

# Statement of Requirement (SoR)

For: Business consultancy ☐ Corporate Procurement ☒

## Purpose

Reference Number	RQ0000070388
Version Number	0.1
Date	17/01/2025

1.	Requirement
1.1	Title
	SHERPA Software Licences
1.2	Summary
	Purchase Safety critical software licence <u>renewal</u> for existing SHERPA software supplied by Human Reliability Associates Ltd. This will be for 2 floating licences for 2 years
1.3	Background
	Dstl is required to undertake human factors based risk assessment by the Health and Safety Executive (HSE); failure to do so will result in enforcement action by the regulator. We have been using SHERPA software to facilitate this mandated action for the past few years and our existing assessments can only be used within this software. This is a bespoke software package which is only available from this supplier. Several staff are currently trained in the use of this software. Other packages are available but are not compatible with our existing assessments which we have been providing to stakeholders. The current licence has expired and needed to be renewed on 25 <sup>th</sup> January 2025.
1.4	Requirement

	<p>Purchase 2x 2-year SHERPA licences (paid in advanced)</p> <p>Provision of 2 x 2-year floating licences, including maintenance</p>
<b>1.5</b>	<b>Options or follow on work</b>
	<b>N/A</b>

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
	N/A	N/A	N/A	Official	None - it is a bespoke tool for carrying out and supporting human factors (safety critical task analysis ) risk assessments	N/A

<b>1.7</b>	<b>Deliverable Acceptance Criteria</b>
	Licences to be renewed by 25 January 2025 but this date has passed so as soon as possible

<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>
	<input type="checkbox"/> <b>ISO9001</b> (Quality Management Systems) <input type="checkbox"/> <b>ISO14001</b> (Environment Management Systems) <input type="checkbox"/> <b>ISO12207</b> (Systems and software engineering — software life cycle) <input type="checkbox"/> <b>TickITPlus</b> (Integrated approach to software and IT development) <input type="checkbox"/> <b>Other:</b> (Please specify below)
<b>2.2</b>	<b>Safety, Environmental, Social, Ethical, Regulatory or Legislative aspects of the requirement</b>
	N/A

3.	Security		
3.1	Highest security classification		
	Of the work		[REDACTED] 40 – Commercial Interest
	Of the Deliverables/ Output		
3.2	Security Aspects Letter (SAL)		
	Not applicable		

	If yes, please see SAL reference-
[REDACTED] 40 – Commercial Interest	
	<p>The software is already installed. This request is for the renewal of the licence to use it</p> <p>If stated, this must be completed by the contractor before a contract can be awarded. In accordance with the <a href="#">Supplier Cyber Protection Risk Assessment (RA) Workflow</a> please complete the Cyber Risk Assessment available <a href="#">here</a></p>

4. Government Furnished Assets (GFA)					
GFA to be Issued - No					
<i>If 'yes' – add details below. If 'supplier to specify' or 'no,' delete all cells below.</i>					
GFA No.	Unique Identifier/ Serial No	Description: <i>Classification, type of GFA (GFI for information for example), previous MOD Contracts and link to deliverables</i>	Available Date	Issued by	Return or Disposal Date <i>Please specify which</i>
GFA-1					

5. Proposal Evaluation criteria	
5.1	Technical Evaluation Criteria
	Please refer to Annex A

<b>5.2</b>	<b>Commercial Evaluation Criteria</b>
	Please refer to Annex A

6.	Defcons
Defcon:	Covering:
539	Transparency
658	Cyber
Defforms:	
539A	Tenderer’s Sensitive Information