 Peter Jones

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12 October 2023

Dear Sir / Madam

**Invitation to Tender Reference Provision of a policy, strategy and technical capability integration service for the Maritime Domain Awareness (MDA) programme -** **708980470**

1. You are invited to tender for the Provision of a policy, strategy, and technical capability integration service for the Maritime Domain Awareness (MDA) programme in a further competition under Crown Commercial Services framework Technology Services 3 Framework Agreement RM6100.

2. The requirement is set out in the Statement of Requirements/Specification. Tenders will be evaluated in accordance with the Tender Evaluation Criteria.

3. The resulting contract will be based on the framework Terms & Conditions. As this is not a negotiated procurement, the Terms & Conditions cannot be amended following contract award.

4. The total budget is £6,667,000.00 (excluding VAT) for the initial 36 months.

* £4,917,000.00 for the Core Service
  + Of which up to £400,000.00 for Travel and Subsistence
* £1,750,000.00 as a limit of liability for possible expenditure above the Core Service, if required by the Authority, subject to new approved statement(s) of work.

5. This requirement also includes two optional extension periods of 12 months each, with a spend of up to £3,278,000.00 for 24 months.

* £1,639,000.00 in each option period (subject to VOP adjustment if applicable)
* Of which a maximum of £130,000.00 in each option period is for Travel and Subsistence.

6. The maximum total spend under this contract will be £9,948,000.00 (plus VOP adjustment if required).

6. You may raise questions about the tender and the requirement via the CCS eSourcing Suite. The deadline for asking questions is 10:00 on 27 October 2023. Please note that any questions raised, and the answers provided, may be shared with other interested suppliers.

7. Your tender must be submitted electronically via the CCS eSourcing Suite no later than 10:00 on 10 November 2023. You should allow sufficient time for submission as late tenders will not be accepted. A Tenderers Response Form should be completed to provide answers to all evaluation questions, include all completed documents and provide all requested prices. Any questions about the Terms & Conditions must be raised during this period, as the terms cannot be amended following contract award.

8. The anticipated date for the contract award decision is 30 November 2023. Please note that this is an indicative date and may change.

Yours faithfully

**Peter Jones**

Commercial Manager

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1. **Glossary**

|  |  |
| --- | --- |
| Agent | means Crown Commercial Service |
| Authority or Contracting Authority | means the Secretary of State for Defence of the United Kingdom of Great Britain and Northern Ireland, (referred to in this document as "the Authority"), acting as part of the Crown – also known as Ministry of Defence |
| Contract | means the contractually-binding terms and conditions set out in this ITT to be entered into between the Authority and the successful Tenderer at the conclusion of this Procurement; |
| eSourcing Suite | means the online tender management and administration system used by the Authority; |
| Evaluation Score | means the score achieved by a Tender at the conclusion of the Evaluation process; |
| Regulations | means the Public Contracts Regulations 2015 (<http://www.legislation.gov.uk/uksi/2015/102/contents/made> |
| Services | means the deliverables (goods and/or services) that may be provided by Suppliers, as set out in the Statement of Requirements/Specification; |
| Technical Evaluation | means the qualitative evaluation of a Tender undertaken during the Evaluation process; |
| Technical Score | means the score awarded to a Tenderer at the conclusion of the Technical Evaluation process; |
| Tender or Bid | means the Tenderer’s formal offer in response to the Invitation to Tender; |
| Tender Submission Deadline | means the time and date set for the latest uploading of Tenders. |
| Tenderer or Supplier | means a framework supplier submitting a proposal to this Procurement; |
| You or Your | means mean the tenderers organisation, or the organisation the tenderers represent |
| We, Us or Ours | means the Authority or Ministry of Defence |

1. **Introduction**
   1. This Procurement will establish a contract for the purchase of Services described in the Statement of Requirements/Specification.
   2. The resulting Contract will be for 36 months with two further 12-month option periods.
   3. The maximum contract value is £9,938,333.32 (plus VOP adjustment if required).
   4. This resulting Contract will be between the successful Supplier and the Authority. This is a call off contract and as such the Authority cannot guarantee volumes of work.
   5. This tender is being conducted under the Crown Commercial Service RM6100 Technology Services 3 Lot 3b Framework Agreement (reference Technology Services 3 Framework Agreement RM6100) and it’s Terms and Conditions will govern any resultant Contract.
   6. Only those suppliers on the stated framework and lot can submit a tender in response to this requirement.
   7. The Authority is managing this Procurement in accordance with the Public Contracts Regulations 2015.

1. **Terms of Participation**
   1. You must comply with the rules in this Bid Pack and any other instructions given by us. You must also ensure members of your consortium (if relevant), group companies, subcontractors or advisers comply.
   2. You may Submit one bid.
   3. Your bid must remain valid for 90 days after the bid submission deadline.
   4. You must submit your bid in English and through the eSourcing Suite only.
   5. You are able to bid with named subcontractors to deliver parts of the requirements. You must tell us about any changes to subcontractors or you may be excluded from this competition.
   6. We may make enquiries. For example, where you either submit a bid:

* In your own name and or as a subcontractor and or as a member of a consortium connected with a separate bid.
* In your own name which is similar to a separate bid from another bidder within your group of companies.

This is so we can be sure that your involvement doesn’t cause:

* Potential or actual conflicts of interest.
* Supplier capacity problems.
* Restrictions or distortions in competition.
  1. We may require you to amend or withdraw all or part of your bid if, in our reasonable opinion, any of the above issues have arisen or may arise.
  2. Only you or, as applicable, your subcontractors (as set out in your bid) or consortium members (if relevant) can provide services through the contract.
  3. You must not attempt to influence the contract award process. For example, you must not ever directly or indirectly:
* Collude with others over the content and submission of bids. However, you may work in good faith with a proposed partner, supplier, consortium member (if relevant) or provider of finance.
* Canvass our staff or advisors about this competition.
* Try to get information from any of our and/or Contracting Authority staff or advisors about another bidder or bid.
  1. You must ensure that no conflicts of interest exist between you and us / Contracting Authority. If you do not tell us about a known conflict, we may exclude you from the competition. We may also exclude you if a conflict cannot be dealt with in any other way.
  2. You must keep the contents of this Bid Pack confidential (including the fact that you have received it). This obligation does not apply to anything you have to do to submit a bid or comply with a legal obligation.
  3. You must not publicise the deliverables or the award of any contract unless the Contracting Authority has given written consent. For example, you are not allowed to make statements to the media about any bid or its contents.
  4. We reserve the right to:
* Waive or change the requirements of this Bid Pack without notice.
* Verify information, seek clarification or require evidence or further information about your bid
* Withdraw this Bid Pack at any time, or re-invite bids on the same or alternative basis.
* Choose not to award any contract or Lot as a result of the competition.
* Choose to award different Lots at different times.
* Make any changes to the timetable, structure or content of the competition.
  1. We reserve the right to exclude you if:
* You submit a non-compliant bid.
* Your bid contains false or misleading information.
* You fail to tell us of any change in the contracting arrangements between bid submission and award.
* You fix or adjust any element of the Tender by agreement or arrangement with any other person.
* The change in the contracting arrangements would result in a breach of procurement law.
* For any other reason provided in this Bid Pack.
* For any reason set out in the Public Contracts Regulations 2015.
  1. If a misrepresentation by you induces the Contracting Authority to enter into a contract with you, you may be excluded from bidding for contracts for three years, under regulation 57(8)(h)(i) of the PCR 2015 or sued by the Contracting Authority for damages, the Contracting Authority may rescind the contract under the Misrepresentation Act 1967.
  2. If fraud, or fraudulent intent, can be proved, you may be prosecuted and convicted of the offence of fraud by false representation under s.2 of the Fraud Act 2006, which can carry a sentence of up to 10 years or a fine (or both).
  3. If there is a conviction, then your organisation must be excluded from procurement for five years under reg. 57(1) of the PCR 2015 (subject to self-cleaning).
  4. We will not pay your bid costs for any reason.
  5. The Contracting Authority will not be liable:
* Where parts of the Bid Pack are not accurate, adequate or complete.
* For any written or verbal communications.
  1. You must carry out your own due diligence and rely on your own enquiries.
  2. This Bid Pack is not a commitment by the Contracting Authority to enter into a contract.
  3. The Bid Pack remains our property. You must use the Bid Pack only for this competition.
  4. You allow us to copy, amend and reproduce your bid so we can:
* Run the competition.
* Comply with law and guidance.
* Carry out our business.
  1. Our advisors, subcontractors and other government bodies can use your bid for the same purposes.
  2. We will not share any information from your bid which you have identified as being confidential or commercially sensitive with third parties, other than stakeholders in the competition. We may however share this information, but only in line with the Regulations, the Freedom of Information Act 2000 (FOIA) or any other law as applicable.

