**Statement of Requirement**

**The delivery of Survive, Evade, Resist and Extract (SERE) training**

| Ref | Requirement |
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| **A** | **General Requirements** |
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| **A.1** | **Scope of Requirement** |
| A.1.a | The delivery of Survive, Evade, Resist and Extract (SERE) training to all Fast Jet Aircrew is mandated in accordance with Military Aviation Authority (MAA) regulations. Without undertaking this training Aircrew are not permitted to fly. With the arrival of the Texan and the expiration of the current contract (T2 delivery) there will be a significant delivery gap post 31 Mar 22.MAA RA2130 & Joint Service Publication ([JSP 911](https://modgovuk.sharepoint.com/sites/defnet/HOCS/Pages/JSP911.aspx)) detail the SERE requirements and how they are to be delivered.The current contract has now been in place for 24 years (established 1997 – ACT/04404). There are no known re-let options within the contract as both additional option years have been activated.Force Development Squadron have been supporting the wider delivery of SERE training (Texan and limited additional T2 support as required). However, there are insufficient resources to support SERE training delivery across both platform types. Additionally, the protracted SERE training pipeline and manpower churn would require an uplift of manpower (4 x Mil pers).The preferred option would be the contracted delivery option for pan platform Fast Jet Training at RAF Valley. Notwithstanding the change within the contract requirement (No requirement for T1 Ground School), the additional commitment of Texan SERE training presents a comparable off set in terms of delivery time and cost.  |
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| **A.2** | **Definitions** |
| A.2.a | In addition to the definitions detailed in the Terms and Conditions of the Contract the following definitions shall also apply. Where the definitions below contrast to those detailed in the Terms and Conditions of the Contract then the definitions within the Terms and Conditions of the Contract shall take precedence. |
|  | Definition | Interpretation |
|  | Contractor’s Personal Use | Any use of MOD furnished property, facilities or equipment intended for the primary benefit of the Contractor or the Contractor’s Personnel which is contrary to the MOD’s interests is considered personal use. |
|  | Contractor’s Personnel | Any employees, including sub-contractors or other agents working on behalf of the Contractor, shall be deemed the Contractor’s Personnel. |
|  | Designated Officer | The Designated Officer is the MOD representative responsible for the Requirement and is as defined at Box 2 of DEFFORM 111 of this Contract. |
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| **A.3** | **Abbreviations and Acronyms** |
| A.3.a | In addition to the abbreviations and acronyms detailed in the Terms and Conditions of the Contract the following abbreviations and acronyms will be used. |
|  | Abbreviation or Acronym | Interpretation |
|  | AOC | Air Officer Commanding |
|  | MODNET | Ministry of Defence Network |
|  | DO | Designated Officer |
|  | MOD | Ministry of Defence  |
|  | OC | Officer Commanding |
|  | RAF | Royal Air Force |
|  | SC | Security Check |
|  | SoR | Statement of Requirement |
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| **A.4** | **References** |
| A.4.a | In addition to the references detailed in the Terms and Conditions of the Contract the following references shall also apply as well as any subsequent revisions and amendments to the references. This list does not absolve the Contractor from conforming to any other relevant publications. |
|  | Reference | Version | Source |
|  | Data Protection Act 2018 | 2018 c. 12 | http://www.legislation.gov.uk/ukpga/2018/12/contents/enacted |
|  | DefStan 00-250 Part 3 Section 11 (Human Factors for designers of systems - Training) | 1 dated 23/05/2008 | https://www.gov.uk/uk-defence-standardization |
|  | DefStan 05-130 Part 3 (Aircraft Maintenance Training Organisations) | 1 dated 01/04/2009 | https://www.gov.uk/uk-defence-standardization |
|  | Government Security Classifications | 1.0 | https://www.gov.uk/government/publications/government-security-classifications |
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| **A.5** | **Processes and Related Taskings** |
| A.5.a | The delivery of SERE training to all Fast Jet Aircrew is mandated in accordance with MAA regulations. Without undertaking this training Aircrew are not permitted to fly. With the arrival of the Texan and the expiration of the current contract (T2 delivery) there will be a significant delivery gap post 31 Mar 22. |
