

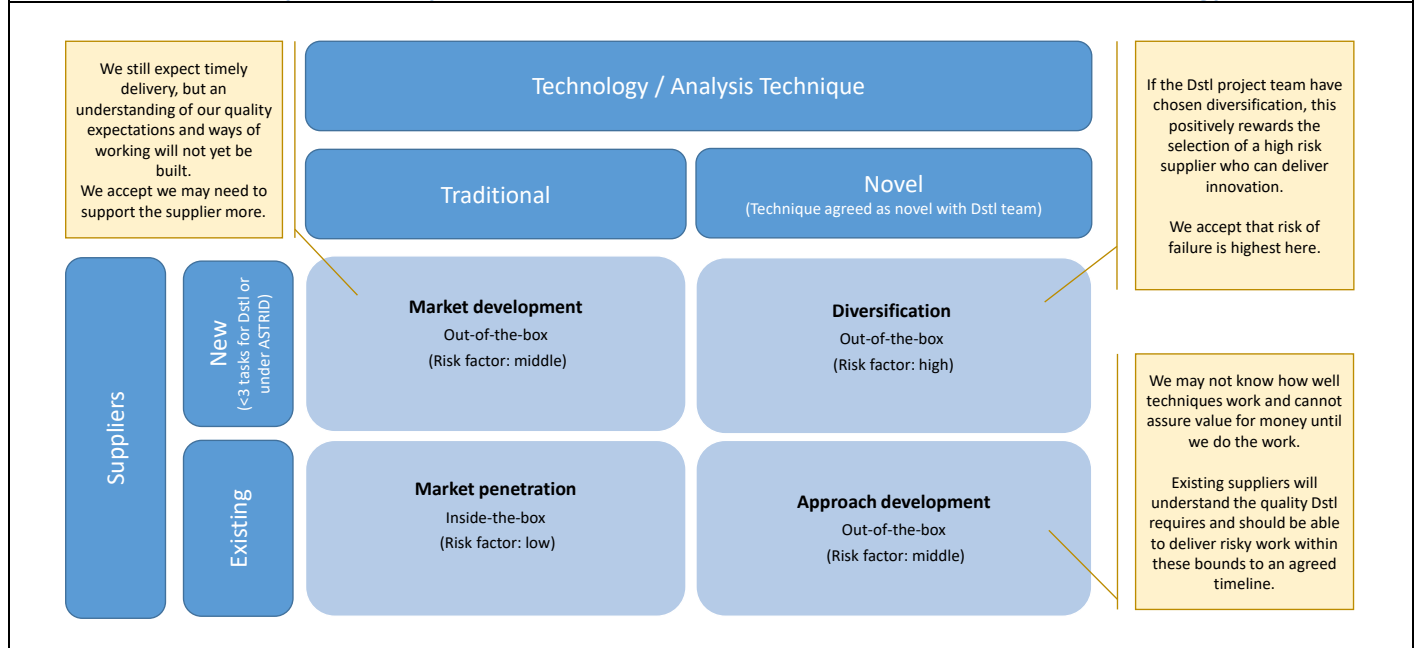
Statement of Requirement (SOR)

Contact & Project Information:

Project Manager	Name		Redacted under FOIA Section 40 – Personal information	
	Email		Redacted under FOIA Section 40 – Personal information	
	Telephone number		Redacted under FOIA Section 40 – Personal information	
Technical Partner	Name		Redacted under FOIA Section 40 – Personal information	
	Email		Redacted under FOIA Section 40 – Personal information	
	Telephone number		Redacted under FOIA Section 40 – Personal information	
CHESS PJ Number	PJ100139		CHESS Leaf Code	WP2 OPTIMISE
Owning division	CTS		Delivering division	CTS
Programme	Security Systems			
Indicative task budget(s) £k	Core / initial work:	£100k	Options / follow on work:	£80k

Innovation risk appetite:	Middle - Approach development
Narrative (if applicable):	Dstl expects to support this work by providing access to technical expertise and examples of military search scenarios.

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):

Redacted under FOIA Section 26 – Defence

Possible uses:

Redacted under FOIA Section 26 – Defence

Excluded uses:

No direct use for:

- Informing equipment procurement decisions
- Understanding the scientific effectiveness of a piece of equipment

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](#)

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 [Dstl ASTRID 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 can offer 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	DSTL/DOC144518
Version number	1.0
Date	25/10/2022

1.	Requirement
1.1	Title (including AST/ prefix)
	Redacted under FOIA Section 26 – Defence
1.2	Summary
	Redacted under FOIA Section 26 – Defence
1.3	Background
	Redacted under FOIA Section 26 – Defence

1.4	Requirement
	<p>Proposed work:</p> <ul style="list-style-type: none"> • Redacted under FOIA Section 26 – Defence <p>Dstl requires a kick-off meeting within two weeks of the contract being awarded and frequent (quarterly) progress and consultation meetings throughout the duration of the task. The schedule for the progress and consultation meetings will be agreed at the kick off meeting. Generally meetings will be virtual (e.g. by MS Teams), supporting materials such as PowerPoint slides (if used) should normally be provided in advance. The supplier will circulate notes and actions following scheduled meetings for agreement by participants.</p>
1.5	Options or follow on work
	Redacted under FOIA Section 26 – Defence

