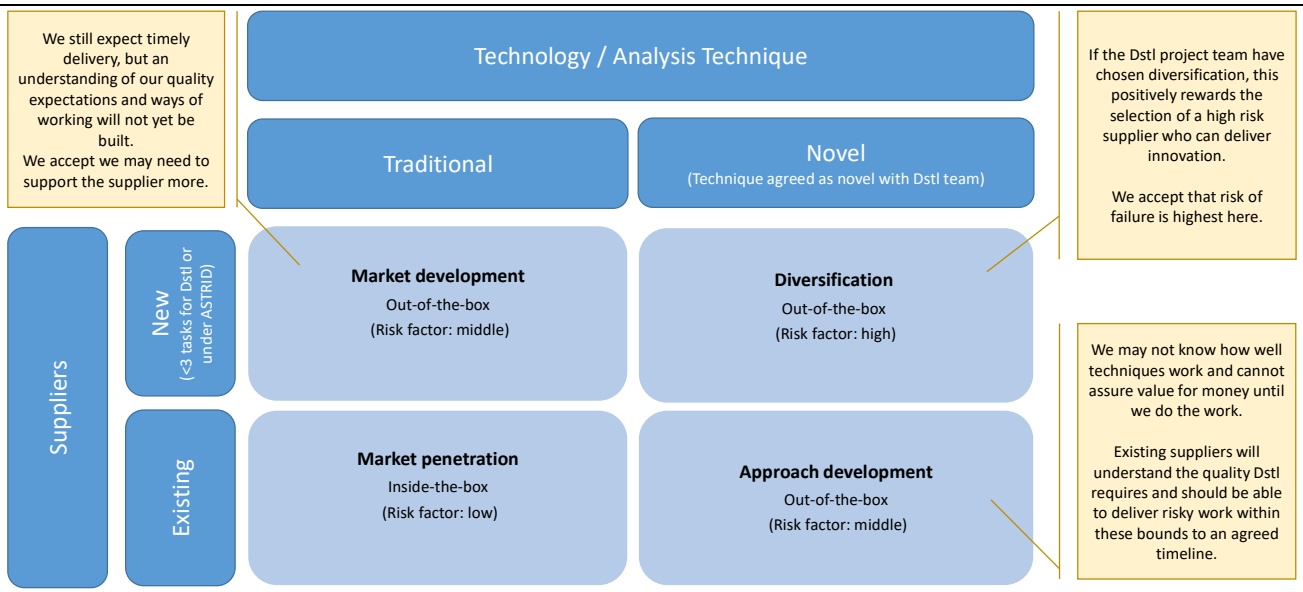
Statement of Requirement (SOR)

Contact & Project Information:

Redacted under FOIA Section 40 - Personal Information

Project Manager	Name			
	Email			
	Telephone number			
Technical Partner	Name			
	Email			
	Telephone number			
PJ number	PJ100804	**CHESS leaf code**	NQT	
Owning division	Exploration	**Delivering division**	Exploration	
Programme	High Level Decision Support			
Indicative task budget(s) £k	Core / initial work:	£ 100 – 150k	Options / follow on work:	Option 1 - £TBD Options 2 - £TBD

Innovation risk appetite:	Low
Narrative (if applicable):	Traditional analysis techniques and existing suppliers required.
Using the Ansoff matrix below, please indicate your risk appetite with regards to accepting innovative bids/solutions. The type of analysis/experimentation technique is included within 'Technology/Product'.	



Use of Outputs: ***(This section is used to inform risks, liabilities, mitigations and exploitation)***

Intended uses (including the approximate time before use and any key decisions that will use the output):

Exploitation Path

The study results will be used to inform planning for the next Strategic Defence and Security Review (SDSR).

Specifically, the results will be used for:

- Education – The results will be used to educate personnel involved in an SDSR. Target audiences could include senior decision makers (2* and 3*), policy desk officers and analysts. The output could be part of, or inform the development of, an SDSR 'Biscuit Book'.
    - Dstl's biscuit books are simple guides, designed for you to pick up and dip into when you're enjoying a cup of tea and a biscuit. Each book is arranged in a series of easily digestible chunks covering different topics, aiming to inform, without being overly technical. See examples here.
- Process development – The results will be used to better understand how well MOD uses evidence during an SDSR. Actions can then be taken to improve MOD's use of evidence.
- Analysis preparation – The results will be used to identify the evidence that is required for an SDSR. This will enable work to begin preparing that evidence.

