



## Statement of Requirement (SOR)

### Contact & Project Information:

<b>Project Manager</b>	Name	Redacted under FOIA Section 40 – F		
	Email	Redacted under FOIA Section 40 – Personal information		
	Telephone number	Redacted under FOIA Section 40 – Pers		
<b>Technical Partner</b>	Name	Redacted under FOIA Section 40 – P		
	Email	Redacted under FOIA Section 40 – Personal info		
	Telephone number	Redacted under FOIA Section 40 – Pers		
<b>PJ number</b>	PJ100772	<b>CHESS leaf code</b>	EMRTESTnEVAL	
<b>Owning division</b>	Exploration	<b>Delivering division</b>	CTS	
<b>Programme</b>	Support and Sustainability			
<b>Indicative task budget(s) £k</b>	Core / initial work:	£150k	Options / follow on work:	£
<b>Innovation risk appetite:</b>	Redacted under FOIA Section 43 – Commercial interest			
<b>Narrative (if applicable):</b>				
Using the Ansoff matrix below, please indicate your risk appetite with regards to accepting innovative bids/solutions. The type of analysis/experimentation technique is included within 'Technology/Product'.				

<p>We still expect timely delivery, but an understanding of our quality expectations and ways of working will not yet be built.</p> <p>We accept we may need to support the supplier more.</p>	Technology / Analysis Technique		<p>If the Dstl project team have chosen diversification, this positively rewards the selection of a high risk supplier who can deliver innovation.</p> <p>We accept that risk of failure is highest here.</p>	
Suppliers	New ( $<3$ tasks for dstl or under ASTRID)	Traditional	Novel (Technique agreed as novel with Dstl team)	<p>We may not know how well techniques work and cannot assure value for money until we do the work.</p> <p>Existing suppliers will understand the quality Dstl requires and should be able to deliver risky work within these bounds to an agreed timeline.</p>
	Existing	<b>Market development</b> Out-of-the-box (Risk factor: middle)	<b>Diversification</b> Out-of-the-box (Risk factor: high)	
		<b>Market penetration</b> Inside-the-box (Risk factor: low)	<b>Approach development</b> Out-of-the-box (Risk factor: middle)	

**Use of Outputs:** *(This section is used to inform risks, liabilities, mitigations and exploitation)*

Intended uses (including the approximate time before use and any key decisions that will use the output):

To be used by DST to formulate their thinking with respect to T&E within the S&T portfolio: specifically, areas of the R&D programme where additional investment is likely to be necessary; and to inform other risks to the provision of T&E.

Possible uses:

Could be used by FMC WECA's T&E Futures Programme to indicate potential future means of identifying T&E capability requirements; or be used to identify a new activity required to mitigate a risk to provisioning future T&E in another area of the business.

Excluded uses:

Non-Dstl S&T

**Risk Assessment Process:**

Project teams are required to complete the ASTRID Liabilities spreadsheet that will look at the direct and indirect risks associated with the work. The assessment must be completed at the outset before the draft SOR is submitted, this will prevent delays and lessen negotiations when the proposal is received.

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Some generic risks are pre-filled so please ensure they apply to your task and delete/add as necessary. Each risk must be assessed in turn and a score entered in the spreadsheet. They will be automatically marked and a colour code produced. Please enter the results in the boxes below. A completed copy of the spreadsheet must be attached to this SOR when submitting it to the Redacted under FOIA Section 43 – Commercial interest for review and approval to release to CORDA.

**Direct Risk**

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In the event that a direct risk is scored as “Green” or “Yellow” the risk will be capped at pre-agreed limits of liability and the project team may continue with the submission of their requirement to CORDA once all necessary approvals have been issued by the Redacted under FOIA Section 43 – Commercial interest

In the event that a direct risk is identified as “Amber” or “Red” project teams should discuss the requirement with their Commercial POC before the task is submitted.

