

## ASTRID – TASKING FORM – Part A

Once complete please email the Tasking Form to:

- Official – [ASTRID@baesystems.com](mailto:ASTRID@baesystems.com).
- Official Sensitive – [ASTRID@baesystems.r.mil.uk](mailto:ASTRID@baesystems.r.mil.uk).

Note to Commercial Staff:

ASTRID has been let and is owned by Defence Science & Technology Laboratory (Dstl) and any work placed under it is subject to UK Govt DEFCONs. Full DEFCON definitions can be found here: <https://www.aof.mod.uk/aofcontent/tactical/toolkit/content/defcons/defcon.htm> (note account required to access but easy to set up)

### TASKING FORM

<b>To:</b> CORDA	<b>From (Organisation):</b> Navy Command Commerical
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<b>Framework contract number:</b>	DSTL/AGR/01142/01
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<b>Agreed quotation date (if known):</b>	As soon as possible
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### REQUIREMENT SUMMARY AND AUTHORITY CONTACTS:

<b>Project Manager (name &amp; telephone)</b>	
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<b>Technical Lead (name &amp; telephone)</b>	
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<b>Commercial Officer (name &amp; telephone)</b>	Elizabeth Meatyard- MOD SKYPE (elizabeth.meatyard100@mod.gov.uk)
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<b>Task title</b> (for Dstl: max 30 characters inc AST/ prefix)	701532398 External Assistance to COPPERSKIN Project
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<b>Anticipated start date</b>	8 March 21
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<b>Anticipated end date (core work)</b>	1 April 22
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<b>Anticipated end date (options)</b>	
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<b>Requisition or Purchase Order ref</b>	
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<b>ASTRID task number</b>	037
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<b>Task description</b>	Please see attached Statement of Requirement
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**SCHEDULE OF REQUIREMENTS:**

Brief list of requirements (core and options) – add rows as appropriate (full details appear in the attached Statement of Requirement)

Item No	Core or Option	Description / Title
1	C	Airborne Find, Fix and Strike
2	C	Future Commando Force Transformation
3	C	Estates Rationalisation
4	O	Contracts Review
5	O	"INEOS Style" Line by Line Financial Review
6	O	Acquisition COTS Review
7	O	Personnel Review
8	O	Emerging Requirements

**Pricing:**

Firm Price	<input type="checkbox"/>
Ascertained cost* <small>*only at Authority's discretion</small>	<input checked="" type="checkbox"/>
Firm Pricing shall be in accordance with DEFCON 127 or DEFCON 643 and DEFCON 648 Ascertained Costs shall be in accordance with DEFCON 653 or DEFCON 802.	

**Cyber Risk:**

Risk level:	
Assessment ref:	Click or tap here to enter text.
DEFCON 658	<input checked="" type="checkbox"/> (applicable for all risk levels except 'N/A')

**DEFCONS:**

Please confirm which specific DEFCONS are required for the task (Dstl staff click [here](#) for greater DEFCON detail and NIPPY Guidance). If you are unsure, please discuss with your IP contact, or commercial

76	Edn 12/06	Contractor's Personnel at Government Establishments (The Contractor's liability under Condition 3 of DEFCON 76 (Edn 12/06) shall be limited to £50M per incident in accordance with the terms of the agreement between MOD and BAE Systems Plc reference DCS/04/02/32/01/07 dated 17/06/2014).	<input checked="" type="checkbox"/>
91	Edn 11/06	Intellectual Property Rights In Software	<input checked="" type="checkbox"/>
703	Edn 08/13	Intellectual Property Rights - Vesting In the Authority To be specified on the Tasking Form	<input type="checkbox"/>
705	Edn 11/02	Intellectual Property Rights - Research and Technology To be specified on the Tasking Form	<input checked="" type="checkbox"/>

#### Acceptance or rejection of deliverables

This **MUST** match the number of days stated in the SOR. The default for reports is 'up to 30 days', and the default for software is 'up to 60 days'. Please specify if requesting different and discuss with commercial

524	Edn 10/98	Rejection	60	days
525	Edn 10/98	Acceptance	60	days
For the Purposes of schedule of requirements item 2 of this Contract the period for acceptance and rejection of deliverables shall be specified within the Tasking Form at Annex D.				

#### DELIVERABLES:

Please see attached SOR for full details

#### GFX:

Yes

☒

No

☐

If yes, please see attached SOR for full details of equipment / information / facilities

#### Security Classification of the Work: (delete as appropriate\*)

up to UK SECRET UK EYES ONLY

*\*Failure to delete unnecessary higher classifications will result in delays at the firewall*

The overarching ASTRID contract contains a Security Aspects Letter (SAL) covering tasks up to Official Sensitive at quotation stage. If the Statement of requirement (SOR) is a higher classification, please complete the relevant SAL and send with this tasking form and SOR.

