

**ANNEX D - TASKING FORM****Tasking Form Part 1:** *(to be completed by the Project Manager for the Task)*

<b>To:</b> BAE Systems (Operations) Ltd  HSSRC@baesystems.com		<b>From:</b> Dstl	
<b>REQUIREMENT</b>			
<b>Task Title:</b>	<b>HS1.050 Online Content Creators</b>	<b>Task Number:</b>	<b>HS 1.050</b>
<b>Proposal Required by:</b>	8 <sup>th</sup> October 2021	<b>New Task</b> <input checked="" type="checkbox"/>	<b>Change</b> <input type="checkbox"/>
<b>Required Start Date:</b>	12 November 2021	<b>Required End Date:</b>	31 March 2022
<b>Requisition No:</b>	1000168020	<b>Indicative Budget (by year):</b> (if disclosing by exception)	£50k

<b>Project Manager</b> (name, email & telephone)	Redacted under FOIA Section 40 – Personal information				
<b>Technical Lead:</b> (name, email & telephone)	Redacted under FOIA Section 40 – Personal information				
<b>Commercial Contact:</b> (name, email & telephone)	Redacted under FOIA Section 40 – Personal information				
<b>Division</b>	Exploration	<b>Programme</b>	Influence	<b>Project No.</b>	710555

<b>TASK DESCRIPTION AND SPECIFICATION</b> – See attached SOR	
<b>Is this an Urgent Operational Requirement?</b> If yes, provide UOR reference number provided by your customer, otherwise write NO.	No

<b>INNOVATION - This is to encourage innovative solutions through procurement.</b>	
Will you accept innovative tenders?	Yes
Will you accept variant bids?	Yes

<b>Capability Research Area(s):</b>	Personnel <input type="checkbox"/> Training and Education <input type="checkbox"/> Humans in Systems <input type="checkbox"/> Human Performance <input checked="" type="checkbox"/> Understanding and Influencing Human Behaviour <input checked="" type="checkbox"/> Health, Well-being & Enhancing Medical Systems and Capabilities <input type="checkbox"/>
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**Task Pricing**  
 Firm Price ☒    Ascertained Cost ☐  
 Target Cost Incentivised Fee ☐    Other ☐ please specify   
 Firm Pricing shall be in accordance with DEFCON 127 or DEFCON 643  
 Ascertained Costs shall be in accordance with DEFCON 653 or DEFCON 802

**Task IP Conditions :**

<b>Task IP Conditions</b> (Follow the <a href="#">NIPPY</a> guide to identify your information and IP requirements for each deliverable)	<b>Summary of the Authority's rights in foreground IP (IP generated by the supplier in performance of the contract)</b>
DEFCON 703 <input type="checkbox"/>  DEFCON 703 requested under Special Circumstance XXX of Clause 16 of MOD Guidelines for Industry No 10 October 2007	Vests ownership with the Authority
DEFCON 705 <input checked="" type="checkbox"/>	Enables MOD to share in confidence as GFI or IRC under certain types of agreements.  Can be shared in confidence within UK Government.
OTHER IP DEFCONS: 14* <input type="checkbox"/> , 15* <input type="checkbox"/> , 16* <input type="checkbox"/> , 90* <input type="checkbox"/> , 91* <input type="checkbox"/> , 126* <input type="checkbox"/>	Generally only suitable for deliverables at TRL 6 and above.
BESPOKE IP Clause <input type="checkbox"/> *	Details to be added and agreed by IP Group
* Do not use without IPG advice and approval	

**Quality Assurance**  
 DEFCON 602A (with a Deliverable Quality Plan) ☐ or DEFCON 602B (without a Deliverable Quality Plan) ☐  
**Task to be completed under**  
 DEFCON 621A (Authority Responsible for Transport) ☐ or DEFCON 621B (Contractor Responsible for Transport) ☐  
 DEFCON 76 (Contractor's Personnel At Government Establishments) ☐  
 (not required where attendance is only for meetings)  
 Other DEFCONS Task to be completed under (enter as appropriate):

<b>DELIVERABLES</b> – See attached SOR			
<b>Deliverable: Acceptance / Rejection Criteria</b> (30 calendar days unless agreed otherwise) DEFCON 524 Rejection <input checked="" type="checkbox"/> 30 days DEFCON 525 Acceptance <input checked="" type="checkbox"/> 30 days			
<b>ISSUE OF EQUIPMENT/MATERIAL/INFORMATION</b> – See attached SOR			
<b>QUALITY STANDARDS</b> (Define the applicable Allied Quality Assurance Publications (AQAPs) and Defence Standards (Def Stans)). See attached SOR			
<b>SECURITY CLASSIFICATION OF THE WORK</b> <b>Redacted under FOIA Section 23 - National Security</b>			
Level of Security Clearance required to carry out the work:		Redacted under FOIA Section 23 - National Security	
<b>PRIORITY AND COMPETITION</b> (Competition duration is typically 7 to 9 weeks until Contract Award) Task is to be: Competed <input checked="" type="checkbox"/> Bidders have ...3..... weeks for proposal submission Priority Task <input type="checkbox"/> Bidders have ..... weeks for proposal submission (approval DHPM <sup>1</sup> ) Single Source <input type="checkbox"/> Bidders have ..... weeks for proposal submission (approval DPR <sup>2</sup> ) [Enter supplier details below]			
<b>Supplier Name</b>	Click here to enter text.	<b>Contact Name</b>	Click here to enter text.
<b>Supplier Address</b>	Click here to enter text.	<b>Contact Email</b>	Click here to enter text.
		<b>Contact Telephone</b>	Click here to enter text.