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| **A.6** | **Site** |
| A.6.a | The Site for the delivery of all services is RAF Valley. RAF Valley is sited on Anglesey, Gwynedd, North Wales |
|  | Training will be required to be delivered from 4 Main Areas, Holyhead Harbour (Sea Drills), Holyhead Sports Centre (Pool Drills) and RAF Valley (Parachute and Dry Drills) and Kimnel Park, Bodelwyddan, Rhyl (Military establishment for Permissive Land Survival Exercise). |
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| **A.7** | **Security** |
| A.7.a | The Contractor is to ensure that all of the Contractor’s Personnel have Security Check (SC) clearance. Where the Contractor’s Personnel does not have SC clearance that individual will not be allowed access to MOD facilities. |
| A.7.b | All information related to or generated by this Contract is to be treated in the appropriate manner in accordance with Government Security Classifications. The classification of the material to be handled shall not exceed OFFICIAL-SENSITIVE in nature. |
| A.7.c | All personal data processed under this Contract is to be treated in accordance with the Data Protection Act 2018. |
|  | Define the security conditions the Contractor will have to apply to. The local security adviser (such as the RAF Police) is to be consulted to deem the appropriate security levels required. |
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| **A.8** | **Site Access** |
| A.8.a | All Contractors to RAF Valley are sponsored by the appropriate department (in this case Force Development Squadron) and they will be issued with a personal pass (for the persons delivering contracted outputs) and vehicle passes as required.  |
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| **A.9** | **Safety and Environmental Provisions** |
| A.9.a | When on the Site the Contractor is to comply with all MOD Safety, Health and Environmental Protection regulations and policy. |
|  | Risk Assessments are required for all activities delivered by the Contractor. There are no environmental specific regulations that the Contractor will be responsible for. |
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| **A.10** | **Hours of Operation and Times of Delivery** |
| A.10.a | Normal working hours are 0830 - 1630 Mon to Fri. However, times may be required to vary to facilitate the necessary training, i.e. pool availability will usually mean starting at 0700. As such, a certain level of reasonable flexibility is required in order to perform the contract outputs effectively. |
|  | The only exception to training deliverables, outside of the core hours above, is the Permissive Land Exercise that is held over 24 hours and overnight at Kimnel Park (see above). |
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| **A.11** | **Quality Assurance** |
| A.11.a |  |
|  | The Standard Quality Assurance Requirements Checklist can be found here: Quality Assurance Document is attached.<http://aof.uwh.diif.r.mil.uk/aofcontent/tactical/quality/downloads/20180307-SQACR_Checklist_v10.doc> |
|  | The Defence Quality Assurance Field Force (DQA-FF) has a team of Licensed Government Quality Assurance Practitioner, their details can be found here: <http://defenceintranet.diif.r.mil.uk/Organisations/Orgs/DES/Organisations/Orgs/FuncDir/Technical/Pages/QSEP-QA-FF.aspx> |
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| **A.12** | **Contract Monitoring** |
| A.12.a | For the purposes of contract monitoring, representatives of the Contractor will report quarterly in the form of a Progress Meeting to the Designated Officer on the performance of the Contract and also in the form of an Annual Review Meeting. |
| A.12.b | The Contractor is responsible for the performance of the Contract by any sub-contractors or other agents working on behalf of the Contractor. The Contractor is to deal with any issues relating to any sub-contractors or other agents working on behalf of the Contractor, this however does not exclude sub-contractors or other agents working on behalf of the Contractor from attending any Contract Monitoring meeting or contributing to any report where it is appropriate for such sub-contractors or other agents to do so. |
| A.12.c | If any sub-contractors or other agents working on behalf of the Contractor are found unsuitable, for whatever reason, the Contractor is to engage with the relevant sub-contractors or other agents to broker a resolution. |
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| **A.13** | **Government Furnished Assets** |
