

Statement of Requirement
The Sustainment of Air Information Services Architectures (AISA)

Ref Requirement

A **General Requirements**

A.1 **Scope of Requirement**

A.1.a The scope of the requirement is to continue the provision of Air INFORM; a web-based solution which captures Air's current and future information services requirements. This toolset has been driven by the need to generate a baseline of Air's information flows "today" and to better articulate how this demand may shift in the future, aligned to developing Air capabilities. Historically, Information Flow Analysis (IFA) data has been ingested from disparate organisations, usually the platform Force HQs, and recorded in excel spreadsheets. This did not allow for simple analysis of multi-platform operations and led to convoluted and slow decision making afforded to Jt Ops planning and capability acquisition. The Air INFORM web portal facilitates a platform centric view of information flows as well as a series of query functions to interrogate data and common information flows between traditionally siloed air platforms.

The contracted partner will interrogate the IFA data and, through their information architecture expertise, provide guidance and support to RAF Digital to organise, interconnect and mature the presentation of the information to aide strategic and operational decision making. This guidance and support is to be afforded to RAF Digital over the course of the contract with an ambition to upskill and train RAF Digital Architecture personnel to organically undertake this task at the end of the contract period. At contract end, it will be expected that RAF Digital Architecture personnel will be sufficiently able to plan, create and manipulate architecture views and data repositories in the Air INFORM web portal.

Defence Digital are concurrently planning to replace the Mood hosting on AHE and deliver a similarly capable architecture tool. The contractor will provide support and guidance for the transfer of IFAs into a new product where required. There is expected to be a refinement process through which RAF Digital and the contractor discuss, agree and improve the final product for each capability or platform for which IFA work is completed. There will be discrete packages per capability and align with the current AISA Engagement schedule. Work to improve the user interface and experience of the final product will continue as requested. The solution must deliver an output which is aligned with the existing solution of Air INFORM to be maintained and adhered to.

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.

<u>Ref</u>	<u>Requirement Definition</u>	<u>Interpretation</u>
	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.

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.

<u>Abbreviation or Acronym</u>	<u>Interpretation</u>
Air C2	Air Command and Control
AISA	Air Information Services Architecture
CPGs	Capability Planning Groups
DII	Defence Information Infrastructure
IFA	Information Flow Analysis
ISR	Intelligence Surveillance and Reconnaissance
ISS	Information Systems Services
JFC	Joint Force Command
LAN	Local Area Network
MODNet	Ministry of Defence Network
MODAF	MoD Architecture Framework
RLI	Restricted LAN Infrastructure
SLI	Secret LAN Infrastructure

A.4 References

<u>Ref</u>	<u>Requirement</u>
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.

<u>Reference</u>	<u>Version</u>	<u>Source</u>
Data Protection Act 2018	2018 c. 12	HMG Data Protection Act 2018. Available at https://www.legislation.gov.uk/ukpga/2018/12/contents
Government Security Classifications	1.0	HMG Cabinet Office (5 Mar 2014) Government Security Classifications April 2014. Available at https://www.gov.uk/government/publications/government-security-classifications
MODAF	V1.2.004	Ministry of Defence (12 December 2012) MOD Architecture Framework. Available at https://www.gov.uk/guidance/mod-architecture-framework
MooD Business Architect	Build 16+	CACI MooD software. Available at https://www.moodsoftware.co.uk
Archimate / IEEE 1471 Standard	Spec 3.1	The Open Group. Available at https://www.opengroup.org/archimate-forum/archimate-overview
MOD ICT Design and Information Security	JSP440 JSP604	Ministry of Defence Network and ICT Governance (20 June 2016) Available at Joint Service Publication (JSP) - GOV.UK (www.gov.uk) and on request.

A.5 Processes and Related Tasking

A.5.a N/A.

A.6 Site

A.6.a The contractor will be required to attend workshops and engagement sessions with the RAF Digital Architecture team at HQ Air Command, High Wycombe. Buckinghamshire, HP14 4UE. Additionally, there may be a requirement to engage with other members of the defence community within ISS at MoD Corsham, Wiltshire, SN13 9RA or at other RAF Sites by negotiation. All other tasks to be conducted at contractor premises.