1. **Further Competition Timetable**
   1. The timetable below are intended timelines but, for a range of reasons, dates can change. We will tell you if and when timelines change.

|  |  |  |  |
| --- | --- | --- | --- |
| **Stage** | **Date and Time** | **Responsibility** | **Submit to:** |
| Final date for  Clarification Questions | 27 October 2023 | Tenderers | CCS eSourcing Suite |
| Final Date for Requests for Extension to return date | 27 October 2023 | Tenderers | CCS eSourcing Suite |
| Authority issues Final Clarification Answers | 03 November 2023 | Authority | All Tenderers |
| Tender Return | 10 November 2023 | Tenderers | CCS eSourcing Suite |
| Tender Evaluation Commences | 13 November 2023 | Authority | N/A |

1. **Completing and Submitting a Tender**
   1. To participate in this competitive tendering exercise, Tenderers are required to submit a Tender which fully complies with the instructions in this Bid Pack.
   2. Your bid must be made by the organisation that will be responsible for providing the deliverables if your bid is successful.
   3. You must enter your bid into the e-Sourcing Suite. Only bids received through the e-Sourcing Suite will be accepted.
   4. Make sure you answer every question. Each question must be answered in its own right. You must not answer any of the questions by cross referencing other questions or other materials e.g. reports located on your website.
   5. Tenderers are strongly advised to read through all documentation first to ensure they understand how to submit a fully compliant Tender.
   6. It is the Tenderer’s responsibility to ensure that a fully compliant Tender is submitted.
   7. Tenderers must ensure that they are using the latest versions of this document, as the documentation may be updated from time to time.
   8. For technical guidance on how to complete questions and text fields, and how to upload any requested attachments please see CCS Supplier Guidance <https://crowncommercialservice.bravosolution.co.uk/web/login.html>
   9. Should any exclusions, assumptions, dependencies or caveats apply to your Tender or any of the goods and/or services that you would provide when delivering the requirements, these should be clearly indicated in the relevant areas of the Tender.

* 1. Submit your bid before the Bid Submission Deadline.
  2. Press the Submit Response button when your bid is ready, otherwise we will not be able to see it.

1. **Questions and Clarifications**
   1. If you have any questions you need to ask them as soon as possible after the procurement event is published as there is a deadline for submitting clarifications questions. This gives you the chance to check that you understand everything before you submit your bid.
   2. You need to send your questions through the eSourcing Suite. This is the only way we can communicate with bidders. Ensure your question is specific and clear and does not include your identity. This is because we publish all the questions and our responses to all bidders.
   3. If you feel that a particular question should not be published, you must tell us why when you ask the question. We will decide whether or not to publish the question and response.
   4. You can ask us questions about the competition but please do not attempt to ‘negotiate’ the terms. All contract awards will be subject to the terms and conditions identified in this Tender.
   5. The Authority reserves the right to contact Tenderers at any time for clarification on all or any part of their Tender during this Procurement and which is likely to require a prompt response.
2. **Tender Evaluation Summary**
   1. The Tender evaluation will assess the Most Economically Advantageous Tender (MEAT) to The Authority based on the following calculation:

Highest Total Evaluation Score from the following evaluation elements:

Commercial Qualification – Pass/Fail only and not included in the total Evaluation Score.

Financial Price Score – Worth 20% of the total Evaluation Score.

Technical Quality Score – Worth 80% of the total Evaluation Score.

* 1. The Technical Score will be added to the Financial Score to determine the “Evaluation Score” for each Tenderer. This will be calculated on a Technical/Financial split of 20%/80%.

*Example calculation, for information purposes only and based on financial score worth 50% and Technical score worth 50% - figures for this procurement may differ.*

*In this example, Tenderer B has the highest total evaluation score and is the winning tenderer.*

|  |  |  |  |
| --- | --- | --- | --- |
| *Tenderer* | *Technical Score*  *(maximum 50)* | *Financial Score*  *(maximum 50)* | *Evaluation Score*  *(maximum 100)* |
| *Tenderer A* | *35* | *50* | *85* |
| *Tenderer B* | *45* | *45* | *90* |
| *Tenderer C* | *40* | *25* | *65* |

* 1. Any Tender which is considered non-compliant for any Commercial, Financial or Technical element or criteria will be excluded from the competition and not receive an Evaluation Score. If a tender is considered non-compliant in either the Commercial or Financial evaluations that tender may be excluded from the Technical evaluations and not receive any Technical scores or feedback.
  2. Scores will be rounded to two decimal places.
  3. In the event that multiple Tenderers achieve the exact same highest Evaluation Score, then the Tenderer with the lowest Total Price will be considered to be the Winning Tenderer. In the event that multiple Tenderers achieve the exact same highest Evaluation Score and have the exact same lowest Total Price, then The Authority reserves the right to request those, and only those, Tenderers to submit final and best Total Prices, with the lowest final and best Total Price considered to be the Winning Tenderer.
  4. Tenderers must provide relevant answers and all requested documentation in response to all commercial qualification, financial and technical criteria/questions. Responses should remain as concise as possible and any supporting information should be relevant to the response. The maximum word count for each response is listed next to the individual criteria.
  5. Tenders will be evaluated based on the contents of their Tender response only. Tenderers should submit only one priced proposal. Technical Evaluation will be undertaken independently from Commercial and Financial Evaluations. Technical evaluators will have no knowledge of associated prices. Tenderers should ensure that there are no prices shown within any responses to, or supporting documents for, for technical criteria.

1. **Commercial Qualification Evaluation Criteria**
   1. The Commercial Qualification Evaluation will assess if all tendering and contractual requirements have been provided.
   2. A Tender will be considered non-compliant if:

* the Tender was not received by the due date and time.
* the full set of requirements cannot be delivered.
* any required delivery dates cannot be met.
* all Framework Terms & Conditions and have not been accepted.
* all required MOD Terms & Conditions and have not been accepted.
* any other required documentation was not submitted.
* any prices have been included in the technical responses and this is considered to have affected the evaluation process.
  1. The Authority reserves the right to undertake due diligence checks and/or financial health checks of Tenderers as part of the Commercial Evaluation. If any of these checks raises concerns around the Tenderer or If a Parent Company or Bank guarantee is requested and is not provided, The Authority will consider the Tenderer non-compliant. If these checks are undertaken on the Winning Supplier during the standstill period prior to formal contract award, the Authority reserves the right to award the Contract to the next best placed Supplier or to cancel or re-run the procurement.