If this is the case, please tick the box to indicate you are attaching a separate SAL for your task

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Any task placed as a result of your quotation will be subject to the Terms and Conditions of Dstl contract number DSTL/AGR/01142/01

**ASTRID – TASKING FORM – Part B**

<b>To:</b>	<b>From:</b> CORDA
<b>FAO:</b>	<b>PoC:</b>
<b>Tel:</b>	<b>Tel:</b>

**Proposal Reference AST\CMRCL\Prop\01807\1 (attached)****The proposal shall include, but not be limited to:**

- A full technical proposal that meets the individual activities that are detailed in Statement of Requirement (Part A to Draft Tasking Form)
- A Work breakdown structure/project plan with key dates and Deliverables identified including required delivery dates for Government Furnished Assets.
- A clear identification of Dependencies, Assumptions, Risks and Exclusions which underpin your Technical Proposal.

**COST BREAKDOWN (to be completed by the Contractor)**

You are to use rates that have been previously agreed within the Analysis for Science & Technology Research in Defence (ASTRID) at Annex E.

Please also provide a price breakdown which should include, but is not limited to: labour costs, transportation, travel and subsistence, overheads and profit. In support of your Proposal you are requested to provide clear details of all Dependencies, Assumptions, Risks and Exclusions that underpin your price

Price quotation of **£688,884.16** (ex VAT) is submitted for **Task 037 – Copperskin Support** and breakdown attached

Ascertained Price ☒

Firm Price ☐

Hybrid\* ☐ \*if hybrid, please specify which pricing mechanism applies to which work packages and/or deliverables in the "Milestones Deliverables and Payments" table

**VALUE FOR MONEY EVIDENCE - KPI 1 (to be completed by the Contractor)**

The Targeted sourcing mechanism was utilised for supplier selection. This maximises Value for Money by:

- Deploying the optimum team to deliver the work (maximising quality)
- Promoting discussions with the customer during proposal work up:
  - Better aligning the supplier's understanding of the requirement,
  - Better informing the customer's understanding of their problem and the solution to solving it,
  - Eradicating 'gold plating',
  - Deploying the appropriate SQEP and;
  - Reducing technical (and financial) risk.
- Enforcing use of suppliers lowest UK Government rates
- Reviewing effort levels to ensure that they are commensurate with the required level of work
- The Technical Lead will provide assurance that the Statement of Work is delivered as per the specification
- Removal of the cost associated with running and evaluating a competition
- Shortening the time to obtain a Supplier proposal

In particular this proposal contains the following elements:

- A team that has a reduced learning curve due to their collective experience; improving efficiency
- A level of innovation judged to have the potential to improve technical quality and/or reduce cost
- Confidence that a supplier will deliver the agreed requirements for an agreed firm price

- Task Lead rates have been scrutinised and actively challenged on framework signup to drive value for money. This challenge has resulted in a reduction to the rates from those originally proposed to The ASTRID framework.

Start date:	12/03/2021	End date:	01/04/2022
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Signed on behalf of the Contractor:

Printed name:		Date:	10.03.2021
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## Contractor's Cost Breakdown

PROVISION FROM PRIME:				
Service (Activity)* indicate whether work is pre or post award	Rate £	Qty	Subtotal	Total
Programme Director, Shape & Source (Pre-Award)				
Programme Director, Deliver, (Post Award)				
Project Manager, Shape & Source (Pre-Award)				
Project Manager, Deliver(Post Award)				
Technical Manager, Shape & Source (Pre-Award)				
Technical Manager, Deliver (Post Award)				
Project Support Officer, Shape & Source (Pre-Award)				
Project Support Officer, Deliver(Post Award)				
Head of Commercial and Procurement, Shape & Source (Pre-Award)				
Head of Commercial and Procurement, Deliver (Post Award)				
Senior Commercial Officer, Shape & Source (Pre-Award)				
Senior Commercial Officer, Deliver(Post Award)				
Commercial Administrator, Shape & Source (Pre-Award)				
Commercial Administrator, Deliver(Post Award)				
Travel & Subsistence UK Road Mileage Accommodation Day and Night subsistence Other (Rail/Air) (Provide Detail)				
Other e.g. materials (provide detail)				
PROVISION FROM SUBCONTRACTORS:				
Service	Cost £	Qty	Subtotal	Total
TP Group Limited (Technical Lead)				
Hawrose Limited (Task Lead)				
GRAND TOTAL Ex VAT				£688,884.16

Milestones Deliverables and Payments					
Milestone No	Description	Pricing (Ascertained or Firm)	£ Ex VAT	Due Date	Deliverable DEFCON 703 / 705 (14, 90 & 91)
1	March progress, deliverables and QA report	Ascertained		01/04/2021	705
2	April progress, deliverables and QA report	Ascertained		01/05/2021	705
3	May progress, deliverables and QA report	Ascertained		01/06/2021	705
4	June progress, deliverables and QA report	Ascertained		01/07/2021	705
5	July progress, deliverables and QA report	Ascertained		01/08/2021	705
6	August progress, deliverables and QA report	Ascertained		01/09/2021	705
7	September progress, deliverables and QA report	Ascertained		01/10/2021	705
8	October progress, deliverables and QA report	Ascertained		01/11/2021	705
9	November progress, deliverables and QA report	Ascertained		01/12/2021	705
10	December progress, deliverables and QA report	Ascertained		01/01/2022	705
11	January progress, deliverables and QA report	Ascertained		01/02/2022	705
12	February progress, deliverables and QA report	Ascertained		01/03/2022	705
13	March progress, deliverables and QA report	Ascertained		01/04/2022	705
TOTAL £ Ex VAT			£688,884.16		

