

Request for Procurement Action Commercial-off-the-Shelf/Modified-off-the-Shelf Goods

General Notes:

This form must be used for the purchase of all *Commercial-Off-The-Shelf (COTS) Goods* i.e. products that are commercially available and can be bought "as is." and *Modified-Off-The-Shelf (MOTS) Goods* i.e. typically a COTS product that is modified with commercially available components, by a commercial vendor without any design or development process, to respond to specific business or military requirements.

Please complete the sections as fully as possible. Where the question is not applicable to your requirement, please insert 'N/A'.

Section 1 - Demander Details:

Title	██████████	Forename	██████████	Surname	██████████
Division or Function	Operations	Group	██████████	Programme	N/A
Site	PTN	Building/ Room	005 / G02	Telephone No.	██████████
Date	<u>23/06/2023</u>				

Section 2 - Background Information

<p>Investment approval</p> <p>Is this requirement subject to Dstl Investment Process approval Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If Yes, please attach completed approval form. See Approval e-mail.</p> <p>If No, please attach Programme Manager's authorisation.</p>

iCAS requisition number: Title: RQ0000035806	
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Section 3 - The Requirement

Executive Summary, Introduction, Aim, Objectives, Background and Scope (Assumptions/Dependencies/Exclusions/ Constrains)

Executive summary, aim and introduction:

The impact of a significant, unexplained loss of Enhanced Hazard Materials (EHM) has the potential to create a global political incident that would have grave repercussions and create reputational damage to the UK Government, Ministry of Defence (MOD) and Defence Science and Technology Laboratory

The aim is to provide refrigerators storing EHM with an enhanced security locking system, in order to support and protect the current and future delivery of CBR capabilities. The recommended option is to purchase a minimum of 60 digital locks to provide secure storage of EHM.

Chemical, Biological and Radiological (CBR) Division, deliver science and technology, research and advice to both the Front Line Commands and Wider Government and is required to hold sufficient quantities of EHM to deliver critical capabilities. The appropriate protection of EHM is mandated within the EHM Supplement of JSP440. To maintain the required level of protection and control of EHM the defence in depth, or layered principle is utilised. As part of this approach the temperature controlled units used to securely store EHM must be protected to prevent unauthorised access by unauthorised staff, visitors, contractors and maintain auditable control should there be a disaffected staff issue.

Background:



JSP440 EHM supplement documents that all EHM materials are securely managed and controlled throughout their life using appropriate through-life management and control including auditable access control. This is necessary because of the High level of Consequence to Defence and public, should these materials fall into the wrong hands.

EHM is generally stored in fridges and freezers to prolong their life. Most commercially available fridges and freezers are fitted with non-unique locks and Dstl have to either replace the barrels or have a padlock system retrospectively fitted with the keys being secured in an auditable safe. This introduces risk with regard to the fitting of the padlock systems and then an enduring risk of the keys not being appropriately secured in the safe.

The replacement of current key controlled locking mechanisms on fridges and freezers with the keyless auditable system now available from Surelock McGill will provide a more effective control mechanism which can be fitted without risking damage to the units and will provide the control and audibility required without the use of keys. Use of these keyless control systems will allow Dstl to demonstrate full management and control of EHM fridges and freezers in a consistent manner.



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Specification of the Goods

[Redacted content]

Post Delivery Service Requirements

Software N/A

This section provides information if the COTS/MOTS Goods contain any Software, and if there is a requirement to connect to Dstl's network? If the Goods must be connected to the network, you must obtain KIS approval, which must be attached to this RPA.

Approval of KIS attached.

Installation requirement

Amesbury Locksmiths (ALS) will be providing the installation service for these locks and this has been included in the quoted costs. ALS are a key Dstl partner for provision of security locking systems and services and have a base at PTN. ALS are part of the Surelock McGill group.

Commissioning / Validation / Testing / Acceptance

As there are limited options for auditable fridge locks that can be fitted retrospectively, in the open commercial market, Dstl security have worked with a trusted partner for security furniture to design a bespoke solution which meets the key requirements of being keyless and auditable. Surelock McGill have completed the design, tested this with Dstl security and laboratory users through a trial installation and use test. Successful outcome of this means



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Surelock McGill are now in a position to supply locks to Dstl for use on fridges and freezers used for EHM storage. Installation of the locks will be completed by Amesbury lock smiths and Dstl Establishment security team will take on the user set up activities. There are no commissioning or validation activities required and acceptance will be based on a standard installation process which will be completed by ALS for each lock.

Delivery Date(s)

Surelock McGill have advised that there will be approximate 8 week lead time from receipt of an order to delivery

Import & Export Issues

None – Items will be manufactured and supplied by a UK based company

Transport and Delivery

The locks will be sent directly to Amesbury Locksmiths from Surelock McGill so there are no transport or delivery costs incurred by Dstl.

Packaging Not Applicable



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Warranty

Each unit will come with a 12 month warranty

Safety

N/A

Security

N/A

Quality

N/A

Other



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Section 4 - Route To Market

Value for Money

*This section provides details what market assessment has been carried out and how **competition was or was not addressed to achieve value for money**. The [Technical Competition Mechanism](#) document provides the guiding principles of the assessment for all Goods requirements with estimated value under £100,000. For higher value requirement the procurement regulations apply.*

[Redacted content]

Proposed Procurement Strategy

*This section provides details on the sourcing strategy e.g. single source, competition etc and supporting evidences such as copy of documented selection process, quotes, internet comparisons etc.
Please provide details*

It is recommended that procurement of the bespoke option designed and manufactured by the Surelock McGill group is pursued as this offers best value for money, assuery of supply within the UK and provision of a unit that meets all of the security requirements.

Surelock McGill Group are already a trusted partner for Dstl regards security furniture with Amesbury Locksmiths (ALS) part of the Surelock McGill group embedded on the site providing all of Dstls locksmith services which would include the installation and set up of these locks.



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Other options have been investigated but it was identified at an early stage that there are limited COTS options available on the commercial market and none were identified in the UK. The option identified in the US was not cost effective in comparison to the bespoke unit designed by Surelock McGill and had the potential for increased risk regards surety of supply and ease of access to any required support post delivery.

Evidence/s attached.

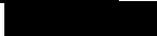
Any recommendation for single source procurement over £100,000 must be supported from a technical/project/programme perspective by the relevant Dstl Division Head, or individual with appropriate sub-delegated authority.

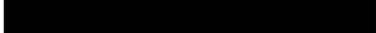
Please provide recommended Supplier's Details Surelock McGill

Name: Surelock McGill

Registered Address: 26 The Business Centre, Molly Millars Lane Wokingham, Berkshire, RG41 2QY

Telephone: 

Point of Contact: 

Email: 

Single source justification: Limited options available on commercial market, trusted partners able to provide bespoke design which delivers security requirements, demonstrates value for money and surety of supply with ability to include installation through ALS who are part of the SM Group

Approval of Dstl Division Head or individual with appropriate sub-delegated authority attached.



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Completed Forms – *Please send completed form, together with any supporting documents as attachments, to your Divisional Commercial Team.*



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