1. **Financial Price Evaluation Criteria**
   1. Tenderers are required to complete the attached Pricing Table.
   2. The Financial Evaluation will assess the Total Price the Tenderer has offered to deliver all the requirements set out in the Statement of Requirements/Specification.
   3. As the maximum duration for this contract is longer than 3 years, Variation of Price (VOP) will apply to prices for any goods and/or services delivered after 3 years. Any prices stated for the Contract Periods 4 and 5 must be the same as the prices for Contract Period 1. Any VOP calculation will be made as necessary during the contract term.
   4. Prices should be provided for each item listed in the Pricing Table (prior to any VOP adjustment). This shall be the total maximum cost for the provision of all goods and/or services listed, as detailed in the Statement of Requirement, for the quantities quoted and for the full maximum duration of the requirement, including any optional goods/services and/or periods (prior to any VOP adjustment). All prices submitted must be excluding VAT.
   5. The Total Price figure that will be used in the evaluation of Tenders shall be the total figure that is calculated from the prices Tenderers have provided for each item listed in the Pricing Table (prior to any VOP adjustment)., for the full maximum duration of the requirement, including any optional goods/services and periods.
   6. Tenderers are notified that when the contract is in place, payments for goods and/or services will be made after the goods and/or services have been fully delivered. For example, payment for purchase of an item will be made after it has been delivered and installed or payment for annual maintenance of a piece of equipment will be made at the end of the contract year during which the maintenance was undertaken.
   7. Where estimated Authority usage figures are shown on the Schedule of Requirements, the Total Price figure shall not be a guarantee of quantities required or payments to be made under any resulting Contract. The quantity of each item is for evaluation purposes only and, whilst this may give an indication of numbers or proportions of each type of goods and/or services that may be required, quantities required under the contract may be higher or lower based on Authority requirements during the contract period.
   8. A Tender will be considered non-compliant if:

* the Total Price for 36 months is greater than the total available funding of £6,667,000.00.
* Annex A shows an incorrect Total Price as the Total Price calculation is above the available funding.
* the Tender does not indicate a Total Price.
* the Tender has not provided prices for all items in the Schedule of Requirements/Pricing Table.
* the Tender requires the Authority to provide additional resource (other than any identified in the Statement of Requirements), therefore the pricing does not cover all requirements.
  1. The Tenderer with the lowest total price (provided the tender is fully compliant) shall be awarded the maximum Financial Score available. The remaining Tenderers shall be awarded a percentage of the maximum Financial Score available, based on their price relative to the lowest price submitted.
  2. The calculation used is the following:

Lowest Price from a compliant Tender x maximum Financial Score available

Tenderers price

*Example calculation, for information purposes only and based on maximum Financial score of 50% and Technical score of 50% - figures for this procurement may differ.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ***Tenderer*** | ***Price Submitted*** | ***Score Calculation*** | ***Maximum Score Available*** | ***Financial Score Awarded*** |
| *Tenderer A* | *£1,000* | *(£1,000 / £1,000) x 50* | *50* | *50* |
| *Tenderer B* | *£1,100* | *(£1,000 / £1,100) x 50* | *50* | *45* |
| *Tenderer C* | *£2,000* | *(£1,000 / £2,000) x 50* | *50* | *25* |

1. **Technical Quality Evaluation Criteria**
   1. The Technical Evaluation will assess the Tender response to establish the level of confidence The Authority has that the Tenderer will be able meet and deliver all the requirements detailed in the Statement of Requirements/Specification.
   2. The response to each criteria will be given points in accordance with the table below:

Criteria 1 to 11 will be scored in accordance with the following:

|  |  |  |  |
| --- | --- | --- | --- |
| 100 – High Confidence  In The Authority’s opinion the Tenderers response to the requirements or criteria being assessed: | 70 – Good Confidence  In The Authority’s opinion the Tenderers response to the requirements or criteria being assessed: | 30 – Moderate Confidence  In The Authority’s opinion the Tenderers response to the requirements or criteria being assessed: | 0 – Low Confidence  In The Authority’s opinion the Tenderers response to the requirements or criteria being assessed: |
| addresses and demonstrates a thorough understanding of all elements of the requirement or criteria, where applicable. | addresses and demonstrates a sufficient understanding of most of the requirement or criteria, where applicable. | addresses and demonstrates an understanding of some of the elements of the requirement or criteria, where applicable. | does not address or demonstrate an understanding of most or all of the requirement or criteria, where applicable. |
| provides a comprehensive, unambiguous and thorough explanation of how all of the requirement or criteria will be delivered, where applicable. | provides sufficient detail and explanation of how most of the requirement or criteria will be delivered, where applicable. | is weak in some areas and does not fully detail or explain how some elements of the requirement or criteria will be delivered, where applicable. | does not demonstrate the ability to deliver most or all of the requirement or criteria, where applicable. |
| details a thorough explanation of how the full volumes and timescales of the requirement or criteria will be met, where applicable. | shows sufficient ability to meet most of the volumes and timescales for the requirement or criteria, where applicable. | indicates that some of the volumes or timescales for the requirement or criteria will be met but may be lacking detail is some areas, where applicable. | does not show that most or all of the volumes or timescales of the requirement or criteria will be met, where applicable. |
| provides comprehensive details showing how all of the requirement or criteria will be managed with sufficient resource allocated and support provided for the full duration, where applicable. | provides sufficient information to show how most of the requirement or criteria will be managed with adequate resource allocated and support provided, where applicable. | provides details of how some of the requirement or criteria will be managed but leaves concerns about the resource and support provided, where applicable.  . | does not provide details of how most or all of the requirement or criteria will be managed or that the required resource and support will be provided, where applicable. |
| comprehensively details how the requirement or criteria will be assured and how all quality or standards expected will be met in full, where applicable. | sufficiently details how most of the requirement or criteria will be assured and quality or standards expected will be met, where applicable. | provides details of how some of the requirement or criteria will be assured but leaves doubt about quality or standards, where applicable. | does not demonstrate that most or all of the required standards or quality will be met, where applicable. |
| has comprehensively considered risks to delivery of the requirement or criteria and thoroughly explained how they will be eliminated or mitigated, where applicable. | has considered risks to delivery of the requirement or criteria and adequately indicated how most will be eliminated or mitigated, where applicable. | has considered risks to some of the requirement or criteria but leaves concerns that there are risks that have not been considered or may not be mitigated, where applicable. | has identified and addressed few or no risks to delivery, where applicable. |

* 1. The points achieved will be multiplied by the corresponding weighting to provide an overall criteria mark.
  2. When the mark for each question has been determined they will be added together to provide a total mark for the Technical Evaluation.
  3. The evaluators are considered to be Subject Matter Experts (SME) on the Statement of Requirements/Specification. If an individual criteria is evaluated by more than the one SME, The Authority will review the points allocated by the individual evaluators before facilitating a group consensus meeting. During the meeting, evaluators will discuss their independent points until they reach a consensus regarding the points that should be attributed to each Tenderers answer to the questions.
  4. Evaluators will assess each question individually and will not be expected to search for answers. Where a Tenderers answer to any technical criteria question is covered within a separately attached document, the text answer to that criteria question must clearly indicate the relevant part of the supporting document in which the answer can be found. Any documents that have not been referenced will be discounted during evaluation.
  5. Once all technical responses have been evaluated the individual marks attributed to each response, excluding any pass/fail criteria, will be added together to provide a total Technical Mark.
  6. A Tender will be considered non-compliant if:
* the Tender receives a fail on any pass/fail criteria.
* the Tenderer has self-certified that that they cannot meet any of individual pass/fail criteria.
* the Tender receives points which are below the threshold set for any individual criteria.
* the Tender receives a score of 0 on more than one of the three social value MAC criteria.
  1. Tenderers ‘Technical Score’ shall be calculated as a percentage of the maximum Technical Score available, based of the total Technical Marks received.