1.6	Deliverables & Intellectual Property Rights (IPR)						
Ref.	Title	Due by (MUST Use T0+)	Format	TRL*	Expected classification (subject to change)	What information is required in the deliverable	IPR DEFCON/ Condition (Commercial to enter later)
D-1	Start-up Meeting	T0	Teleconference + Presentation (.pptx)	n/a	Redacted under FOIA Section 43 – Commercial Interest	Presentation pack to include but not limited to: <ul style="list-style-type: none"> • Confirmation of technical approach • Inputs required from Dstl • Review of deliverables • Consumables required • Risks/issues • Assumptions • Dependencies 	Redacted under FOIA Section 43 – Commercial Interest
D2	Redacted under FOIA Section 26 – Defence	T0+2 months	Teleconference + Presentation (.pptx)	n/a	Redacted under FOIA Section 43 – Commercial Interest	Presentation pack to include but not limited to: <ul style="list-style-type: none"> • Redacted under FOIA Section 26 – Defence 	Redacted under FOIA Section 43 – Commercial Interest
D-3	Quarterly Progress Reviews	T0+3, 6, 9, 12 months	Teleconference + Presentation (.pptx)	n/a	Redacted under FOIA Section 43 – Commercial Interest	Presentation pack to include but not limited to: <ul style="list-style-type: none"> • Update on technical progress • Progress report against project schedule. • Review of risk management plan. • Commercial aspects. • Review of deliverables. • Risks/issues. 	Redacted under FOIA Section 43 – Commercial Interest

						• GFA and supplier performance	
D-4	Stakeholder engagement workshop + findings	T0+6 months	Workshops + Presentation (.pptx)	n/a	Redacted under FOIA Section 43 – Commercial Interest	Redacted under FOIA Section 26 – Defence	Redacted under FOIA Section 43 – Commercial Interest
D-5	Redacted under FOIA Section 26 – Defence	T0+9 months	Presentation (.pptx)	n/a	Redacted under FOIA Section 43 – Commercial Interest	Redacted under FOIA Section 26 – Defence	Redacted under FOIA Section 43 – Commercial Interest
D-6	Redacted under FOIA Section 26 – Defence	T0+11 months	Summary Report (.pdf) and tool (excel sheet. or similar)	n/a	Redacted under FOIA Section 43 – Commercial Interest	Redacted under FOIA Section 26 – Defence	Redacted under FOIA Section 43 – Commercial Interest

*Technology Readiness Level required, if applicable

1.7	Standard Deliverable Acceptance Criteria
	<p>Deliverable Acceptance Criteria (As per ASTRID Framework T&Cs)</p> <ol style="list-style-type: none"> 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: <ul style="list-style-type: none"> • 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
	Nil

2.	Quality Control and Assurance
2.1	Quality Control and Quality Assurance processes and standards that must be met by the contractor
	<input checked="" 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)
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 FOIA Section 43 – Commercial Interest
	Of the Deliverables/ Output	Redacted under FOIA Section 43 – Commercial Interest
	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)	
	Framework SAL 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	
	Click or tap here to enter text. This must be completed 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/	

4.		Government Furnished Assets (GFA)			
GFA to be Issued - Yes					
GFA No.	Unique Identifier/ Serial No	Description:	Available Date	Issued by	Return or Disposal
GFA-1		Redacted under FOIA Section 26 – Defence	T0+2 weeks	Dstl	Return
GFA-2		Access to documentation and subject matter experts by agreement as appropriate.	TBD	Dstl	TBC
<p>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).</p> <p>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</p>					

5.	Proposal Evaluation															
5.1	Technical Evaluation Criteria															
	<p>Process will be as per ASTRID Framework T&Cs. If particular attention should be paid to certain aspects of the requirement, please confirm here:</p> <table><tr><td>Criteria</td><td>Weighting</td><td>Comments</td></tr><tr><td>Demonstrates understanding of the requirement and the purpose of the task.</td><td>20%</td><td>Provides confidence that the bidder can develop an approach with outputs that support Dstl strategy development.</td></tr><tr><td>Provides evidence of capability to complete this task</td><td>40%</td><td>Provides confidence that the bidder will assign the appropriate expertise to the task, and will make available the appropriate facilities to complete the task. Expected to provide relevant examples of successful projects.</td></tr><tr><td>Provides a viable plan to complete the task</td><td>40%</td><td>Provides confidence that the proposed work-plan will deliver the most beneficial outcome.</td></tr><tr><td></td><td>100%</td><td></td></tr></table>	Criteria	Weighting	Comments	Demonstrates understanding of the requirement and the purpose of the task.	20%	Provides confidence that the bidder can develop an approach with outputs that support Dstl strategy development.	Provides evidence of capability to complete this task	40%	Provides confidence that the bidder will assign the appropriate expertise to the task, and will make available the appropriate facilities to complete the task. Expected to provide relevant examples of successful projects.	Provides a viable plan to complete the task	40%	Provides confidence that the proposed work-plan will deliver the most beneficial outcome.		100%	
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5.2	Commercial Evaluation Criteria															
	As per ASTRID Framework T&Cs.															