- Promote the use of analysis – The results will be used to highlight the benefits of applying analysis and encourage senior decision makers to consider and demand analysis to inform the next SDSR.

Deadline

- Phase 1 (Core) should be completed by the end of March 2023 (to coincide with the end of FY 22/23)
- Phase 2 (Option 1) should be completed by December 2023
- Phase 3 (Option 2) should be completed by the end of March 2024 (to coincide with the end of FY 23/243)

This will ensure that the results can be used to inform preparations for the next SDSR. This is based on the next SDSR being published in 2026 (The last 3 SDSRs have been published at 5-6 year intervals – 2010, 2015 and 2021).

Possible uses:

The results may be shared with the Ministry of Defence's Partners Across Government (PAG) to demonstrate to them (particularly Cabinet Office and HM Treasury) that MOD is proactively working to improve its use of evidence. This would have the additional benefit of ensuring that PAGs also benefit from the insights generated.

Excluded uses:

The outputs will not be published in the public domain.

The outputs are not intended to undermine decisions taken during the last SDSR. The projects purpose is to inform the development and use of analysis in support of the next SDSR.

Risk Assessment Process:

Project teams are required to complete the ASTRID Liabilities spreadsheet that will look at the direct and indirect risks associated with the work. The assessment must be completed at the outset before the draft SOR is submitted, this will prevent delays and lessen negotiations when the proposal is received.

The risk assessment spreadsheet can be found in the document list on the ASTRID Nexus Homepage:

http://org/org/ent/CME/ASTRID/SitePages/Home.aspx

Some generic risks are pre-filled so please ensure they apply to your task and delete/add as necessary. Each risk must be assessed in turn and a score entered in the spreadsheet. They will be automatically marked and a colour code produced. Please enter the results in the boxes below. A completed copy of the spreadsheet must be attached to this SOR when submitting it to the ASTRID Dstl PM for review and approval to release to CORDA.	
Direct Risk	Redacted under FOIA Section 43 - Commercial Interest
In the event that a direct risk is scored as “Green” or “Yellow” the risk will be capped at pre-agreed limits of liability and the project team may continue with the submission of their requirement to CORDA once all necessary approvals have been issued by the Dstl ASTRID PM. In the event that a direct risk is identified as “Amber” or “Red” project teams should discuss the requirement with their Commercial POC before the task is submitted.	
Indirect/Consequential Risk	Redacted under FOIA Section 43 - Commercial Interest
In the event that the indirect risk is “Excluded” project teams may continue with the submission of their requirement to CORDA once all necessary approvals have been issued by the Dstl ASTRID PM. In the event that the indirect risk is identified as “Included” project teams should discuss their requirement with their Commercial POC before the task is submitted.	

Levels of Technical Assurance:

The framework offers three levels of Technical Assurance Support, and you have the ability to determine which level is suitable for your task.

Full guidance listing the types of support under each level (and the trade-offs) can be found in the “ASTRID Guide – Levels of Assurer Support” here or in the document list on the ASTRID Homepage.

It may be that the level of support you require changes in the early discussion phase. Please ensure the final version of your SOR has the correct level indicated.

Please indicate below which level you require.

Minimum ☒	Standard ☐	Enhanced ☐

Statement of Requirement (SoR)

Project's document ref	**20220810-AST149 SDSR Review v1.0**
Version number	**1.0**
Date	**10/08/2022**

1.	**Requirement**
1.1	**Title (including AST/ prefix)**
	AST149 / Applying evidence to the Strategic Defence and Security Review
1.2	**Summary**
	This study seeks to understand what evidence senior decision makers in MOD require to make 'good enough' / 'fit for purpose' decisions, whether they have it and what more needs to be done to provide it. It focuses on the decisions taken during a Strategic Defence and Security Review (SDSR). This bounds the study whilst ensuring it focuses on exploring decisions that are most consequential for the security of the UK. SDSRs can be conducted as part of a wider review of foreign and development policy (such as the 2021 Integrated Review). Where defence and security is considered as part of a wider review, the study should focus purely on the defence and security contribution to the review.
1.3	**Background**

	The Government makes significant decisions that affect the safety and security of the UK. They therefore need to have confidence that the decisions that are taken are based on evidence that is 'fit-for-purpose'.
	