**Indirect/Consequential Risk**

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In the event that the indirect risk is “Excluded” project teams may continue with the submission of their requirement to CORDA once all necessary approvals have been issued by the Redacted under FOIA Section 43 – Commercial interest

In the event that the indirect risk is identified as “Included” project teams should discuss their requirement with their Commercial POC before the task is submitted.

**Levels of Technical Assurance:**

The framework offers three levels of Technical Assurance Support, and you have the ability to determine which level is suitable for your task.

Full guidance listing the types of support under each level (and the trade-offs) can be found in the “ASTRID Guide – Levels of Assurer Support” Redacted under FOIA Section 43 – Commercial interest or in the document list on the Redacted under FOIA Section 43 – Commercial interest

It may be that the level of support you require changes in the early discussion phase. Please ensure the final version of your SOR has the correct level indicated.

Please indicate below which level you require.

Minimum ☐Standard ☒Enhanced ☐

## Statement of Requirement (SoR)

Project's document ref	PJ100772 TE SOR
Version number	3.0
Date	13/07/2022

1.	<b>Requirement</b>
1.1	<b>Title (including AST/ prefix)</b>
	AST138/S&T Risk and Opportunities to enhance T&E
1.2	<b>Summary</b>
	<p>MOD needs to be able to Test and Evaluate (T&amp;E) systems in order to be able to safely deploy technology with the confidence that it will perform to a known level. Science and Technology (S&amp;T) is continually developing new technologies, which can only provide operational advantage once they have had an appropriate level of T&amp;E, therefore T&amp;E is a key enabler to being able to rapidly take advantage of innovation. S&amp;T needs to research technological approaches and other enablers that allow rapid T&amp;E of the new and novel systems that are being developed.</p> <p>S&amp;T is investigating technology to enhance military capabilities as part of Dstl's programmes of work; but separate consideration needs to be given to research technologies to develop T&amp;E capabilities that will permit rapid exploitation and deployment of these products and capabilities.</p>
1.3	<b>Background</b>
	(included in 1.2)

1.4	Requirement
	<p>The requirement is to perform an investigation into the S&amp;T presently being undertaken within the Dstl programme portfolio (~30 programmes) to provide an understanding of the requirements, options, issues/risks and dependencies <b>to support the planning and delivery</b> of T&amp;E S&amp;T, related to next generation and generation-after-next technologies.</p> <p>The investigation is to provide MOD with an understanding of the current S&amp;T responsibilities and risks in line with the S&amp;T Strategy in supporting the broader MOD T&amp;E goals; and to provide clear improvement options for MOD to adopt in its management of S&amp;T within the research portfolio. The options generated (e.g. process/governance) should therefore be assessed for their benefit in addressing Dstl's (MOD) S&amp;T responsibilities and issues/risks rather than the identification of specific T&amp;E technology solutions.<sup>1</sup></p> <p>The intention is to start the task in June 2022 with a target end date of January 2023.</p> <p>It is expected that there will be a need for the following meetings and presentations, outside of the data gathering exercise:</p> <ul style="list-style-type: none"> <li>• Kick-off meeting (face-to-face, if possible)</li> <li>• Monthly progress meetings (virtual)</li> <li>• Mid project – findings review presentation</li> <li>• Final presentation of findings, risks and options</li> <li>• Wash-up lessons learnt presentation</li> <li>• [optional] Any additional workshops/meeting as required to discuss and agree direction as key issues and options arise during the research (<i>costed option to be provided in supplier proposal</i>)</li> <li>• [optional] Further presentation of findings, risks and options to project key stakeholders (<i>costed option to be provided in supplier proposal</i>)</li> </ul> <p>The following are the expected outputs:</p> <ul style="list-style-type: none"> <li>• Information Capture plan (initial approach to be detailed in formal proposal)</li> <li>• Engagement plan (initial approach to be detailed in formal proposal)</li> <li>• Option generation approach (initial approach to be detailed in formal proposal)</li> <li>• Risk assessment approach (to be detailed in formal proposal)</li> <li>• Initial findings of risks and options</li> <li>• Roadmap for any options recommended</li> </ul>

<sup>1</sup> for completeness, should any technological issues be identified in the course of the research, these should be recorded and summarised outside the priority task of assessing the management of S&T and its supported T&E goals.