<b>Limitation of Contractors Liability Risk: (see attached SOR and Risk Assessment for more detail)</b>  <b>Risk Assessment Process:</b> Demanders are required to complete a risk assessment tool that will look at the direct and indirect risks associated with their requirement. Performing this assessment before submitting the Task to BAE prevents delays post receipt of proposal, which can add circa 4 weeks to the time to award. The risk assessment tool can be found at the following address: <a href="#">Add Address</a> Each risk must be assessed in turn and a score for that risk entered in to the spreadsheet. A completed copy of the risk assessment must be attached to this Tasking Form & SOR when submitting to BAE. A copy must also be placed on ICAS with the requisition		
Direct Risk:	Redacted under FOIA Section 43 – Commercial Interest	In the event that a risk is scored as “Green” or “Yellow” the risk will be capped at pre-agreed limits of liability and demanders may continue with the submission of their requirement to BAE.

<sup>1</sup> Division HSSRC Project Manager (DHPM) approval required for priority tasks to HSSRC framework.

<sup>2</sup> Division Procurement Representative approval is required for Directed tasks.

		In the event that a risk is identified as “Amber” or “Red” demanders should discuss their requirement with their Commercial POC before the Task is submitted to BAE.
Indirect/Consequential Risk	Redacted under FOIA Section 43 – Commercial Interest	In the event that the risk is “Excluded” demanders may continue with the submission of their requirement to BAE.
		In the event that the risk is identified as “Included” demanders should discuss their requirement with their Commercial POC before the Task is submitted to BAE.

**Any Task placed as a result of your quotation will be subject to the Terms and Conditions of Framework Agreement Number DSTL/AGR/01035/01**

**To the best of the Authority’s knowledge and belief any materiel provided is not positively listed on the ITAR US Munitions list or the EAR Commerce Control List, if the Authority becomes aware of any change that may affect the export control classification of the materiel then the Contractor will be informed in writing.**

**Tasking Form Part 2:** (To be completed by the Contractor – Parts 2a and 2b (Cost breakdown included within Annex A) to be viewed by the Authority's Commercial Officer, Part 2a only to be forwarded to the Project Manager for the Task)

<b>Proposal ref &amp; version:</b>			<b>Tasking Form Part 2a</b>
Redacted under FOIA Section 40 – Personal information		<b>From:</b> BAE Systems (Operations) Ltd Alvington Yeovil BA22 8UZ	
<b>Cost breakdown</b> <div style="text-align: right; color: red;">£54,761.67</div> Firm Price Quotation (ex-VAT) of  <div style="text-align: right; color: red;">£3,917.35</div> T & S Ascertained Cost Quotation (ex-VAT) of  is submitted and summarised in Part 2a for Task ref: HS 1.050 Online Content Creators <div style="text-align: center;">Requisition No: 1000168020</div> A full commercial cost breakdown is provided as per separate Appendix A (issued to the Authority's commercial representative only).			
<b>Start Date:</b>		29-Nov-21	
<b>End Date:</b>		30-Jun-22	
<b>Signed on behalf of the Contractor:</b>			
<b>Name:</b>			
<b>Date:</b>			

Redacted under FOIA Section 43 – Commercial Interest

Redacted under FOIA Section 43 – Commercial Interest

Part 2a Price Breakdown Summary

Task Title:	Online Content Creators
Task Number:	HS 1.050

Redacted under FOIA Section 43 – Commercial Interest

Part 2a Price Breakdown Summary t & S on an ascertained cost basis

Redacted under FOIA Section 43 – Commercial Interest

Redacted under FOIA Section 43 – Commercial Interest

**Tasking Form Part 3:** *(To be completed by the Contractor if required)*

<b>Task Title:</b>	HS 1.050 Online Content Creators			
<b>Task Number:</b>	HS 1.050			
<b>Requisition No:</b>	1000168020			
<b>Proposal ref:</b>	<b>HS 1.050 Online Content Creators Firm Price Proposal</b>			
	<b>Revision No:</b>	<b>1</b>	<b>Dated:</b>	<b>19/11/2021</b>

**Redacted under FOIA Section 43 – Commercial Interest**



**Tasking Form Part 4:**

<b>1. Offer of Contract:</b> <i>(to be completed by the Authority's Commercial Officer or Contract Manager and copied to the Authority's Project Manager for the Task)</i>		
<b>Authority's Commercial Officer</b>	Name:	Redacted under FOIA Section 40 – Personal information
	Tel:	Redacted under FOIA Section 40 – Personal information
	Email:	Redacted under FOIA Section 40 – Personal information
<b>Counter-Offer including Commercial comments and clarifications to proposal.</b> If any mutually agreed changes are made to the milestone plan in Part B, please change the font to <b>RED</b> and draw attention to them in the box below.		
<b>Redacted under FOIA Section 43 – Commercial Interest</b>		
<b>Vendor Agreement Number:</b> (if applicable)		
<b>Purchase Order Number:</b>		DSTLX-1000165963
<b>Requisition No:</b>		1000168020
<b>Signature:</b>		
<b>Date:</b>		16/12/2021
<i>Please Note: Task authorisation to be issued by the Authority's Commercial Officer or Contract Manager. Any work carried out prior to authorisation is at the Contractor's own risk.</i>		

<b>2. Unqualified Acceptance of Offer:</b> <i>(to be completed by the Contractor and returned to the Authority's Contract Manager)</i>		
<b>Contractor's Representative</b>	Name:	
	Tel:	
	Email:	
<b>Position in Company:</b>		
<b>Signature:</b>		
<b>Date:</b>		
<i>Please Note: Task authorisation to be issued by the Authority's Commercial Officer or Contract Manager. Any work carried out prior to authorisation is at the Contractor's own risk.</i>		