**Statement (Schedule) of Requirement for Services for Contract No:** **ACT/04613 for**

**The Provision of Parachute Rigging Services to the Robson Parachute Centre Weston on The Green (RPC (W))**

**Part 1 - General Requirements**

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| **A.1** | **Scope of Requirement** |
| A.1.a | The aim of this document is to define a SOR for the delivery of aviation and parachute related services at Robson Parachute Centre Weston On The Green (RPC (W).This SOR will form the basis of a contractual agreement for the delivery of aviation services described within this document. Aviation services must be provided in accordance with all operating procedures for the Civil Aviation Authority (CAA) and the British Parachute Association (BPA) in addition to specific requirements of RPC (W). |
| A.1.b | The initial setup and service provision should be ready for delivery commencing 1 May 2018. |
| A.1.c | The Centre delivers Joint Service Adventurous Training (JSAT) and Force Development (FD) through the medium of static line and Free Fall parachuting. The provision of aviation services is required to support this delivery. |
| A.1.d | The Centre delivers static line and Free Fall parachute training for the Joint Services Adventurous Training scheme and for Force Development of Service personnel predominantly between March and mid-December but can operate at times outside of this.  |
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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 | Nominated representative of the Authority  |
|  | Jump Master | The Jump Master is defined by the BPA Ops Manual and is responsible for the safe despatch of all parachutists. |
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| A.2.b | 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 |
|  | AAD | Automatic Activation Device |
|  | AFF | Accelerated Free Fall |
|  | AFFI | Accelerated Free Fall Instructor  |
|  | a/c | Aircraft |
|  | AOC | Air Officer Commanding |
|  | AT | Adventurous Training |
|  | AVTUR | Aviation Turbine Fuel |
|  | BPA | British Parachute Association |
|  | CAA | Civil Aviation Authority |
|  | CI | Chief Instructor  |
|  | CSI | Category Systems Instructor |
|  | CSSD | Civilians Subject to Service Discipline |
|  | DME | Distance Measuring Equipment |
|  | EASA | European Aviation Safety Agency |
|  | FD | Force Development |
|  | RPC (W) | Robson Parachute Centre (Weston on the Green) |
|  | GPS | Global Positioning System |
|  | HQ | Headquarters |
|  | ICAO | International Civil Aviation Organisation |
|  | JSAT | Joint Services Adventurous Training |
|  | JSP | Joint Service Publication |
|  | MAA | Military Aviation Authority |
|  | MOD | Ministry of Defence |
|  | MOI | Method of Instruction  |
|  | NAA | National Aeronautic Association |
|  | OC | Officer Commanding |
|  | Ops | Operations |
|  | POM | Parachute Operations Manual |
|  | PPE | Personal Protective equipment |
|  | RA | Regulatory Article |
|  | RAF | Royal Air Force |
|  | SC | Security Check |
|  | SOP | Standard Operating Procedure |
|  | SOR | Statement of Requirement |
|  | SOTR | Statement of Training Requirement |
|  | Trg | Training |
|  | VHF | Very High Frequency |
|  | VOR | VHF Omni Directional Radio Range |
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| **A.3** | **References** |
|  | 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 |
|  | Aeronautical Information Supplement (AIS) Civil Air Publications, Safety Directives, Safety Notices and Information Notices. |  | [www.ais.org.uk](http://www.ais.org.uk/) |
|  | BPA Ops Manual | No 4/16Jul 16 | [www.bpa.org.uk](http://www.bpa.org.uk/) |
|  | CSSD |  | Information on CSSD available upon request |
|  | Data Protection Act 1998 | 1998 c. 29 | <http://www.legislation.gov.uk/ukpga/1998/29/contents> |
|  | Government Security Classifications | 1.0 | <https://www.gov.uk/government/publications/government-security-classifications> |
|  | JSAT Parachute Ops Manual |  | Available upon request – similar to BPA Ops Manual |
|  | Local Security Orders | Various | Available upon request |
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| **A.4** | **Sites** |
| A.4.a | The primary site for the delivery of services is:RPC (W) – RAF Weston On The Green, Bicester, Oxfordshire, OX25 3TQ. |
| A.4.b | It is anticipated that RPC (W) will operate overseas for up to 5 weeks during the calendar year. |
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| **A.5** | **Site Access** |
| A.5.a | The contractor shall be afforded all reasonable access to the operating sites to enable delivery of the outputs of the contract. |
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| **A.6** | **Security** |
| A.6.a | The contractor is to ensure that all of the Contractor’s Personnel have SC clearance facilitated by the DO. The cost associated with SC will be met by the MOD. |
| A.6.b | All information related to or generated by this Contract is to be treated in the appropriate manner in accordance with Government Security Classifications. |
| A.6.c | The classification of the material to be handled by the contractor shall not exceed OFFICIAL–SENSITIVE in nature. |
| A.6.d | All personal data processed under this Contract is to be treated in accordance with the Data Protection Act 1998. |
| A.6.e | Local Security Orders for the site are to be complied with at all times when the Contractor’s Personnel are on the Site. |
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| **A.7** | **Safety and Environmental Provisions** |
| A.7.a | When on the site the contractor is to comply with all MoD Safety, Health and Environmental Protection regulations and policy. |
| A.7.b | The contractor will be mandated to operate in accordance with CAA and BPA regulations for parachuting. **Specifically, the contractor should be aware of the conditions in CAA Information Notice IN-2016/055.** |
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| **A.8** | **Government Furnished Assets** |
| A.8.a | The Contractor will be provided with an on-site rigging room with the tools, equipment, PPE and workspace required to fulfil the required tasks. |
| A.8.b | Contractors will be granted computer access when required. |
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| **A.9** | **Quality Assurance** |
| A.9.a | The contractor shall demonstrate their own internal QA process. In addition, RPC (W) shall also conduct their own second party QA of the contractor. The contractor may also be exposed to third party QA by HQ 22 (Trg) Gp, RAF Safety Centre and/or the MAA, the CAA and the BPA. |
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| **A.10** | **Contract Monitoring** |
| A.10.a | For the purposes of contract monitoring, representatives of the contractor will routinely report to the Designated Officer (DO) on the performance of the contractor’s flying provision.  |
| A.10.b | There will be a weekly meeting held between the contractor and DO, or personnel with designated authority by the DO.  |
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| **A.11** | **Hours of Operation**  |
| A.11.a | Services to the site shall mainly be delivered between first light and last light weekdays with the exception of recognised UK Bank Holidays and Public Holidays.  |
| A.11.b | Services are required for up to 4 weekend operations over the parachuting season (Feb-Nov) with a minimum of 4 weeks’ notice. |
| A.11.c | A requirement of the contractor is to be able to temporarily support the delivery of JSAT activity at alternative locations for up to four weeks at a time; these locations may not be limited to within the UK but would be limited to Europe and could include Germany, Spain and Cyprus. When contract employees are required to work away from RPC (W) in support of Contracted activity, food and accommodation will be paid for or provided by the Authority – this will be to the same standard as received by military staff. |
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| A.12. | **General** |
| A.12.a | Contractors employed on military bases supporting and delivering military objectives are to adopt and abide by The Civil Service Code (accessible on [www.gov.uk](http://www.gov.uk/)) the same core values prescribed to the Civil Service for achievement of the highest possible standards. |
| A.12.b | Where a competence, membership or training requirement has been identified in the SOR, the contractor shall be responsible for these costs. |

