

# Serapis Tasking Form

## Tasking Form Part 1: *(to be completed by the Authority's Project Manager)*

|   |   |  |   |
|---|---|--|---|
| <b>To:</b>  | Lot 5 Newman & Spurr<br>Consultancy Ltd   | <b>From:</b>                                     | The Authority   |
| Any Task placed as a result of your quotation will be subject to the Terms and Conditions of Framework Agreement Number:<br>LOT 5 DSTL/AGR/SERAPIS/SSE/01   |   |  |   |
| <b>VERSION CONTROL</b>  |   |  |   |
| V0.3 Draft  |   |  |   |
| <b>REQUIREMENT</b>  |   |  |   |
| <b>Proposal Required by:</b>  | 27/8/2021   | <b>Task ID Number:</b>                           | SSE29   |
| <b>The Authority Project Manager:</b>   | Redacted under FOIA Section 40 – Personal information   | <b>The Authority Technical Point of Contact:</b> | Redacted under FOIA Section 40 – Personal information |
| <b>Task Title:</b>  | Simulation Enterprise Analysis  |  |   |
| <b>Required Start Date:</b>   | 1/9/2021  | <b>Required End Date:</b>                        | 31/3/2022   |
| <b>Requisition No:</b>  | TBD   | <b>Budget Range</b>                              | £100-120k   |
| <b>TASK DESCRIPTION AND SPECIFICATION</b>   |   |  |   |
| <b>Serapis Framework Lot</b>  | <input type="checkbox"/> Lot 1: Collect<br><input type="checkbox"/> Lot 2: Space systems<br><input type="checkbox"/> Lot 3: Decide<br><input type="checkbox"/> Lot 4: Assured information infrastructure<br><input checked="" type="checkbox"/> Lot 5: Synthetic environment and simulation<br><input type="checkbox"/> Lot 6: Understand |  |   |
| <p><b>Support to Simulation Enterprise Analysis Study</b></p> <p><b>Overview</b></p> <p>This task will support the Dstl-led study on analysis of current requirements for modelling and simulation across the UK Defence's enterprise. They will form part of a joint team to conduct the study, but please note some data and information may be of commercial sensitive nature and accessed by Dstl staff only.</p> <p>This study will draw on the range of simulation customers and providers including, but not limited to, Training, Operational Decision Support, Force Development, Test &amp; Evaluation, threat modelling.</p> <p>With a developed understanding of the requirements across Defence this study will evaluate current and planned capabilities. The existing capability plans and audits should inform this, as should engagement with other Modelling and Simulation customers and providers across Defence.</p> <p><b>Concept of Analysis (CoA) Tasks</b></p> |   |  |   |

### Task 1: Support to Data Capture

Capture data of modelling and simulation use across Defence enterprise, through supplier knowledge base, customer knowledge base and through stakeholder and supplier engagement (e.g. questionnaire, interviews). This should include:

- The customer segments for M&S across Defence:
  - Training (exercise, education) – priority Air and Land operational training for interim output
  - Operations (operational planning, mission rehearsal, decision support) – priority Operational Decision Support for interim output
  - Force Development (defence planning, wargaming, operational research, threat modelling)
  - Capability Development (concept development, experimentation, acquisition support, test and evaluation)
  - Emerging or maturing domains (Cyber, Space, Autonomy, Electronic Warfare)
- Identify key leading stakeholders or deliver agents, including roles and any existing association or dependencies.
- Obtain current requirements from each of those segments
- Obtain specification, use and life-cycle information of current capabilities
- Obtain requirements specification and acquisition information of planned capability development
- Identify enabling, alternative or emerging approaches to enterprise delivery of M&S capabilities.
- Emerging technologies or disruptive capabilities (e.g. XR, Digital Twins, Cloud-based Ecosystems)

### Task 2: Assessment

Support Dstl in production of a requirements matrix, and populated with data obtained from Task 1 this should include.

