

Statement of Requirement (SoR)

Reference Number	2024/IWFM/2024-28
Version Number	1.0
Date	01/02/2024

1.	Requirement
1.1	Title
	The Institute of Workplace Facilities and Management Level 3 and 4 Diploma Training
1.2	Summary
	Provision of IWFM training to nominated staff across the Estates & Corporate HS&EP Group.
1.3	Background
	IWFM training consists of blended learning consisting of face to face and off-site training, followed by vocational learning modules which need to be completed over a 2 year period.
1.4	Requirement
	The DSTL requirement is for all nominated staff to have completed IWFM training at a level commensurate to their job role. This is to enable staff members to perform and realise their best potential and to enable supported learning. Also to enable the organisation build team capability, improve confidence and enhanced credibility to deliver operational and customer requirements.


	<p>The learning provider must be IWFM accredited with the ability to provide blended learning, including face to face on site as required.</p> <p>The learning provider must be able to provide mentoring throughout the delegates learning journey.</p> <p>Initial provision is for IWFM L3 & L4 Diploma however there may be a future requirement to provide a range of training as per the IWFM Qualifications Framework.</p>
1.5	Options or follow on work
	<p>Details for the provision of “time extension” if required upon prior agreement with DSTL. This would only likely to be agreed due to health or operational commitments</p>

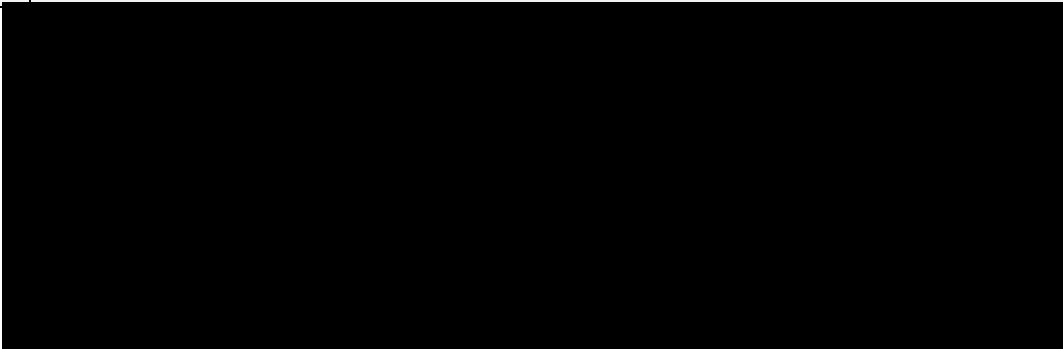
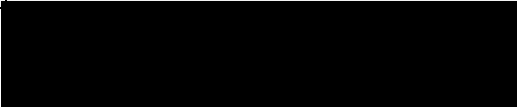
1.6 Deliverables & Intellectual Property Rights (IPR)						
Ref.	Title	Due by	Format	Expected classification (subject to change)	What information is required in the deliverable	IPR DEFCON/ Condition
1	Initial contact with DSTL	Within first week of contract award	Email / Telcon	O	Initial contact with L&D and Designated staff to discuss dates / timings suitable to both parties. To include but not limited to: 1. Introduction to the company and POC for learning provider. 2. Details of learning to be provided to include delivery method and onwards mentoring. 2. Timeframes for delivery (including registration details with IWFM).	
2	Booking confirmation	Within 2 weeks of receiving booking request from DSTL.	Email	O	1. Initial receipt for booking request. 2. Follow up within 2 weeks to confirm booking. 3. Details of face to face either in person or virtual attendance to include timings and name of trainer, virtual software package to be used	

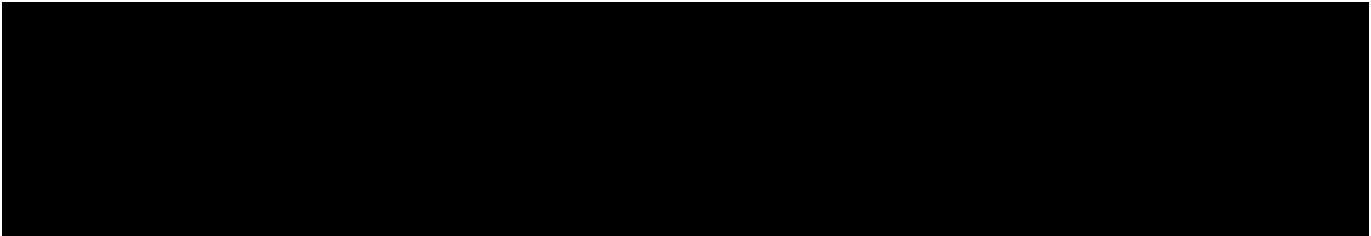
					ie MS Teams, etc and off-site training location details.	
3	Initial face to face either in person or virtual online training day to discuss objectives and complete Individual IWFM Registration process	During first face to face either in person or virtual on-line learning session	Face to Face either in person or virtual on-line	O	Delivery of face to face either in person or virtual on-line or off site/ on-site (as required) learning in line with the IWFM prospectus for the qualification / level concerned.	
4.	Follow on face to face either in person or virtual online learning as appropriate to qualification / level.	Within first 3 months of learning	Face to Face either in person or virtual on-line.	O	<p>Arrange and attend follow on face to face in person or virtual training days.</p> <p>Training to be provided by same trainer where practicable to ensure continuity.</p>	
5.	Mentoring package	Throughout	Email / Phone	O	<p>Provide a process for attendees to be able to contact the learning provider to seek mentoring assistance when required throughout the length of the learning journey.</p> <p>Review of module paperwork submissions to confirm suitability and make recommendations.</p>	

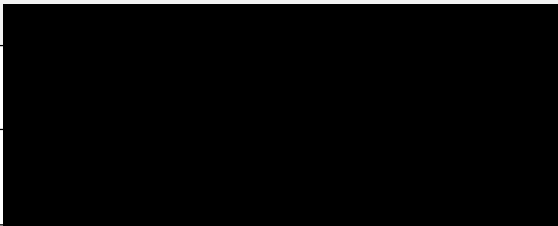
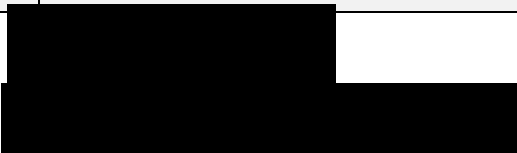
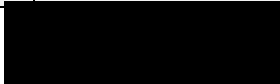
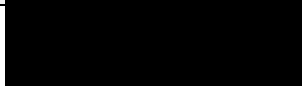
6.	Regular progress updates.	3 monthly	Email / Phone	o	Regular catch up meetings to inform dstl management on progress, giving recommendations for improvement to ensure completion within given learning timeframe.	
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Notes- IPR should be inserted / checked by commercial staff before sharing with the supplier(s) to ensure accuracy.

1.7	Deliverable Acceptance Criteria
	

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		
	Of the work		
	Of the Deliverables/ Output		
3.2	Security Aspects Letter (SAL)		
			
3.3	Cyber Risk Level		
			
3.4	Cyber Risk Assessment (RA) Reference		
			

4.	Government Furnished Assets (GFA)		
	GFA to be Issued - 		

5.	Proposal Evaluation criteria	
5.1	Technical Evaluation Criteria	
5.2	Commercial Evaluation Criteria	

6.	Defcons
Defcon:	Covering:
76	<i>Contractors are required to work at MOD premises</i>
539	<i>Transparency</i>
703	<i>Intellectual Property Rights - Vesting In The Authority</i>
532B	<i>Protection of Personal Data</i>
532	<i>Personal Data Particulars</i>