

Statement of Requirement JCO COMSPOC

Ref Requirement
A **General Requirements**

A.1 **Scope of Requirement**

A.1.
a

[REDACTED]

A.2 **Definitions**

A.2. 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.

<u>Definition</u>	<u>Interpretation</u>
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.

A.3 **Abbreviations and Acronyms**

A.3. In addition to the abbreviations and acronyms detailed in the Terms and Conditions of the Contract the following abbreviations and acronyms will be used.

<u>Abbreviation or Acronym</u>	<u>Interpretation</u>
JCO	Joint Commercial Operations
OCD	Operational Capability Demonstrator
RAF	Royal Air Force
SC	Security Check

<u>Ref</u>	<u>Requirement</u>	
	SoR	Statement of Requirement
	SME	Subject Matter Expert

A.4 References

- A.4. 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.

<u>Reference</u>	<u>Version</u>	<u>Source</u>
Data Protection Act 2018	2018 c. 12	http://www.legislation.gov.uk/ukpga/2018/12/contents/enacted
Government Security Classifications	1.1	https://www.gov.uk/government/publications/government-security-classifications

A.5 Processes and Related Taskings

- A.5. [REDACTED]
- a

A.6 Site

- A.6. The Site for the delivery of all services is UK Space Command HQ based at Site 1, RAF High Wycombe and is sited RAF High Wycombe, Walters Ash, Buckinghamshire, HP14 4UE.
- a

A.7 Security

- A.7. The Contractor is to ensure that all of 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 or data.
- A.7. 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 *Unclassified* in nature.
- A.7. All personal data processed under this Contract is to be treated in accordance with the Data Protection Act 2018.
- a
b
c

A.8 Site Access

- A.8. *Contractors will require SC in order to facilitate unescorted access to the site. Clearances will need to be sent to RAF High Wycombe Vetting. This contract does not include funding to establish SC for the on-site contractor.*
- a

Ref Requirement

A.9 Safety and Environmental Provisions

- A.9. When on the Site the Contractor is to comply with all MOD Safety, Health and Environmental Protection regulations and policy.
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A.1 Hours of Operation and Times of Delivery

0

- A.1 *All services to the Site shall be delivered between the hours of 07:30 – 17:00 on weekdays with exception of recognised UK Bank Holidays and*
0.a *Public Holidays.*

A.1 Quality Assurance

1

- A.1 *Not applicable.*
1.a

The Quality assurance checklist can be found here, near the bottom of the list:

[Standard Quality Assurance Requirements Checklist](#)

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](#)).

A.1 Contract Monitoring

2

- A.1 For the purposes of contract monitoring, representatives of the Contractor will routinely report to the Designated Officer on the performance of the
2.a Contract.
A.1 The Contractor is responsible for the performance of the Contract by any sub-contractors or other agents working on behalf of the Contractor. The
2.b 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.1 If any sub-contractors or other agents working on behalf of the Contractor are found unsuitable, for whatever reason, the Contractor is to engage
2.c with the relevant sub-contractors or other agents to broker a resolution.

A.1 Government Furnished Assets

3

- A.1 The Contractor will be furnished with the pieces of Government Furnished Assets (GFA) as detailed at Annex A to this SoR.
3.a

Ref Requirement

A.1 The Contractor is to report to the Designated Officer any failures of GFA at the first instance for repair or replacement, as appropriate.
3.b

**A.1 Personnel Qualification Requirements and Training
4**

A.1 The Contractor's Personnel require the qualifications detailed at Annex B.
4.a

A.1 The Contractor is responsible for the sourcing of the appropriate training for the Contractor's Personnel unless otherwise noted at Annex B. Where
4.b 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.1 The Contractor is responsible for all costs for training of the Contractor's Personnel in order to meet their obligations under the Contract unless
4.c otherwise noted at Annex B.

<u>Ref</u> B	<u>Requirement</u> <u>Deliverable Requirements</u>	<u>Additional Information</u>	<u>Quantity</u>	<u>Standard of Performance</u>
B.1	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
B.2	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
B.3	[REDACTED]		[REDACTED]	[REDACTED]
B.4	[REDACTED]			
B.5	[REDACTED]	[REDACTED]		[REDACTED]

Annex A
Government Furnished Assets (GFA)

	Government Furnished Equipment (GFE)	Government Furnished Information (GFI)	Government Furnished Resources (GFR)	Government Furnished Facilities (GFF)
Description		N/A	N/A	
Quantity		N/A	N/A	
Terms of Loan		N/A	N/A	
Task		N/A	N/A	SME support
Date of Supply and Return		N/A	N/A	
Location of Supply		N/A	N/A	N/A
Reporting		N/A	N/A	N/A
Maintenance Responsibilities		N/A	N/A	N/A
Replacement Responsibilities		N/A	N/A	N/A
Responsibility for Delivery / Collection	As agreed	N/A	N/A	N/A
Packaging Issues	N/A	N/A	N/A	N/A
Disposal Arrangements	As agreed	N/A	N/A	N/A
Warranties	N/A	N/A	N/A	N/A
Force Majeure / Relief / Compensation	N/A	N/A	N/A	N/A

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
N/A			