

Statement of Requirement
The Provision of a Template Statement of Requirement for the Royal Air Force

The DO is responsible for the completion of the Statement of Requirement (SoR).

Items which are in italics are either suggestions of areas to be considered by the DO or draft text. Items in italics are to be removed before the SoR is issued. Text in the normal font style are default text and not to be removed or amended without confirming with SSRA.

With certain requirements it may be necessary to refer to Joint Service Publications (JSPs) or other MOD internal policy documents such as Air Publications (APs). Where this is the case the DO is to be as specific as possible, such as references to specific chapters or paragraphs, to those items within these publications or documents which needs to be complied with or that a member of Industry will need to be aware of in order to fulfil the SoR. Where references to JSPs or other MOD internal policy documents are included then the DO is required to confirm with the owner of the publications or documents that these can be released to Industry. In certain instances it may be more appropriate to refer to standards referenced within the publications or documents, such as Defence Standards (DefStan) or International Organization for Standardization (ISO) standards, which are publicly available documents.

<u>Ref</u>	<u>Requirement</u>
A	<u>General Requirements</u>

A.1	Scope of Requirement
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| A.1.a | <i>Three Temporary Working Environments (TWE) to be sited at RAF Waddington. Each TWE to comply with the following requirements:
Steel Framework with the steel complying to BS EN ISO 1461:2009 regulations and with a 25 year anti corrosion guarantee
Fabric membrane to comply with BS 3424. Fabric to be flame retardant and self extinguishing and compliant with BS 5438
25m span x 40m long x 5.5m leg eaves height
1 Vertical lifting Heli-door with a clear opening of 21m x 7m powered by a generator to be supplied as part of construction
4 Porch Fire/access doors
Insulated cladding. To be 150mm deep, fire resistant and with a self cleaning inner
Mains distribution panel
500 Lux Lighting
Emergency Lighting to BS 5266
Fire Alarms to BS 5839
Electrical sockets
Containerised HVAC system
Delivery and installation of each unit
5 year maintenance package</i> |
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Ref Requirement

A.2 Definitions

A.2.a In addition to the definitions detailed in the Terms and Conditions of the Contract the following definitions shall also apply. Where the definitions below contrast to those detailed in the Terms and Conditions of the Contract then the definitions within the Terms and Conditions of the Contract shall take precedence.

<u>Definition</u>	<u>Interpretation</u>
Contractor's Personal Use	Any use of MOD furnished property, facilities or equipment intended for the primary benefit of the Contractor or the Contractor's Personnel which is contrary to the MOD's interests is considered personal use.
Contractor's Personnel	Any employees, including sub-contractors or other agents working on behalf of the Contractor, shall be deemed the Contractor's Personnel.
Designated Officer	The Designated Officer is the MOD representative responsible for the Requirement and is as defined at Box 2 of DEFFORM 111 of this Contract.

A.3 Abbreviations and Acronyms

A.3.a In addition to the abbreviations and acronyms detailed in the Terms and Conditions of the Contract the following abbreviations and acronyms will be used.

<u>Abbreviation or Acronym</u>	<u>Interpretation</u>
AOC	Air Officer Commanding
DO	Designated Officer
MOD	Ministry of Defence
OC	Officer Commanding
RAF	Royal Air Force
SC	Security Check
SoR	Statement of Requirement

A.4 References

A.4.a In addition to the references detailed in the Terms and Conditions of the Contract the following references shall also apply as well as any subsequent revisions and amendments to the references. This list does not absolve the Contractor from conforming to any other relevant publications.

<u>Ref</u>	<u>Requirement Reference</u>	<u>Version</u>	<u>Source</u>
	Data Protection Act 2018 Government Security Classifications	2018 c. 12 1.1	http://www.legislation.gov.uk/ukpga/2018/12/contents/enacted https://www.gov.uk/government/publications/government-security-classifications

A.6 Site

A.6.a The Site for the delivery of all services is *RAF Waddington, Lincolnshire, LN5 9NB*.

A.7 Security

A.7.a The Contractor is to ensure that all of the Contractor's Personnel have *Security Check (SC)* clearance. Where the Contractor's Personnel does not have SC clearance that individual will not be allowed access to MOD facilities or data.

A.7.b All information related to or generated by this Contract is to be treated in the appropriate manner in accordance with Government Security Classifications. The classification of the material to be handled shall not exceed *OFFICIAL-SENSITIVE* in nature.

A.7.c All personal data processed under this Contract is to be treated in accordance with the Data Protection Act 2018.
Define the security conditions the Contractor will have to apply to. The local security adviser (such as the RAF Police) is to be consulted to deem the appropriate security levels required.

A.8 Site Access

A.8.a *Access to site is only available on production of photographic identification (Passport or Driving Licence) and will be subject to contractors being escorted around site.*

A.9 Safety and Environmental Provisions

A.9.a When on the Site the Contractor is to comply with all MOD Safety, Health and Environmental Protection regulations and policy.
RAF Waddington operates a No Smoking policy and smoking/vaping is not permitted on site.

A.10 Hours of Operation and Times of Delivery

A.10.a *e.g. All services to the Site shall be delivered between the hours of 08:00 – 15:00 on weekdays with exception of recognised UK Bank Holidays and Public Holidays.*
If there are limits to when deliveries can be made, what time the service needs to be delivered between or other time limitations.

<u>Ref</u>	<u>Requirement</u>
A.11	Quality Assurance
A.11.a	<p><i>State any identified Quality Standards which Industry will have to comply with as stated in the Standard Quality Assurance Requirements Checklist as signed off by a Licensed Government Quality Assurance Practitioner. The DO will need to get the Standard Quality Assurance Requirements Checklist completed.</i></p> <p>The Quality assurance checklist can be found here, near the bottom of the list: Standard Quality Assurance Requirements Checklist</p> <p>The QA checklist needs to be completed as part of the SoR and is finalised by a Licensed Government QA Practitioner. These are easiest to get actioned when the SoR is close to completion. When appropriate, we will ask you to submit your SoR and QA checklist to the relevant QA Field Officer within the Defence Quality Assurance Field Force (DQAFF) (link).</p>
A.12	Contract Monitoring
A.12.a	For the purposes of contract monitoring, representatives of the Contractor will routinely report to the Designated Officer on the performance of the Contract.
A.12.b	The Contractor is responsible for the performance of the Contract by any sub-contractors or other agents working on behalf of the Contractor. The Contractor is to deal with any issues relating to any sub-contractors or other agents working on behalf of the Contractor, this however does not exclude sub-contractors or other agents working on behalf of the Contractor from attending any Contract Monitoring meeting or contributing to any report where it is appropriate for such sub-contractors or other agents to do so.
A.12.c	If any sub-contractors or other agents working on behalf of the Contractor are found unsuitable, for whatever reason, the Contractor is to engage with the relevant sub-contractors or other agents to broker a resolution.