**Project Title:**

*This needs to be clear; it should stand alone as it will be published in the Annual Report.*

**Security classification of the work:** OFFICIAL / OFFICIAL-SENSITIVE *(choose one)*

*“Security classification of the work” refers to the security classification of documents used to carry out the work, not the classification of the final output – for the latter, see “Information Security Requirements”.*

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| **Framework Contractors:**  **Sole Source / Mini-tender**  Research Manager to fill in these boxes | **NDA Sponsor:**  **Task Reference**  **Framework Contract:**  **Response Required By:** |
| **Background**  This needs to be short and place the work in context. If the work follows on from a previous DRP project, it should reference that work and the appropriate outputs should be made available to all contractors. It should also state if this work is from a NWDRF Working Group.  **Purpose**  This section should clearly state why the work is being done, the objective of the work and explain how the outputs will be used. Information should also be provided on the intended audience for the outputs, e.g. NDA, SLCs, regulators, public, other DRP suppliers etc.  You should state any links to other work packages in the DRP here.  **Category of Work** (*innovation, informing strategy/policy or maintaining key skills or combination)*  This should state the driver for why the NDA is funding this work. The definitions of each of the drivers can be found in the [NDA 5 year R&D Plan](http://www.nda.gov.uk/publication/research-and-development-5-year-plan-2014-to-2019/). This section should also make clear why the NDA is funding this rather than an SLC or RWM.  **R&D Topic**  This section should state which R&D Topic in the [5 year R&D plan](http://www.nda.gov.uk/publication/research-and-development-5-year-plan-2014-to-2019/) that this work aligns with. If it aligns with more than one then a priority area should be identified. If it does not align with the plan, the sponsor should make it clear why they want to commission this work.  **Dissemination**  Dissemination/limitations on dissemination of the information must be considered including appropriate routes (e.g. NWDRF). If this is for the contractor to decide then state this in the tender requirements. As a minimum, a ~4 sentence abstract is to be published in DRP report. This should state concisely what the project is and why it’s being done. For examples see [annual report](https://www.gov.uk/government/publications/direct-research-portfolio-annual-report-2013-to-2014).  **Scope of Work**  This section should describe the work that the contractor will be expected to complete under the contract. This section MUST:   * Be as concise as possible * Avoid misinterpretation * Use plain English * Avoid being prescriptive and allow the contractor flexibility to suggest a better approach (a potentially key differentiator in scoring the tenders)   If there is technical risk with the experimental work, it is reasonable to include hold points within the scope or allow the contractor to suggest them. If the scope is broad, the author can ask the contractor to supply a defined maximum number of options from which the NDA can choose.  Should any waste/samples be generated as part of the project, the NDA Project Sponsor must consider how these should be managed on project completion. A designated storage/disposal route could be specified or the contractor could be invited to propose the appropriate management option. The Project Sponsor must be aware of the legal and insurance obligations with respect to sample management for their project.  If any models are to be created/developed during the project, the project sponsor needs to consider whether these models will be [business critical](http://ndahqewc01/livelink/llisapi.dll?func=ll&objaction=overview&objid=22838561), and accordingly what Quality Assurance procedures should be applied. The NDA Financial Planning team can give advice on this aspect.  **Required Deliverables and Milestones**  This section should state the deliverables and milestones required (as a minimum). A flow chart may be helpful if multiple rounds of comment/review/interim assessment are required.  Below are both required outputs (in green) and examples for consideration:  **Deliverables (D)**  Publishable Summary  Contractor assessment of impact of work (Ref EGPRO04 – F05)  Final approved issues of reports  Close out files containing all references which should be suitable for publication or specifically marked if not – these can be transferred via the dedicated knowledge hub if OFFICIAL, or via CD if OFFICIAL SENSITIVE  ~4 sentence abstract to be published in the DRP annual report  Output from Workshops  Minutes from meetings  Presentation to specific groups/committees  Handover package on completion of the project (e.g. key correspondence, minutes of meetings, references)  **Milestones (M)**  Kick Off meeting  2 rounds of consolidated comments from NDA on all reports  Interim meeting  Invites issued for meetings/workshops/presentations  Inception Documents / Storyboards / Report Structure  Drafts of documents  Start or completion of a phase of experimental work or commissioning of equipment  Hold Points  Note that contractors are requested to supply dates, usually in the format +xx weeks. If the work is required to meet an external need, the NDA sponsor should state the required date. Use D1, D2 etc. for deliverables and M1, M2 etc. for milestones.  **Tender Requirements**  This section is used to state any particular requirements that the NDA and NWDRF will want to see in the tender response over and above the standard requirements requested in F02. The requirements should not be too prescriptive as these additional requirements may be used to differentiate between bids. Examples could include:   * Specific invoicing requirements (for fixed price contracts, the contractor may suggest an invoicing schedule but usually this should state payment upon approval of final report or receipt of publishable summary). * The number of drafts (if greater than the required 2) that will be expected before a final issue, taking into consideration the different stakeholders to be consulted during the project. * Specific publication requirements/limitations. * Invite options to publicise/ disseminate information beyond normal NDA opportunities (priced separately). * Specific technical expertise and evidence that the tender is looking for. * Engagement with a specific supplier or encouragement to partner with experts in a particular field. If engagement is required then how that will be provided/engaged. * Innovation in delivery beyond the normal experience / method. * Specific security requirements, e.g. confirmation of up to date Security Aspects Letter (for example, a contractor may have moved office). * Any declaration of conflicts of interest. * Specific requirements for the management of waste/samples resulting from the work.   **Information Security Requirements**  *All deliverables (e.g. reports, presentations and memorandums) should not have any company specific security marking (*e.g. *Commercial-in-Confidence) unless agreement with the NDA has been reached prior to the start of the project. The NDA is committed to publishing and/or publicising any work funded by the NDA directly where practicable. Therefore, any material produced should be written so it can be protectively marked as “Official”. Where this is not possible, a redacted version should also be supplied.*  ***The tenderer is expected to estimate what the protective marking of the deliverables will be and plan accordingly****.*  *For DRP projects that involve OFFICIAL information only: contractors need to carry out pre-employment checks on all staff involved in the project. These checks should include as a minimum: identity, right to work and nationality. Contractors will also need to inform NDA if the nationality of staff (dual or former included) falls outside of: EEA, NATO Japan or a country that shares the same head of state as the UK prior to the individual being given any access to information.*  *For DRP projects that involve OFFICIAL-SENSITIVE/OFFICIAL-SENSITIVE:SNI information: as for OFFICAL plus contractors will need to inform us of all members of staff involved in the project on award of PO. NDA Vetting will then check that all staff involved on the project have the appropriate vetting status to carry out the work. No work to start before vetting status is confirmed. If any staff do not have the appropriate vetting NDA will act as sponsor for obtaining vetting. NDA will build in time to cross check vetting status and sponsor any staff (if necessary) into our project start dates. The suggested time scale is 4 weeks from award of PO.*  **Supporting Information**  Is there any information required to support this ITT? This is a list of any documents, web links etc. that are to be sent out with the tender. If a document is not available at the time of issue, the tender must state when it may be available. Documents sent by email must be suitable and protectively marked appropriate for that method of transfer. | |

