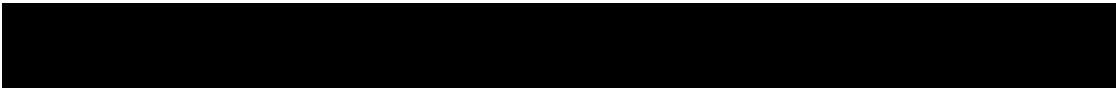


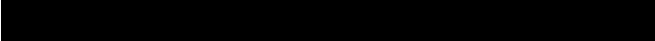


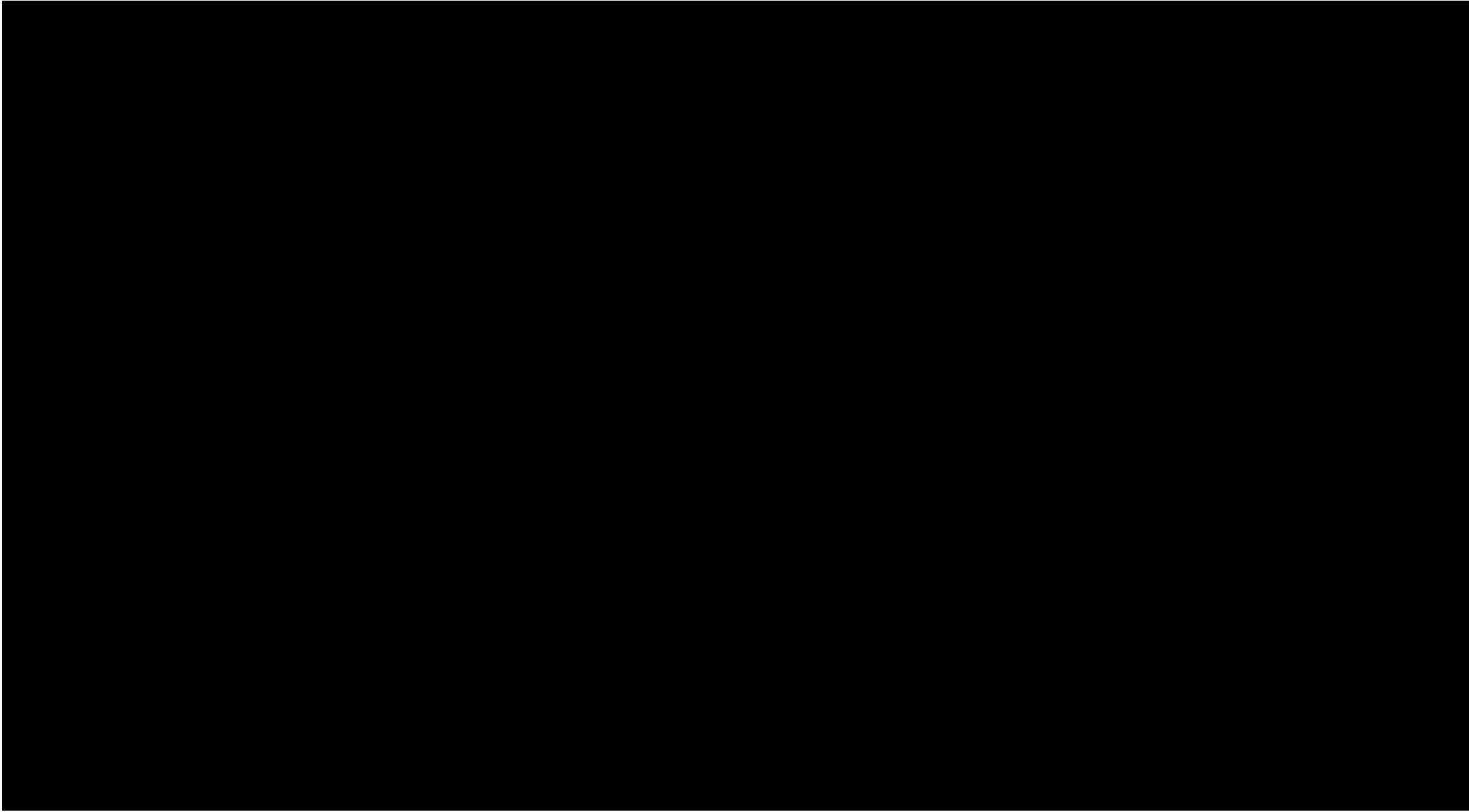
# Statement of Requirement (SoR)

