ASTRID
ANALYSIS FOR SCIENCE & TECHNOLOGY RESEARCH IN DEFENCE

Statement of Requirement (SOR)

Contact & Project Information:

Project Manager	Name	[Redacted under FOI exemption Personal Information]
	Email	**[Redacted under FOI exemption Personal Information]**
	Telephone number	
	Site	PDW
Technical Partner(s)		
iCas project number		
Owning division	X-Div	**Delivering division**	X-Div
Programme	Defence Science & Technology Futures (DSTF)		

Indicative task budget(s) £k	Core / initial work:	**2M**	Options / follow on work:	£8m

Innovation risk appetite:	**Choose an item.**	Confirmed on a study by study basis
(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'.)		
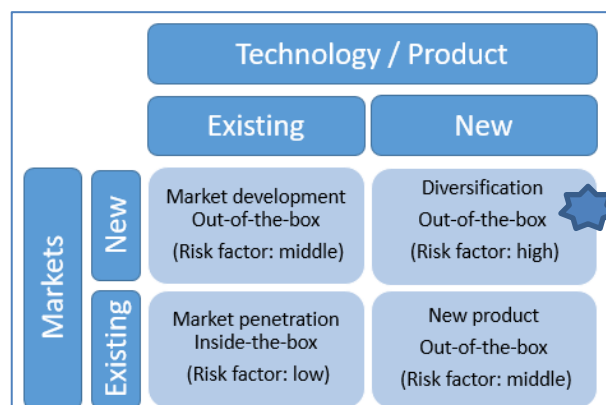
Statement of Requirement (SoR)

Project's document ref	
Version number	
Date	

1.	**Requirement**
1.1	**Title (including AST/ prefix)**
1.2	**Summary**
	In support of the development of a new Defence Science and Technology Futures focus, Dstl requires the provision of services supporting the identification and assessment of a range of emergent technologies and concepts, including (but not limited to); Horizon Scanning, Technology Watching, subject assessment (i.e. Deep Dives and consideration of the 'So What'?) to enable futures work with industry working collaboratively or independently in response to customer/stakeholder requirements.
1.3	**Background**

Defence Science & Technology Futures (DSTF) programme has been created to ensure Defence is better prepared for the future through revitalised investment in activity to **Identify** potential, **Incubate** and rapidly test hypotheses and **Promote** emerging insights of (beyond) generation after next science and technology. This SOR is primarily focused on identifying and incubating areas of technology to better understand their possibilities and merits.

We are purposefully not tightly defining Futures in order to preserve necessary breadth – but highlight an interest in subjects that are "unknown or uncertain to Defence". Similarly, the use of the word Technology should not be taken as binary, with such uses instead intended to cover the full breadth of science and technology, with aligned e.g. sociotechnical (and other) context additional key considerations.

The required support may be delivered in an integrated manner (melded teams) (including working at Authority or Supplier sites if required) with and alongside the Authority in order to deliver the activities and studies required. In challenging our current approaches, and through seeking greater diversity of thought/challenge, we are seeking to move away from a transactional way of working as far as is practicable. This may be facilitated by 'hub virtual get-togethers' whereby direction or work or contextualisation briefs are shared and ideas developed.

This SOR covers Dstl's requirement for external support to assist MOD in delivering the anticipated S&T research in the (DSTF) programme initially until March 2025.

1.4	Requirement

DSTF will, by design, cover a broad and diverse span of interests across science and technology. However in order to identify, then understand, assess, track and communicate identified implications arising from developments or breakthroughs in different technical areas, there are clear types of work that can be anticipated. It is expected that individual tasks have a low level of management associated with them

The types of work are anticipated include (but are not necessarily limited to);

- Study Design[1] which includes but not limited to; problem structuring and definition, requirement refinement, developing study approaches. (Potential need for a 'firewall' approach to enable studies being developed to be contracted independently)
- Horizon Scanning
- Technology watch
- Literature Reviews and industry surveys
- Deep Dives (written reports or workshop based)
- Think pieces
- Topic introductions/assessments
- Concept development
- Contextual assessments
- Communications and "story telling"
- Articulations of the "So what? What next? What first?"
- Wild Card- the ability for the taxonomy to submit ideas of study on the topics we are requesting. Allowing for the taxonomy to be innovative.

While the above list is a good indication of initial requirements, we would also welcome challenge and proposals of innovative methods and approaches formed through expertise present throughout the Hub. This may be in the form of an alternative proposal or suggestions in the early stages of study development.