<u>Ref</u>	<u>Requirement</u>
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 or information.
A.7.b	All information related to or generated by the Contract is to be treated in the appropriate manner in accordance with Government Security Classifications. The classification of the material to be handled at a minimum of Official Sensitive and a maximum of Secret. This should be in accordance with JSP604 and JSP440, where not already covered by current Defence Digital arrangements.
A.7.c	All personal data processed under the Contract is to be treated in accordance with the Data Protection Act 2018.
A.8	Site Access
A.8.a	The Contractor will be required to gain unescorted access to MOD Sites with assistance from site liaison.
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.
A.10	Hours of Operation and Times of Delivery
A.10.a	All services to the Site shall be delivered between the hours of 08:00 - 17:00 on weekdays with the exception of recognised UK Bank Holidays and Public Holidays.
A.11	Quality Assurance
A.11.a	The MoD mandates that the production of Business and Information Architectures across defence should, where applicable, conform to defined standards which may evolve during the lifespan of the contract. Maintaining a single standard (MODAF, TOGAF, UAF or NAF) within the tool is mandated.
A.11.b	The Air (and potentially StratCom) user community will be required to access the output of this activity from the Air INFORM web service via MODNet RLI and SLI.
A.12	Contract Monitoring
A.12.a	For the purposes of contract monitoring, representatives of the Contractor will report to the Designated Officer on the performance of the Contract on a monthly basis IAW deliverable requirement B.7.

<u>Ref</u>	<u>Requirement</u>
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.
A.13	Government Assets
A.13.a	Table at Annex A.
A.14	Personnel Qualification Requirements and Training
A.14.a	The Contractor is responsible for ensuring that its personnel are suitably trained and qualified in order to carry out the necessary work associated with the ongoing development and support of the Air Information Architecture model as shown on the Air INFORM web portal.
A.14.b	The Contractor is responsible for all costs for training of the Contractor's Personnel in order to meet their obligations under the Contract.

<u>Ref</u>	<u>Requirement</u>	<u>Additional Information</u>	<u>Quality</u>	<u>Standard of Performance</u>
B.1	Architecture Expertise. Continued development and support of the Air Information Services Framework.	<ul style="list-style-type: none"> - Interpretation of the Air Information Flow Analysis (IFA) (provided by the AIR Desk Officer) to produce a visually rich and professional output. - Data consolidation and exploitation of information flows from multiple sources (provided by the AIR Desk Officer) to visually identify the information flows and interactions. - Visualisation of platform specific Information Service dependencies across the entirety of the Air inventory. - Upon receipt of Information Flow Analysis from the AIR Desk Officer in MS Excel format, Contractor will analyse and manipulate data into MODAF. - This is to be completed on a timescale agreed with the AIR Desk Officer based on complexity of capability being analysed. 	In line with the schedule agreed by the AIR Desk Officer.	This requirement will need to be delivered for the duration of the contract and based around when IFAs are conducted in line with an AISA Engagement Plan and the associated information subsequently passed to the contractor. Meeting MODAF, NAF or OAF standards as per MODAF reference.
B.2	Architecture Expertise. Air Capability Information Flow Analysis (IFA) Scenario Modelling.	<ul style="list-style-type: none"> - Interactive visual representation of each IFA scenario. - Professionally developed graphical user interface to allow users to engage with and interrogate the underlying information in an intuitive manner utilising an Interactive Webpage - Interactive graphical models which align to Air Capabilities and align to the MODAF standard. - Contractor is to generate graphical representation of the Architecture Framework format using existing Air INFORM as the output mechanism. 	In line with the schedule agreed by the AIR Desk Officer.	In accordance with the MODAF standard model or future Architecture Framework standard agreed with AIR Desk Officer. As example a MODAF OV-1 view is the preferred graphical solution as shown in the Air INFORM.

		<ul style="list-style-type: none"> - The AIR Desk Officer will confirm acceptance of final product on behalf of end user. 		
B.3	Architecture Expertise. Structured IFA Scenario Workshops.	<ul style="list-style-type: none"> - Leading the facilitation of workshops to enable the analysis of different business functions as well as the exploitation of the data received from the AIR Desk Officer and Air INFORM consumers. - Structured IFA workshops to be held by the Contractor with attendance of the AIR Desk Officer and selected Air INFORM consumers. 	Anticipated to be approximately 2 x scenario workshops per month.	A minimum of 2 hours' workshop held on MOD premises agreed by the AIR Desk Officer.
B.4	Architecture Expertise. Develop individual and corporate knowledge within Air.	<ul style="list-style-type: none"> - Lead individual and group training to upskill the organisation in architecture tools, frameworks and methodologies in use across Air and the MOD. - Support training to upskill personnel to maintain the Air Inform application, including undertaking some development work. 	Anticipated to be 50% of the contracted expertise time in total.	<p>A number of workshops on MS Teams and in person on MOD premises.</p> <p>Generation of any training material to be agreed by Air Desk Officer.</p>
B.5	Architecture Expertise. Support to long term architecture planning and strategic direction.	<ul style="list-style-type: none"> - Provide an advisory service to support architecture planning and direction within Air, to support decision making in selecting tools, notations, framework, training needs and the establishment of boundaries. - Provide expert review and comment on strategy documents, organisational direction, proposals and boundaries. - Provide expertise to help identify and articulate risk and opportunity both internally within Air, and external across the MOD, NATO and partners. 	Anticipated to be 25% of the contracted expertise time in total.	Reports and recommendations written in standalone reports or comments within documents to be agreed with the Air Desk Officer on each occasion.
B.6	Licence and Support. Intellectual Property transfer	<ul style="list-style-type: none"> - Transfer the ownership and design of the Air Inform repository to Air at the end of the contracted period, which is to include all IPR related to the specific design, development 	Air INFORM is automatically handed over on	If not already hosted on MOD managed infrastructure, the application is transferred over to MOD infrastructure or

