

STATEMENT OF REQUIREMENT (SOR) for Provision of Echo-cardiogram and Sickle Cell Trait testing for University Officer Training Corps (UOTC) Candidates

<p><u>Introduction</u></p> <p>Purpose</p> <p>To meet the needs of the University Officer Training Corps (UOTC) entry medical assessments as part of annual recruiting programme. The UOTC entry medicals are funded outside of the Recruiting Partnership Programme (RPP) contract and UOTC entry medicals require a commercial contract to provide the provisions of Echocardiograms (Echo) for approximately 90 x UOTC candidates and Sickle Cell Trait (SCT) blood testing for 300 candidates annually.</p>
<p>Background</p> <p>As part of UOTC recruiting programme, UOTC Entry Medical Cell (UEMC) delivers entry medicals to circa 1800 university students/candidates annually who are interested in joining the UOTC. Recruiting Year (RY) 2025/26 will see an increase of candidates to circa 2200. The provision of Echo and SCT testing is a crucial part of the entry medical assessment process to confirm the suitability of candidates to join the UOTC.</p> <p>The UOTC is one of the trusted sources of Army future inflow for both regulars and reserves. On average the UOTC inflow to the Royal Military Academy Sandhurst (RMAS) Regular Commissioning Courses (Reg CC) account for 40% annually. This trend is up in the last two Reg CC with 47% of CC 243 and 51% of CC 251, and 40% of all females on the Reg CC at RMAS have been members of a UOTC. Since 2018 over 1,079 members of UOTCs have transferred as Army Reserve soldiers and 361 as Army Reserve Officers to Reserve units. With a positive and progressive inflow to the Army, the UOTC is delivering more entry medicals in RY 2025/26 than in previous years. The new contract is critical to ensure the UOTC continue to offer excellent opportunities to university students of diverse background, promoting and demonstrating that the Army is a fully inclusive employer.</p>
<p>Objectives</p> <ol style="list-style-type: none"> 1. To successfully procure a new contract in time to deliver the provision of Echo's and SCT blood testing for the candidates of 19 UOTCs across the country as part of the enduring recruiting process. 2. To conduct diagnostic blood tests for SCT and complete Echo accurately and efficiently to the candidates who are referred by the medical officers. 3. To demonstrate an effective and efficient provision of commercial service which will have impact in protecting one of the proven and trusted sources of Army future inflow. The UOTC inflow has a direct effect on future Army inflow. 4. To demonstrate an effective and efficient Army recruiting process.
<p>Scope</p> <p>All interested university students/candidates go through the entry medicals as part of recruiting process and this commercial service is instrumental to assess the suitability of the candidates to join the UOTC. The scope of the requirement is timely and efficient delivery of Echo and SCT testing and providing results for those UOTC candidates who have been referred by the medical officers following a face-to-face medical. There are no known technical constraints that may</p>

impact on the delivery as the service provider will be provided with doctors' referral letters that explains exactly what testing is required for each candidate.

Noting disperse locations of UOTCs, the contractor requires to provide a service delivery control system or a point of contact to work with the UEMC to ensure the agreed requirements are delivered successfully. There are no known or suspected changes that may impact on procurement and contractor's proposals.

The service is required to the following UOTC locations:

	UOTC/OTR Unit
Scotland	Aberdeen
	Tayforth
	Edinburgh
	Glasgow
Northern Ireland	Queens
England North	Northumbria
	Leeds
	Sheffield
England NW	Manchester
	Liverpool
England Mid	Birmingham
	East Midlands
	Oxford
	Cambridge
England SW	Wales
	Bristol
	Exeter
England S	London
	Southampton

Requirements

To summarise the requirement:

1. **Services.** This is the procurement of the services of a commercial medical contractor to deliver Echo and SCT testing for university students/candidates. The contractor should be able to provide service to all 19 UOTCs and OTRs including Scotland and Northern Ireland as per the table above. The candidates will go the contractor's designated locations close to their unit location (as per the location above) for their Echo and SCT testing. The UEMC will provide a referral letter completed by referral doctor and a report format for each candidate to the service provider before the candidates attend their appointment. There will be a requirement for the contractor to attend a pre-planning meeting to discuss the full process and co-ordination required between the contractor and the UEMC.

