**Statement of Requirement**

**The Provision of a JFACTSU Simulation Systems Manager**

| Ref | Requirement | | | |
| --- | --- | --- | --- | --- |
| **A** | **General Requirements** | | | |
|  |  | | | |
| **A.1** | **Scope of Requirement** | | | |
| A.1.a | Provision of daily management, running, training support to include complex scenario design, build and execution to meet training JMETLs within the Joint Fires Synthetic Trainer (JFST) at the Joint Forward Air Controller Training and Standards Unit (JFACTSU), RAF Leeming. JFACTSU is am internationally recognised schoolhouse that provides training to UK and foreign nation personnel. | | | |
|  |  | | | |
| **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  JTAC | The Designated Officer is the MOD representative responsible for the Requirement and is as defined at Box 2 of DEFFORM 111 of this Contract.  Joint Terminal Attack Control | | |
|  |  | | | |
| **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. | | | |
|  | Abbreviation or Acronym | Interpretation | | |
|  | AOC | Air Officer Commanding | | |
|  | DO | Designated Officer | | |
|  | MOD | Ministry of Defence | | |
|  | OC | Officer Commanding | | |
|  | RAF | Royal Air Force | | |
|  | SC | Security Check | | |
|  | SoR | Statement of Requirement | | |
|  |  | | | |
| **A.4** | **References** | | | |
| 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. | | | |
|  | Reference | | Version | Source |
|  | Data Protection Act 2018 | | 2018 c. 12 | http://www.legislation.gov.uk/ukpga/2018/12/contents/enacted |
|  | Government Security Classifications  JSP 918 Part 1  JFS ESC AP MOA 2004-01 (JTAC) | | 1.1  V4.1 Jul 20  16 Feb 22 | <https://www.gov.uk/government/publications/government-security-classifications>  [JSP 918 (sharepoint.com)](https://modgovuk.sharepoint.com/sites/defnet/HOCS/Pages/JSP918.aspx)  [Policy - 20220216 JTAC MOA (2021) CH2.pdf - All Documents (sharepoint.com)](https://modgovuk.sharepoint.com/teams/3303/15/JFSESC/Forms/AllItems.aspx?id=%2Fteams%2F3303%2F15%2FJFSESC%2F1%2E%20Current%2FJTAC%2F20220216%20JTAC%20MOA%20%282021%29%20CH2%2Epdf&parent=%2Fteams%2F3303%2F15%2FJFSESC%2F1%2E%20Current%2FJTAC) |
|  |  | | | |
| **A.5** | **Processes and Related Taskings** | | | |
| A.5.a | JFST is a Defence wide simulator for single unit use but with potential for future networked training solutions within Defence.  The JFST system at JFACTSU is bounded by the delivery of ab-initio JTAC, FAC(A), TACP and JTAC-Instructor training located at RAF Leeming. All activities that contribute directly to the technical infrastructure necessary for the erection, storage, technical hardware maintenance and software updates of the JFST are considered to be outside the scope of this SOR, and the responsibility of the JFST system delivery team. | | | |
|  |  | | | |
| **A.6** | **Site** | | | |
| A.6.a | The Site for the delivery of all services is at JFACTSU, RAF Leeming. RAF Leeming is sited 10 miles SW of Northallerton, North Yorkshire and is easily accessed from the A1(M). | | | |
|  |  | | | |
| **A.7** | **Security** | | | |
| A.7.a | The Contractor’s staff may be required to work unsupervised in a sensitive military installation and therefore the Contractor is to ensure that all of their personnel that are required to visit and work at RAF Leeming are to obtain and maintain a Security Check (SC) clearance in accordance with <https://www.gov.uk/guidance/security-vetting-and-clearance>. Where the Contracted personnel do not have SC clearance, that individual will not be allowed access to RAF Leeming, therefore its critical that the personnel hold a sufficient clearance level. | | | |
| A.7.b | All information related to or generated by this Contract is to be treated in the appropriate manner in accordance with Government Security Classifications. The classification of the material to be handled shall not exceed *OFFICIAL-SENSITIVE* in nature. | | | |
| A.7.c | All personal data processed under this Contract is to be treated in accordance with the Data Protection Act 2018. | | | |
|  | *.* | | | |
|  |  | | | |
| **A.8** | **Site Access** | | | |
| A.8.a | The Contractor’s personnel are only authorised to enter RAF Leeming via the Main Gate entrance as signposted from the A1(M). All personnel must report to the Visitor Reception at the Main Gate and are to have photographic ID (driving licence or passport) in order to get a Visitor Pass and Car Pass. The Visitor Reception staff will provide directions to JFACTSU and the route is signposted once inside the base. | | | |
|  |  | | | |
| **A.9** | **Safety and Environmental Provisions** | | | |
| A.9.a  A.9.b | When on the Site the Contractor is to comply with all MOD Safety, Health and Environmental Protection regulations and policy.  The contractor shall have personal liability and indemnity insurance | | | |
|  |  | | | |
|  |  | | | |
| **A.10** | **Hours of Operation and Times of Delivery** | | | |
| A.10.a | All services to the site shall be ready to conduct training between the hours of 08:00 - 17:00 on weekdays. This may include some recognised UK Bank Holidays and Public Holidays. The Contracted personnel need to remain flexible, as in some cases out of hour's training may be required to facilitate deliverables at short notice. | | | |
