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## CONTENTS

1.	PURPOSE.....	2
2.	BACKGROUND TO THE CONTRACTING AUTHORITY.....	2
3.	BACKGROUND TO REQUIREMENT/OVERVIEW OF REQUIREMENT .....	2
4.	DEFINITIONS.....	2
5.	SCOPE OF REQUIREMENT .....	3
6.	THE REQUIREMENT .....	3
7.	KEY MILESTONES .....	3
8.	AUTHORITY'S RESPONSIBILITIES .....	4
9.	REPORTING .....	4
10.	VOLUMES.....	5
11.	CONTINUOUS IMPROVEMENT .....	5
12.	SUSTAINABILITY .....	5
13.	QUALITY .....	5
14.	PRICE .....	5
15.	STAFF AND CUSTOMER SERVICE.....	5
16.	SERVICE LEVELS AND PERFORMANCE .....	6
17.	SECURITY REQUIREMENTS.....	6
18.	INTELLECTUAL PROPERTY RIGHTS (IPR) .....	7
19.	PAYMENT .....	7
20.	ADDITIONAL INFORMATION .....	8
21.	LOCATION.....	8

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## 1. PURPOSE

- 1.1 To review the effect of third party integration systems on the security performance of x-ray machines for the screening of aviation cabin baggage.
- 1.2 The Department for Transport (DfT) maybe referred to as the 'Authority' hereafter.

## 2. BACKGROUND TO THE CONTRACTING AUTHORITY

- 2.1 The Authority works with its agencies and partners to support the transport network that helps the UK's businesses and gets people and goods travelling around the country. The Authority plans and invests in transport infrastructure.
- 2.2 The project will be overseen by the Research, Analysis and Development (RAD) team within the Authority, who are a team of scientists responsible for ensuring that aviation security screening measures are fit for purpose.
- 2.3 RAD will be responsible for technical oversight, answering specific technical queries and facilitating access to airport users where necessary.
- 2.4 See <https://www.gov.uk/government/organisations/departments-for-transport> for further information on the Authority.

## 3. BACKGROUND TO REQUIREMENT/OVERVIEW OF REQUIREMENT

- 3.1 Over the last 10 years screening of bags by x-ray has been modified by the integration of tray return systems (TRS), and matrixed and remote screening by x-ray operators. All of these additions had been viewed as non-security related and have therefore not been subject to any regulatory or compliance monitoring or any form of independent testing.
- 3.2 With the concern over the effects of trays on x-ray detection algorithm performance and with third party suppliers playing an active role in the presentation of TIP, these products are now at the stage where there is the potential to effect security outcomes.
- 3.3 A review of the effects of this integration is required with an outcome looking to both advise airports on what to look for when making a purchase as well as guidance on testing of particular areas. Areas to be looked at are:
- 3.3.1 Acceptance and routine testing of the system
- 3.3.2 Validation of automated data.

## 4. DEFINITIONS

Expression or Acronym	Definition
TRS	Means; Tray Return System.
STP	Means; Standard Test Piece.
CAA	Means; Civil Aviation Authority.
TIP	Means; Threat Image Projection.
AEL	Means; Approved Equipment List.
ECAC	Means; European Civil Aviation Conference.

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EDS-CB	Means; Explosive Detection System – Cabin Baggage.
RAD	Means; Research, Analysis and Development team.

## 5. SCOPE OF REQUIREMENT

5.1 The Scope of this requirement is to look at all the functionality that comes with a TRS with or without a matrix of screeners.

5.1.1 This includes screeners who sit remotely from the search comb and those that sit at a machine but receive images from other machines as well as non-matrix systems.

5.1.2 This does not include the presentation on TIP but will include TIP data recording.

## 6. THE REQUIREMENT

6.1 The Contract will be for nine (9) months from Contract Award and there will be no option to extend.

6.2 The requirement is to understand the impact that third party systems have on the security outcomes of the x-ray machine for screening cabin baggage.

6.3 The project shall look at six key elements and on each element deliver guidance on measures to be taken to ensure effectiveness of use.

6.3.1 How and where STP compliance should be judged for all systems and all viewing stations in a matrix environment.

6.3.2 Tracking of X-ray image from initial creation through the system to ensure that all images are viewed by an operator and, where rejected, all images are correctly displayed at the search station.