2. **Required output.** The Echo and SCT testing are required for referred candidates only following a face-to-face medical. Echo requirement is for approximately 90 x UOTC candidates and SCT blood testing for 300 annually. The contractor requires to send all results/reports to the UEMC electronically. There is no need for a doctor consultation prior to these tests being done, as

this has already been done by UEMC doctors. There is also no requirement for the contractor to send the results to the candidates.

3. **Timescales.** Two-year contract, with an annual analysis review. The new contract must be in place to provide the required services from 20 Sep 25. The UOTC annual entry medicals are conducted in two parts: part 1 - Sep to Nov 25 and part 2 – Jan to Feb 26 at the designated DPHC Medical Centres. The doctors will provide a list of candidates who require Echo and SCT testing to the UEMC after the completion of UOTC medicals. The UEMC will then contact the contractor to co-ordinate and book appointments for all those referred candidates. There is no deadline to book appointments after referral but the contractor should remain flexible as the unit medicals are conducted in different dates and locations.

4. **Key decision points.** Ability to deliver the service in all UOTC locations as described above.

5. **Personal information.** The contractor will not have a direct access to personal information, however, there is a requirement to handle some personal information for those referred candidates for Echo and SCT testing. The contractor must use a secure means in managing all personal information in accordance with the General Data Protection Regulation (GDPR).

Outputs/deliverables/milestones

The contractor requires to complete analysis of the required services in all UOTC locations and be ready to deliver the Echo and SCT testing from end Sep 25.

Key deliverables/milestones

1. Acceptance of service and contract award.
2. The service provider should provide contact details of a co-ordinator/point of contact to the UEMC.
3. Initial co-ordinating meeting (virtual) between the service provider and the UEMC.
4. Subsequent virtual meetings with UEMC as and when deemed necessary to confirm the Echo and SCT testing plan.
5. The service provider delivers the services to all UOTC units. The dates and number of candidates will be confirmed by the UEMC in due course. The service provider's locations to deliver these tests should be within reasonable travel distance from the UOTC unit locations.
6. Echo test results/reports should be sent electronically to the UEMC and SCT test results are to be made available on a lab portal (for example, cyberlab - currently being used for Nuffield results) with access granted to UEMC doctors.
7. After action review of the delivery of service.
8. Annual contract review.

The contractor should deliver the required SCT and Echo testing service exactly as per the doctor's referral letter for each candidate and provide the results accurately and timely to the UEMC.

Intellectual Property (IP) Rights (Known as IPR)

It is assessed that this contract creates no additional IPR and that no additional MOD IP protection is required.

The contractor would be provided with doctors' referral letters that contain AITC Crest and personal information. The IPR of AITC Crest rests under Crown Copyright.

Government Furnished Supplies

<p>Government Furnished Information (GFI):</p> <p>Arrangement of appointments will be conducted between the service provider and the UEMC or UOTC unit staff using telephone and email.</p> <p>Service provider will be supplied with doctor's referral letters which contains candidates' personal information. The service provider must use a secure means of communication to manage the personal information and medical reports in accordance with the GDPR.</p>
<p>Approach (optional and only in exceptional circumstances)</p> <p>The exact requirement for each candidate would be explained in doctors' referral letter.</p>
<p>Payment</p> <p>The service provider is required to send an electronic invoice via email to the UEMC after the completion of required service. SO2 UEMC will make the payment of all invoices to the service providers.</p>
<p>Contract management arrangements</p> <p>SO2 UEMC will be responsible officer on behalf of HQ UOTC to monitor the provision of the agreement, ensuring compliance with all agreed objectives, timelines and outcomes.</p> <p>The UEMC would engage with the service provider at initiation to outline the requirement and then further meeting to refine details of the service before the delivery.</p>
<p>End of contract/Exit strategy</p> <p>A two-year contract would provide a continuity for this important requirement for the UOTC recruiting. It is proposed that an annual review of the service is conducted between the service provider and the UEMC to ensure any changes to the service requirements are refined and agreed.</p>