- M&S Taxonomy and architecture framework
- Requirements matrix analysis – segments v capabilities; segments v requirements
- Evaluate of common and non-common M&S requirements and overlapping developed/planned capabilities
- Assess M&S component within current capability or requirements for overlap/duplication, shortfalls/affordability, usability, security, obsolescence/sustainability, re-use/interoperability, robustness
- Evaluate any requirements that are not being met by current or planned M&S capabilities and their likely impact or dependency on customer segment outputs
- Assess the enterprise delivery approaches in terms of effectiveness and efficiency
- Assess dependency with or its inclusion in M&S capability coherence or development plans

### Task 3: Conclusion / Recommendations

Conclusions to include:

- Commonality between requirements and developed/planned capabilities
- Areas of overlap where multiple capabilities are delivering similar technical requirements for different customers
- This could be an output requirement e.g. tier 2 training, or a technical input requirement, e.g. similar requirement for GEO data
- Key areas where requirements are not being met by current or planned M&S capabilities

Recommendations to include:

- Recommendations for a more effective delivery of an enterprise approach to Modelling and Simulation, taking into account the existing DMaSC model
- Recommendations for the development of the Defence Synthetic Enablers project (requirements, design, common enablers, end user pull), and identification of how they can be designed to enable use by key capability development.
- Informing JSP939 for specific segments

### **Supplier Team Requirements**

The supplier team should have knowledge and experience of MOD Modelling and Simulation capabilities and systems and also experience working with MOD stakeholders. The task will be undertaken as part of a collaborative team with Dstl. The supplier response should include how commercially sensitive information from MOD suppliers will be controlled either through a sufficient Non Disclosure Agreement or other means.

**Interim Output**

Contribution to Dstl-led interim emerging findings presentation and Dstl-led interim report. This will also test the CoA and address any need to refine the CoA.

- Interim findings presentation (September 2021)
- Interim Final Report (September 2021)

**Final Output**

Contribution to Dstl-led1 presentation and study final report.

- Final findings presentation (February 2022)
- Study Final Report (March 2022)

**Procurement Strategy**

Lot Lead to recommend                       Single Source / Direct Award

**Pricing:**

Firm Pricing                       Ascertained Costs\*                       Other\*

Firm Pricing shall be in accordance with DEFCON 127 and DEFCON 643

Ascertained Costs shall be in accordance with DEFCON 653 or DEFCON 802.

\*only at Authority’s discretion

**Task IP Conditions**

| Task IP Conditions (Follow the <a href="#">NIPPY</a> guide to identify your information and IP requirements for each deliverable)  | Summary of the Authority’s rights in foreground IP (IP generated by the supplier in performance of the contract)                         |
|--|--|
| DEFCON 703 <input checked="" type="checkbox"/>   | Vests ownership with the Authority   |
| DEFCON 705 Full Rights <input type="checkbox"/>  | Enables MOD to share in confidence as GFI or IRC under certain types of agreements.<br>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

*Please state in this text box if MOD or the customer has a requirement a) that one or more Other Government Departments is able to share confidentially with their own suppliers, b) to publish but you do not think there is a requirement to own or control the deliverable, or c) to share under a procurement\* Memorandum of Understanding (MOU).*

*If any of these three issues applies, please contact IPG for advice before completing this form. \*Listing research MOUs is not required, but can be a helpful courtesy to the supplier.*