|  |  | | | |
|  |  | | | |
| **A.11** | **Quality Assurance** | | | |
| A.11.a | Contractor is to hold and maintain ISO 9001:2015 QMS and Cyber Essentials accreditation for the duration of the Contract. | | | |
|  | The Quality assurance checklist can be found here, near the bottom of the list:  <http://aof.uwh.diif.r.mil.uk/aofcontent/tactical/quality/content/qarelatedforms.htm> | | | |
|  | The QA checklist needs to be completed as part of the SoR and is finalised by a Licensed Government QA Practitioner. These are easiest to get actioned when the SoR is close to completion. When appropriate, we will ask you to submit your SoR and QA checklist to the relevant QA Field Officer within the Defence Quality Assurance Field Force (DQAFF) ([link](https://modgovuk.sharepoint.com/:w:/r/teams/13866/SSRA/20210630-DQAFF%20Contact%20List.docx?d=w13294bbf770f4968a05dc898bfdff389&csf=1&web=1&e=ORnF0W)). | | | |
|  |  | | | |
| **A.12** | **Contract Monitoring** | | | |
| A.12.a | For the purposes of contract monitoring, representatives of the Contractor will routinely report to the Designated Officer on the performance of the Contract. | | | |
| 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 Furnished Assets** | | | |
|  |  | | | |
| A.13.a | The Contractor will be furnished with the pieces of Government Furnished Assets (GFA) as detailed at Annex A to this SoR. | | | |
| A.13.b | The Contractor is to report to the Designated Officer any failures of GFA at the first instance for repair or replacement, as appropriate. | | | |
|  |  | | | |
| **A.14** | **Personnel Qualification Requirements and Training** | | | |
|  |  | | | |
|  | *.* | | | |
| A.14.a | The Contractor’s Personnel require the qualifications detailed at Annex B. | | | |
| A.14.b | The Contractor is responsible for the sourcing of the appropriate training for the Contractor’s Personnel unless otherwise noted at Annex B. Where the MOD is delivering the training then the Contractor and Contractor’s Personnel are to quote the Contract Reference Number and relevant Commercial Officer when booking any training for verification of the validity of training need under the Contract. | | | |
| A.14.c | The Contractor is responsible for all costs for training of the Contractor’s Personnel in order to meet their obligations under the Contract unless otherwise noted at Annex B. | | | |
|  |  | | | |
|  |  | | | |
|  |  | | | |
|  |  | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **B** | **Deliverable Requirements** | | | |
| Ref | Requirement | Additional Information | Quantity | Standard of Performance |
|  |  |  |  |  |
| B.1 | The contractor shall ensure the simulators are managed and prepared for daily usage or as required to facilitate the formal military trg of Joint Terminal Attack Control (JTAC), JTAC-Instructor, Tactical Air Control Parties (TACP), Forward Air Control (Airborne) (FAC(A)) and ad hoc JTAC training iaw JSP 918. | Ensure simulators are ready to be used in conjunction with course programmes including associated AAR functionality. Must have in depth knowledge and understanding of Simulation systems and software relating to the systems. The contractor also must be able to prepare and deliver the After Action Review material. The contactor must be fully conversant with Image Generators (IG) and supporting simulation softwares. |  | All simulator based trg serials are supported inside the allocated training periods.  The contractor(s) must have a proven track record of Simulation deliverables within a UK JTAC Schoolhouse and be able to evidence such deliveries. |
| B.2  B.3  B.4 | The contractor shall be able to deliver JFST user training to enable use of JFST at unit site locations.  The contractors personnel is to be the JFST system custodian and enable first line maintenance within bounds of the JFST contract, and be the intermediary between the simulator provider. Track all faults and timelines for rectification and deliver a weekly overview on the system to the Designated Officer at JFACTSU.  The contractor shall be responsible for the building and designing of scenario creation and editing iaw JSP 918.. | Provide classroom and practical training on JFST to enable unit JTAC-Instructors to run JFST missions at unit locations and initiate fault reporting to the JFST maintenance team.  Liaise with the JFST remote hub to facilitate hardware and software fixes and be an independent observer of those software and hardware updates in line with JFST contractual timelines.  Create new scenarios when required and edit those already created alongside Schoolhouse personnel in accordance with JSP918. The ability to create basic and intermediate scripts to better facilitate realism for the training audience.  This includes independent liaison with the JFST deliverer to ensure upload of scenario content onto the main system. |  | All JTAC-I students can successfully conduct missions and log fault reports.  All faults logged and rectified within contractual timelines. Ensure the Designated Officer at JFACTSU is fully informed on JFST serviceability to facilitate training METLs.  Missions built, edited, or fixed in a timescale to maintain training output. |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**Annex A**