The calculation used is the following:

Tenderers Total Marks x maximum Technical Score available

Total Marks Available

*Example calculation, for information purposes only and based on maximum Financial score of 50% and Technical score of 50% - figures for this procurement may differ.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ***Tenderer*** | ***Total Marks*** | ***Score Calculation*** | ***Maximum Score Available*** | ***Technical Score Awarded*** |
| *Tenderer A* | *70* | *(70 / 100) x 50* | *50* | *35* |
| *Tenderer B* | *90* | *(90 / 100) x 50* | *50* | *45* |
| *Tenderer C* | *80* | *(80 / 100) x 50* | *50* | *40* |

* 1. The Technical evaluation questions/criteria that Tenderers should address within their Tender are:

| **Figure** | **Criteria** | **Points Available** | **Minimum Threshold** | **Weight** | **Mark Available** | **Word Count** |
| --- | --- | --- | --- | --- | --- | --- |
| 1 | Explain your approach and Method - how the solution meets our requirement. | 0, 30, 70 or 100 | 30 | 5% | 5 | 150 |
| 2 | Explain your service structure and how it will meet the service level requirements and deliver the relevant skills and experience. | 0, 30, 70 or 100 | 30 | 5% | 5 | 150 |
| 3 | Explain how you will use your experience to deliver the service requirements described in Output 1 | 0, 30, 70 or 100 | 70 | 15% | 15 | 500 |
| 4 | Explain how you will use your experience to deliver the service requirements described in Output 2 | 0, 30, 70 or 100 | 70 | 15% | 15 | 500 |
| 5 | Explain how you will use your experience to deliver the service requirements described in Output 3 | 0, 30, 70 or 100 | 70 | 15% | 15 | 500 |
| 6 | Explain how you will use your experience to deliver the service requirements described in Output 4 | 0, 30, 70 or 100 | 70 | 15% | 15 | 500 |
| 7 | Explain how you will use your experience to deliver the service requirements described in Output 5 | 0, 30, 70 or 100 | 70 | 15% | 15 | 500 |
| 8 | Explain your how your service represents value for money. | 0, 30, 70 or 100 | 30 | 5% | 5 | 150 |
| 9 | MAC 6.1: Explain how you will Support educational attainment relevant to the contract, including training schemes that address skills gaps and result in recognised qualifications | 0, 30, 70 or 100 | 30 | 2.5% | 2.5 | 100 |
| 10 | MAC 4.2: Explain how you will Influence staff, suppliers, customers and communities through the delivery of the contract to support environmental protection and improvement. | 0, 30, 70 or 100 | 30 | 5% | 5 | 150 |
| 11 | MAC 2.3: Explain how you will demonstrate action to identify and tackle inequality in employment, skills and pay in the contract workforce | 0, 30, 70 or 100 | 30 | 2.5% | 2.5 | 100 |
|  |  |  |  | 100% | 100 | 3300 |

* 1. Social Value Overview (for criteria 9-11)

Social value has a lasting impact on individuals, communities, and the environment. Government has a huge opportunity and responsibility to maximise benefits effectively and comprehensively through its commercial activity. It cannot afford not to. A missed opportunity to deliver social value may lead to costs that the taxpayer has to absorb elsewhere through public procurement.

A competitive and diverse supply landscape can help to deliver innovation in public services, manage risk and provide greater value for taxpayers’ money.

As a result, the Social Value Model (SVM) has been created which details 5 Themes, 8 Policy Outcomes and 24 Model Award Criteria (MACs). The SVM MACs are questions which relate to Social Value. The use of the SVM is mandatory in all central government procurements using Public Contracts Regulations (PCR) 2015 and Defence and Security Public Contracts Regulations (DSPCR) 2011 above financial threshold and exempt procurements.

Defence is focusing on three, out of the five, priority Social Value themes that are most relevant for Defence:

* Tackling economic inequality.
* Fighting climate change; and
* Equal opportunity.

The Social Value Scoring Criteria is listed below. Please use this and the information provided within the SVM to compile your responses to the SVM MAC and Model Evaluation Question (MEQ) asked. In compiling your answer, please refer to the SVM Quick Reference Table. Under Model Response Guidance for tenderers and evaluators examples of types of evidence the tender evaluators are looking for can be found.

Alongside the Example Reporting Metrics, Social Value Key Performance Indicators (KPIs) may be used within this contract. KPIs will be generated from the Tenderer’s social value response it is therefore important that measurable commits are included in the response (both commitments against the reporting metrics and other metrics as may be appropriate. KPIs may be agreed between the parties and included in the contract at Contract Award.

The aim of the following SVM MACs is to understand the Tenderers Social Value Commitment that this procurement programme will provide within the geographical location(s) that is will be delivered from.

In your written response you should provide convincing arguments, including suitable evidence, of What your understanding of Social Value is, in relation to this procurement, and How you will instil confidence in the Authority in your ability to deliver against the Social Value requirements for this procurement.

A list of some of the key response documents that the Authority would expect you to provide are provided below. However, within the overall limit of pages you should supplement your written submission with other documents you consider will build confidence in your ability to maximise Social Value Commitments.

From the information that you provide, the evaluators will assess, qualitatively, your response, based on the information that you provide within your tender response.

Alongside their Commitments against the reporting metrics, the successful Tenderer’s method statement will form the basis of Key Performance Indicators and jointly managed throughout the life of the contract.

The Tenderers must ensure that they answer the SVM MACs asked. Any additional information which is not specific to the contract being procured will not be considered.

The Tenderers responses are to set out the additional Social Value benefits that they will deliver against the Policy Outcomes for this procurement. It is not sufficient to only reference/use to their Corporate Social Responsibility (CSR) and or Environmental, Social and Governance (ESG) documents.

Using a maximum of the allocated words for each question, describe the commitment your organisation will make to ensure that opportunities under the contract deliver the Policy Outcome and Award Criteria. Please include:

* your ‘Method Statement,’ stating how you will achieve this and how your commitment meets the SVM Model Award Criteria (MAC), and
* a timed project plan and process, including how you will implement your commitment and by when
* how you will monitor, measure and report on your commitments/the impact of your proposals. You should include but not be limited to:

· timed action plan

· use of metrics

· tools/processes used to gather data

· reporting

· feedback and improvement

· transparency

* how you will influence your: staff, supply chains, 3rd party suppliers, customers, and communities through the delivery of the contract to support the Policy Outcome, e.g., engagement, co-design/creation, training, and education, partnering/collaborating, volunteering.

In complying your answer, please refer to the Social Value Model Quick Reference Table, under Model Response Guidance for tenderers and evaluators for examples of types of evidence the tender evaluators are looking for: The written submission should be in 11pt Arial to meet the response requirement.

For this procurement, the following SVM MAC have been selected as being appropriate.

