

Statement of Requirements

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1. PURPOSE

- 1.1. The ONS is responsible for four (4) sites in the United Kingdom. As part of the Office's quality assurance programme, it has a need to engage a supplier to conduct physical intrusion testing services for its four (4) sites and buildings.
- 1.2. The continued occupation of one site in London is currently under review.

2. BACKGROUND TO THE CONTRACTING AUTHORITY

- 2.1. The Office for National Statistics (ONS), the Contracting Authority, is the UK's largest independent producer of official statistics and is the recognised National Statistical Institute (NSI) for the UK. The Contracting Authority's responsibilities include collecting and publishing statistics related to the economy, population and society at national, regional and local levels. The Contracting Authority also conducts the Census in England and Wales every ten years.
- 2.2. The main responsibilities of the Authority are:
 - The collection, compilation, analysis and dissemination of a range of key economic, social and demographic statistics about the UK.
 - The provision of statistical leadership and methodological advice for the benefit of UK official statistics.
 - To represent the UK internationally as the NSI.
- 2.3. The Contracting Authority is also the only government department with the production of statistics as its main role. The Contracting Authority operates independent of ministers and instead reports through the UK Statistics Authority to Parliament and the Devolved Administrations of Scotland, Wales and Northern Ireland.
- 2.4. These responsibilities span more than 650 different statistical releases a year which rely on a broad range of methods and systems. More information about the Contracting Authority can be found on the ONS website: www.ons.gov.uk.

3. BACKGROUND TO REQUIREMENT/OVERVIEW OF REQUIREMENT

- 3.1. The ONS has procured the services set out in this requirement from a commercial supplier for the last 3 years. That contract is due to end in December 2021. The current supplier has provided a very good service and the organisation has been very satisfied with the level of service and quality of delivery.
- 3.2. As non departmental government body, ONS is required to take all reasonable steps to secure its people, premises and information; one of the ways of doing so is to independently assess the effectiveness of existing measures. The physical security measures in place are layered and form part of a holistic multidisciplinary approach to organisational security.

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4. SCOPE OF REQUIREMENT

- 4.1 The service will be required for all buildings and sites operated by the ONS. It will not include any buildings or sites where the ONS is a minor tenant.
- 4.2 The service will provide professional attempts to penetrate the physical security of the premises using non-destructive techniques. Methods can and should include social engineering and should attempt to gain access to the core of the relevant buildings.
- 4.3 The service will not be required to use any destructive techniques or measures and will not require any delivery of dummy IEDs etc.
- 4.4 The service must provide annual penetration attempts on all the sites covered within the contract. The service could provide an annual assessment of the organisation's exposure to open source intelligence gathering. All personnel involved with the delivery and operation of the service must hold an active minimum UK Security Vetting Level of SC; the vetting must have been done by UKSV only.

5. THE REQUIREMENT

5.1. The Supplier will be required to provide the following aspects of this testing:

- Participate in an annual pre-test planning meeting at an ONS Site.
- Attempt to gain access to each site, building and internal spaces using non-destructive measures.
- Attention paid to all access and egress points including loading/delivery areas.
- Access attempts are to include use of counterfeit ID passes, "stolen" ID Passes (provided by ONS) and without passes.
- Attempting to gain access to any computer frame, communications or server room within the buildings using non-destructive measures.
- Attempting to wander the internal office spaces and corridors without being challenged.
- Identifying and recording insecure and unattended computers/laptops.
- Identifying and recording insecure combination cabinets, safes and cupboards.
- Identifying, where possible persons who enable access through security gates, barriers and doors without challenge.
- Collect evidence, where appropriate to support identified vulnerabilities.
- Produce a report summarising their activity, detailing individual identified weaknesses and making recommendations to remediate those weaknesses.
- Present a testing debrief and summary of the report to ONS Chief Security Officer.

