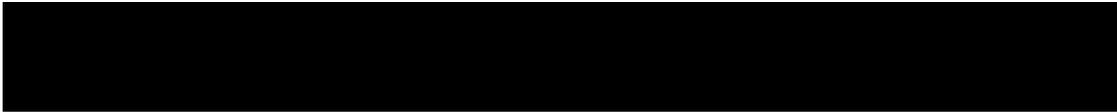


Statement of Requirement (SoR)



Reference Number	[REDACTED]
Version Number	01
Date	[REDACTED]

1.	Requirement
1.1	<p>Title</p> <p>Corporate Certification Body Contract for ISO 9001:2015 and TickITplus certification.</p>
1.2	<p>Summary</p> <p>Identify and successfully award contract to an accredited certification body to assess and maintain Dstl's corporate certifications [REDACTED]</p>
1.3	<p>Background</p> <p>Dstl has been certified to ISO 9001 and TickIT since 1997 (including transition to the latest version of ISO 9001 and TickIT with no lapse in certification), securing transition to ISO 9001:2015 certification in July 2017.</p> <ul style="list-style-type: none"> Dstl currently has two core sites Porton Down (located at Salisbury) and Portsdown West (located at Fareham) which it owns and are tenants on a site located in Alverstoke (located at Gosport) which belongs to the Institute of Naval Medicine. In line with the 'Where and How We Work' project, over the contract period Dstl will on-board several remote 'hubs' with a small number of people located at these. The purpose of the hubs is to widen Dstl's knowledge and skills pool within specific geographical locations (e.g. Newcastle). The hubs will be part of an established

	<p>secure facility, which Dstl will have tenancy access to in order to conduct business activities part of which will be accessing Dstl's management system.</p> <ul style="list-style-type: none"> • Dstl's ISO 9001 and TickITplus certification applies to all three sites and remote hubs, therefore the intent is to remove each sites address from the certificate and annotate the overall location of Dstl UK. • Dstl's current structure comprises nine Divisions, five of which are classed as Delivery Divisions (i.e. working directly on customer related work/projects) and four which are classed as Enabling Divisions (i.e. conducting activities that support business activities). • Dstl currently (March 2023) employs 5,053 permanent people, 4,073 of which are based in Delivery Divisions and 980 people within the Enabling Divisions (e.g. IT, HR, Commercial, Finance, Estates, Health & Safety, Risk Assurance and Governance). • The Risk, Assurance and Governance (RAG) team are accountable for delivering strategic planning, organisational governance and internal control systems (including leading on activities which maintain, develop and improve Dstl's quality management system in support of its ISO 9001 certification), and communications that ensure Dstl's purpose is understood and its reputation protected, internally and externally. • For the period of this contract re-certification to ISO 9001 and TickITplus is next due in 2026 and 2029.
<p>1.4</p>	<p>Requirement</p>
	<p>Dstl are seeking an accredited Certification Body to assess and maintain Dstl's corporate certifications to ISO 9001:2015 & TickITplus Foundation level.</p> <p>Dstl are looking to award a three year fixed cost contract with the option to extend for a further three and a half years fixed cost contract to a successful bidder with a contract commencement date of 1 December 2024 (estimated contract award date of 30 November 2023).</p> <p>Dstl hold certification to ISO 9001:2015 (Quality Management Systems) and TickITplus Foundation level (technical QA of modelling/software) and require the services of an independent UKAS accredited Certification Body to assess compliance of its policies,</p>

processes and procedures to ensure that Dstl maintain certification to the above standards without a lapse in both certifications.

Certification Scope:

The scope of Dstl's existing certification is:

- ISO 9001:2015 "Provision of science and technology through analytical advice, scientific research, technical assurance and consulting".
- TickITplus (Foundation level) "Systems and software development and support. The validation and management of software to support analytical, research, technical assurance and consulting activities. The design, development and management of software models except those assessed as having minor business impact.

Additional processes: Maintenance Management

TickITplus Scope Profiles:

P3, Systems and S/W Development and Support profile

P7, Product Validation, Quality and Measurement.

Period of contract/timescales:

- To deliver the certification cycle and conduct follow-up activities (e.g. annual contract review, effective formal closure of audit findings), from 1 December 2023 to 30 November 2029.
- Contract mobilisation to commence 1 December 2023.
- Audit planning activities to commence 1 December 2023.