|  |  |  |
| --- | --- | --- |
| **Model Award Criteria** | **Model Response Guidance for tenderers and evaluators**  *The award criteria (left) and sub-criteria (below) will be used to evaluate the response* | **Example Reporting Metrics**  *(proposals to be included in tender response)* |
| **Theme 2: Tackling economic inequality: Policy Outcome: Increase supply chain resilience and capacity** | | |
| MAC 2.3: Education and training | Activities that demonstrate and describe the tenderer’s existing or planned:  ● Understanding of employment and skills issues, and of the education and training issues relating to the contract. Illustrative examples: demographics, skills shortages, new opportunities in high growth sectors, groups underrepresented in the workforce (e.g. prison leavers, disabled people), geographic/local community and skills/employment challenges.  ● Support for educational attainment relevant to the contract, including training schemes that address skills gaps and result in recognised qualifications.  ● Activities to support relevant sector related skills growth and sustainability in the contract workforce. Illustrative examples: careers talks, curriculum support, literacy support, safety talks and volunteering.  ● Delivery of apprenticeships, traineeships and T Level industry placement opportunities (Level 2, 3 and 4+) in relation to the contract. | ● Number of apprenticeship opportunities created or retained under the contract.  ● Number of training opportunities created or retained under the contract, other than apprentices.  ● Number of people-hours of learning interventions delivered under the contract. |
| **Theme 3: Fighting Climate Change: Policy Outcome: Effective stewardship of the environment** | | |
| MAC 4.2 Influence staff, suppliers, customers and communities through the delivery of the contract to support environmental protection and improvement. | Activities that demonstrate and describe the tenderer’s existing or planned:  ● Understanding of how to influence staff, suppliers, customers, communities and/or any other appropriate stakeholders through the delivery of the contract to support environmental protection and improvement.  ● Activities to reconnect people with the environment and increase awareness of ways to protect and enhance it.  Illustrative examples:   * Engagement to raise awareness of the benefits of the environmental opportunities identified. ○ Co-design/creation. Working collaboratively to devise and deliver solutions to support environmental objectives. * Training and education. Influencing behaviour to reduce waste and use resources more efficiently in the performance of the contract. * Partnering/collaborating in engaging with the community in relation to the performance of the contract, to support environmental objectives. * Volunteering opportunities for the contract workforce, e.g. undertaking activities that encourage direct positive impact. | Number of people-hours spent protecting and improving the environment under the contract. |
| **Theme 4: Equal opportunity: Policy Outcome: Tackle workforce inequality** | | |
| MAC 6.1 Demonstrate action to identify and tackle inequality in employment, skills and pay in the contract workforce | Activities that demonstrate and describe the tenderer’s existing or planned:  ● Understanding of the issues affecting inequality in employment, skills and pay in the market, industry or sector relevant to the contract, and in the tenderer’s own organisation and those of its key sub-contractors.  ● Measures to tackle inequality in employment, skills and pay in the contract workforce. Illustrative examples:   * Inclusive and accessible recruitment practices, and retention-focussed activities. * Offering a range of quality opportunities with routes of progression if appropriate, e.g. T Level industry placements, students supported into higher level apprenticeships. * Working conditions which promote an inclusive working environment and promote retention and progression. * Demonstrating how working conditions promote an inclusive working environment and promote retention and progression. * A time-bound action plan informed by monitoring to ensure employers have a workforce that proportionately reflects the diversity of the communities in which they operate, at every level. * Including multiple women, or others with protected characteristics, in shortlists for recruitment and promotions. * Using skill-based assessment tasks in recruitment. * Using structured interviews for recruitment and promotions. * Introducing transparency to promotion, pay and reward processes. * Positive action schemes in place to address under-representation in certain pay grades. * Jobs at all levels open to flexible working from day one for all workers. * Collection and publication of retention rates, e.g. for pregnant women and new mothers, or for others with protected characteristics. * Regular equal pay audits conducted | Total number/percentage of full-time equivalent (FTE) people from groups under-represented in the workforce employed under the contract, as a proportion of the total FTE contract workforce    Total number/percentage of people from groups under-represented in the workforce on apprenticeship schemes / other training schemes under the contract, as a proportion of the all people on apprenticeship schemes/ other training schemes within the contract workforce |

Further Social Value Guidance can be found:

a) Social Value Model (SVM), Government Commercial Function, Edition 1.1 – 3 Dec 20 <https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/940827/Guide-to-using-the-Social-Value-Model-Edn-1.1-3-Dec-20.pdf>

b) Guide to Using the Social Value Model, Government Commercial Function, Edition 1.1 – 3 Dec 20 <https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/940826/Social-Value-Model-Edn-1.1-3-Dec-20.pdf>

c) Social Value Model Quick Reference Table, Government Commercial Function, Edition 1.1 – 3 Dec 20 <https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/940828/Social-Value-Model-Quick-Reference-Table-Edn-1.1-3-Dec-20.pdf>

1. **Award Decision**
   1. Following evaluation of Tenders in accordance with the evaluation process set out in this ITT, the Tenderer which offers the most economically advantageous Tender may be awarded a Contract.
   2. The Tender which receives the highest Evaluation Score, which is calculated as the highest combined Technical Evaluation Score and Financial Evaluation Score (provided the tender is considered fully compliant in all evaluation areas) shall be considered the most economically advantageous Tender.

1. **Other Information**

12.1 Save as set out in PPN 01/22, the Authority will not be accepting Tenders that:

a. contain any Russian/Belarussian products and / or services; and/or

b. are linked to entities who are constituted or organised under the law of Russia or Belarus, or under the control (full or partial) of a Russian/Belarusian person or entity. Please note that this does not include companies:

(1) registered in the UK or in a country with which the UK has a relevant international agreement with reciprocal rights of access in the relevant field of public procurement; and / or

(2) which have significant business operations in the UK or in a country the UK has a relevant international agreement with reciprocal rights of access in the relevant field of public procurement.

Tenderers must confirm in writing that their Tender, including any element that may be provided by any part of the Contractor’s supply chain, does not contain any Russian/Belarusian products and/or services.

Tenderers must include provisions equivalent to those set out in this clause in all relevant Sub-Contracting Arrangements.

**Contract Documents**

Any contract resulting from this tender will be formed from the CCS Framework Order Form, Terms & Conditions and associated Schedules, including the Statement of Requirements/Specification and Pricing Table, incorporating prices submitted by the Winning Tenderer.

If, following the contract award decision, the Winning Tenderer does not agree to the Contract terms (when the Contract has been drafted in accordance with the terms and information provided in this tender), the Authority reserves the right to terminate that contract award decision and award the Contract to the next best placed Tenderer or to cancel or re-run the procurement.

If the Winning Tenderer enters into the contract but is unable to deliver the requirements, the Authority reserves the right to terminate that Contract and award the Contract to the next best placed Tenderer or to cancel or re-run the procurement.

**IR35**

IR35 off payroll working rules are not expected to apply to this requirement unless the Winning Tenderer indicates that the personnel who will be used to deliver Services will not be employed through their payroll. In those circumstances, a relevant assessment will be considered.

**Cyber Risk**

A Cyber Risk Assessment has been raised and the profile is Low. The reference is RAR-E20XUQEEV.

Where a Supplier Assurance Questionnaire needs to be completed, Tenderers must complete and email this to [ISSDes-DCPP@mod.gov.uk](mailto:ISSDes-DCPP@mod.gov.uk) who will confirm cyber risk compliance. A copy of the completed questionnaire and the compliance email should then be included as part of the tender submission.

If a Tenderers Supplier Assurance Questionnaire score does not meet the level set in the Cyber Risk Assessment, this does not prevent submission of a Tender. In those circumstances, a Cyber Implementation Plan should be completed as part of the tender submission, to demonstrate what actions will be taken to meet the required Cyber Risk level. Provided the actions and timescales were considered acceptable to The Authority, the Cyber Implementation Plan would then be included as a requirement in any resulting Contract.

Guidance of Cyber Implementations Plans can be found online at <https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1126692/20221219-CIP_Guidance.pdf>

**Cyber Implementation Plan Template**

|  |  |
| --- | --- |
| Organisation Name |  |
| Contact Name |  |
| Contact Email |  |
|  | |
| Contract Name |  |
| Cyber Risk Profile | Low |
| Risk Assessment Reference (RAR) |  |
| Supplier Assurance Questionnaire (SAQ) code (If known) |  |
| Controls not met  (paste from DCPP response email) |  |

**Statement of Requirements/Specification**

**STATEMENT OF REQUIREMENT AND TECHNICAL NEED FOR THE PROVISION OF POLICY, STRATEGY AND CAPABILITY DEVELOPMENT SPECIALIST SERVICES FOR THE MARITIME DOMAIN AWARENESS (MDA) PROGRAMME**

**Introduction**

1. Purchase an operational service to provide a policy, strategy, and capability integration technical service for the Maritime Domain Awareness (MDA) Programmefor 36 months. The outputs of this service are focused on the MDA Programme at the executive level, directly supporting the MDA Programme Director and Programme Manager.