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- 5.2. Periodicity: One round of testing will be conducted per calendar year under this contract. Each round of testing will consist of tests being carried out at each of the Contracting Authority's four (4) sites, as described in Section 15.
- 5.3. The continued occupation of one site in London is currently under review, and there may be changes to the Contracting Authority's estate over the period of the contract. The Contracting Authority will notify the successful Supplier if there are any changes to the estate which will change the locations that will be required to be tested.
- 5.4. The dates for the first round of testing and subsequent reports are detailed in Section 6.
- 5.5. Pre-Test Co-ordination: The successful Supplier will be required to arrange each test in advance through the Physical Security Manager.
- 5.6. Contract Duration: It is anticipated that the contract will remain in place for a period of three (3) years. Subject to sufficient funds being available and the satisfactory completion of the work by the Supplier, the Contracting Authority reserves the right to extend the contract for a further two (2) years on an annual (+1, +1) basis.
- 5.7. Tender Requirements: Please note that it is mandatory for all Suppliers bidding on this requirement to confirm that all staff who would be employed in fulfilment of this requirement would hold SC security clearance or above from UK Security Vetting Agency.
- 5.8. Tender Site Visits: The Contracting Authority recognises that potential Suppliers may need to visit each of the four (4) sites, listed in Section 15, in order to submit a quality proposal. Therefore, we have factored in potential dates for site visits as highlighted in the Procurement Timetable which is provided in Section 4 of Attachment 1 - About The Procurement. Final dates and times will depend on the number of Suppliers visiting and will be confirmed at a later date via Correspondence on In-Tend. Only Suppliers who confirm that they will be able to meet all security clearance requirements by 06/12/2021 and are therefore intending to submit a bid will be invited to attend the site visits. Please note that absolutely no photography is permitted at any of the site visits.
- 5.9. Tender Process: In order to determine which suppliers would be invited to attend site visits and subsequently bid for this opportunity, this tender was split into two stages: the Selection Stage and the ITT Stage. The Selection Stage consisted of a mandatory questionnaire and a copy of the SOR for reference. The deadline for returns at Selection Stage was 12:00pm BST on 26/10/2021.

6. KEY MILESTONES AND DELIVERABLES

- 6.1. The following Contract milestones/deliverables shall apply:

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Milestone/Deliverable	Description	Timeframe or Delivery Date
1	Conduct Service planning meeting and provide confirmed UKSV vetting references for all persons involved in the delivery and operation of the services.	Within week 1 of Contract Award
2	Agree timeline of delivery of Year 1 testing round and subsequent reporting.	Within Month 1 of Contract Award
3	Complete Year 1 testing and deliver reports.	No later than Month 12 of Contract Award
4	Conduct annual service review and discuss subsequent testing programme.	Within week 50 of Contract Award or no later than one month after Year 1 reports have been delivered.

7. MANAGEMENT INFORMATION/REPORTING

- 7.1. Detailed reports of all testing activity are to be provided on completion of each round of annual tests. The reports are to include detailed description of any reconnaissance, method of access along with details of any vulnerabilities that have been identified and where relevant recommendations to remove, reduce or mitigate the risks posed.

8. QUALITY

- 8.1. The Supplier must have experience in supplying physical security intrusion testing services to government departments or other parts of the critical national infrastructure.
- 8.2. It is preferable for the Supplier's staff to have previously worked as part of the UK Special Forces or within security and intelligence organisations.

9. PRICE

- 9.1. Prices are to be submitted via the attached pricing schedule (Attachment 4 - Price Schedule) excluding VAT and including all other expenses relating to Contract Delivery. Costs shall remain fixed for the duration of the contract.

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10. STAFF AND CUSTOMER SERVICE

- 10.1. The Supplier shall provide a sufficient level of resource throughout the duration of the Contract in order to consistently deliver a quality service.
- 10.2. The Supplier's staff assigned to the Contract shall have the relevant qualifications and experience to deliver the Contract to the required high standard.
- 10.3. The Supplier shall ensure that staff understand the Authority's vision and objectives and will provide excellent customer service to the Authority throughout the duration of the Contract.

