they are identical, except for component obsolescence, to items produced under the UK programme that the approval to subcontract relates to; and

b) no additional OFFICIAL-SENSITIVE or above material is required to be released to the overseas subcontractor.

Interpretation/Guidance

42. Advice regarding the interpretation of the above requirements should be sought from the Authority.

43. Further requirements, advice and guidance for the protection of UK classified material at the level of UK OFFICIAL and UK OFFICIAL-SENSITIVE may be found in Industry Security Notices at:

https://www.gov.uk/government/publications/industry-security-notices-isns

Audit

44. Where considered necessary by the Authority the Contractor shall provide evidence of compliance with this Security Condition and/or permit the inspection of the Contractor's processes and facilities by representatives of the Contractor's National/Designated Security Authorities or the Authority to ensure compliance with these requirements.

Appendix 12 to Annex D to Schedule 2 – In Service Support Plan

TO BE COMPLETED BY CONTRACTOR
in a response to the Authority's Integrated Logistic Support Plan

Appendix 13 to Annex D to Schedule 2 – Government Furnished Assets Plan

TO BE COMPLETED BY CONTRACTOR
in a response to the Authority's Integrated Logistic Support Plan