**SOW deliverables Background**

1. The MDA Programme capabilities underpin the JMSC and directly supports current Operations globally and in collaboration with the French Navy - off West Africa and in the English Channel. It enables all operational activities of the X-Government Joint Maritime Security Centre (JMSC) in accordance with the National Strategy for Maritime Security 2022 and generates 70% plus of the RN/UK ‘National’ Recognised Maritime Picture (RMP).
2. The RMP directly enables the operational outputs of COMOPS, deployed Maritime Component Commanders and cross government UK maritime security organisations. The RMP supports Maritime Security Ops (Counter: Piracy, Terrorism, Narcotics, illegal people trafficking/ illegal unreported and unregulated fishing), plus all Maritime Trade Operations activity. It is also an essential Command and Control (C2) tool for Commanding Officers of ships and submarines at sea and deployed on operations.
3. The MDAP provides access to operational MDA systems and capabilities enabling the MoD/Navy Command contribution to Cross Government Maritime Security Operations supporting HMG National Security objectives and Maritime Security outputs. This is achieved by developing and deploying MDA information and data processing capabilities across MoD and Other Governments Departments (OGD), internationally with partner nations, inter-governmental agencies, and commercial partners. The continued development of these world leading capabilities mean that the MDA Programme is widely recognised within the international maritime community enhancing the UK’s maritime security, reputation, and ability to influence international partners.
4. Key to achieving this is the ability to exploit the latest and best technologies that draw on machine learning, big-data analytics, and artificial intelligence techniques. Then, through dialogue with other MoD programmes, projects and stakeholders, industry, academia and defence research initiatives, the technologies are quickly incorporated into MDA capabilities. This agile approach ensures that the MDAP delivers the best affordable available capabilities to both Navy Command and OGD stakeholders with the aim of avoiding duplication of effort and reducing costs across government.
5. The MDAP requires sustainment of policy, strategy and capability integration technical serviceto ensure it continues to provide technical solutions that enhance and deliver an RMP that meets the UK political and policy direction described in the National Strategy for Maritime Security 2022. This service will provide a strong linkage across all Government departments and into MoD programmes and projects delivered by Strategic Command (StratCom), Defence Digital (DD), other parts of Navy Command/Navy Digital and DE&S, to avoid duplication of effort.
6. This approach enables the exploitation of technology to deliver MDA outputs for Defence and the Royal Navy and their inter-related national maritime security outputs and the objectives of JMSC. This service will support the expanding and emerging national security objectives that are placing greater responsibilities on both the Royal Navy and the JMSC.

**Overview of Requirement**

1. This requirement is focused on delivering services at the MDA Programme executive level to directly support the MDA Programme Director and Programme Manager run the MDA Programme. There is significant complexity, autonomy and customer engagement associated with the delivery of the outputs. The service team members must be comfortable interpreting and delivering the MDA Programme director’s intent and vision. The service team members will represent the MDA Programme and RN at national and international forums independent of the chain of command. The authority’s preference is a team capable of providing effort across all outputs in order to facilitate continuity, knowledge growth, knowledge transfer and efficiency.
2. This requirement has 5 operational service outputs:

*Table 1 – output overview*

| **Output** | **Required Output** | **Output Description** |
| --- | --- | --- |
| 1 | **Capability vision and roadmap** | Develop and deliver the technical road map for the Navy Command MDA programme and JMSC. This must maximise the exploitation of technology, both current and future, considering novel and emerging technical capabilities to overcome known requirement challenges. Briefing on technology options to gain senior stakeholder buy-in and operational application. This must enhance UK Maritime Security Services’ capability required in the Integrated Review (IR21). |
| 2 | **Capability Development, Integration and Strategy** | Deliver rapid and agile innovation to the MDA Programme through the exploitation of emerging C4ISR scientific research and technologies to deliver improved MDA capabilities. Manage the integration of Commercially off the Shelf (COTS) solutions into MoD owned MDA capabilities and deliver these in an agile way for front line operations while minimising the risk to outputs. Capability changes must enhance UK Maritime Security Services’ ability to understand, monitor and respond. Provide coherence across relevant national and international MDA stakeholders that benefit RN MDA programme capability. |
| 3 | **Policy and Political Strategy** | Create a plan to manage available resources across the Maritime Domain Awareness Programme (MDAP) Workstreams in support of MDA operations to achieve external MDA goals, objectives and actions determined by DMDA and as agreed at MDA Programme Boards. Define the strategy to achieve the MDA policy objectives. Exploiting MDA knowledge and experience, advise Director MDA on options to leverage available MDAP resources to achieve prioritised MDA engagement and influence globally in support of X-Govt policy objectives. |
| 4. | **Cross Government Integration and Delivery** | Integrating the maritime security needs of the different Government departments, their strategic objectives and their constraints into the JMSC and the wider government MarSec stakeholders. Deliver specialist programme and cross government domain knowledge into the JMSC SR Bid for the Home Office and the Department for Transport. Provide specialist programme advice to the business and programme plans that align government MarSec needs. Deliver programme management services to ensure JMSC cross government strategic objectives or Outcome Delivery Plans (specific to Home Office) are met. |
| 5. | **Technical Programme and Project management** | Provide technical Programme and Project management to the MDA Programme in order to enable continued delivery of outputs and support to operations. Provide knowledge and experience driving forward capability delivery in line with the Capability Vision and Roadmap and the MDA Programme Director’s intent. Manage the financial and commercial aspects of technical delivery for these capabilities and services. |

**Service Outputs in detail**

1. **Output 1: Capability vision and roadmap** will develop and deliver the technical road map for the Navy Command MDA programme and JMSC. This must maximise the exploitation of technology, both current and future, considering novel and emerging technical capabilities to overcome known requirement challenges. Briefing on technology options to gain senior stakeholder buy-in and operational application. This must enhance UK Maritime Security Services’ capability required in the Integrated Review (IR21).
2. Table 2 gives greater detail relating to Output 1.

*Table 2 – Output 1 delivery*

| **Output** | **Output 1 – Capability vision and roadmap**  **Description** |
| --- | --- |
|
|  |
| 1.1 | Develop, maintain, and deliver a coherent roadmap that supports JMSC needs and aligns with the RNMDAP programme |
| 1.2 | Work with JMSC stakeholders to support them in articulating their requirements and aspirations into cost effective solutions |
| 1.3 | Digital and data requirement understanding to support JMSC IER development |
| 1.4 | Interact with and work with the MDA Team to assess validity of technical solutions, articulating integration challenges, hardware requirements, User need and impact statements of operational output. |
| 1.5 | Develop and produce business cases, Statement of requirements and associated documentation for JMSC procurement needs |
| 1.6 | Deliver progress reporting to JMSC and RNMDA on developments and outputs, ensuring coherence across all MDA development lines |
| 1.7 | Establish and develop functional relationships with JMSC stakeholders |
| 1.8 | Set the strategy and make executive technology decisions on behalf of the organisations including managing a technology budget and making the necessary investments to align the organization with its vision for its technological needs. |
| 1.9 | Working directly to the Head of JMSC, act as both a technology and business expert, making decisions impacting current and future operations. |
| 1.10 | Oversee all technology and technological resources, and establish the technology vision, strategies, and growth plans. |
| 1.11 | Responsible for provision of commercial business cases for capability/technology requirements |
| 1.12 | You will also lead system and quality assurance (benefits/value) processes to ensure the protection of Utilities’ assets while maintaining and evolving technology needs. |
| 1.13 | CTO will be accountable to both Head of JMSC and its sponsors for developing, administering, monitoring, and coordinating the JMSC technology budget as decisions related to technology needs influence spending patterns for departments and programs across the maritime portfolio and into government. |
| 1.14 | Directly work with the RNMDA Capability team understanding activities, timescales and resources required to integrate new MDA technologies into delivery |
| 1.15 | Manage and deliver JMSC MDA technical trials and assessments, coordinating with the RNMDA Cap team |

1. **Output 2: Capability Development, Integration and Strategy,** will deliver rapid and agile innovation to the MDA Programme through the exploitation of emerging C4ISR scientific research and technologies to deliver improved MDA capabilities. Manage the integration of Commercially off the Shelf (COTS) solutions into MoD owned MDA capabilities and deliver these in an agile way for front line operations while minimising the risk to outputs. Capability changes must enhance UK Maritime Security Services’ ability to understand, monitor and respond. Provide coherence across relevant national and international MDA stakeholders that benefit RN MDA programme capability.
2. Table 3 gives greater detail relating to Output 2.