	This study will help prepare the MOD for the next SDSR by seeking to understand whether senior decision makers have evidence that is 'fit-for-purpose' to make SDSR decisions. It will enable MOD to understand where senior decision makers feel that they are well supported by evidence as well as where they may have evidence gaps and require further support. Senior decision makers' responses can also be compared to decision-making theory. This will help MOD understand whether senior decisions makers are adopting good decision-making practice when considering evidence. The findings can then be used to develop activities that help fill any evidence gaps and ensure senior decision makers have the required evidence to make decisions during the next SDSR.
	
	This study focuses on evidence that is 'fit for purpose' – defined as 'good enough'. Significant time and effort can be spent developing an evidence base. However, it may not be necessary, cost effective and/or achievable to generate a complete and comprehensive evidence base. Focusing on what is 'fit for purpose' and 'good enough' enables the study to focus on the evidence that is essential to make a good decision, as opposed to 'nice to have'. It is also important to understand whether the evidence base that is produced is available to, understood by and used correctly by decision makers.
	
	<u>Key stakeholders</u>
	
	• Main Customer
	  o Defence Science and Technology – funding the work.
	• Stakeholders – Partner's Across Government
	  o Prime Minister' Office
	  o Cabinet Office
	  o HM Treasury
	• Stakeholders – Ministry of Defence

	o Strategy Hub – Coordinates defence reviews. o Director General Finance – Allocates financial resources across MOD. o Finance Military and Capability: Capability Strategy - Responsible for ensuring MOD develop a balanced and funded force structure. o Secretary of State's Office of Net Assessment and Challenge (SONAC) - Undertakes strategic analysis, net assessment, doctrinal development, and red teaming, in order to provide a strengthened challenge function within the Ministry of Defence. o Security Policy and Operations – Directs the generation of forces and the activity those forces are to undertake. Front Line Commands are excluded from the study. This ensures that the study is bounded in order to create a more achievable task. It also reflects the reality that big SDSR decisions are made in Whitehall.

1.4	**Requirement**

	The objectives are to: • Improve understanding of a senior decision maker's evidence requirements during an SDSR. • Improve understanding of the strengths and/or limitations of the evidence base underpinning past and future SDSRs. • Identify actions that can be taken to improve the evidence base for future SDSRs. • Demonstrate to Treasury and Cabinet Office that MOD is proactively applying good decision making and evidence practice. • Raise senior decision maker's awareness of Dstl and the support Dstl can provide. Specifically, this work seeks to answer the below questions. • What decisions are made during an SDSR? • Do decision makers have 'good enough' evidence to make SDSR decisions? o What do senior decision makers mean when they think of evidence? o What evidence do decision makers require and what makes it 'good enough'? o What further evidence is required to make it 'good enough'? • What are the barriers to providing 'good enough' evidence? • What are the enablers to providing 'good enough' evidence? • What does this study tell us about how MOD uses evidence to inform decision-making? o Does MOD follow good decision-making practice? ▪ This should consider all potential aspects of evidence, such as what is considered evidence and how is it analysed/evaluated, challenged and presented. The supplier should consider applying the evidence characteristics detailed in the Evidence Framework Approach and Aqua Book, as well as considerations and insights from decision-making theory. • How can MOD improve its use of evidence to support the next Strategic Review and decision-making in general? o What evidence is required?

	o What decision-making practices should MOD adopt? ▪ The recommendations must be pragmatic and possible for MOD to adopt. For the purpose of this study, a senior decision maker is defined as "someone who decides between, or is directly involved in proposing/recommending, alternative policy options in an SDSR". Interviews should not be bound by Government Department, seniority and/or rank. Whilst it is expected that the majority of interviewees will be current and former MOD staff, interviewees could also include current and former staff from the Cabinet Office, Treasury and any other relevant government departments. The study should also consider interviewing the Secretary of State for Defence and other Ministers. It may also be necessary to interview individuals who were/are critical to the delivery of a SDSR but are not involved in deciding between alternative options. <u>Approach</u> The supplier will be expected to identify, contact and interview senior stakeholders across Government. This will require engaging both current and past decision makers and their staffs. Whilst Dstl may be able to help support and facilitate this engagement, the supplier should not be reliant on Dstl. It would therefore be useful if the supplier already has networks and relationships with, or at least access to, senior Defence decision makers. However, Dstl would look to provide an initial list of senior decision makers that should be interviewed. This is unlikely to be comprehensive. The supplier should therefore look to expand that list of interviewees using a 'snowball' sampling strategy (a 'snowball sampling' strategy is a non-probability sampling method where currently enrolled research participants help recruit future subjects for a study). All interviewees should be agreed with Dstl prior to being interviewed. The study will be split into phases. Phase 1 is the core task with phases 2 and 3 representing options for further work.

