

Army Headquarters

INVITATION TO TENDER

For

703013451 – AOSB CCTV

Further Competition:

Network Services 2 (RM3808)

Statement of Requirements

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1. PURPOSE

- 1.1 Provision of an updated and fully functioning CCTV system at Army Officer Selection Board (AOSB) to replace the existing system which is failing and no longer fit for purpose.
- 1.2 The MoD is referred to as “the Authority” hereafter.

2. BACKGROUND TO THE CONTRACTING AUTHORITY

Army Headquarters is responsible for overseeing all procurements for the Army Recruitment and Initial Training Command (ARITC).

3. BACKGROUND TO REQUIREMENT/OVERVIEW OF REQUIREMENT

- 3.1 Army Officer Selection Board (AOSB) is required to operate as a professional assessment centre be conforming to the standards of the British Psychological Standard for Assessment Centres.
- 3.2 In order to deliver boards to meet the Army Recruitment and Initial Training Command (ARITC) demand plan, AOSB assessors are required to conduct interviews and other indoor assessment activities with candidates. These are monitored and recorded by CCTV so that the footage can be reviewed in the event of an appeal or complaint. Training is also supported by access to footage to review other assessors and own performance for Continuous Professional Development (CPD) and to assess suitability for role.

4. DEFINITIONS

Expression or Acronym	Definition
AOSB	Army Officer Selection Board
ARITC	Army Recruitment and Initial Training Command
CPD	Continuous Professional Development
PoE	Power over Ethernet

5. SCOPE OF REQUIREMENT

- 5.1 AOSB requires an across-site replacement networked CCTV system which can provide the fidelity to recognise facial expressions of both assessors and candidates. The requirement is made up of the following:
- 5.1.1 The requirement is made up of the following mandatory criteria:
- Removal and disposal of existing CCTV system (25 camera's)
 - Supply and installation of Power over Ethernet (PoE) camera's x 30 (Specification detailed at 6. The Requirement).
 - Supply and installation of microphones (if not built into the camera's) x 30 (Specification detailed at 6. The Requirement).

- Supply and installation of control unit including software required for recording / monitoring of all camera's, with sufficient storage capacity for a minimum of 90 days footage. (Specification detailed at 6. The Requirement).
- Full demonstration and training on the use of the equipment to be provided upon installation to a minimum of 1 user.
- Servicing and maintenance package for a minimum 5-year duration, with the option to extend for a further 2 years if required. A suitable servicing schedule should be provided dependant on the equipment supplied.
- All operating, servicing and training manuals to be provided.

6. THE REQUIREMENT

6.1 Suppliers are asked to provide pricing for the following:

Serial	Part No	Description	Quantity
1	Wall / Ceiling mounted colour PoE surveillance Camera's	<ul style="list-style-type: none"> • Min 1080p • Min 140° field of view • High visual quality zoom functionality (enough to read text on a large screen) • Ability to easily identify individuals within the room • Must record live audio and video • Pan / tilt functionality 	30
2	Microphones (to be supplied only if not built into camera's)	<ul style="list-style-type: none"> • High quality audio to perform the objective as described. 	30
3	Control unit	<ul style="list-style-type: none"> • Desktop PC (preferred, not mandatory) • Running Windows 10/11 • Storage as required for minimum of 90 days footage of all camera's • Min 24" HD Monitor • Speakers, mouse and keyboard 	1
4	Maintenance and Servicing Package	<ul style="list-style-type: none"> • Minimum 5-year duration with prices to include an optional further 2 years 	1

7. KEY MILESTONES AND DELIVERABLES

7.1 The following Contract milestones/deliverables shall apply:

Milestone/ Deliverable	Description	Timeframe or Delivery Date
1	Delivery, installation, and demonstration of all equipment at Serials 1-3.	Preferred dates 15-25 April inclusive
2	Maintenance and Servicing as required in accordance with the agreed schedule for a 5-year duration.	Dates to be agreed

8. MANAGEMENT INFORMATION/REPORTING

8.1 Not applicable.

9. VOLUMES

9.1 As specified at Section 6. The Requirement.

10. CONTINUOUS IMPROVEMENT

10.1 Not applicable.

11. SUSTAINABILITY

11.1 Not Applicable.

12. QUALITY

12.1 Quality must allow a user to identify individuals and read text on a large screen within the room where the device is mounted including when zoom function is used, audio must allow users to hear and understand any conversation taking place in the room when monitoring live or recorded footage.

13. PRICE

13.1 Pricing to be provided at Annex B – Pricing Schedule.

13.2 Prices are to be submitted via the CCS e-tendering portal.

14. STAFF AND CUSTOMER SERVICE

14.1 Not applicable.

15. SERVICE LEVELS AND PERFORMANCE

15.1.1 . Performance will be based upon the following:

KPI/SLA	Service Area	KPI/SLA description	Target
1	Delivery and Instalment	Equipment to be delivered and installed in accordance with the dates agreed. Demonstration to	100%

		be provided that equipment is fully operational.	
2	Maintenance and servicing.	Ongoing maintenance and servicing schedule to be agreed and carried out over the life of the contract (5 years).	100%

16. SECURITY AND CONFIDENTIALITY REQUIREMENTS

16.1 Not Applicable.

17. PAYMENT AND INVOICING

17.1 Payment will be made within 30 days from receipt of invoice into CP&F.

17.2 Invoices are to be submitted electronically via EXOSTAR.

18. CONTRACT MANAGEMENT

18.1 No specific requirements

19. LOCATION

The location of the Services will be carried out at The Army Officer Selection Board, Leighton House, Warminster Road, Westbury, Wiltshire, BA13 3PX