



Ministry  
of Defence

Defence Equipment and Support  
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Ministry of Defence  
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Email: DES SEC-PoISec LE-JSC-WPNS@mod.uk

[REDACTED]

email: [REDACTED]

Our Reference:  
FOI2023/07804  
Date:  
19 July 2023

Dear [REDACTED]

I am writing about your email of 23 June 2023, requesting the following information:

*I would be most grateful if you would provide me, under the Freedom of Information Act, details in respect to the contract below.*

*Site Access Management System (SAMS):*

*<https://gbr01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.contractsfinder.service.gov.uk%2FNotice%2F2820c741-5158-4506-94a3-26b90374760c&data=05%7C01%7Ccio-foi%40mod.gov.uk%7C6c6769d0ae2f4b38ff2208db73db0422%7Cbe7760ed5953484bae95d0a16dfa09e5%7C0%7C0%7C638231156728844587%7CUnknown%7CTWFpbGZsb3d8eyJWljoIMC4wLjAwMDAiLCJQIjoiV2luMzliLCJBTiI6Ikl1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=vmchG3n5Mb4fypAL55J%2Bf51dpS5b45zHFJiYOOzcVQU%3D&reserved=0>*

*The details we require are:*

- What are the contractual performance KPI's for this contract?*
- Suppliers who applied for inclusion on each framework/contract and were successful & not successful at the PQQ & ITT stages*
- Actual spend on this contract/framework (and any sub lots), from the start of the contract to the current date*
- Start date & duration of framework/contract?*
- Could you please provide a copy of the service/product specification given to all bidders for when this contract was last advertised?*
- Is there an extension clause in the framework(s)/contract(s) and, if so, the duration of the extension?*
- Has a decision been made yet on whether the framework(s)/contract(s) are being either extended or renewed?*
- Who is the senior officer (outside of procurement) responsible for this contract?*

I am treating your correspondence as a request for information under the Freedom of Information Act 2000 (FOI Act). A search for the information has now been completed within  
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the Ministry of Defence (MOD), and I can confirm that the MOD holds all of the requested information. The responses to your questions are as follows:

1. *What are the contractual performance KPI's for this contract?*

The contract does not contain Key Performance Indicators.

2. *Suppliers who applied for inclusion on each framework/contract and were successful & not successful at the PQQ & ITT stages*

The Authority used the Open Procedure for this requirement, and therefore a Pre-Qualification Questionnaire was not used. The Invitation to Tender was uploaded with the Contract Notice via the Defence Sourcing Portal and was open to all Suppliers who wished to respond. The Authority received one Tender response from Chubb Systems Ltd.

3. *Actual spend on this contract/framework (and any sub lots), from the start of the contract to the current date*

The total spend on this contract is £81,242 ex-VAT to date.

4. *Start date & duration of framework/contract?*

The start date for the contract was 01 July 2022. The contract duration is 2 years with up to three additional 1-year options to extend the contract.

5. *Could you please provide a copy of the service/product specification given to all bidders for when this contract was last advertised?*

A copy of the Statement of Requirement is attached at Annex A.

6. *Is there an extension clause in the framework(s)/contract(s) and, if so, the duration of the extension?*

See question 4.

7. *Has a decision been made yet on whether the framework(s)/contract(s) are being either extended or renewed?*

No decision has been made on whether to extend the contract.

8. *Who is the senior officer (outside of procurement) responsible for this contract?*

The senior officer is the DE&S Infra NEST Team Leader.

Some of the information falls entirely within the scope of the absolute exemption provided for at section 40 (Personal Data). Section 40(2) has been applied to some of the information in order to protect personal information as governed by the Data Protection Act 2018. Section 40 is an absolute exemption and there is therefore no requirement to consider the public interest in making a decision to withhold the information.

If you have any queries regarding the content of this letter, please contact this office in the first instance. If you wish to complain about the handling of your request, or the content of this response, you can request an independent internal review by contacting the Information Rights Compliance team, Ground Floor, MOD Main Building, Whitehall, SW1A 2HB (e-mail CIO-FOI-IR@mod.gov.uk). Please note that any request for an internal review should be made within 40 working days of the date of this response.

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If you remain dissatisfied following an internal review, you may raise your complaint directly to the Information Commissioner under the provisions of Section 50 of the Freedom of Information Act. Please note that the Information Commissioner will not normally investigate your case until the MOD internal review process has been completed. The Information Commissioner can be contacted at: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF. Further details of the role and powers of the Information Commissioner can be found on the Commissioner's website at <https://ico.org.uk/>.

Yours sincerely,

DE&S Policy Secretariat

**Statement of Requirements (SOR)**

**LSOC Sites Access Management System (SAMS) SOR**

1. **Background.** A Ministry of Defence (MOD) Establishment is a controlled area, the access control policy for which is the responsibility of the Head of Establishment (HoE) or Commanding Officer (CO), who has responsibility for both the security and health and safety of those working at or visiting the establishment. Within an establishment there may be numerous Headquarter (HQ) formations, independent Service units or MOD business units. Collectively termed 'lodger' units, they are required to comply with the HoE/CO's access control policy. A controlled area is one that may be entered only by the presentation of appropriate and valid identification. Valid Identification is known as the Defence Identification (ID) Card. The card is to be presented, on demand, to any MoD sentry/guard (Service or Civilian) or a member of a MOD commercial guard force/security patrol. It may be temporarily surrendered to a uniformed Service Police, MOD Police or Home Department police officer to allow a full check of credentials.