**DELIVERABLES**

| <u>Ref</u> | <u>Title</u>  | <u>Due by</u>                          | <u>Format</u>   | <u>TRL</u> | <u>Expected classification (subject to change)</u> | <u>Information required in deliverable</u>   | <u>IPR DEFCON</u> |
|------------|---|--|---|------------|--|--|-------------------|
| D-1        | <p><b>Interim Output</b><br/>Contribution to Dstl-led interim emerging findings presentation and Dstl-led interim report. This will also test the CoA and address any need to refine the CoA.</p> <ul style="list-style-type: none"> <li>Interim findings presentation (September 2021)</li> <li>Interim Final Report (September 2021)</li> </ul> | Sep 2021                               | Presentation (.pptx) and Interim Report (MS word)                 |            | Redacted under FOIA Section 2                      | <p>Contribution to Interim Presentation pack and Interim Report to include but not limited to:</p> <ul style="list-style-type: none"> <li>- data captured for priority areas</li> <li>- assessment methodology, application and any limitations</li> <li>- interim assessment and evaluation</li> <li>-interim conclusions and recommendations</li> <li>- any refinement of CoA</li> </ul> | 703               |
| D-2        | <p><b>Final Output</b><br/>Contribution to Dstl-led presentation and study final report.</p> <ul style="list-style-type: none"> <li>Final findings presentation (February 2022)</li> <li>Study Final Report (March 2022)</li> </ul>   | <p>February 2022</p> <p>March 2022</p> | <p>Presentation (MS Powerpoint .pptx)</p> <p>Report (MS Word)</p> |            | Redacted under FOIA Section 2                      | <p>Contribution to Final Presentation pack and Final Report to include but not limited to:</p> <ul style="list-style-type: none"> <li>- data captured across enterprise</li> <li>- assessment methodology and application</li> <li>- assessment and evaluation</li> <li>- simulation enterprise architecture</li> <li>-conclusions and recommendations</li> </ul>                          | 703               |

**DELIVERABLE: ACCEPTANCE / REJECTION CRITERIA**

Unless otherwise stated below, Standard Deliverable Acceptance / Rejection applies. This is 30 business days, in accordance with DEFCON 524 Rejection, and DEFCON 525 Acceptance.

**Standard Deliverable Acceptance / Rejection:-**

Yes  (DEFCON 524 Rejection, and DEFCON 525 Acceptance)

No  (if no, please state details of applicable criteria below)

**Deliverable Acceptance / Rejection Criteria:-**

*If there are any other specific acceptance/rejection criteria you would like to apply to any of the deliverables, please state them here.*

**Government Furnished Assets (GFA)**

**ISSUE OF EQUIPMENT/RESOURCES/INFORMATION/FACILITIES** (if not applicable, delete table and insert "None" in this text box)

| <u>Unique Identifier/ Serial No</u> | <u>Description</u> | <u>Classification</u>     | <u>Type</u>      | <u>Available Date</u> | <u>Issued by</u> | <u>Return or Disposal Date</u> | <u>Any restrictions?</u>    |
|-------------------------------------|--------------------|---------------------------|------------------|-----------------------|------------------|--------------------------------|-----------------------------|
| <i>Serial no</i>                    | <i>Description</i> | <i>Official-Sensitive</i> | <i>Equipment</i> | <i>00/00/0000</i>     | <i>Issuer</i>    | <i>00/00/0000</i>              | <i>Include details here</i> |
|                                     |                    |                           |                  |                       |                  |                                |                             |
|                                     |                    |                           |                  |                       |                  |                                |                             |

**QUALITY STANDARDS**

- ISO9001** (Quality Management Systems)
- ISO14001** (Environment Management Systems)
- ISO12207** (Systems and software engineering — software life cycle)
- TickITPlus** (Integrated approach to software and IT development)
- Other:** (Please specify in free text below)

**SECURITY CLASSIFICATION OF THE WORK**

**The highest classification of this SOR**

Redacted under FOIA Section 23 - National Security

**The highest expected classification of the work carried out by the contractor**

Redacted under FOIA Section 23 - National Security

**The highest expected classification of Deliverables/Output**

Redacted under FOIA Section 23 - National Security

**Is a Security Aspects Letter (SAL) required?** (A Security Aspects Letter (SAL) will be required for each Task above Official-Sensitive and above)