6.3.3 Assurance that decisions taken by the x-ray operator are actioned correctly by the TRS, e.g. when an image is rejected, the correct bag is physically rejected.

6.3.4 Development of acceptance and routine testing procedures of the full TRS and integration system.

6.3.5 Validation of automated data used to demonstrate regulatory compliance, ensuring that the data produced matches reality.

6.3.6 Examining and understanding discrepancies that arise between totals of bag count coming from the x-ray machine and that generated by TRS.

## 7. KEY MILESTONES

7.1 The Potential Provider should note the following project milestones that the Authority will measure the quality of delivery against:

Milestone	Description	Timeframe
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1	<b>Detailed Project Plan:</b> Risks to delivery and associated mitigations log. Technical approach. Detailed delivery plan.	Within week 2 of Contract Award
2	<b>Reporting:</b> A guidance document for site acceptance and routine testing on TRS (6.2.4) that incorporates points 6.2.1, 6.2.2, and 6.2.3	Within 5 Months of the contract being awarded
4	<b>Report</b> A report on the validity of automated data (6.2.5) incorporating point 6.2.6	Within 5 Months of the contract being awarded

## 8. AUTHORITY'S RESPONSIBILITIES

- 8.1 The Authority will facilitate introductions to third parties where appropriate (airports, tray return manufacturers, CAA).

## 9. REPORTING

- 9.1 The Potential Provider shall ensure that the Project Plan is maintained and updated on a regular basis as may be necessary to reflect the then current state of the implementation of the project.
- 9.2 The Authority shall have the right to require the Potential Provider to include any reasonable changes or provisions in each version of the Project Plan.
- 9.3 The Potential Provider shall perform its obligations so as to achieve each Milestone by the Milestone date.
- 9.4 The Potential Provider will inform the customer of changes to risk which will impact upon delivery to time, cost or quality.
- 9.5 Changes to the Milestones shall only be made in accordance with the variation procedure and provided that the Potential Provider shall not attempt to postpone any of the Milestones using the variation procedure or otherwise (except in the event of a Customer default which affects the Potential Provider's ability to achieve a Milestone by the relevant Milestone Date).
- 9.6 The Potential Provider must ensure that the right people are in place to manage all aspects of delivery for the contract. The Potential Provider must identify named individuals for each role as required as part of their tender submission.
- 9.7 Tenders must include full details of relevant experience for all named individuals. It is not expected that key staff should change over the course of the Contract but any change required must be communicated at the earliest opportunity and project members being replaced will be substituted by those of a similar experience/authority. The Authority may also request details of relevant experience for the new project members for verification if required. It is not expected that any personal data will be collected or used in the project.

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- 9.8 The project progress will be monitored through regular review meetings. These will be at least monthly, and may be more frequent during the early stages of the project, in order to ensure that the Potential Provider has sufficient information from the Authority.
- 9.8.1 The Supplier must attend these meetings, which will be held either in the Authority's offices in London or at the Potential Provider's premises, at no additional cost to the Authority.
- 9.8.2 During the meetings, the Potential Provider must update the Authority on all progress using the reports as specified in section 9.1, and highlight any new or changed risks that are likely to affect delivery of the project
- 9.9 Any delay or issues may also be tabled during the meetings with resolutions agreed and changes addressed by use of the Contract Variation Form.
- 10. VOLUMES**
- 10.1 N/A
- 11. CONTINUOUS IMPROVEMENT**
- 11.1 N/A.
- 12. SUSTAINABILITY**
- 12.1 N/A
- 13. QUALITY**
- 13.1 N/A
- 14. PRICE**
- 14.1 The Potential Provider shall provide a total capped price for the work and provide a breakdown of how this was arrived at using their daily rates.
- 14.2 The allocated budget for the Contract is up to a £80,000.00 maximum excluding VAT. Bids received in excess of this will be deemed non-compliant and will not be evaluated
- 14.3 Prices should include all travel and expenses but exclude VAT. It is anticipated that the Potential Provider will need to travel to the Authority site for image capture for between 1 and 5 days.
- 14.4 Prices are to be submitted via the e-Sourcing Suite, Appendix E excluding VAT.
- 15. STAFF AND CUSTOMER SERVICE**
- 15.1 The Authority requires the Potential Provider to provide a sufficient level of resource throughout the duration of the Third Party Integration Project Contract in order to consistently deliver a quality service to all Parties.
- 15.2 Potential Provider's staff assigned to the Third Party Integration Project Contract shall have the relevant qualifications and experience of integrated systems to deliver the Contract.
- 15.3 The Potential Provider shall ensure that staff understand the Authority's vision and objectives and will provide excellent customer service to the Authority throughout the duration of the Contract.
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## 16. SERVICE LEVELS AND PERFORMANCE