		and structure of Air Inform to date. This does not include the transfer of server or application software IP (specifically Mood) that Air Inform currently uses.	the last day of contract.	provided on a medium that can be retained.
B.4	Licence and Support. Maintain access to the existing Air INFORM shared repository.	- The contractor will maintain existing access to the Air INFORM shared repository into which data can be shared between the AIR Desk Officer and the contractor during collaborative work on any Information Flow Analysis and Architecture data.	Adequate storage capability to support Air INFORM should be maintained.	A continued standard based on the necessary requirements to allow access and storage of Air INFORM will be considered acceptable.
B.5	Licence and Support. Maintain access to the existing provided Air INFORM service.	- The contractor will maintain access to the existing Air INFORM web service and output all final products so they are accessible on the Air INFORM platform. Currently stored on MODNET file structure using Microsoft.	Two instances of Air INFORM to be hosted, maintained and updated. One at Official Sensitive (accessible through MODNET O) and one at Secret (accessible through MODNET S)	To be delivered to the standard currently provided through Air INFORM.
B.6	Licence and Support. Continual Air INFORM development.	- Contractor will continue to evolve and develop the Air INFORM platform based on feedback from user experience and interface requests. - Any proposed development and associated timelines are to be agreed by the AIR Desk Officer.	Regular service developments in line with the Air INFORM platform upgrade schedule. Which will be approximately every 3 months.	The delivered standard will match the industry delivered product with allowances for Def Dig policy limitations.

B.7	Reporting. Quarterly Task Progress Reporting.	- Quarterly reporting from the contractor to the nominated AIR Desk Officer.	Quarterly from start of the contract and for its duration.	Report delivered via email to include as a minimum: Resource to task allocation, current task progression, future task planning, risks to delivery of current and future tasking and a detailed explanation of the failure to meet any agreed timescales. To be sent to the nominated AIR Desk Officer. See Annex B for example.
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Government Furnished Assets (GFA)

	Government Furnished Information (GFI)
Description	Information generated by AIR Desk Officer through Information Flow Analysis.
Quantity	Various files depending on subject capability
Terms of Loan	For sole use in creating of Air INFORM Architecture Framework outputs.
Date of Supply and Return	As detailed in AISA Engagement plan. Agreed dates of Supply and Deletion will change concerning the sensitivity of the capability.
Location of Supply	GFI will be delivered to hosted data repository to which both parties have access or through MOD email services at both classification.
Reporting	Information will be in the format of MS Excel, MS Visio, MS PowerPoint, MS Word. Other formats may be used in agreement between both parties. The frequency will closely match that of the AISA Engagement Plan.
Maintenance Responsibilities	The information will be provided by AIR Desk Officer and hosting will be provided on MOD networks.
Replacement Responsibilities	N/A
Responsibility for Delivery / Collection	As agreed
Packaging Issues	Classification of Information will be agreed upon with the Information Owner depending on the target capability.
Disposal Arrangements	As agreed
Warranties	n/a
Force Majeure / Relief / Compensation	n/a

INDICATIVE QUARTERLY TASK PROGRESS REPORTING FOR AIR INFORMATION SERVICES ARCHITECTURE PROJECT

1. **Summary statement.** A brief paragraph summary of the current and planned work to achieve agreed tasks and timescales.
2. **Resource to task allocation.** A description of the resources allocated to specific current and future tasks.
3. **Current task progression.** An indication (using approximate percentage) of progression towards completion of current tasks with estimated delivery dates where appropriate.
4. **Future Task Planning.** An indication of the planning activity and scheduling for future tasks as agreed.
5. **Risks to current task success.** Identification of any risks that may inhibit the success of current tasks, their likelihood and any suggested mitigation activity to manage those risks.
6. **Risks to future task success.** Identification of any risks that may inhibit the success of future tasks, their likelihood and any suggested mitigation activity to manage those risks.
7. **Explanation of missed timescales.** A brief explanation of why any agreed delivery timescales were missed and suggested mitigation activity to avoid future failures in delivery.