Request for Limitation of Liability	
Risk should sit with the party best placed to manage that risk. If the contractor believes that should be the Authority, they should provide a justification detailing the perceived risk, the limitation of liability requested, and link it to the relevant DEFCON where applicable.	
<input type="checkbox"/>	No limitation requested
<input type="checkbox"/>	Limitations requested – to be absorbed by Prime
<input checked="" type="checkbox"/>	Limitations requested – see attached justification at Annex A

Options and Payments			
Item No	Description / Title from Part A	£ (ex VAT)*	Expiry Date
<div>*Price(s) quoted to be held valid until end date of options <input type="checkbox"/> (If unticked a requote will be required)</div>			



**ASTRID – TASKING FORM – Part C****1. Offer of Contract:** *(to be completed by Authority Commercial Services)*

<b>Commercial Officer:</b>		<b>Tel:</b>	
<b>Vendor Agreement No</b> (if applicable):	701532398		
<b>Purchase Order Number:</b>	TBC		
<b>Start date (T0) is deemed to be:</b>		If preferred, CORDA has given permission for you to amend the table in Part B to show actual due dates. If you make any changes, please change the font to <b>RED</b> and draw attention to them in the 'comments & clarifications' box below.	

**Commercial comments and clarifications to proposal:**

<b>Commercial Approval:</b>	
<b>Date:</b>	17 March 2021
Please Note: Task Authorisation to be issued by Authority Commercial Services Department once the Vendor Agreement and Purchase Order numbers have been inserted. Any work carried out prior to issue is at the Contractor's own risk	

**2. Unqualified Acceptance of Offer made in Part C.1 above:** *(to be completed by the Prime Contractor and returned to Authority's Commercial Services)*

<b>Name:</b>		<b>Tel:</b>	
<b>Position in Company:</b>			
<b>Signature :</b>		<b>Date:</b>	

**ASTRID – TASKING FORM – Part D**

**COMPLETION OF TASK** *(to be completed by the Prime Contractor and returned to the nominated Authority Task owner as detailed in Part A - failure to return could result in payment being delayed)*

**For the avoidance of doubt, Section D confirms the final value of the task. The value stated in this section will be the contracted value for the task and will take precedence over any previous values referred to in sections above.**

**Confirmation of Deliverables as per Part A:**

Yes ☐

No ☐

**Actual Task start date:**

**Actual Task completion date:**

**Final invoice submitted on:**

**For firm price of:**

£

**For the final LoL price of:**

£

**Comments from Contractor on the task:**

***Task completed to Authority's satisfaction (to be completed by nominated Task owner)***

**Comments from Task owner on the task:**

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Anticipated exploitation inc timescales:	
Follow-up date with End User if necessary:	

Key Performance Indicators (KPIs):
<p><b>Timeliness of deliverables:</b></p> <p>This KPI is a pass or fail question and each deliverable will be given a score of either 1 for meeting the required date or 0 for failure to meet the required date.</p> <p>Where any agreed contract amendments or changes to the delivery dates have been made, the revised delivery date will supersede the previous agreed date. Where a Deliverable is late as a result of the Authority's actions, and this is agreed to by the Authority, the deliverable shall be marked as on-time.</p>

<b>Total number of deliverables within task:</b> _____	
<b>Of which on time :</b>	
<b>Of which deemed late:</b>	
<b>Comments / Notes:</b>	

<b>Quality of Deliverables:</b> Deliverables are deemed to be accepted once the Authority has reviewed them and has confirmed that they are of an acceptable standard and is willing to pay the invoice associated with the deliverable. Deliverables can be rejected on the grounds of technical, financial and grammatical errors .		
<b>Mark:</b>	<b>Measure:</b>	<b>Number of deliverables in this category:</b>
<b>Accepted</b>	Technically and editorially acceptable. Minor changes may be needed to improve exploitability of the output or to tailor the output for the end customer.	
<b>Minor revisions</b>	Deliverables require minor editorial and/or technical revisions prior to acceptance. Minor changes may also be needed to improve exploitability of the output or to tailor the output for the customer.	
<b>Major revisions</b>	Deliverables require significant editorial and/or technical revisions and further review by the Authority.	
<b>Rejected</b>	Deliverables do not meet the requirement and are rejected	
<b>Any additional comments / Notes:</b>		
<b>Signed:</b>		
<b>Date:</b>		