

Statement of Requirement (SoR)

For: Business consultancy ☐ Corporate Procurement ☐

Reference Number	RQ0000035266
Version Number	0.3
Date	15/09/2023

1.	Requirement
1.1	Title
	Safety at Work v2
1.2	Summary
	Dstl is seeking an Industry leading training provider to deliver a range of Health and Safety training courses for our staff to ensure compliance with Health and Safety legislation. This training solution will be made available to all Dstl staff, Levels 1 to Level 9, for both our scientific and support divisions.
	Background
	Dstl is an Executive Agency of the Ministry Of Defence providing world class expertise and delivering cutting-edge Science and Technology for the benefit of the nation and our allies. Dstl supports staff with robust Health & Safety training which is delivered both virtually and in person.
1.4	Requirement

A range of face to face core outcome training courses that Dstl requires are contained within the list below.

Delivery of quality Health and Safety training for our staff to ensure compliance with Health and Safety legislation.

The list of courses is not exhaustive or limited to the below. Dstl may require additional face to face and virtual courses within the duration of this contract.

Please articulate against each of the courses which accreditation are available and the duration of the licences.

Face to Face Courses
Lifting and Slinging, Banksman Training recognised qualification - RTITB, ITSSAR, CITB, LANTRA, NPORS
Mini Excavator / Attachment - RTITB,ITSSAR,CITB,LANTRA,NPORS
Pallet Truck - RTITB,ITSSAR,CITB,LANTRA,NPORS
Pasma Scaffold - PASMA
Pillar Drill
Air, Power and Manual Power Tools Training
Vehicle Banksman - RTITB,ITSSAR,CITB,LANTRA,NPORS
Abrasive Wheels
Telescopic Handler Training - RTITB,ITSSAR,CITB,LANTRA,NPORS
Forward tipping dumpers < 5t - RTITB,ITSSAR,CITB,LANTRA,NPORS
Forward tipping dumper > 10t - RTITB,ITSSAR,CITB,LANTRA,NPORS
Tipper Digger Training - RTITB,ITSSAR,CITB,LANTRA,NPORS
Tractor Driver Training - RTITB,ITSSAR,CITB,LANTRA,NPORS
Tractor Driver Refresher Training - RTITB,ITSSAR,CITB,LANTRA,NPORS
Tower Scaffolding - PASMA
B1 & B2 Forklift Licence - RTITB,ITSSAR,CITB,LANTRA,NPORS
B1 & B2 Forklift Licence Training – Refresher - RTITB,ITSSAR,CITB,LANTRA,NPORS
Plant Machinery Marshal Training - RTITB,ITSSAR,CITB,LANTRA,NPORS
Excavator Training - RTITB,ITSSAR,CITB,LANTRA,NPORS
LOLER Training - RTITB,ITSSAR,CITB,LANTRA,NPORS, others
Confined Spaces Training - ITSSAR,CITB,CITY & G, OTHERS
Harness Training
Asbestos Awareness PWER - IATP,UKATA
Asbestos Initial Operators Course - IATP,UKATA
Asbestos Operator Manager Refresher - IATP,UKATA
Gantry Crane Training - RTITB,ITSSAR,CITB,LANTRA,NPORS
Gantry Crane Training Refresher - RTITB,ITSSAR,CITB,LANTRA,NPORS
Dangerous Goods by Land Sea and Air
4 x 4 off road BORDA standard level driver training - RTITB, ITSSAR, CITB, LANTRA, NPORS
B+E Driver training

	Industrial Counterbalance lift truck 5 day novice - RTITB, ITSSAR, CITB, LANTRA, NPORS
	Pesticide Application Tractor Mounted (PA2) NPTC – Award – Level 2
	Hook attachment training - RTITB, ITSSAR, CITB, LANTRA, NPORS
	Work at Heights
	Ladder Training
	Steps and Stools
	C2/C3 Sideloader
	A3 Class Forklift
	Towing Trailers
	H Licence
	<p>Location of Face to Face Training</p> <p>For face to face training, ideally at our sites located at Porton Down, Salisbury, Wiltshire or Portsdown West, Fareham, Hampshire. Delivering best value for money and the availability of equipment are considerations, so other locations such as the training providers own site should be considered.</p> <p>Licence Registry and Refresher Notices</p> <p>Dstl would require the training provider to take ownership of the licence registry and the issuing of refresher notices to the licensees.</p> <p>Exit Plan</p> <p>As part of your submission please provide an Exit Plan which will be finalised by the parties upon the award of contract.</p> <p>Delivery Options</p> <p>As part of your bid, please provide Options and suggestions as to how you will deliver this Training service. These will be evaluated against the technical criteria as detailed within the 'Evaluation Criteria' scoring scale document.</p>
1.5	Options or follow on work
	Two year contract with options to extend to include two twelve month extensions.

1.6	Deliverables & Intellectual Property Rights (IPR)				
Ref.	Title	Due by	Format	Expected classification (subject to change)	What information is required in the deliverable
<i>D - 1</i>	Attendance	TBA	TBA	OS	Confirmation of training attendance and completion feedback and scores for areas of improvement
<i>D - 2</i>	Licence	TBA	TBA	OS	Certificate of completion/Licence register maintenance
<i>D - 3</i>	Transfer	TBA	TBA	OS	Transfer of records upon contract exit
<i>D - 4</i>	Renewal	TBA	TBA	OS	Renewals notification

1.7	Deliverable Acceptance Criteria
	To be agreed by both parties upon the award of contract.

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 checked="" type="checkbox"/> Other: (Please specify below)
2.2	Safety, Environmental, Social, Ethical, Regulatory or Legislative aspects of the requirement
	Standards required will be documented within the submitted proposals such as NPORS accreditation or equivalent.

3.	Security				
3.1	Highest security classification				
	<table> <tr> <td>Of the work</td><td>[REDACTED]</td></tr> <tr> <td>Of the Deliverables/ Output</td><td>[REDACTED]</td></tr> </table>	Of the work	[REDACTED]	Of the Deliverables/ Output	[REDACTED]
Of the work	[REDACTED]				
Of the Deliverables/ Output	[REDACTED]				
3.2	Security Aspects Letter (SAL)				
	Yes				

	If yes, please see SAL reference- RQ0000035266
3.3	Cyber Risk Level
	Moderate
3.4	Cyber Risk Assessment (RA) Reference
	<p>[REDACTED]</p> <p>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 here</p>

4. Government Furnished Assets (GFA)					
GFA to be Issued - Yes					
GFA No.	Unique Identifier/ Serial No	Description:	Available Date	Issued by	Return or Disposal Date
GFA-1	001	Names/addresses etc (all personal details)	Duration of contract	Dstl Learning and Development Team	Return at the end of the contract

5. Proposal Evaluation criteria	
5.1	Technical Evaluation Criteria
	Please refer to evaluation guidance document.

5.2	Commercial Evaluation Criteria
	Please provide Firm Prices for Year 1 of the Contract and Provisional Prices (i.e. Ascertained costs) for Year 2 and for each of the optional annual extension periods.

6.	Defcons/Deforms
DEFCON/DEFFORM:	Covering:
76	Contractors are required to work at MOD premises
658	Cyber
539	Transparency
532B	Protection of Personal Data
532	Personal Data Particulars