**Statement of Requirement**

**The Provision of Maintenance and Calibration Services for RAF Police Evidential Breathalysers**

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| **A** | **General Requirements** |
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| **A.1** | **Scope of Requirement** |
| A.1.a | The Royal Air Force Police (RAFP) conduct Policing Duties on Stations in line with Air Command (Air Cmd) Direction and in accordance with His Majesty's Inspectorate of Constabulary (HMIC) Policy and Standards. There is a legal requirement to operate within Home Office boundaries to ensure that evidence collected can subsequently be used in court. There is a continued requirement to support and maintain the equipment. It is essential that all Intoximeter Breath and Alcohol Testing Equipment remains policy compliant and useable. The equipment must be serviced, maintained, and calibrated to the requisite standard as well as all relevant consumables being available within 1 month from delivery request. |
| A.1.b | The Contractor is to, in accordance with Home Office policy, provide a calibration and maintenance service as defined by the Home Office for Intoximeter Evidential Breath and Alcohol Testing Instruments utilised by the RAFP.   |
| A.1.c | To maintain, type approved, operating system capable of evidential breath alcohol testing in accordance with OMILR126 and Home Office Policy. |
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| **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 | The Designated Officer is the MOD representative responsible for the Requirement and is as defined at Box 2 of DEFFORM 111 of this Contract. |
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| **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 |
|  | Air Cmd | Air Command |
|  | DSPG | Defence School of Policing and Guarding |
|  | HMIC | His Majesty’s Inspectorate of Constabulary |
|  | iaw | in accordance with |
|  | ID | Identification |
|  | MOD | Ministry of Defence |
|  | OIML | International Organization of Legal Metrology (Organisation Internationale de Métrologie Légale) |
|  | RAF | Royal Air Force |
|  | RAFP | Royal Air Force Police |
|  | S of S | Secretary of State |
|  | SC | Security Check |
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| **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 | 30 Jun 2023 | <https://www.gov.uk/government/publications/government-security-classifications> |
|  | The Breath Analysis Devices Approval 2005 | Nil | <https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/116987/breath-test-device-2005.pdf> |
|  | Home Office – Type Approval Procedures for Breath Alcohol Screening Devices | 1.0 | <https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/117043/breathalcoholscreening.pdf> |
|  | International Organization of Legal Metrology R126 Edition 2021 (OIML R126:2021) |  | <https://www.oiml.org/en/publications/recommendations/publication_view?p_type=1&p_status=1> |
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| **A.5** | **Site** |
| A.5.a | The following RAF sites currently have the evidential breathalysers within the RAF Police Flights/Guardrooms:  |
|  | RAF Lossiemouth x2, RAF Leeming, RAF Boulmer, RAF Coningsby, RAF Waddington, RAF Wittering, RAF Valley, RAF Marham, RAF Cosford, RAF Benson, RAF Brize Norton, RAF Northolt, RAF Odiham, DSPG Southwick Park.  |
| A.5.b | The DO for this requirement is based at RAF Honington. |
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| **A.6** | **Security** |
| A.6.a | The Contractor is to ensure that all 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. |
| A.6.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.6.c | All personal data processed under this Contract is to be treated in accordance with the Data Protection Act 2018. |
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| **A.7** | **Site Access** |
| A.7.a | Photographic ID (such as a Passport), and a point of contact within the RAF Police flights at units listed at A.6.a, this will allow Contractors to be escorted for the duration of their visits.  |
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| **A.8** | **Safety and Environmental Provisions** |
| A.8.a | When on the Site the Contractor is to comply with all MOD Safety, Health and Environmental Protection regulations and policy which will be brief to them by the escorting officer on arrival. |
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| **A.9** | **Hours of Operation and Times of Delivery** |
| A.9.a | All services to the Site shall be delivered between the hours of 07:00 - 17:00 on weekdays with exception of recognised UK Bank Holidays and Public Holidays. |
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| **A.10** | **Contract Monitoring** |
| A.10.a | For the purposes of contract monitoring, representatives of the Contractor will routinely report to the DO, every 6 months on the performance of the Contract. |
| A.10.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.10.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. |
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| **A.11** | **Personnel Qualification Requirements and Training** |
| A.11.a | The Contractor’s Personnel require the qualifications detailed at Annex B. |
| A.11.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.11.c | The Contractor is responsible for all costs for training of the Contractor’s Personnel to meet their obligations under the Contract unless otherwise noted at Annex B. |
| **A.11** | **Certification and Accreditation** |
| A.11.a | The Contractor is to maintain registered Type Approval with the Home Office throughout the life of the Contract.  |
| A.11.b | The Contractor is to comply with International Organization of Legal Metrology R126 Edition 2021. |
| A.11.c | The Contractor is to comply with all policy and direction within Home Office – Type Approval Procedures for Breath Alcohol Screening Devices. |

**Annex A**

**Requirement and RAF units with Intoximeters**

| Ref | Requirement | Quantity  | Standard of Performance  |
| --- | --- | --- | --- |
| B.1 | Maintenance & calibration of existing intoximeters, in accordance with endorsed specifications by the S of S (the Home Office) for evidential collection. | All 14 operational Units require continued maintenance, servicing and support including consumables and call-out repairs. Servicing’s are to be carried out in situ iaw Annex A. Consumables will be ordered iaw Schedule 2. | The provider must retain Type Approved status of the existing intoximeters as directed by the Home Office under the Breath Alcohol Screening Devices publication Version 1.0 dated 30 Jun 04, and any subsequent revisions of this document.*Supplier to conduct repairs within 5 working days of a callout* |
| B.1.a | The maintenance, servicing and associated support to include consumables & call out repairs of equipment. Servicing’s are to be carried out in situ iaw Annex A. | As above | As above |
| B.1.b | Call out shall be arranged at mutually agreed times between the Contractor & The Authority | As above | As above |
| B.1.c | Servicing of the equipment to be conducted every six months at the 14 locations shown at Annex A. | As above | As above |
| B.1.d | Consumables are to be delivered within 1 month of ordering to the units listed at Annex A. | As above | As above |
| B.2 | Maintenance and calibration are **not** required for the Trg Unit at MOD Southwick Park. Consumables will be required iaw Schedule 2. |  | As above |

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| **RAF Police Sqn** | **Unit** | **Device No’s** |
| **4** | Lossiemouth | 2 |
|  | Leeming | 1 |
|  | Boulmer | 1 |
| **5** | Coningsby | 1 |
|  | Waddington | 1 |
|  | Wittering | 1 |
|  | Valley | 1 |
| **6** | Marham | 1 |
|  | Cosford | 1 |
| **7** | Benson | 1 |
|  | Brize Norton | 1 |
|  | Northolt | 1 |
|  | Odiham | 1 |
| Diaspora  | DSPG Southwick Park | 1 |
| Total |  | 15 |

**Annex B**

**Personnel Qualification Requirements and Training**

| **Qualification or Training** | **Relevant Item(s) of the SoR** | **Responsibility for Delivery of the Qualification or Training** | **Responsibility for Payment of the Qualification or Training** |
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| The provider must be registered Type Approved with the Home Office and comply with: | A.15.a (B1) |  |  |
| Organisation Internationale de Metrologie Legale (OMIL) International Recommendation R126 | A.15.a (B1) |  |  |
| All policy and direction within Home Office Publication: Breath and Alcohol Screening Devices Version 1.0 Jun 2004 | A.15.a (B1) |  |  |