- Presentation and report of the findings from the investigation (containing details of the risks, opportunities, benefit assessment and approaches for implementation)

The reports and presentation will provide the following:

- A clear appreciation of the next generation (5 to 10 years) and generation-after-next (beyond 10 years) technologies and capabilities being investigated across the programmes to meet their research and development objectives.
- An assessment of how the S&T will impact MODs ability to effectively T&E, both positively (opportunities) and negatively (risks).
- Consideration of softer factors, such as net-zero targets; governance; and culture.
- A set of options to mitigate the risks identified; and a roadmap to propose methods of implementing enhancement opportunities across the Dstl programmes.

The following quality requirements are specified for this requirement:

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It is expected that the reporting will be at Redacted under FOIA Section 26 – Defence  
The challenges associated with S&T at very high classifications must be taken into account (e.g. how are T&E needs for sensitive technology/capabilities adequately communicated and planned for).

The following Contract/Task Management activities are expected but not limited to:

- Start-up meeting (July)
- Monthly progress reports (copy of report sent to Corda PMO)
- Monthly Progress Meetings
- Wash-up and lessons learnt

## 1.5 Options or follow on work

There is the potential to perform a pilot of any options identified from the investigation; and further presentations to key stakeholders next financial year

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\*Technology Readiness Level required, if applicable



1.7	<b>Standard Deliverable Acceptance Criteria</b>
	<p><b>Deliverable Acceptance Criteria (As per ASTRID Framework T&amp;Cs)</b></p> <ol style="list-style-type: none"> <li>1. Acceptance of Contract Deliverables produced under the Framework Agreement shall be by the owning Dstl or wider Government Project Manager, who shall have up to 30 calendar days to review and provide comments to the supplier.</li> <li>2. Task report Deliverables shall be accepted according to the following criteria except where alternative acceptance criteria are agreed and articulated in specific Task Statements of Work: <ul style="list-style-type: none"> <li>• All Reports included as Deliverables under the Contract e.g. Progress and/or Final Reports etc. must comply with the Defence Research Reports Specification (DRRS) which defines the requirements for the presentation, format and production of scientific and technical reports prepared for MoD. Reports shall be free from spelling and grammatical errors and shall be set out in accordance with the accepted Statement of Work for the Task.</li> <li>• Interim or Progress Reports: The report should detail, document, and summarise the results of work done during the period covered and shall be in sufficient detail to comprehensively explain the results achieved; substantive performance; a description of current substantive performance and any problems encountered and/or which may exist along with proposed corrective action. An explanation of any difference between planned progress and actual progress, why the differences have occurred, and if behind planned progress what corrective steps are planned.</li> <li>• Final Reports: shall describe the entire work performed under the Contract in sufficient detail to explain comprehensively the work undertaken and results achieved including all relevant technical details of any hardware, software, process or system developed there under. The technical detail shall be sufficient to permit independent reproduction of any such process or system.</li> </ul> </li> <li>3. Failure to comply with the above may result in the Authority rejecting the Deliverables and requesting re-work before final acceptance.</li> <li>4. Acceptance criteria for non-report Deliverables shall be agreed for each Task and articulated in the Statement of Work provided by the Contractor</li> </ol>
1.8	<b>Specific Deliverable Acceptance Criteria</b>

**The following criteria shall apply to the specified deliverable(s):**

The reports and presentation provide the following:

- A clear appreciation of the next generation (5 to 10 years) and generation after next technologies (beyond 10 years) being investigated by each of the programmes.
- An assessment of how the technologies will impact MODs ability to T&E, both positively (opportunities) and negatively (risks)
- A set of options to mitigate the risks; and roadmaps to propose methods of implementing enhancement opportunities.