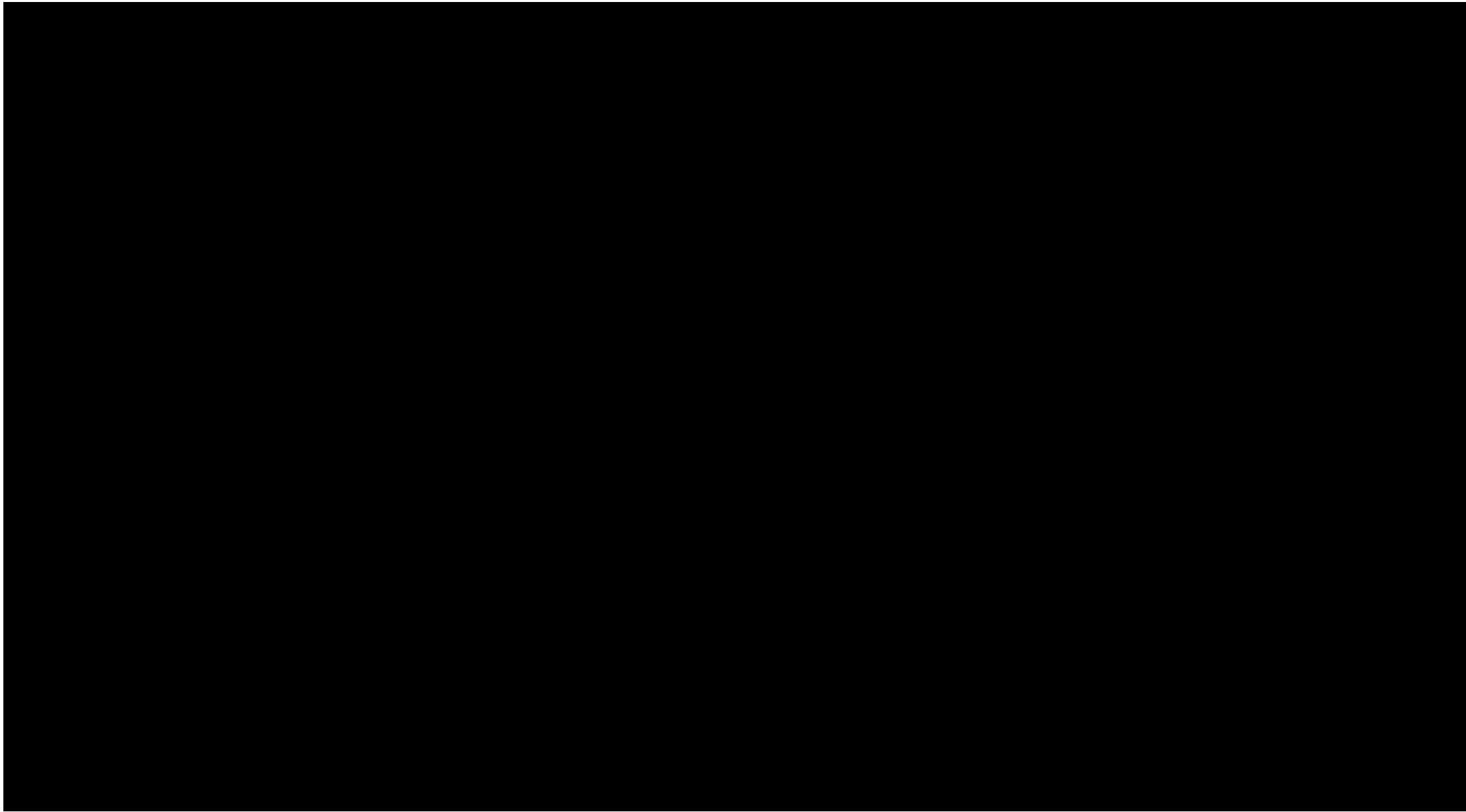


Reference Number	2024/IWFM/2024-28
Version Number	1.0
Date	01/02/2024

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 
1.4	Requirement
	<p>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>  

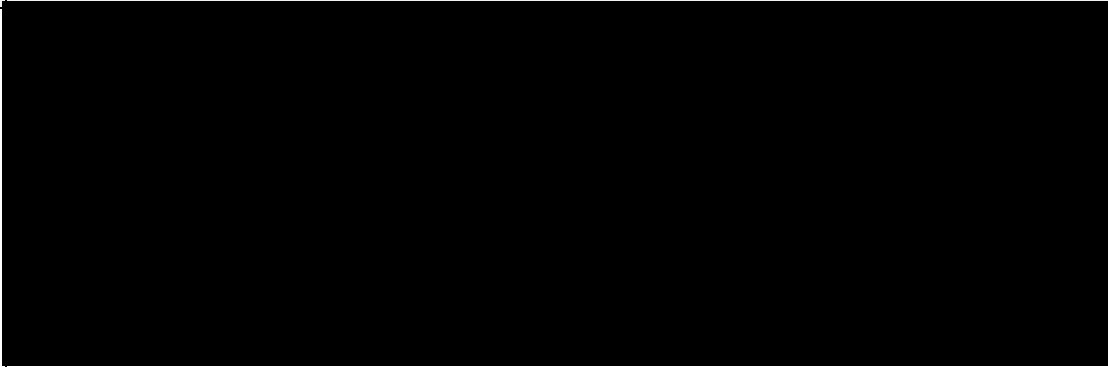
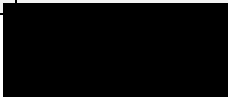
	<p>The learning provider must be able to provide mentoring throughout the delegates learning journey.</p> <p>Initial provision is for IWFM L3 &amp; L4 Diploma however there may be a future requirement to provide a range of training as per the [REDACTED]</p>
1.5	Options or follow on work
	<p>[REDACTED]</p> <p>[REDACTED]</p>







<b>1.7</b>	<b>Deliverable Acceptance Criteria</b>
	<p>1. Successful completion and IWFM certification.</p> <p>2. Appropriate feedback to candidate and DSTL relating to delegates who were unsuccessful within the given timeframe, along with options to extend learning window where possible.</p>

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

<b>3.</b>	<b>Security</b>
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3.1	Highest security classification	
	Of the work	Official
	Of the Deliverables/ Output	Official
3.		

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

5.	Proposal Evaluation criteria	
5.1	Technical Evaluation Criteria	

		Description	Weightings
		IWFM Accredited Learning Provider?	50%
		Ability to provide face to face, on-line and on-site learning to max 10 candidates for L3 & L4 per year.	20%
		Ability to provide mentoring across the full lifespan of the learning journey including on-line resources and review coursework submissions.	20%
		Single point of contact for learning provider (i.e. account manager etc.)	5%
		Ability to maintain regular progress updates to Dstl. (5%)	5%
		Total Technical Score	100%
5.2	Commercial Evaluation Criteria		

<b>6.</b>	<b>Defcons</b>
<b>Defcon:</b>	<b>Covering:</b>