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| A.13.a | The SERE Classrooms are currently located within Building 4 at RAF Valley. The Authority reserves the right to change this location if reasonably required due to unforeseen circumstances. The Contractor will be provided with access to the working area and premises and in return, the Authority, following reasonable notice, can request access to the premises for the purpose of monitoring the Contractor’s progress and quality standards in performing the Contract.  |
| A.13.b | The Contractor is to report to the Designated Officer any failures of IT equipment at the first instance for repair or replacement, as appropriate. |
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| **A.14** | **Personnel Qualification Requirements and Training** |
|  | In summary and detail in Annex A:Unit SERE Instructor Maritime (USIM) FJUnit SERE Instructor Maritime (USIM) TexanSynthetic Parachute Instructor (SPI) including TexanUnit SERE Instructor Land (USI(L)Defence Train the Trainer/Defence Trainer Course (DTTTv2/DTc)Experience of UKMFTSHold a full UK driving licenceAttend and pass a Health and Safety-First Aid at Work Course.Expected number of Instructors to deliver and hold above qualifications is three posts. |
| A.14.a | The Contractor’s Personnel require the qualifications detailed at Annex A. |
| A.14.b | The Contractor is responsible for the sourcing of the appropriate training for the Contractor’s Personnel unless otherwise noted at Annex A. Where the MOD is delivering the training then the Contractor and Contractor’s Personnel are to quote the Contract Reference Number and relevant Commercial Officer when booking any training for verification of the validity of training need under the Contract. |
| A.14.c | The Contractor is responsible for all costs for training of the Contractor’s Personnel in order to meet their obligations under the Contract. |
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| Ref | Requirement | Additional Information | Quantity | Standard of Performance |
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| **B** | **Deliverable Requirements** |  |  |  |
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| **B.1** | **Plan and conduct aircrew post ejection survival continuation training (land)** | Plan and Conduct Authority required land survival refresher training. Act as Exercise Conducting Officer (must be SERE qualified). All aspects of pre-exercise planning and preparation. Control and issue exercise equipment. Manage all associated inventories. In addition to the Exercise Conducting Officer, provide qualified personnel as determined by the Exercise Conducting Officer and agreed by the Exercise Commander to assist. The Authority will provide additional support personnel. Manage all aspects of the exercise. Provide on call support for emergency situations for duration of the exercise. Undertake all aspects of post exercise recovery and debriefing. | Up to 8 exercises per year (2 days / 1 night). | Instruction monitored by DSTO with no instances of failure identified, and all allocated students to receive required training. |
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| **B.2** | **Manage plan and conduct aircrew survival training for Texan and T2 (dry drills, pool drills and sea drills).** | Manage, plan and conduct dry, pool and sea drills as mandated by RA 2130 and TGOs. Act as Drill Controller (must be SERE qualified). All aspects of pre-drill planning and preparation. Manage all aspects of the drill. The Authority will provide additional support personnel to recover wet drill AEA (from harbourside/poolside) and a USA(M). | Up to 40 pool drills and 30 sea drills per year (max 12 personnel per drill). Up to 40 dry drills and land survival lectures per year with a maximum of 12 students. | No instances of failing to provide personnel to manage, plan and conduct dry, pool and sea drills.  |
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| **B.3** | **Manage aircrew continuation training in the utilisation of survival aids.** | Provide detailed briefs and facilitate the arrangement of practical training at intervals mandated by the Authority on the use of survival aids including, but not limited to mini flares, day night flare and heliograph and emergency personal locater beacons. | As required, in liaison with Force Protection Squadron. Up to 40 briefs with a maximum of 12 students per brief.  | No instances of failing to schedule required training.  |

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| **B.4** |  | **Phase In and Phase Out** |  |  |  |  |  |  |