	• Phase 1 – Integrated Review 2021. This phase should focus on understanding decision making during the 2021 Integrated Review. It will require interviewing Integrated Review 2021 senior decision makers. The following questions will need to be answered: o What decisions did decision makers have to make in Integrated Review 2021? o Did decision makers have 'good enough' evidence to make decisions? ▪ What do senior decision makers mean when they think of evidence? ▪ What evidence did decision makers require and what makes it 'good enough'? ▪ What further evidence is required to make it 'good enough'? o What were the barriers to providing 'good enough' evidence? o What were the enablers to providing 'good enough' evidence? o What does this study tell us about how MOD uses evidence to inform decision-making? o How can MOD improve its use of evidence to support the next Strategic Review and decision-making in general? ▪ What evidence is required? Did this meet other government department's requirements? In particular, Cabinet Office, Treasury. ▪ What decision-making practices should MOD adopt? • The recommendations must be pragmatic and possible for MOD to adopt. During the interviews, specific examples should be identified wherever possible. This forces interviewees' to evidence their responses and not just provide theoretical responses. <u>Decision making theory</u> The supplier must also supplement stakeholder engagement activity with appropriate literature on decision-making, including any relevant reviews of decision making within the MOD. It is important that the supplier considers, and compares interviewee responses to, decision-making theory and frameworks. This will help MOD to understand and improve its use of evidence. Specifically, the

	Evidence Framework Approach (EFA) and the Aqua Book. The supplier may wish to consider wider decision-making theory and frameworks. • The EFA enables an analyst and/or customer to answer "How much evidence is enough?". It provides a practical framework to think about evidence and analytical quality throughout a project's whole life. The EFA's main output is an assessment of the work's 'fitness-for purpose' to support a specific decision. • The Aqua Book details analysis best practice within government and outlines the principles of good analysis. Cost Dstl would like to know how many interviews suppliers can conduct if the overall cost of Phase 1 is: • £100k • £125k • £150k This will help Dstl to assess the budget required to complete the task and how narrow or wide to make the study boundaries. It is assumed that the answer to this question can be used to also assess the budget and study boundary for phase 2. Skills Required This study will require the application of qualitative social science research methods. The study would also benefit from the application of decision-making and human cognition theory. Decision Points A decision point is required at the end of each phase. Dstl will then consider whether to progress to the next phase.

	Decision points are also required approximately two months into phase 1 and 2. This is necessary, as there is a risk that the proposed interviewees will not engage with this study. The supplier therefore needs to provide evidence that they have contacted and agreed interview dates with the proposed interviewees. Dstl will only wish to proceed with the study if they are confident that the supplier will interview a sufficient number of relevant interviewees. The supplier should therefore provide Dstl with the information they need to have confidence that the phases will succeed. Dstl reserves the right to end the study at this point if it does not have confidence that the supplier can conduct a suitable number of relevant interviews. However, Dstl also reserves the right to delay the decision if more time would enable the supplier to agree a suitable number of interviews, including interview dates. <u>Deadline</u> • Phase 1 should be completed by the end of March 2023 (to coincide with the end of FY 22/23) • Phase 2 should be completed by December 2023 • Phase 3 should be completed by the end of March 2024 (to coincide with the end of FY 23/24) This will ensure that the results can be used to inform preparations for the next SDSR. This is based on the next SDSR being published in 2026 (The last 3 SDSRs have been published at 5-6 year intervals – 2010, 2015 and 2021). <u>Additional Considerations</u> It is likely that the skills, knowledge and networks required to fulfil this requirement are not contained within any one supplier. Consequently, a 'Rainbow' team (known as a 'Collaborative' task under the ASTRID framework) should be established to ensure the project team includes the full range of skills, knowledge and networks required.