2. **Overview.** The current individual contracts for the 4 x Logistic Support Operating Centre (LSOC), Ashchurch, Bicester, Donnington and West Moors are due to expire on 30 June 2022. As a Site Access Management System (SAMS) is a key component that enables HoE Teams to deliver a secure environment and provides an assured level of security within the area of access management for the 4 sites (Ashchurch, Bicester and Donnington and West Moors). A new 2+1+1+1 year contract up to a maximum of 5 years with a 12-month break point is required to encompass 4 sites. The Authority reserves the right to exclude the West Moors site from any enacted contract extensions following the initial two (2) year contract period. Having the system in place will assist in protecting all Personnel and all Physical and Information assets on each site.

3. **Description of Work.** To provide a JSP 440 compliant SAMS A computer-based control of access system, stand-alone. The system will consist of a personnel digital image capture, database and a pass production system. Offering a Technical solution for control of access security, making better use of limited guarding/security resources and database/photographic capture functions. In addition to increased efficiency, a significant deterrence value as visitors have their image digitally captured; a reduction in the incidence of contractor substitution and impersonation through the image capture facility; a central record/database of where and when a person has visited or worked as well as their clearance details; and, the provision of a range of reports to assist with post-incident investigations.

4. **System Requirement.** To provide a secure SAMS this will include the provision of Hardware, Stand Alone PC with peripherals, Screen, PVC Pass Printer, Pass Report Printer and Desk Camera. The system should have the capability to back-up and restore data with the option to import/export data to CD/DVD.

A Secure Software Programme is required offering the ability to create a standard size ID Card from a durable material such as plastic or PVC, enabling the operator to produce differing types.

There are numerous types of ID Cards:

Staff

Contractor

Military

Health and Safety

Car Pass,

Camera Pass

There are specific colours for some card types: Green – MOD Employees; Red – MOD Contractors; Blue – Other Government Departments (OGD); Yellow – (single site specific) Non-MOD Employees eg: local trades people, taxi drivers, sports/social club members.

MOD Generic Passes are to have a three-letter identifier (TRIGRAM) applied. Its purpose is to identify the establishment, or group of establishments, to which the pass holder has authorised automatic access.

The system should be able to print in black or white.

ID Cards can be Permanent or Temporary with a valid end date required.

The period of requirement will depend on the type of Security Clearance the owner holds, these can be:

DV – Developed Vetting

SC – Security Cleared

BPSS – Baseline Personal Security Standard

It will also depend on the length of time the holder is working on a specific site.

The system is required to enable the user to create a profile of every individual, to securely store their personal details together with their photograph.

As all Government issued security passes/ID Cards are official documents they must have the statement below on the back:

**5. Pass Production.** The system must deliver the latest technology and intuitive software to deliver maximised efficiency. Able to maintain a Vehicle Registration Number (VRN) database for maintaining a log of all vehicles (visitors, staff or contractor) that are allowed authorised access to site to reduce repetitive data functions. All will be credit card

size, made from a durable material such as PVC or plastic. All the options for differing pass types should be available, including image capture.

6. **Installation.** Installation is to be carried out by authorised and qualified technicians to the manufacturers technical specifications. Following installation, a full audit by professional security staff is to be carried out prior to commissioning.

7. **Support.** Technical support is required, with Helpdesk Support available during working hours and a callout service to provide engineers on site within 24 hours.

8. **Maintenance.** The system will require annual servicing. With a maintenance programme in place ensuring that all hardware/software faults are quickly resolved, and any replacement equipment is delivered in a timely manner.

9. **System Training/Updates.** An initial training programme/presentation with clear and concise instruction and an associated manual is required. Ensuring all staff are fully trained with ongoing advice and further training provided on all system updates. All training is to be received in a timely manner.

10. **System Management.** The HoE/CO will be the system owner. The Establishment Security Officer (ESyO) will be responsible for the day-to-day management of the system with delegated security staff as system users.

11. **Deliverables.** The system performance will be measured on several outputs. These will include engagement with relevant security staff on the overall system performance and the training they received. Feedback regarding system reliability and its capability to produce a high volume of security passes on an ongoing basis.

12. **Contract Start Date and Duration.** The contract for the four (4) sites (Ashchurch, Bicester, Donnington and West Moors) will be required from 01 July 2022 and will run for a minimum of two (2) years and a maximum of five (5) years, should the three optional one (1) year contract extensions at 12-month breakpoints be enacted. The Authority reserves the right to exclude the West Moors site from any enacted contract extensions following the initial two (2) year contract period.

13. **Security Considerations.** As the system will record and store personal data it must comply with JSP440 (The Defence Manual of Security) UK General Data Protection Regulation (GDPR) and the Data Protection Act 2018. A Data Protection Impact Assessment (DPIA) is to be completed and sent to DES DPO. The system is to be accredited by the Cyber Defence and Risk (CyDR) team and the system is to be accredited on the Defence Assurance Risk Tool (DART).

14. **Other Considerations.** The system should meet the following MOD and Industry legislation standards: ISO9001, Defence Standard 00-56

15. **Government Furnished Equipment/Information. (GFE/GFI)** A user manual with instruction/guidance of the system and its hardware/software is required. It should include relevant technical equipment, written information or Subject Matter Expert (SME) support.