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| B.4.a |  | Provide and execute an agreed Phase-In and Phase-Out plan. |  | Deviations from the agreed Plan require DO approval. |  | 1 Phase-In Plan, 1 Phase-Out Plan, including contingency measures. |  | Compliance with the schedules of the Phase-in and Phase-Out Plans. |
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| **B.5** |  | **Management Responsibilities** |  |  |  |
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| B5.a |  | Attend Authority meetings |  | Attend quarterly or as requested to provide a brief on student performance and behaviour. |  | Estimated 1 meeting per quarter up to a maximum of 12 per year. |  | Attend at least 75% of meetings where attendance is requested and never failing to attend 2 meetings consecutively. Not failing to attend any Annual Contract review. |
| B.5.b |  | Progress Reports |  | Compile a quarterly performance report including courses undertaken, student throughput and any key risks/issues to the successful delivery of the syllabus. Report to be sent to the DO |  | 1 report each quarter. |  | Report to be sent to the DO within working 5 days of completion of the previous month. No instances of late or inaccurate report received. |
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| Ref |  | Requirement | Additional Information | Quantity |  | Standard of Performance |
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| **B.6** |  | **Contractor Quality Assurance** |  |  |  |
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| B.6.a |  | Establish a Quality Management System (QMS) covering all the Contractor's activities on site. |  | QMS to satisfy requirements of ISO 9001:2015. |  | 1 x QMS. | QMS shall be established no later than the end of the Phase-In period. |
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| **B.7** |  | **Contractor Health and Safety and Environmental Protection** |  |  |
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| B.7.a |  | For sole or shared (MOD / Contractor) occupancy of all (Government Furnished Facilities) GFF, the Contractor is to ensure total compliance with all current military / civil / company Safety Regulations. |  | (Health and Safety Management System) H&SMS to satisfy requirements of ISO 45001: 2018 Maintain, review and update full risk assessment for (Health and Safety at Work) HSW and Management of Health and Safety at Work (MHSW) requirements for each work area. Remedial measures for non-compliant conditions for major / serious / minor safety discrepancies as directed by Statuary Regulations. |  | 1 x H&SMS. |  | H&SMS shall be established no later than the end of the Phase-In period. No instances of failure to fully comply with all MOD / Contractor safety regulations and requirements. |
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| B.7.b |  | Comply with all current Environmental Protection (EP) requirements. |  | EMS to satisfy requirements of ISO 14001:2015. Includes the liaison with MOD and Local Authorities (LA) on all aspects of EP. Immediately advise the Authority of any environmental risk incidents. Additionally, for shared locations, co-operate with the Station Environmental Management System & Stn Environmental Protection Officer. |  | 1 x EMS. |  | EMS shall be established no later than the end of the Phase-In period. No instances of failure to comply with all current Environmental Regulations. No instances of failure to pass successfully any inspection performed. |
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| B.7.c |  | Nominate personnel to act as Energy Wardens within their Section. | To assist the Station Energy Manager in reducing utility consumption throughout the Unit. Will include attendance at meetings and briefings, carrying out energy audits within their Section and making recommendations. |  | As required. | Representatives to attend all Station Energy meetings. (Approx 2 per year.) |
| **B.8** |  | **Personnel Qualifications and Certificates** |  |
| B.8.a |  | Ensure that all certifications, licenses, clearances and records of specialised experience for all personnel are current. | The Contractor is responsible for all training necessary to ensure current qualifications of its personnel. |  | As required. | No expired certifications, licenses, clearances or training lapses. |
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| **B.9** |  | **Data and Documentation Management** |  |  |
| B.9.a |  | Maintain database of post-ejection training currencies. | Maintain a database of aircrew post-ejection training iaw Data Protection Act 2018. Call forward aircrew for post-ejection training in order to maintain their currency. | As required. | No instance of failing to call forward aircrew for post-ejection training. |