	Dstl must be represented in the study team. This will ensure the supplier is aware of internal MOD politics and reduces the risks inherent in an activity that involves senior stakeholder engagement and could be considered sensitive. Redacted under FOIA Section 40 - Personal Information a Dstl Fellow, should be considered as either part of the review / design team and/or delivery team. If you wish to use Redacted under FOIA Section 40 - Personal Informa please identify how many days of his time you would require. Please note that we cannot guarantee that Redacted under FOIA Section 40 - Personal Inforn will be available. The task should include fortnightly project progress meetings with the Project Manager and Project Technical Authority and/or Technical Partner. This will help ensure the project progresses as planned and that risks and opportunities are raised and resolved early. In addition, the supplier will deliver a monthly financial forecast for the remainder of the period of the contract. This will be delivered on the 3rd working day of each month and will detail: • The actual spend incurred for each complete month of the tasking to date; • The forecast spend for each remaining month of Dstl's financial year (Note Dstl's financial year runs from 1st April-31st March); • For taskings that span financial years a forecast for each future years spend. The forecast should be supplied in Excel spreadsheet format.
1.5	**Options or follow on work**

	It would be useful if these phases were costed up front (ROM) to support long term project planning. • **Phase 2 (OPTION A)** – The next SDSR. This phase should focus on understanding decision making for the next SDSR. It will require interviewing senior decision makers in posts that would conduct the next SDSR. The following question will need to be answered: o What decisions would decision makers have to make if there was an SDSR tomorrow? o Do decision makers have 'good enough' evidence to make decisions? ▪ What do senior decision makers mean when they think of evidence? ▪ What evidence would decision makers require and what makes it 'good enough'? ▪ What further evidence is required to make it 'good enough'? o What are the barriers to providing 'good enough' evidence? o What are the enablers to providing 'good enough' evidence? o What does this study tell us about how MOD uses evidence to inform decision-making? o How can MOD improve its use of evidence to support the next Strategic Review and decision-making in general? ▪ What evidence is required? ▪ What decision-making practices should MOD adopt? • The recommendations must be pragmatic and possible for MOD to adopt. • **Phase 3 (OPTION B) – Analysis and Synthesis**. This phase should focus on combining the outputs of phases 1 and 2 into a strategic output that meets the overall objectives. It will help MOD understand the general lessons that may be applicable to all SDSRs and those that may be context/decision maker specific. The focus should be on answering: o What does the study tell us about the type of decisions decision makers have to make during an SDSR?

	o Do decision makers have 'good enough' evidence to make decisions? ▪ What do senior decision makers mean when they think of evidence? ▪ What evidence would decision makers require and what makes it 'good enough'? ▪ What further evidence is required to make it 'good enough'? o What are the barriers to providing 'good enough' evidence? o What are the enablers to providing 'good enough' evidence? o What does this study tell us about how MOD uses evidence to inform decision-making? o How can MOD improve its use of evidence to support the next Strategic Review and decision-making in general? ▪ What evidence is required? ▪ What decision-making practices should MOD adopt? • The recommendations must be pragmatic and possible for MOD to adopt. As part of this phase, the supplier should develop a 'biscuit book' on 'How can I use evidence to make good SDSR decisions?' This should be produced in collaboration with Dstl and targeted at anyone in MOD who is involved in defence reviews. This could range from 2* senior decision makers to staff officers, policy officers and analysts supporting the decision making process. Its purpose is to provide decision makers with a short (approx. 30 minutes long) slide pack that helps them to understand what evidence they require and is 'good enough' for them to make decisions in support of the next SDSR.

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** *(Commercial to enter later)*
D – 1.1	Phase 1 – Decision Point	Approx. 2 months in	Microsoft PowerPoint	N/A	Redacted under FOIA Section 26 - Defence	Target Audience – Dstl project team. Purpose – Provide evidence that the proposed interviewees will be interviewed as part of this phase and that the project is adopting a technically rigorous method. To provide Dstl with confidence that the phase will succeed.	DEFCON 703

D – 1.2	Phase 1 – Technical report	On Phase 1 completion	PDF (Microsoft Word copy required)	N/A	Target Audience – Analysts Purpose – Provide a detailed overview of the activity undertaken (detailed enough so that the method can be replicated and/or critiqued) and the study conclusions and recommendations.	DEFCON 703
D – 1.3	Phase 1 – Presentation	On Phase 1 completion	Microsoft PowerPoint	N/A	Target Audience – TBD depending on study outputs. Purpose – Outlines the key findings and recommendations from Integrated Review 2021.	DEFCON 703