Bidder(s) shall demonstrate the following criteria:

Audit team and audits

- Compile a mobilisation/planning schedule to assist transition between exiting and succeeding certification body.
- Appoint **security cleared** auditors that are reliable, ethical and competent in both technical and accreditation processes; ensuring that SC clearance information is submitted to Dstl 3 months prior to audit.
- Conduct annual audits to take place early July of every certification cycle (thereby eliminating the summer holiday period).

- For efficiency and effectiveness both audit plans must align where appropriate
[REDACTED]
- TickITplus audits will be completed using the exploration mode.
- Exchange of audit plans and reports will be conducted via Dstl's secure repository, (this will also be the practice where auditees names appear on the audit plan).
- Support Dstl in a smooth transition with any new/revised standards.
- [REDACTED]

Contract review

- The Certification Body will be responsible for leading annual contract review meetings, which will be conducted a maximum of 6 weeks after audits.
- The Certification Body will be responsible for taking minutes and circulating these to Dstl.

Invoicing:

- [REDACTED]

Record management:

- The Certification Body is required to disclose where electronic servers with Dstl information will be held. Furthermore, the Certification Body will **not** be permitted to upload or process Dstl information / records on any cloud based system including customer portals.
- Retention and secure destruction of Dstl's information and/or records will be conducted in accordance to the Certification Body's record management process, whilst enabling them to demonstrate achievement of contractual and UKAS requirements.
- [REDACTED]
- Audit reports and findings will be classified as [REDACTED] and will [REDACTED]
- Third party customer portals, [REDACTED]

	<ul style="list-style-type: none">• Compliance to the current General Data Protection Regulation 2018. <p>Other:</p> <p>Bidders shall:</p> <ul style="list-style-type: none">• [REDACTED]
1.5	Options or follow on work
	<ul style="list-style-type: none">• If a major non-conformity is raised at any part of the certification cycle a follow-up audit will be required.• Should any of the two certifications cease to exist and/or Dstl takes the business decision to voluntarily withdraw from either certification Dstl will provide two months notice to the certification Body.









1.7 Deliverable Acceptance Criteria
<p>In order to support quality of service for the duration of the contract a contract plan and/or KPIs will be defined and reviewed during annual contract review meetings.</p> <p>Suppliers to include a draft Onboarding plan and an exit plan, which when awarded can be agreed by the parties.</p>

2. Quality Control and Assurance
2.1 Quality Control and Quality Assurance processes and standards that must be met by the contractor
2.2 Safety, Environmental, Social, Ethical, Regulatory or Legislative aspects of the requirement

3. Security		
3.1 Highest security classification		
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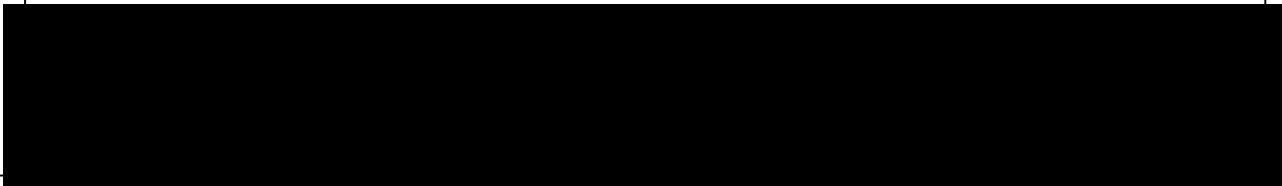
	Of the Deliverables/ Output	[REDACTED]
3.2	Security Aspects Letter (SAL)	
	Yes If yes, please see SAL referenc	[REDACTED]
3.3	Cyber Risk Level	
	[REDACTED]	
3.4	Cyber Risk Assessment (RA) Reference	
	[REDACTED]	

4. Government Furnished Assets (GFA)					
GFA to be Issued - [REDACTED]					
[REDACTED]					
GFA No.	Unique Identifier/ Serial No	Description:	Available Date	Issued by	Return or Disposal Date
		[REDACTED]			[REDACTED]
GFA-1	Version 1 &	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

GFA-2		ISO 9001 and TickITplus audit plans	Duration of contract	Certification Body	
GFA-3					

GFA-4		If separate from audit report – audit findings &/or observations	Duration of contract		

5.	Proposal Evaluation criteria
5.1	Technical Evaluation Criteria

5.2	Commercial Evaluation Criteria
	

6.	Defcons
Defcon:	Covering:
76	Contractors are required to work at MOD premises.
539	Transparency.
532B	Protection of Personal Data DEFCON 532B (Where Personal Data is being processed on behalf of the Authority).
658	This condition should always be accompanied by a note stating the Cyber Risk Profile for the contract is in accordance with the Guidance.