11. SERVICE LEVELS AND PERFORMANCE

- 11.1. The Authority will measure the quality of the Supplier's delivery by:

KPI/SLA	Service Area	KPI/SLA description	Target
1	Planning and Customer Service	Conduct annual pre and post testing meetings with the authority's Security Team to agree the priorities for the year and discuss findings/recommendations.	Pre Test Planning Meetings 100% Post test results meeting 100%
2	Reconnaissance Phase/Open Source Intelligence Gathering	Provide evidence of the conduct of OSI/Hostile reconnaissance undertaken in preparation for Annual Penetration Tests.	OSI assessment of authority and staff – 100% Hostile reconnaissance of each site 100%
3	Testing Phase	Provide evidence of physical penetration tests, both successful and unsuccessful, detailing methodology used and extent of success, including any sensitive information obtained.	Annual tests at Newport, Titchfield, Christchurch and 1 Drummond Gate (full site details in Section 15).
4	Reporting Phase	Provide detailed reports covering the testing phase and containing recommendations to remove, reduce or mitigate any identified risk.	One report per site. 100%

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12. SECURITY AND CONFIDENTIALITY REQUIREMENTS

- 12.1. The Contracting Authority requires all staff employed by the Supplier in fulfilment of this requirement to hold current SC level security clearance or above from UK Security Vetting Agency at Award stage 06/12/2021.
- 12.2. All staff and contractors for the Contracting Authority are required to comply with ONS' organisational and site-specific Health & Safety policy/plans.
- 12.3. Additionally, suppliers must have their own documented Health & Safety policy and staff must provide a Risk Assessment and Method Statement (RAMS) in advance of commencing any works undertaken on ONS premises.

13. PAYMENT AND INVOICING

- 13.1. Payment can only be made following satisfactory delivery of pre-agreed deliverables.
- 13.2. Before payment can be considered, each invoice must include a detailed elemental breakdown of work completed and the associated costs.
- 13.3. Invoices should be submitted to: physical.security@ons.gov.uk and accounts.payable.newport@ons.gov.uk

14. CONTRACT MANAGEMENT

- 14.1. Attendance at Contract Review meetings shall be at the Supplier's own expense.

15. LOCATION

- 15.1. The location of the Services will be carried out at the following locations. Details are also included about these locations.

1. Government Buildings, Cardiff Road, Newport, South Wales, NP10 8XG

- Size of site - 65,000M2
- Number of Buildings – 7, (Main Office, Annexe, Nursey, Boiler House, Pump House, Maintenance Bungalow)
- Number of Offices/Rooms – Predominantly open plan, however 62 meeting rooms over one to four floors.
- Number of Staff – 2,000 ONS plus sub tenants.
- Fencing/Perimeter - Class 1 on two sides and 6ft Iron spiked railings on third side

2. Segensworth Road, Titchfield, Fareham, Hants, PO15 5RR

- Size of site – 19,895 M2
- 5 interconnected buildings (stages) plus a Clerical Block occupied by DVSA
- Number of floors:
 - Stage 1 (Floors Ground to 4),
 - Stage 2 (Floors Ground to 4)
 - Stage 3 (Ground to 1 Floor)
 - Stage 4 (Ground to 4) plus conference rooms and restaurant
- Usage: Mix of Open plan offices, meeting rooms etc
- Number of Staff & Contractors - 895
- Fencing/Perimeter – 2.4m Chain link fence topped with barbed wire

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3. 6 Wiverley Road, Christchurch, Dorset, BH23 3RU

- Size of site – 5518.44 M2 (NIA)
- Building 3 and Building 4 only.
- Usage: Warehousing
- Only 2 Staff (Mon – Fri, 0900 – 1700) 1 Guard from 1530 – 0900 (Mon – Fri) 24/7 (Sat/Sun & PH)
- Fencing/Perimeter 2.4m chain link fence topped with barbed wire.

4. 2nd Floor, One Drummond Gate, Pimlico, London, SW1V 2QQ

- Building – 4 storey commercial office building
- Entire Floor is ONS
- Number of Rooms:
Meeting Rooms: 1-10, Chair's room,
Secure Research Suite
3 Communications rooms (IT)
2 Breakout areas
First Aid room
4 Showers, 5 Toilets, Drying Area, Cleaners storeroom, FM storeroom
- Majority Usage: Open Plan Offices
- Number of Staff & Contractors 141

NOTE: This site is currently under review. The Contracting Authority will notify the successful Supplier if there are any changes to the estate which will change the locations that will be required to be tested.

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