The options generated should be assessed for their benefit in addressing Dstl's (MOD) S&T responsibilities and issues/risks, rather than seeking to identify specific T&E technology solutions per se.

**The following requirement is applied to all deliverables:**

- **Redacted under FOIA Section 43 – Commercial interest**
- Interim or Progress Reports: The report should detail, document, and summarise the results of work done during the period covered and shall be in sufficient detail to comprehensively explain the results achieved; substantive performance; a description of current substantive performance and any problems encountered and/or which may exist along with proposed corrective action. An explanation of any difference between planned progress and actual progress, why the differences have occurred, and if behind planned progress what corrective steps are planned.
- Final Reports: shall describe the entire work performed under the Contract in sufficient detail to explain comprehensively the work undertaken and results achieved including all relevant technical details of any hardware, software, process or system developed there under. The technical detail shall be sufficient to permit independent reproduction of any such process or system.

<b>2.</b>	<b>Quality Control and Assurance</b>
<b>2.1</b>	<b>Quality Control and Quality Assurance processes and standards that must be met by the contractor</b>
	<input checked="" type="checkbox"/> <b>ISO9001</b> (Quality Management Systems) <input type="checkbox"/> <b>ISO14001</b> (Environment Management Systems) <input type="checkbox"/> <b>ISO12207</b> (Systems and software engineering — software life cycle) <input type="checkbox"/> <b>TickITPlus</b> (Integrated approach to software and IT development) <input type="checkbox"/> <b>Other:</b> (Please specify)
<b>2.2</b>	<b>Safety, Environmental, Social, Ethical, Regulatory or Legislative aspects of the requirement</b>
	None yet identified

<b>3.</b>	<b>Security</b>	
<b>3.1</b>	<b>Highest security classification</b>	
	<b>Of the work</b>	Redacted under FOIA Section 26 – Defence
	<b>Of the Deliverables/ Output</b>	Redacted under FOIA Section 26 – Defence
	Where the work requires more than occasional access to Dstl premises (e.g. for meetings), SC Clearance will be required.	
<b>3.2</b>	<b>Security Aspects Letter (SAL) – Note the ASTRID framework has an overarching SAL for quotation stage (up to OS)</b>	
	Redacted under FOIA Section 26 – Defence	
<b>3.3</b>	<b>Cyber Risk Level</b>	
	Redacted under FOIA Section 26 – Defence	
<b>3.4</b>	<b>Cyber Risk Assessment Reference (RAR)</b>	
	<p><b>Redacted under FOIA Section 26 – Defence</b></p> <p>This must be completed before a contract can be awarded.</p> <p>The Project Manager needs to complete a Cyber Risk Assessment. There is currently an interim process in place. Please fill in this Redacted under FOIA Section 43 – Commercial interest to complete the assessment. The Cyber Risk Profile and a Risk Assessment Reference (RAR) should be provided by email return within 2 working days.</p> <p>For more information:</p> <p><b>Redacted under FOIA Section 43 – Commercial interest</b></p>	

**4. Government Furnished Assets (GFA)**

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**If GFA is to be returned:** It must be removed from supplier systems and returned to the Dstl Project Manager within 2 weeks of the final Task deliverable being accepted. (Any required encryption or measures can be found in the Security Aspects Letter associated with the Task).

**If GFA is to be destroyed:** It must be removed from supplier systems and destroyed. An email confirming destruction should be sent to the Dstl Project manager within 2 weeks of the final Task deliverable being accepted

<b>5.</b>	<b>Proposal Evaluation</b>
<b>5.1</b>	<b>Technical Evaluation Criteria</b>
	<p>Process will be as per ASTRID Framework T&amp;Cs. If particular attention should be paid to certain aspects of the requirement, please confirm here:</p> <p>The practicality of the approach for gathering data from the programmes and generating options for improvement.</p>
<b>5.2</b>	<b>Commercial Evaluation Criteria</b>
	As per ASTRID Framework T&Cs.