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| **Price requirement:** Fixed / Reimbursable (delete as appropriate) | | | **Approximate duration of project:**  Give the contractor some guidance on how long you think the project should take, which will help them judge how to pitch the bid. If you have a hard deliverable date that ***has*** to be met, state that here | | |
| **Estimated/Indicative Cost:** (Note an estimate does not have to be given) | | | | | |
| £0 - £50k: | £50-£100k: | £100-£150k: | | £150-£250k: | >£250k |
| **Selection Criteria**  (a) Scoring Assessment Split:   |  |  |  | | --- | --- | --- | |  | | **Percentage of total score available (%)** | | **Commercial** | | XX | | **Technical** | Tender meets the scope and demonstrates understanding of the context and requirements | YY | | Structure and organisation of work proposed ensures delivery | ZZ | | Experience and knowledge of team is relevant to delivery requirements | AA | | Demonstration of the benefits of the contractors approach | BB |   (the relative percentages must be agreed at the IR&D Board)  (b) Technical Assessment By: NDA / NWDRF / INS or other subsidiaries /Other independent experts (as applicable) | | | | | |
| **Issued by Research Manager**  Name:       Date: | | | | | |
| **Authorised for Progression to Mini-Tender stage by Head of Technology**  Name:       Date: | | | | | |

All queries should be sent to: procurement.inbox@nda.gov.uk