The requirements of each study will be defined and agreed before commencement of the study. The required depth of analysis for each study will be subject to agreement with the Authority/customer throughout the duration of the task. This HUB will be placed on an Ascertained Costs basis to provide the required flexibility. Although some studies placed through the HUB will be above OFFICIAL, the majority would be at OFFICIAL. Due to the potentially wide breadth of technology it would be expected that a wide range of suppliers are utilised, including SMEs, Non-defence typical suppliers and Academia. There may be potential to replicate tasks in order to have multiple responses to increase the diversity of thought.

	As requirements for DSTF are to be submitted through the HUB over the course of the contract, this could lead to amendments to priorities and objectives. There is therefore a requirement to start, stop or modify work responsively. Decisions to start, stop or modify work should ideally be implemented as soon as practicable. The maintenance of high tempo (and early exit points from assessments once sufficient information to drive decisions around postulated hypotheses) are notable features of DSTF's new ways of working. Work will be guided by regular meetings between the Dstl Programme/Project Manager(s) and Suppliers able to provide integrated analytical design, execution and support and / or specialist advice on individual activities. On completion of studies, deliverables will be required to be submitted to the Authority. These are anticipated (not exhaustive) to take the form of customer or technical reports, memos, presentations / briefings updates. However, the use of the best method of articulating the knowledge gained/proposition made should be the focus, and innovation and novel methods are actively encouraged. The nature of the deliverables required will be agreed/defined at the start of the study. The core work is anticipated to end 31st March 2025 with an initial £2m limit of liability to end 31st March 2024.
1.5	**Options or follow on work**
	1) Option to extend for one year 2025-2026 2) Option to extend for one year 2026-2027 3) Option to increase the limit of liability by a maximum of £8m Important note regarding option 3: It is anticipated that the limit of liability option can be used/issued in smaller values throughout the life of the task.

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[1] The use of the word study refers to Astrid language of a piece of work within the Hub

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
Progress Report	Bi-annually: Progress reports on the health of the overarching hub.	T0+6 months	Word Document (.docx)/Pres entation (.pptx)	n/a	OFFICIAL	Report/Presentation pack to include but not limited to: • Progress report against project schedule. • Review of risk management plan. • Commercial aspects. • Review of deliverables. • GFA and supplier performance • SWOT assessment of new ways of working • Highlights (including assessed methods/approaches)	Each individual study will set their own DEFCON levels
	Individual studies will agree own reporting mechanism and timelines					Deliverables from the work may take many forms including reports, presentations, images, videos, software. These shall all be delivered to a high quality, complying with the Defence Research Reports Specification where relevant. In all cases, the outputs should be	

						free from spelling, grammatical and structural errors and should be factually correct and attributed. Some outputs will be focussed on futures issues and so there will be ambiguity and uncertainty – the source(s) of any ambiguity or uncertainty must be clearly stated.	

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**
	To be defined at an individual study level

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) Any additional QC/Assurance standards to be defined on an individual study level
2.2	**Safety, Environmental, Social, Ethical, Regulatory or Legislative aspects of the requirement**
	The nature of most of the analysis supporting projects is expected to be office based, and therefore Dstl standard corporate risk assessments will apply to staff embedded in the team, for office work, travel in the UK and potentially travelling abroad. Staff are also to adhere to any controls in place when visiting other MOD sites. However, the project may include deployment to observe at live exercises and trials, and then the procedures for running these activities are to be applied. If Dstl is running the trial, a Trials Manager will be in place to ensure all the appropriate paperwork and procedures are in place to protect anyone involved. Risk assessments are to be read, understood and signed by all participants. All appropriate legislation must also be adhered to, when gathering data at exercises and trials. This may include, but is not limited to: • Ethical considerations of data collection and MODREC; • General Data Protection Regulation, (EU) 2016/679, effective from May 2018; • Data Protection Act 2018

3.	Security	
3.1	**Highest security classification**	
	Of the work	[Redacted under Military sensitive technical information exemption]
	Of the Deliverables/ Output	[Redacted under Military sensitive technical information exemption]
3.2	**Security Aspects Letter (SAL) – Note the ASTRID framework has an overarching SAL for quotation stage (up to OS)**	
	To be completed at an individual study level	
3.3	**Cyber Risk Level**	
	To be completed at an individual study level	
3.4	**Cyber Risk Assessment (RA) Reference**	
	To be completed at an individual study level	

4.	Government Furnished Assets (GFA)				
To be completed at an individual study level					
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 Date or Disposal Date (T0+)** *Please specify which*

5.	Proposal Evaluation criteria
5.1	**Technical Evaluation Criteria**
	To be defined at an individual study level
5.2	**Commercial Evaluation Criteria**
	As per ASTRID Framework T&Cs.