

Statement of Requirement (SoR)

Reference Number	PJ100689, 710954
Version Number	0.1
Date	22/07/2022

1.	Requirement
1.1	Title
	Promotional Programme video (DSTF)
1.2	Summary
	<p>The requirement is for a 2 minute animated video for the DSTF programme which can be displayed on a laptop, TV or smartphone.</p> <p>The video will be used for internal and external publicity (Nexus, Defence Net, Gov website, you tube, etc)</p>
1.3	Background
	<p>The purpose of this video is to provide stakeholders with additional information about the programme and promote the work; providing examples of the work we can do/have done. Linked to, and as extensions of the overall division immersive video, the aim of this video is to grab attention in a way that PowerPoint does not</p>

1.4	Requirement
	<p>The video will showcase DSTF, who we are, what we do, why we do it and how we fit into the rest of Dstl. Audience: Dstl – Start to influence peoples thinking now to consider 'futures' as part of their day job.</p> <p>As a minimum, we would expect the following things to be included;</p> <ul style="list-style-type: none">• Dstl branding / DSTF campaign 'lockup' to be used• DSTF wording/images as provided by the DSTF Comms team (e.g. "Futures thinking today")• Style would be in a similar style to the Division video created for Supercharging Science event <p>Is there a style the video should be done in? I.e. similar to the division video?</p> <p>No longer than 2 minutes</p>

1.5	Options or follow on work
	None



REDACTED UNDER FOIA SECTION 26 - DEFENCE



REDACTED UNDER FOIA SECTION 43 - COMMERCIAL INTEREST

1.7	Standard Deliverable Acceptance Criteria
	That the delivered documents meet and address the stated requirements; that the system provides the required results in a technically sound manner. DSTL has 30 days to perform acceptance.
1.8	Specific Deliverable Acceptance Criteria

2.	Quality Control and Assurance
2.1	Quality Control and Quality Assurance processes and standards that must be met by the contractor
	<input type="checkbox"/> ISO9001 (Quality Management Systems) <input type="checkbox"/> ISO14001 (Environment Management Systems) <input type="checkbox"/> ISO12207 (Systems and software engineering — software life cycle) <input type="checkbox"/> TickITPlus (Integrated approach to software and IT development) <input type="checkbox"/> Other: (Please specify below)
2.2	Safety, Environmental, Social, Ethical, Regulatory or Legislative aspects of the requirement

3.	Security	
3.1	Highest security classification	
	Of the work	REDACTED UNDER FOIA SECTION 26 - DEFENCE
	Of the Deliverables/ Output	REDACTED UNDER FOIA SECTION 26 - DEFENCE
3.2	Security Aspects Letter (SAL)	
	REDACTED UNDER FOIA SECTION 26 - DEFENCE	
3.3	Cyber Risk Level	
	REDACTED UNDER FOIA SECTION 26 - DEFENCE	
3.4	Cyber Risk Assessment (RA) Reference	
	REDACTED UNDER FOIA SECTION 26 - DEFENCE	

4.	Government Furnished Assets (GFA)
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5.	Proposal Evaluation criteria
5.1	Technical Evaluation Criteria
	The Promotional Programme video (DSTF) will be assessed against the SOR section 1.4 on a pass/fail basis
5.2	Commercial Evaluation Criteria
	<p>The suppliers proposal shall be evaluated on a pass/fail basis against the following criteria:</p> <p>Has the supplier accepted the terms and conditions</p> <p>Has the supplier complied with the security requirements</p> <p>Has the supplier submitted its price for the deliverables</p> <p>The Authority shall evaluate the 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.</p>