

Statement of Requirement (SoR)

For: Business consultancy ☐ Corporate Procurement ☒

Reference Number	RQ0000066960
Version Number	0.1
Date	07/11/2024

1.	Requirement
1.1	Title
	CIWM (WAMITAB) Waste Management Training
1.2	Summary
	Due to the nature of our work the shift team are required to learn about waste management. The Chartered Institution of Wastes Management (CIWM) is a professional body for the Waste Management industry in the UK.
1.3	Background
	We have several members of staff qualified to either WAMITAB 2, 3 or 4 and currently have members of staff who are doing a course at present. We have a member of staff who joined 40-Commercial Interest WAMITAB 2 at the beginning of 2025.
1.4	Requirement
	Please could we have provision to provide WAMITAB Levels 2,3, & 4 for the Waste Team Staff 40-Commercial interest . 40-Commercial Interest , these have been historically hard copies in the candidate's individual folder.

	<div>40-Commercial interest</div> <div>40-Commercial interest</div> <p>Support from trainer in between visits if required via email or telephone</p> <p>Assessment outcome feedback report per visit for each candidate involved.</p> <p>Candidate completion certificate at the end of the course.</p> <p>Is there a limit to the number of visits to site we can have during a year?</p>
1.5	Options or follow on work

	Option to extend for 12 months. With your submission please provide the pricing for the optional 12 months.
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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
Example D – 1	Outcome/Feedback Report	On completion of assessment	Word/Excel	O	Provision of Assessment Outcomes/Feedback report on completion of each assessment	N/A

1.7	Deliverable Acceptance Criteria
	WAMITAB Competence Certificate

2.	Quality Control and Assurance
2.1	Quality Control and Quality Assurance processes and standards that must be met by the contractor
	<input type="checkbox"/> ISO9001 (Quality Management Systems) <input type="checkbox"/> ISO14001 (Environment Management Systems) <input type="checkbox"/> ISO12207 (Systems and software engineering — software life cycle) <input type="checkbox"/> TickITPlus (Integrated approach to software and IT development) <input type="checkbox"/> Other: (Please specify below)
2.2	Safety, Environmental, Social, Ethical, Regulatory or Legislative aspects of the requirement
	N/A

3.	Security				
3.1	Highest security classification				
	<table> <tr> <td>Of the work</td><td>OFFICIAL</td></tr> <tr> <td>Of the Deliverables/ Output</td><td>OFFICIAL</td></tr> </table>	Of the work	OFFICIAL	Of the Deliverables/ Output	OFFICIAL
Of the work	OFFICIAL				
Of the Deliverables/ Output	OFFICIAL				
3.2	Security Aspects Letter (SAL)				
	Not applicable				

	If yes, please see SAL reference-
3.3	Cyber Risk Level
	40-Commercial interest
3.4	Cyber Risk Assessment (RA) Reference
	40-Commercial interest

4. Government Furnished Assets (GFA)					
GFA to be Issued - Yes					
GFA No.	Unique Identifier/ Serial No	Description: GFI	Available Date	Issued by	Return or Disposal Date
GFA-1	001	Information from delegates return 40-Commercial interest of contract (When training is required)	On award of contract (When training is required)	Dstl	All GFI must be returned on completion of the contract

5. Proposal Evaluation criteria	
5.1	Technical Evaluation Criteria

	Please refer to Annex A
5.2	Commercial Evaluation Criteria
	Please refer to Annex A

6.	Defcons
Defcon:	Covering:
76	Contractors are required to work at MOD premises
539	Transparency
532B	Protection of Personal Data
658	Cyber
Deforms:	
539A	Tenderer's Sensitive Information
532	Personal Data Particulars