Redacted under FOIA Section 26 - Defence

D – 1.4	Phase 1 – Interview Notes	On Phase 1 completion	PDF (Microsoft Word copy required)	N/A	Purpose – Provide Dstl with the raw interview notes.	DEFCON 703
D – 2.1	Phase 2 – Decision Point (OPTION)	Approx. 2 months in	Microsoft PowerPoint	N/A	Target Audience – Dstl project team. Purpose – Provide evidence that the proposed interviewees will be interviewed as part of this phase and that the project is adopting a technically rigorous method. To provide Dstl with confidence that the phase will succeed.	DEFCON 703
D – 2.2	Phase 2 – Technical report	On Phase 2	PDF (Microsoft	N/A	Target Audience – Analysts	DEFCON 703

	(OPTION)	completion	Word copy required)		Purpose – Provide a detailed overview of the activity undertaken (detailed enough so that the method can be replicated and/or critiqued) and the study conclusions and recommendations.	
D – 2.3	Phase 2 – Presentation (OPTION)	On Phase 2 completion	Microsoft PowerPoint	N/A	Target Audience – TBD depending on study outputs. Purpose – Outlines the key findings and recommendations from Integrated Review 2021.	DEFCON 703
D – 2.4	Phase 2 – Interview Notes	On Phase 2	PDF (Microsoft	N/A	Purpose – Provide Dstl with the raw interview notes.	DEFCON 703

Redacted under FOIA Section 26 - Defence

		completion	Word copy required)			
D – 3.1	Phase 3 – Technical report (OPTION)	On Phase 3 completion	PDF (Microsoft Word copy required)	N/A	Target Audience – Analysts Purpose – Provide a detailed overview of the activity undertaken (detailed enough so that the method can be replicated and/or critiqued) and the study conclusions and recommendations.	DEFCON 703
D – 3.2	Phase 3 – How can I use evidence to make good SDSR decisions?	On project completion	PDF (Microsoft PowerPoint	N/A	Target Audience – Anyone in MOD who is involved in defence reviews. This could range from 2* senior decision makers to staff officers,	DEFCON 703

	(colloquially known as a ‘biscuit book’) (OPTION)		copy required)		policy officers and analysts supporting the decision making process. Purpose – Provide decision makers with a short (approx. 30 minutes long) slide pack that helps them to understand what evidence they require and is ‘good enough’ for them to make decisions in support of the next SDSR. A script should be included if appropriate. This should be produced in collaboration with Dstl. This output could be part of, or inform the development of, an SDSR ‘Biscuit Book’. (see examples here)	

Redacted under FOIA Section 26 - Defence

D – 3.3	Phase 3 – Presentation	On Phase 3 completion	Microsoft PowerPoint	N/A	Target Audience – TBD depending on study outputs. Purpose – Outlines the key findings and recommendations from this study.	DEFCON 703

*Technology Readiness Level required, if applicable

1.7	**Standard Deliverable Acceptance Criteria**
	Deliverable Acceptance Criteria (As per ASTRID Framework T&Cs) 1. Acceptance of Contract Deliverables produced under the Framework Agreement shall be by the owning Dstl or wider Government Project Manager, who shall have up to 30 calendar days to review and provide comments to the supplier. 2. Task report Deliverables shall be accepted according to the following criteria except where alternative acceptance criteria are agreed and articulated in specific Task Statements of Work: • All Reports included as Deliverables under the Contract e.g. Progress and/or Final Reports etc. must comply with the Defence Research Reports Specification (DRRS) which defines the requirements for the presentation, format and production of scientific and technical reports prepared for MoD. Reports shall be free from spelling and grammatical errors and shall be set out in accordance with the accepted Statement of Work for the Task. • Interim or Progress Reports: The report should detail, document, and summarise the results of work done during the period covered and shall be in sufficient detail to comprehensively explain the results achieved; substantive performance; a description of current substantive performance and any problems encountered and/or which may exist along with proposed corrective action. An explanation of any difference between planned progress and actual progress, why the differences have occurred, and if behind planned progress what corrective steps are planned. • Final Reports: shall describe the entire work performed under the Contract in sufficient detail to explain comprehensively the work undertaken and results achieved including all relevant technical details of any hardware, software, process or system developed there under. The technical detail shall be sufficient to permit independent reproduction of any such process or system. 3. Failure to comply with the above may result in the Authority rejecting the Deliverables and requesting re-work before final acceptance. 4. Acceptance criteria for non-report Deliverables shall be agreed for each Task and articulated in the Statement of Work provided by the Contractor
1.8	**Specific Deliverable Acceptance Criteria**

	Not applicable.