**Government Furnished Assets (GFA)**

|  | **Government Furnished Equipment (GFE)** | **Government Furnished Information (GFI)** | **Government Furnished Resources (GFR)** | **Government Furnished Facilities (GFF)** |
| --- | --- | --- | --- | --- |
| **Description** | Joint Fires Synthetic Trainer and all hardware and software | JTAC sim 1, JTAC sim 2, TACP sim and AAR facility | Basic familiarisation of the system | RAF Leeming Bldg 51 |
| **Quantity** | 1 | 1 | N/A | 1 |
| **Terms of Loan** | N/A | N/A | N/A | N/A |
| **Task** | N/A | N/A | The task, activity or output required from GFR | As appropriate (e.g. what is being tested, or stored) |
| **Date of Supply and Return** | As agreed | As agreed | As agreed | As agreed |
| **Location of Supply** | Already in place at JFACTSU, RAF Leeming | N/A | N/A | N/A |
| **Reporting** | N/A | N/A | N/A | N/A |
| **Maintenance Responsibilities** | All hardware and software maintenance is the responsibility of the JFST delivery team | JFST delivery team | JFST delivery team for initial use | JFST delivery team |
| **Replacement Responsibilities** | JFST delivery team | N/A | N/A | N/A |
| **Responsibility for Delivery / Collection** | As agreed | As agreed | N/A | N/A |
| **Packaging Issues** | N/A | OFFICIAL-SENSITIVE | N/A | N/A |
| **Disposal Arrangements** | As agreed | As agreed | N/A | N/A |
| **Warranties** | N/A | N/A | N/A | N/A |
| **Force Majeure / Relief / Compensation** | N/A | N/A | The contractor shall provide a suitably qualified individual at all times when required. | N/A |

**Annex B**

**Personnel Qualification Requirements and Training**

| **Qualification or Training** | **Relevant Item(s) of the SoR** |
| --- | --- |
| Previously a UK MoD Instructor | B.1, B.2 |
| Previous experience in delivering simulation in a UK ab initio Training establishment | B.1 |
| Thorough understanding of Image Generators (IG’s) Computer Generated Forces (CGF’s) and Virtual Simulation. | B.1, B.2, B.4 |
| Thorough knowledge of Joint Fires (Coordination, Fire Plans etc) | B.1, B.4 |
| Understanding of Military communications | B.1 |
| Understanding of Combined Arms Training (Armoured and Light) | B.1 |
| Fully conversant in JSP918 and the JTAC MOA | B.4 |
| Working understanding of multi site networking (DIS and HLA) | B.2, B.3 |
| Have personal liability and indemnity insurance | A.9.b |
| Security Clearance | A.7 |
| Cyber Essentials | A.11a |
| Health and Safety, Safe System at Work | A.9 |
| Understanding of Multi National training and cultural relationships | A.1 |
|  |  |