

Statement of Requirement (SoR)

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| Reference Number | RQ0000030549 |
| Version Number | 8 |
| Date | 30/10/2024 |

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| 1. | Requirement |
| 1.1 | Title |
| | Legacy Media Data Recovery |
| 1.2 | Summary |
| | The Defence Science and Technology Laboratory (Dstl) holds historical analogue and digital data on various legacy media formats, many of which are not in normal use today. There is a requirement to extract this data from the legacy media formats, digitise as required and transfer to a suitable folder on the Dstl network. |
| 1.3 | Background |

Introduction:

Dstl has accrued Terabytes of legacy data in various file and video formats as well as hard copy paper records over the past 40 years. The electronic records are stored on a range of magnetic/optical media and have mainly been catalogued in a Microsoft (MS) Office 97 Access database, although it is not exhaustive. Given the fact that a lot of the aforementioned formats are unsupported, there is a risk of the historic information being lost unless it is stored on modern computer systems.

Aim:

The aim of the task is to transfer data from the various media listed below into a single electronic archive using modern storage media and file formats. This activity will ultimately enable the records to be transferred to the Dstl corporate network. As a result, the data will then be available as an enduring resource that can be used to support activities across multiple projects.

Media Formats:

Table 1 lists the various storage media and file formats.

| <u>Media</u> | <u>Interfaces</u> | <u>Quantity (ROM)</u> | <u>Hardware Status</u> | <u>Notes</u> |
|----------------------|---------------------|---------------------------|---------------------------------------|--|
| 5 ¼ Floppy drives | Legacy IDE | 50 | 1, but may not be fully working. | Additional Equipment needed. |
| 9 track Reel to Reel | Pertec SCSI | 134 | 0 | Require purchase of 9 track drives |
| DAT Tape | SCSI | 191 | 3 | No additional equipment required |
| Exabyte Tape | SCSI | 199 | 1 | No additional equipment required |
| Travan Tape | SCSI | 190 | 0 | Require purchase of Travan Tape reader |
| SCSI HDD | SCSI 1,2,Ultra Wide | 15 | Various versions of SCSI cables (1-6) | No additional equipment required |

Table 1 Storage media and file formats

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| 1.4 | Requirement |
| | <p>Provide support, advice and assistance to the Dstl team in the transfer of the data from legacy media formats to modern network repository including digitisation where required.</p> <p>Pre requisites:</p> <p>Redaction: FOIA Section 26 Defence Redaction: FOIA Section 26 Defence, full UK driving licence, willingness and flexibility to travel between different Dstl sites – Portsmouth West (PDW) and Porton Down (PTN). The majority of the work will be based at PDW, however, there may be a need for travel to PTN.</p> <p>Knowledge and skills required:</p> <ul style="list-style-type: none">• An understanding and working knowledge of the following is essential:• Windows and LINUX operating systems (OS), MS Access, Tape Archive commands (TAR);• A thorough understanding of DAT Tape and Archive commands & file formats;• Legacy Media formats & interfaces listed in Table 1 including knowledge of potential suppliers;• Development and build of Linux Live boot CDs to interrogate and extract data from SCSI media formats especially DAT Tape;• Attention to detail and accurate entry of historic data into spreadsheets and databases to catalogue media and extracted files. (This is essential to ensure that the future projects can search and extract the necessary information);• Ability to interact with people in other Dstl Departments and Functions to ensure that scanned paperwork is suitably catalogued and stored in relation to the original data paperwork. This could include a variety of technical information as well as other documentation;• Ability to interconnect hardware e.g. associated media monitors, PC's and displays, small standalone computer networks and producing technical specifications/diagrams describing the systems and equipment that may need to be procured. (The supplier to specify certain procurement needs).• Ability to work independently with minimum supervision using own initiative, whilst keeping the Project Technical Authority (PTA) and Project Manager (PM) informed of any issues and raising any concerns/recommendations; <p>Additional Desirable Knowledge and Skills:</p> <ul style="list-style-type: none">• Knowledge of Ministry of Defence (MOD) Information Assurance and Cyber Security Policy and processes, e.g. Risk Balance Cases (RBCs), data registration and transfer processes. <p>Start date and Duration of work:</p> <p>Start date is Nov\Dec 2024.</p> |
| 1.5 | Options or follow on work |

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| | Supply of a good working 9-Track Tape drive, should the repair of Dstl held Drives be untenable. |
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| 1.6 | Deliverables & Intellectual Property Rights (IPR) | | | | | | |
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| Ref. | Title | Due by | Format | TRL * | Redaction: FOIA Section 26 Defence | What information is required in the deliverable | IPR DEFCON/ Condition |
| D - 1 | Monthly Progress Reports / Meetings | T0 +1 month – T0 + 6 months | Meeting attendance/ presentation | n/a | | The presentation pack should include the following: <ul style="list-style-type: none">• Update on progress (e.g. % complete, progress against timeline)• Risks, issues | CCS Framework 6 RM6175 Terms and Conditions shall apply |
| D - 2 | Final Report | T0+6 months | Short summary report | n/a | | Short summary report to confirm detail of work completed. In the event that it was not possible to extract data from all media types, the report should summarise the issues and recommend follow-up actions. | CCS Framework 6 RM6175 Terms and Conditions shall apply |
| D-3 | Complete Electronic Archive of Digitised Data | T0+6 months | Folder of data stored on Dstl | n/a | | A complete folder of the digitised data and associated documentation stored on an appropriately classified Dstl corporate network. | CCS Framework 6 RM6175 Terms and Conditions shall apply |

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| | | | corporate network. | | | | |
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*Technology Readiness Level required