16.1 The Authority will measure the quality of the Potential Providers delivery by:

KPI/SLA	Service Area	KPI/SLA description	Target
Progress Report	SLA	Progress reports will be supplied to the DfT project manager by email. This will include a summary of progress against the delivery.	95%
Risk Monitoring	SLA	The potential provider will raise any concerns about the possibility of failing to meet the overall deadline and lack of relevant information to meet the requirements within two business days	100%
Communication	SLA	The potential provider shall acknowledge any communications from the contract/project manager within two business days.	100%
Emergencies	SLA	If there is an urgent issue, the potential provider shall make the contract manager aware of this within two business days.	100%
Dispute Resolution	SLA	If there is a dispute or complaint raised, the Authority should be able to contact the single point of contact for the potential provider and a resolution plan should be put in place within two business days.	100%

## 17. SECURITY REQUIREMENTS

- 17.1 Any information arising from this project (including data, interim or final reports, recommendations and information provided by third parties) must be stored securely and access controlled such that only those with a direct need to know may access it.
- 17.2 Any information held on an IT system must be encrypted and password protected.
- 17.3 The Potential Provider may be given access to sensitive information which must only be shared on a strict need to know basis (i.e. selected members of the project team only). The Potential Provider will destroy all classified information on completion of the project.
- 17.4 Data may be held on a corporate IT network, subject to points 17.1, 17.2 and 17.3 above being complied with.

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17.5 Information from this project may only be shared with third parties if prior written approval is obtained from the Authority. This includes publication, presentations at conferences and informal discussions with peers not directly involved with the project.

17.6 Staff with open access to the collated information and the final report must have (or have a willingness to obtain), at least a basic security check which meets the Basic Personnel Security Standard defined by the Cabinet Office.

## **18. INTELLECTUAL PROPERTY RIGHTS (IPR)**

18.1 The IPR pertaining to all materials produced during the delivery of the Contract will be vested in the Authority. The Potential Provider is advised that no material or outcomes are to be shared with third parties until such time that the Authority notifies the Potential Provider in writing that the information is no longer subject to an embargo.

18.2 Any database rights that are created during the provision of the services, such rights shall be assigned to the Authority.

18.3 Any outputs from this commission may be re-used by the Authority at its own discretion.

## **19. PAYMENT**

19.1 Purchase order will be raised and the Supplier should issue invoices in accordance with the milestones as set out in paragraph 7.1 above

19.2 Invoices must show the Authority's purchase order number. This information will be handed over at the inception meeting.

19.3 The Supplier must send the invoice (no accompanying information needs to be included with this invoice) to the Authority's Shared Service Centre at:

DfT Shared Services Centre  
5 Sandringham Park  
Lansamlet  
Swansea Vale  
Swansea  
SA7 0EA

19.4 The payment mechanism shall be Milestone Payments. Invoices shall be submitted for amounts to be agreed by the parties at the inception meeting, indicative of the provider's bid submission and the Delivery Plan as set out in section 9.1.

19.5 Payments will be made on satisfactory performance of the services, at the payment points defined as per the schedule of payments. At each payment point set criteria as defined in the Delivery Plan will be used as part of the payments. Payment will be made if the criteria are met to the satisfaction of the Authority.

19.6 If the provider is late in meeting a specific milestone, that payment and subsequent milestone payments will not be made until the progress of the work is back on schedule.

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**20. ADDITIONAL INFORMATION**

20.1 N/A

**21. LOCATION**

21.1 The Supplier will be required to attend meeting with the Authority at the Authority's London Office. Potential Providers are required to stipulate which airports they will be working at as part of their proposal.