*Table 3 – Output 2 delivery*

| **Output** | **Output 2 – Capability Development, Integration and Strategy**  **Description** |
| --- | --- |
|
|  |
| 2.1 | Support and advise on delivery of HMG maritime security strategy and policy and how, through the exploitation of information and data, outcomes to meet these MDA related objectives can be derived and delivered. |
| 2.2 | Represent HMG/MOD stakeholder interests at national and international fora where exploitation of information and data is discussed to support UK national and international maritime security objectives. |
| 2.3 | Present to UK and international stakeholders the digital data and information dependencies necessary to enable coherent MDA outcomes. |
| 2.4 | Provide advice relating to digital systems and capabilities that deliver MDA as an enabler for maritime security both nationally and internationally. |
| 2.5 | Providing options for resolution to complex user and operational challenges, across a multi-stakeholder digital based environment spanning MOD, PAGs and international partners |
| 2.6 | Deliver MDA solutions and interdependent activities to enable naval and maritime operational outputs |
| 2.7 | Support delivery of C4ISR/ICT digital programmes and projects into the MDA environment |
| 2.8 | Support delivery of digitally focused services as the Maritime Domain Awareness (MDA) Capability Operations Manager. |
| 2.9 | Identifying potential technical and software solutions to MDA requirements, identifying capability gaps, and evaluating options by utilising next generation digital technologies and resources to deliver enhanced MDA applications to the front-line user. |
| 2.10 | Deliver digital solutions to meet the approved High-Level Design (HLD) ensuring that all relevant lines of development are considered. |
| 2.11 | Provide advice and guidance on the application of MoD standards for ICT, information security, delivery, compliance, safety, maritime integration, and operations outputs |
| 2.12 | Support delivery of cloud-based capabilities and integrated systems in the maritime domain. |

1. **Output 3: Policy and Political Strategy,** will create a plan to manage available resources across the Maritime Domain Awareness Programme (MDAP) Workstreams in support of MDA operations to achieve external MDA goals, objectives and actions determined by DMDA and as agreed at MDA Programme Boards. Define the strategy to achieve the MDA policy objectives. Exploiting MDA knowledge and experience, advise Director MDA on options to leverage available MDAP resources to achieve prioritised MDA engagement and influence globally in support of X-Govt policy objectives.
2. Table 4 gives greater detail relating to Output 3.

*Table 4 – Output 3 delivery*

| **Output** | **Output 3 – Policy and Political Strategy**  **Description** |
| --- | --- |
|
|  |
| 3.1 | Understand HMG maritime security strategy and policy and how, through the exploitation of information and data, coherent outcomes to meet these MDA related objectives can be delivered by MDAP. |
| 3.2 | Advise DMDA on options to utilise MDAP resources to maximise MDA engagement and influence globally in support of X-Govt MDA policy objectives. |
| 3.3 | Develop and deliver plan to manage resources across the 3 MDAP Workstreams in support of MDA operations to achieve MDAP objectives. |
| 3.4 | Provide SME advice and guidance to DMDA on the delivery/development of MDA operational capabilities, including MTIC, NDOC and the effective utilisation of existential information, data and systems. |
| 3.5 | Provide credible representation of HMG/MOD stakeholder interests at national and international fora where exploitation of information and data is discussed to support UK national and international maritime security objectives. |
| 3.6 | Coordinate progress reporting at RN MDA Programme Boards on Programme Workstream developments and outputs, ensuring coherence across all MDA lines of development. |

1. **Output 4: Cross Government Integration and Delivery,** will integrate the maritime security needs of the different Government departments, their strategic objectives and their constraints into the JMSC and the wider government MarSec stakeholders. Deliver specialist programme and cross government domain knowledge into the JMSC SR Bid for the Home Office and the Department for Transport. Provide specialist programme advice to the business and programme plans that align government MarSec needs. Deliver programme management services to ensure JMSC cross government strategic objectives or Outcome Delivery Plans (specific to Home Office) are met.
2. Table 5 gives greater detail relating to Output 4.

*Table 5 – Output 4 delivery*

|  |  |
| --- | --- |
| **Output** | **Output 4 – Cross Government Integration and Delivery** |
| 4.1 | Provision of expert P3 advice to ensure smooth delivery of the JMSC Programme delivery to Border Force and Joint Governance Board requirement. |
| 4.2 | Delivery of Programme Plan capturing JMSC Mandate and Business Plan objectives |
| 4.3 | Provide specialist project input to the JMSC Business Plan, maintaining bi-directional traceability of requirements |
| 4.4 | Deliver the JMSC Spending Review Bid, seeking approval from DfT and Home Office Sponsors, assuring future capability for JMSC. This needs to be aligned to JMSC Technical, Business, and Capability plans |
| 4.5 | Prepare and deliver JMSC Business Cases utilising ISR and engineering experience to maximise value for money for cross Government stakeholders within Border Force Governance |
| 4.6 | Own the JMSC Pipeline of Commercial activity working with the Home Office Commercial teams |
| 4.7 | Work with Department for Transport programme specialist to ensure acceptance of JMSC Forecast of Outturn meets Governance expectation |
| 4.8 | Engage with JMSC stakeholders, including The Royal Navy MDA Programme, Maritime and Coastguard Agency (DfT), National Coastwatch Institute, UK Port Authorities, Police, Marine Management Organisation (DEFRA), Devolved Administrations (Scotland, Wales, NI), and Suppliers, to ensure delivery of dependencies into JMSC plans of work and ensuring the pace of programme delivery is maintained meeting the cross Govt requirements. |
| 4.9 | Provide specialist project management service to specific tasks and ensure sound contract management to Home Office requirements |

1. **Output 5: Technical Programme and Project management,** will provide technical Programme and Project management to the MDA Programme in order to enable continued delivery of outputs and support to operations. Provide knowledge and experience driving forward capability delivery in line with the Capability Vision and Roadmap. Manage the financial and commercial aspects of technical delivery for these capabilities and services.
2. Table 6 gives greater detail relating to Output 5.

*Table 6 – Output 5 delivery*

| **Output** | **Output 5 – Technical Programme and Project management** |
| --- | --- |
| 5.1 | Provision of complex maritime and littoral environment C5ISR programme and project management in line with MoD best practice, with knowledge of SAR, satellite bearers, CIS systems and infrastructure. |
| 5.2 | Solution driven management of digital ICT services, infrastructure, and interdependent activities cross-government stakeholders to establish and modify operations centres. |
| 5.3 | Application of MoD and HMG standards for ICT, information security, digital design, delivery, compliance, and safety, including cyber and security risk assurance assessment activities. |
| 5.4 | Provide solutions for complex digital and information-based installations that incorporate multiple cross government stakeholder ICT systems and infrastructure requirements. |
| 5.5 | Define customer ICT and ISR capability and support requirements and subsequently deliver complex ISR programmes and projects to vision and to time, cost, and quality. |
| 5.6 | Manage MDA digital programme and project approvals including business cases, financial appraisals and submissions to senior boards for scrutiny. |
| 5.7 | Manage the MDA internal Pillar Governance/Assurance Boards (Programme Board etc) ensuring outcomes are reported in accordance with Navy Digital Portfolio Office direction. |
| 5.8 | Manage Information Exchange Requirements and liaison between Navy Digital and capability owner for integration of military communication systems onto new RFA platforms. |
| 5.9 | Deliver Enterprise Architect designs for digital and information solutions to meet ISR requirements using current and next generation technology and resources. |
| 5.10 | Manage MDA sub-portfolio financial forecast, budget management and programme RAIDO in line with wider portfolio governance and ABC process and coherence across wider Navy Digital programmes. |

**Cost and Timescales**

1. The ‘Core’ requirement of this contract will start on 01 Feb 2023 and run for 36 months at a cost of £4.917M Ex VAT. Up to £400k for travel and subsistence has already been included in this figure and should not be priced in the submission separately.
2. This requirement may include the two optional extension periods of 12 months each. If these options are taken up, up £130k for travel and subsistence per 12-month period will be included.
3. If required, a ‘Limit of Liability’ of £1.75M Ex VAT, may be added to deliver increased service levels against the core service outputs described within this SoR. This will be subject to new approved statement(s) of work.