**Part 2 – RPC (W) Requirement**

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| Ref | Requirement | Standard of Performance  | Quantity | Performance Indicators  |
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| **B.1** | **Provide Rigging Services**  | Rigger must hold BPA Advanced rigger and CSI or AFFI qualifications. All rigging and instruction to be conducted iaw the BPA Ops Manual and the JSAT POM | 1 x full-time Advanced Rigger required for an average of 37 hrs per week, with a suitably qualified Rigger to be provided during periods of illness/absence. |  |
| B.2 | Repair, modify and maintain RPC (W) parachute systems and associated ancillaries in the UK and overseas.  | Conduct routine and extra-ordinary inspection and servicing of all RPC (W) parachute systems, altimeters, helmets, radios, and parachute training harnesses. Withdraw from service any item that is due service or requires repair. Ensure the booking in and out of any equipment received or issued. Physical checks of major items documented on monthly basis, minor item checks documented twice annually in accordance with BPA Operations Manual Section 14. |  |  |
| B.3 | Operate an electronic servicing schedule and serviceability database  | Annual servicing schedule to be devised maintained and recorded in liaison with the RPC (W) CI. Schedule must facilitate maximal parachute availability throughout Joint Service Adventurous Training Courses. Schedule to document all equipment by serial number, including canopies, containers and AADs. Schedule to incorporate equipment replacement projections with forecast cost. Electronic System to be created using MS Excel or equivalent. |  | Subject to no-notice checks. |
| B.4 | Fulfil the role of RPC (W) parachute rigging subject matter expert. | Advise the RPC (W) CI and OC RPC (W) of all rigging related matters including issues regarding equipment serviceability, parachute equipment purchase and rigging material requirements. Advisory input to Air Activities meetings.Deliver parachute equipment lectures to JSAT courses. Attendance of any inspection of the rigging facility will be required.  | BPA Instructor Cadre Courses – up to 3 per year. | In accordance with BPA rigging Policy and in line with POM requirements, recommendations, regulations and safety bulletins that are implemented. |
| B.5 | Maintain rigging facilities. | Responsibility for the maintenance of the rigging room and all rigging related equipment. Rigging equipment replacement programme devised and maintained, inclusive of cost projections in liaison with the RPC (W) CI and OC RPC (W).  |  |  |
| B.6 | Provide packing support to staff and student main parachute systems. | Assist in the packing and check stage packing of all student parachute systems when requested by the RPC (W) CI. Pack staff parachutes as required; including at all overseas locations utilised.  | Infrequent basis as rigging duties allow. In liaison with the Chief Instructor. |  |
| B.7 | Instruct parachute training on JSAT courses and staff exercises. | Assist with instruction and participate in staff training as a CSI/AFFI and Coach in a relevant discipline. | Infrequent basis as rigging duties allow. In liaison with the Chief Instructor. |  |