Redacted under FOIA Section 23 - National Security

**TASK CYBER RISK ASSESSMENT.** (In accordance with [DEF STAN 05-138](#) and the [Risk Assessment Workflow](#))

|                           |  |
|---------------------------|--|
| Cyber Risk Level          | Redacted under FOIA Section 26 – Defence |
| Risk Assessment Reference | Redacted under FOIA Section 26 – Defence |

**ADDITIONAL TERMS AND CONDITIONS APPLICABLE TO THIS CONTRACT**

**Please ensure all completed forms are copied to  
when sending to the Lot Lead.**

Redacted under FOIA Section 40 – Personal information

Redacted under FOIA Section 40 – Personal information

## Tasking Form Part 2: *(To be completed by the Lot Lead)*

|  |   |   |               |
|--|---|---|---------------|
| To: The Authority  |   | From: The Lot Lead                                    |               |
| Proposal Reference   | NSC-820-1500<br>Technical Proposal V1.0               | SSE29<br>(attached)                                   |               |
| <b>Delivery of the requirement:</b>  |   |   |               |
| <b>The proposal <u>shall</u> include, but not be limited to:</b>   |   |   |               |
| <ul style="list-style-type: none"> <li>• A full technical proposal that meets the individual activities that are detailed in Statement of Requirements (Part 1 to Tasking Form).</li> <li>• Breakdown of individual Deliverables, with corresponding Intellectual Property rights applied.</li> <li>• Breakdown of Interim Milestone Payments, with corresponding due dates.</li> <li>• A work breakdown structure/project plan with key dates and deliverables identified.</li> <li>• A list of required Government Furnished Assets from the Authority, including required delivery dates.</li> <li>• A clear identification of Dependencies, Assumptions, Risks and Exclusions which underpin your Technical Proposal.</li> <li>• Sub-Contractors Personnel Particulars Research Worker Form and security clearances (if applicable)</li> </ul> |   |   |               |
| <b>PRICE BREAKDOWN</b>   |   |   |               |
| <p><i>You are to use the costs detailed in Item 2 Table 1 in the Schedule of Requirement and at Annex E Table 2 of the Serapis Framework Agreement. Please also provide a price breakdown which should include, but is not limited to: Lot Lead Rates, Sub-contractors costs and rates, travel and subsistence. In support of your Proposal you are requested to provide clear details of all Dependencies, Assumptions, Risks and Exclusions that underpin your price.</i></p>  |   |   |               |
| <b>Offer of Contract:</b> <i>(to be completed and signed by the Contractor's Commercial or Contract Manager)</i>   |   |   |               |
| <b>Total Proposal Price in £</b>   | 119,434.73 (Ascertained Costs)                        |   | (ex VAT)      |
| <b>Start Date:</b>   | 01 November 2021                                      | <b>End Date:</b>                                      | 31 March 2022 |
| <b>Lot Leads Representative</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 |               |
|  | Date  | 22/10/2021  |               |
| <b>Position in Company</b>   | Redacted under FOIA Section 40 – Personal information |   |               |
| <b>Signature</b>   |   |   |               |

**Core Work – Breakdown**

Redacted under FOIA Section 43 – Commercial Interest

**Core Work – Milestone breakdown costs**

Redacted under FOIA Section 43 – Commercial Interest



## Tasking Form Part 3:

To be completed by the Authority's Commercial Officer and copied to the Authority's Project Manager.

| 1. Acceptance of Contract:  |       |   |
|---|-------|---|
| Authority's Commercial Officer  | Name  | Redacted under FOIA Section 40 – Personal information |
|   | Tel   | Redacted under FOIA Section 40 – Personal information |
|   | Email | Redacted under FOIA Section 40 – Personal information |
|   | Date  | 12/11/2021  |
| Requisition Number  |       |   |
| Contractor's Proposal Number  |       | NSC-820-1500 V1.0                                     |
| Purchase Order Number   |       | DSTLX-  |
| Signature   |       |   |
| <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> |       |   |