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| Ref | Requirement | Additional Information | Quantity |  | Standard of Performance |
| B.10 | **Materials, Equipment and Facilities** |  |  |
| B10.a | Government Furnished Equipment, Material and Facilities (Gfe/Gfm/Gff) |  |  |
| B10.b | Inventory. For tender bidding purposes, the RAF will provide an inventory of all assets and consumable materials for use with the contract. Prior to the commencement of the contract start, the Contractor and an RAF representative shall inventory the GFE/GFM. |  | The incoming contractor is to arrange the Inventory Transfer with the outgoing contractor during phase-in. |  | As required |  | To be complete and accurate at vesting date. |
| B10.c | Maintain Ground School equipment, offices and classrooms. |  | Responsible for all equipment held, including control of maintenance/repair, and storage.  |  | As required  |  | No instances of failing to manage facilities or maintain equipment. |
| B10.d | Manage Authority-provided clothing and equipment for post ejection survival training (land) |  | Ensure clothing is clean, serviceable and fit for purpose by taking it to Station cleaning facilities and collect when completed in a timely fashion |  | As required. |  | No case of personnel being incorrectly kitted for the task. |
| B10.e | Maintain an inventory of GFE and GFF. |  | Verify the condition of existing equipment and facilities for suitability to perform the work specified in this Contract. |  | As specified in each section. |  | Inventory to be correctly reconciled. |

**Annex A**

| **Personnel Qualification Requirements and Training****Qualification or Training** | **Relevant Item(s) of the SoR** | **Responsibility for Delivery of the Qualification or Training** | **Responsibility for Payment of the Qualification or Training** |
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| Unit SERE Instructor Maritime (USIM) FJ | Contractors are required to be fully SQEP. Within date (performed USIM role 4x within the previous 24-month period) and recent delivery experience on both Hawk T1 and T2. Have an excellent knowledge and practical understanding of all Hawk SAs and their correct application in a maritime survival situation. Grandfather rights not acceptable as per JSP 911 Part 1 V3.1 Chapter 3 Section 18. | Defence SERE training organisation,RAF St Mawgan | Contractor |
| Unit SERE Instructor Maritime (USIM) Texan | Contractors are required to be fully SQEP. Within date (performed USIM role 4x within the previous 24-month period) and recent delivery experience on Texan. Have an excellent knowledge and practical understanding of all Texan SAs and their correct application in a maritime survival situation. Grandfather rights not acceptable as per JSP 911 Part 1 V3.1 Chapter 3 Section 18. | Defence SERE training organisation,RAF St Mawgan | Contractor |
| Synthetic Parachute Instructor (SPI) including Texan | Contractors are required to be fully SQEP. Within date (delivered 1x SPAT course within the previous 18-month period) and recent delivery experience on both Hawk and Texan. Grandfather rights not acceptable as per JSP 911 Part 1 V3.1 Chapter 3 Section 18. | Defence SERE training organisation,RAF St Mawgan | Contractor |
| Unit SERE Instructor Land (USI(L)) | Contractors are required to be fully SQEP. Within date (performed USAM role 4x within the previous 24-month period) and recent delivery experience on both Hawk and Texan. Grandfather rights not acceptable as per JSP 911 Part 1 V3.1 Chapter 3 Section 18.  | Defence SERE training organisation,RAF St Mawgan | Contractor |
| Defence Train the Trainer/Defence Trainer Course (DTTTv2/DTc) | Contractors are required to have completed the appropriate Defence Trainer course. Such as DTTTv2 or higher civilian or military equivalent (PGCE/DTS etc). Contractors will be required to deliver both practical and theoretical lessons. These will take place in a formal classroom environment and in varying external locations. It is essential that contractors are well versed in current Defence training methods and techniques.  | MOD or under franchise by MOD if no civilian equivalent in place. | Contractor |
| Experience of UKMFTS (Military Flying Training System) | Contractors must have a deep understanding of the UKMFTS. Including FJ Pipeline requirements and input streams. Due to the complexity and duration of the FJ trg pipeline contractors must fully comprehend and actively manage the individuals drill requirements.  | N/A | N/A |
| Hold a full UK driving licence | Transport Students to various locations. | UK Gov | Contractor |
| Attend and pass a Health and Safety First Aid at Work Course. | Working in isolated locations, | Various | Contractor |