2.	Quality Control and Assurance
2.1	**Quality Control and Quality Assurance processes and standards that must be met by the contractor**
	☒ **ISO9001** (Quality Management Systems) ☐ **ISO14001** (Environment Management Systems) ☐ **ISO12207** (Systems and software engineering — software life cycle) ☐ **TickITPlus** (Integrated approach to software and IT development) ☐ **Other:** (Please specify)
2.2	**Safety, Environmental, Social, Ethical, Regulatory or Legislative aspects of the requirement**
	The supplier must guarantee the anonymity of interviewees. This is to protect the interviewees and provide them with the confidence to respond openly and honestly with the interview questions. Interview notes should be anonymised with no personal identifiers recorded on them. The supplier team should maintain a record that links the interview notes to an interviewee. This should not be provided to Dstl but should be used to help the study team develop conclusions and recommendations. A short time after completion of the study (timing to be agreed with Dstl), personal identifiable material should be deleted.

	Participants' demographic details must be captured. This will enable the final report to indicate the types of individuals that participated to provide the study with credibility. It will also help Dstl better understand the findings and whether different communities responded differently. For example, senior military officers, such as Vice Chief of Defence Staff and Deputy Chief of Defence Staff (Military Capability), could be referred to as "Senior Military Officers". If quotes are used in the final deliverables, these should remain anonymised. Quotes cannot be used if they would result in an individual becoming identifiable. Suppliers must make interviewees aware of how the information they provide will be used and how their contribution will be anonymised with their identities protected. This must be done prior to them participating in the study.

3.	Security	
3.1	**Highest security classification**	Redacted under FOIA Section 26 - Defence
	Of the work	
	Of the Deliverables/ Output	
	Where the work requires more than occasional access to Dstl premises (e.g. for meetings), SC Clearance will be required.	
3.2	**Security Aspects Letter (SAL) – Note the ASTRID framework has an overarching SAL for quotation stage (up to OS)**	
	Redacted under FOIA Section 26 - Defence	
3.3	**Cyber Risk Level**	
	Redacted under FOIA Section 26 - Defence	
3.4	**Cyber Risk Assessment Reference (RAR)**	
	Redacted under FOIA Section 26 - Defence	
	This must be completed before a contract can be awarded. The Project Manager needs to complete a Cyber Risk Assessment. There is currently an interim process in place. Please fill in this form and email to ISSDes-DCPP@mod.gov.uk to	

	complete the assessment. The Cyber Risk Profile and a Risk Assessment Reference (RAR) should be provided by email return within 2 working days. For more information: https://www.gov.uk/guidance/defence-cyber-protection-partnership

4.	Government Furnished Assets (GFA)

GFA to be Issued - Yes

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

GFA No.	Unique Identifier/ Serial No	Description: *Classification, type of GFA (GFE for equipment for example), previous MOD Contracts and link to deliverables*	Available Date	Issued by	Return or Disposal *Please specify which*
GFA-1	1	Initial list of interviewees	Project initiation meeting	Dstl	Disposal

If GFA is to be returned: It must be removed from supplier systems and returned to the Dstl Project Manager within 2 weeks of the final Task deliverable being accepted. (Any required encryption or measures can be found in the Security Aspects Letter associated with the Task).

If GFA is to be destroyed: It must be removed from supplier systems and destroyed. An email confirming destruction should be sent to the Dstl Project manager within 2 weeks of the final Task deliverable being accepted

5.	Proposal Evaluation
5.1	**Technical Evaluation Criteria**
	Process will be as per ASTRID Framework T&Cs. If particular attention should be paid to certain aspects of the requirement, please confirm here: • Supplier's awareness of past and current senior decision makers in Defence and wider government. • Supplier's ability to access past and current senior decision makers in Defence and wider government. • Supplier's ability to apply qualitative social science research methods successfully, in particular interviews. • Supplier's awareness of, and ability to apply, decision-making and human cognition theory. • Supplier's ability to handle a potentially sensitive topic with care.
5.2	**Commercial Evaluation Criteria**
	As per ASTRID Framework T&Cs.