

Statement of Requirement (SoR)

Purpose

This document is for new Extra-Mural (EMR) Contracts. Use the [Request for Contract Action \(RCA\) Guidance for EMR](#) page on WikiD when filling out this SoR and a supporting RCA. Please seek assistance if desired from [Commercial](#) or your Divisional Procurement Representative.

This document is supplier facing and the RCA is an internal document. Please delete non-essential grey text before issuing externally/ to suppliers.

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| Reference Number | 1000164721 |
| Version Number | 0.1 |
| Date | 12/05/2021 |

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| 1. | Requirement |
| 1.1 | Title |
| | Redacted under FOI Exemption [REDACTED] [REDACTED] |
| 1.2 | Summary |
| | Redacted under FOI Exemption [REDACTED] [REDACTED] |
| 1.3 | Background |

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| | <p>Redacted under FOI Exemption [REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> |
| 1.4 | Requirement |
| | <p>Redacted under FOI Exemption [REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> |
| 1.5 | Options or follow on work <i>(if none, write 'Not applicable')</i> |
| | N/A |

| 1.6 | Deliverables & Intellectual Property Rights (IPR) | | | | | | |
|-------|---|---|----------------|------|---|---|---|
| Ref. | Title | Due by | Format | TRL* | Expected classification (subject to change) | What information is required in the deliverable | IPR DEFCON/ Condition <i>(Commercial to enter later)</i> |
| D1-4 | Annual Progress Reports | T0+12 Months and every 12 months thereafter | Summary Report | n/a | 0 | | Redacted under FOI Exemption |
| D - 5 | Final Thesis | T0+48 months | | n/a | 0 | | |

***Technology Readiness Level required**

Notes- IPR should be inserted / checked by commercial staff before sharing with the supplier(s) to ensure accuracy.

| Deliverable | Required? | Delivery Date <i>(Expressed as weeks / months from Contract award)</i> |
|---|-------------------------------------|--|
| Start of PhD programme and kick-off meeting | <input checked="" type="checkbox"/> | Redacted under FOI Exemption October 2021 |
| Year 1 - Quarterly progress meetings with Redacted under FOI Exemption | <input checked="" type="checkbox"/> | Redacted under FOI Exemption January 2022, April 2022, July 2022, October 2022 |
| Year 1 - Annual progress report | <input checked="" type="checkbox"/> | Redacted under FOI Exemption September 2022 |
| Year 2 - Quarterly progress meetings with Redacted under FOI Exemption | <input checked="" type="checkbox"/> | Redacted under FOI Exemption January 2023, April 2023, July 2023, October 2023 |
| Year 2 - Annual progress report | <input checked="" type="checkbox"/> | Redacted under FOI Exemption September 2023 |
| Year 3 - Quarterly progress meetings with Redacted under FOI Exemption | <input checked="" type="checkbox"/> | Redacted under FOI Exemption January 2024, April 2024, July 2024, October 2024 |
| Year 3 - Annual progress report | <input checked="" type="checkbox"/> | Redacted under FOI Exemption September 2024 |
| Year 4 - Quarterly progress meetings with Redacted under FOI Exemption | <input checked="" type="checkbox"/> | Redacted under FOI Exemption January 2025, April 2025, July 2025, October 2025 |
| Year 4 – Annual progress report | <input checked="" type="checkbox"/> | Redacted under FOI Exemption March 2025 |
| Completion of PhD and delivery of PhD thesis | <input checked="" type="checkbox"/> | Redacted under FOI Exemption September 2025 |

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| 1.7 | Standard Deliverable Acceptance Criteria |
| | <ul style="list-style-type: none"> The annual reports will be delivered to the Redacted under FOI Exemption co-supervisor who will review them and make any recommendations for changes. Redacted under FOI Exemption The PhD thesis will be reviewed by the Redacted under FOI Exemption Redacted under FOI Exemption |
| 1.8 | Specific Deliverable Acceptance Criteria |
| | <ul style="list-style-type: none"> Redacted under FOI Exemption review technical annual deliverables. Comments and feedback to be incorporated within 10 working days for final issue. Redacted under FOI Exemption Production of a PhD thesis at a standard recognised by the relevant external examiners |

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| 2. | Quality Control and Assurance |
| 2.1 | Quality Control and Quality Assurance processes and standards that must be met by the contractor |
| | <p><input type="checkbox"/> ISO9001 (Quality Management Systems)</p> <p><input type="checkbox"/> ISO14001 (Environment Management Systems)</p> <p><input type="checkbox"/> ISO12207 (Systems and software engineering — software life cycle)</p> <p><input type="checkbox"/> TickITPlus (Integrated approach to software and IT development)</p> <p><input checked="" type="checkbox"/> Other: (Please specify below)</p> <p>University's internal processes</p> |

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| 2.2 | Safety, Environmental, Social, Ethical, Regulatory or Legislative aspects of the requirement | |
| | N/A | |
| 3. | Security | |
| 3.1 | Highest security classification | |
| | Of the work | Redacted under FOI Exemption [REDACTED] |
| | Of the Deliverables/ Output | Redacted under FOI Exemption [REDACTED] |
| 3.2 | Security Aspects Letter (SAL) | |
| | Not applicable If yes, please see SAL reference- <i>Enter iCAS requisition number once obtained</i> | |
| 3.3 | Cyber Risk Level | |
| | Choose an item. | |
| 3.4 | Cyber Risk Assessment (RA) Reference | |
| | Redacted under FOI Exemption [REDACTED] If stated, this must be completed by the contractor before a contract can be awarded. In accordance with the Supplier Cyber Protection Risk Assessment (RA) Workflow please complete the Cyber Risk Assessment available at https://suppliercyberprotection.service.xgov.uk/ | |

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| 4. | Government Furnished Assets (GFA) |
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GFA to be Issued - Choose an item.

If 'yes' – add details below. If 'supplier to specify' or 'no,' delete all cells below.

| GFA No. | Unique Identifier/ Serial No | Description: <i>Classification, type of GFA (GFE for equipment for example), previous MOD Contracts and link to deliverables</i> | Available Date | Issued by | Return Date or Disposal Date (T0+) <i>Please specify which</i> |
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| 5. | Proposal Evaluation criteria |
| 5.1 | Technical Evaluation Criteria |
| | <i>Commercial Assistance needed here before or after a requisition is raised. Framework evaluation criteria as per T&C's may apply.</i> |
| 5.2 | Commercial Evaluation Criteria |
| | <i>Commercial Assistance needed here before or after a requisition is raised. Framework evaluation criteria as per T&C's may apply.</i> |