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| 1.7 | Standard Deliverable Acceptance Criteria |
| | <p>As per CCS Framework 6 RM6175 Terms and Conditions.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>All Reports shall be free from spelling and grammatical errors and shall be set out in accordance with the Statement Of Requirement (1) above.</p> <p>Failure to comply with the above may result in the Authority rejecting the deliverables and requesting re-work before final acceptance.</p> |
| 1.8 | Specific Deliverable Acceptance Criteria |
| | <p>Monthly progress meetings will be attended by the Dstl technical lead for the task and also the PM. The supplier presentation slides shall constitute a record of the meeting and it is anticipated that acceptance of the slides will be confirmed by Dstl at the end of the meeting. A log of any decisions and follow-on actions will be made.</p> |

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| 2. | Quality Control and Assurance |
| 2.1 | Quality Control and Quality Assurance processes and standards that must be met by the contractor |

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| | <p><input type="checkbox"/> ISO9001 (Quality Management Systems)</p> <p><input type="checkbox"/> ISO14001 (Environment Management Systems)</p> <p><input type="checkbox"/> ISO12207 (Systems and software engineering — software life cycle)</p> <p><input checked="" type="checkbox"/> TickITPlus (Integrated approach to software and IT development)</p> <p><input type="checkbox"/> Other: (Please specify below)</p> |
| 2.2 | Safety, Environmental, Social, Ethical, Regulatory or Legislative aspects of the requirement |
| | As low as reasonably practical (ALARP). |

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| 3. | Security | | | |
| 3.1 | Highest security classification | | | |
| | <table><tr><td>Of the work</td><td rowspan="2">Redaction: FOIA Section 26 Defence</td></tr><tr><td>Of the Deliverables/ Output</td></tr></table> | Of the work | Redaction: FOIA Section 26 Defence | Of the Deliverables/ Output |
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| Of the Deliverables/ Output | | | | |
| 3.2 | Security Aspects Letter (SAL) | | | |
| | <p>Yes</p> <p>Redaction: FOIA Section 26 Defence</p> | | | |
| 3.3 | Cyber Risk Level | | | |
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| 3.4 | Cyber Risk Assessment (RA) Reference | | | |
| | <p>Redaction: FOIA Section 26 Defence</p> <p>Unless the Cyber Risk Level stated above is NOT APPLICABLE, all suppliers must complete a Supplier Assurance Questionnaire (SAQ) via the Supplier Cyber Protection Service.</p> <p>The following must be included as part of your Response:</p> <ul style="list-style-type: none">▪ A PDF copy of the completed SAQ;▪ The email response from Defence Cyber Protection Partnership (DCPP), notifying the outcome of the SAQ assessment;▪ If the response email says, "Not met", a Cyber Implementation Plan (CIP); and▪ If the Cyber Risk Profile is HIGH, any additional information as instructed by DCPP. <p>Further information on the MOD cyber risk assessment process and guidance on the completion of CIPs can be found here: Defence Cyber Protection Partnership (DCPP).</p> | | | |

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| 4. Government Furnished Assets (GFA) | | | | | |
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| GFA to be Issued - Yes | | | | | |
| GFA No. | Unique Identifier/ Serial No | Description: | Available Date | Issued by | Return Date or Disposal Date (T0+) |
| GFA-1 | | Access to Dstl site | At contract start | Dstl | End of contract |
| GFA-2 | | Access to and use of a range of IT equipment currently held by the Dstl project team. Further details will be provided at start up | At contract start | Dstl | End of contract |
| GFA-3 | | Provision of support and advice from Dstl subject matter experts (SME's) though kick-off meetings and enduring throughout life of contract (e.g. subject to clearance this may include escorting supplier whilst on site) | At contract start | Dstl | End of contract |
| GFA-4 | | Subject to discussion with supplier it may be necessary to procure additional items of equipment for the conduct of the task. It would be helpful for the supplier to capture | TBD | Dstl | End of contract |

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| | | any potential needs within the proposal but Dstl recognise it may not be feasible to capture all needs upfront. | | | |
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5. Proposal Evaluation criteria

The supplier's proposal shall be assessed on the following basis:

- Technical – assurance that the supplier has the technical capability to meet this requirement
- Commercial – assurance that the supplier can meet the requested commercial requirements as detailed below

The placing of any contract will depend upon consideration of the proposal received and the Authority reserves the right, at its sole discretion, not to proceed to contract for any part or all of a contractors proposal. And if necessary, not to place any contract as a result.

Technical Evaluation Criteria

The supplier shall provide evidence to demonstrate that they can meet the full requirement as outlined in this SOR. This should be presented in a technical proposal redacting any commercially sensitive or pricing information.

Commercial Evaluation Criteria

The supplier shall provide evidence to demonstrate that they can meet the following commercial requirements;

- The supplier must provide their full FIRM price breakdown for all costs to be incurred to fulfil this requirement, including: What rates are being used for what Grade Quantity of manpower hours per Grade, Materials costs Facility costs, Profit rate applied, any sub-contractor costs and the level of sub-contracting required and any other costs applicable to this requirement.

The Authority will assess the proposal to ensure that all costs are fully detailed, in line with the RM6175 Records Information Management, Digital Solutions and Associated Services lots 5 pricing rates, and price shall be commensurate with the work to be undertaken.

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5. Proposal Evaluation criteria

When placing any contract the Authority is required to satisfy itself that the agreed price represents Value for Money (VFM). In single source contracting you must provide to the Authority sufficient information in support of your price proposal and during subsequent price negotiation, to enable the Authority to fulfil its obligation to assure VFM. The Authority approaches all contract pricing on the basis of the NAPNOC principle (No Acceptable Price, No Contract). The Authority reserves the right to not enter into any contract that is unacceptably priced or unaffordable.

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