**Service Volume**

1. It is expected that the ‘Core’ requirement will be in the order of 1980 service days broken down in line with the table below.

|  |  |
| --- | --- |
| **Output** | **Estimated Effort (Days)** |
| 1 | 660 |
| 2 | 660 |
| 3 | 660 |
| 4 | 660 |
| 5 | 1980 |

**Location**

1. The main on-site location for this service is Portsdown Technology Park, North Hill, Portsmouth, PO6 3RU.
2. Tasking can be completed via a combination of on-site and remote working however, the security classification of activities will direct regular on-site attendance. The delivery team will be required to visit/work in other Military locations across the UK. There is significant international travel associated with the delivery of this service and all service team members must be prepared for multiple periods of international travel.
3. This link, <https://www.royalnavy.mod.uk/our-organisation/bases-and-stations>, shows the main Navy Command managed sites and locations this contract will cover; however, this is not exhaustive as smaller sites may not be listed.
4. All Travel and Subsistence (T&S) expenses must comply with the MoD T&S Policy.
5. All suppliers are obliged to provide sufficient guarantees to implement appropriate technical and organisational measures so that the processing meets the requirements of GDPR (General Data Protection Regulation) and ensures the protection of the rights of data subjects. For further information please see the Information Commissioner's Office website <https://ico.org.uk/for-organisations/data-protection-reform/overview-of-the-gdpr/>

**Onboarding**

1. The supplier must conduct an initial onboarding meeting and generate a plan that includes a schedule of works and a resource delivery plan and timeline within 2 weeks of the start of the contract.
2. The supplier must conduct a formal start-up meeting within 4 weeks of the contract start to confirm and agree the delivery and resource plan, KPIs, progress reviews and reporting frequency.
3. Continuous service delivery is important so any gaps in service during implementation period must be communicated to the requirement owner, and a solution proposed.

**Off-boarding**

1. 6 months prior to the end of the contract the supplier will:
   1. Generate a closing service delivery report that details the activities delivered by this contract against the stated statement of requirement.
   2. Review performance against the service KPIs and milestones.
   3. Generate a service transition plan.

* 1. Conduct a documents, information, and knowledge capture.
  2. Correctly store and archive all information on MoD CIS in line with Navy Digital Information Management policy.
  3. Work with the customer to ensure preparations for a smooth transition in service.
  4. Generate a Learning from Experience report.

1. 2 weeks prior to the end of the contract the supplier will meet with the SOR and conduct the final transition planning meeting and present progress, issues and risks relating to closing-down or transitioning the service.
2. All information is to be stored on MoD devices and in MoD locations (no information to be stored on either, company laptops or personal device). The supplier should make adequate preparation for handover and knowledge transfer to new supplier. A key element to this contract will be information management and knowledge transfer. The supplier will ensure that all relevant documentation is created and stored within MoD configuration management policy.

**Performance Management**

1. The KPIs in Annex A are aligned to delivery of the stated Outcomes for the requirement and performance. The performance against the KPIs will be assessed in line with the review frequency associated with that KPI and performance score allocated in line with the metric stated. The overall service delivery performance will be assessed at the Quarterly Performance Review and evidence drawn from the performance against KPIs.
2. Minor modifications are considered slight adjustments that can be completed, and the document represented to the individual responsible for agreeing threshold acceptance, within 48 hours for out of committee approval.
3. Performance and Progress reviews will be held in line with the cadence below to examine performance against the stated areas of activity:

* 1. Monthly – Monthly update to the customer, covering concerns and issues performance against relevant KPIs. Deputy MDA Programme Manager
  2. 6-monthly – 6-monthly review to review performance against the KPIs and ensure service is meeting the stated service level.  Supplier to be in attendance.
  3. Annually – Annual report to the customer and forward look to set priorities and areas for improvement for the following year. Supplier to be in attendance.

**Government Furnished Assets**

1. Provision of access to the required MoD Information Communication Technology (ICT) on which this requirement will be developed and delivered requires a minimum of SC clearance.

**Security**

1. Security Clearance (SC) is required as a minimum and must be in place at the start of the contract. Suppliers' personnel will be required to visit MoD establishments (e.g. NCHQ, HMNB Portsmouth, Dstl PDW) during the course of the contract and will need to provide evidence of clearances.
2. DV (Developed Vetting) will be required for Outputs 1,2,3 and 5 due to access and activities undertaken to deliver these outputs and must be in place at the start of the contract.

**Personal Data**

1. No personal data will be processed during the course of this contract.

**Quality & Standards**

1. Delivery of the outputs in compliance with the following standards in Table 7:

*Table 7 - Standards*

| **Item** | **Number** | **Title** |
| --- | --- | --- |
| 1 | JSP 604 | Defence Manual for Information and Communications Technology (ICT) |
| 2 | JSP 441 | Information, Knowledge, Digital and Data in Defence |
| 3 | JSP 490 | Defence Crypto Security Operating Instructions |
| 4 | JSP 491 | Cryptographic Handling Instructions |
| 5 | JSP 892 | Risk Management |
| 6 | JSP 940 | Quality Management |
| 7 | JSP 426 | Defence Fire Safety & Risk Management Policy, Guidance and Information |
| 8 | JSP 375 | Management of Health and Safety in Defence |
| 9 | JSP 418 | Management of Environmental Protection in Defence. |
| 10 | DSA01.1 | Defence Safety Authority (DSA) DSA01.1 Defence Policy for Health and Safety and environmental protection |
| 11 | JSP 740 | Acceptable Use Policy for Information and Communications Technology. |
| 12 | MoD KiD | Ministry of Defence Knowledge in Defence (KiD) framework |
| 13 | JSP 752 | Tri-Service Regulations for Expenses and Allowances |
| 14 | JSP101 | Defence Writing Guide |

**Health & Safety**

1. Work to be conducted in line with MoD H&S practise derived from HSE guidance.

**Environmental**

1. Work to be conducted in line with MoD Environmental practise.

**Software**

1. MoD ICT will be used throughout this service and supplier ICT is not to be used for the delivery of this service. The supplier must ensure all personnel have the relevant security clearances to access necessary MoD ICT.

**IPR or Other Rights**

1. All IPR remains with MoD.

**Pricing**

All prices must be submitted on the attached pricing spreadsheet.

All prices stated are firm prices, to be paid in £ (GBP/Pounding Sterling), not subject to any increase or exchange rates.

The quantity of each item are expected numbers and not a guarantee of amounts required or due. Quantities ordered under the contract may be higher or lower based on Authority requirements during the contract period.

The Firm Price set for each item shall be the total maximum price the Contractor shall charge for the delivery of the goods/services covered within that item. This shall include, but not be limited to:

* Any direct or indirect costs
* Any labour costs or personnel salaries, pensions or contributions
* Any costs for manufacture or provision of goods/services
* Any costs for delivery to the Authority
* Any fuel costs
* Any related travel and subsistence
* Any packaging
* Any import costs or charges
* Any implementation or exit costs
* Any sub-contractor costs
* Any IT or system related costs
* Any costs required to provide Authority access to systems or accounts