

ASTRID – TASKING FORM – Part A

Once complete please email the Tasking Form to:

- Official – ASTRID@baesystems.com.
- Official Sensitive – 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

To: CORDA

From (Organisation): DSTL

Framework contract number:

DSTL/AGR/01142/01

Agreed quotation date (if known):

REQUIREMENT SUMMARY AND AUTHORITY CONTACTS:

**Project Manager
(name & telephone)**

[Redacted under FOI exemption Personal Information]

**Technical Lead
(name & telephone)**

[Redacted under FOI exemption Personal Information]

**Commercial Officer
(name & telephone)**

[Redacted under FOI exemption Personal Information]

Task title (for Dstl: max 30 characters inc
AST/ prefix)

Facilitation Service

Anticipated start date

01/02/2022

Anticipated end date (core work)

01/02/2023

Anticipated end date (options)

01/02/2025

Requisition or Purchase Order ref

TBC

ASTRID task number

AST/119

Task description

Please see attached Statement of Requirement

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

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:	[Redacted under FOI exemption Commercial Interest]
Assessment ref:	[Redacted under FOI exemption Commercial Interest]
DEFCON 658	[Redacted under FOI exemption Commercial Interest] [Redacted under FOI exemption Commercial Interest]

DEFCONS (Defence Conditions):			
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			
91	Edn 11/06	Intellectual Property Rights In Software	<input type="checkbox"/>
539	Edn 08/13	Transparency (automatically included unless removed by Authority Commercial staff for exemption reasons)	<input checked="" type="checkbox"/>
703	Edn 08/13	Intellectual Property Rights - Vesting In the Authority To be specified on the Tasking Form	<input checked="" 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		days
525	Edn 10/98	Acceptance 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.		days

Defence Based Simulation and Modelling:		
Defence Standard	03- 050	<input type="checkbox"/>
Other		<input type="checkbox"/>

DELIVERABLES: Please see attached SOR for full details

GFX:	
Yes	<input checked="" type="checkbox"/>
No	<input type="checkbox"/>
If yes, please see attached SOR for full details of equipment / information / facilities	

Security Classification of the Work: (delete as appropriate*)	
Redacted under FOIA Section 26 – Defence Redacted under FOIA Section 26 – Defence	
<p><i>*Failure to delete unnecessary higher classifications will result in delays at the firewall</i></p> <p>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.</p> <p>If this is the case, please tick the box to indicate you are attaching a separate SAL for your task</p>	
	<input checked="" type="checkbox"/>

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		
To:	From:	CORDA
FAO:	PoC:	[Redacted under FOI exemption Personal Information]
Tel:	Tel:	[Redacted under FOI exemption Personal Information]

Proposal Reference AST\CMRCL\Prop\02127 (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 **£125,000.00** (ex VAT) is submitted for ASTRID Task 119 – Facilitation Service 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 Collaborative 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

 The mechanism set up by the ASTRID PMO with the Workshops having a menu system for Dstl to chose from with prices pre-determined by suppliers will off an efficient value for money contracting mechanism for the individual workshops.

 In particular this proposal contains the following elements:

- 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.

Start date:

1st April 2022

End date:

31st March 2023

[Redacted under FOI exemption Personal Information]Signed on behalf of the Contractor:

Printed name:

[Redacted under FOI exemption Personal Information]

[Redacted under FOI exemption Personal Information]

[Redacted under FOI exemption Personal Information]

Contractor's Cost Breakdown

[illegible]

	exemption Commercial Interest]	exemption Commercial Interest]	exemption Commercial Interest]	Commercial Interest]
[Redacted under FOI exemption Commercial Interest]	[Redacted under FOI exemption Commercial Interest]	[Redacted under FOI exemption Commercial Interest]	[Redacted under FOI exemption Commercial Interest]	[Redacted under FOI exemption Commercial Interest]
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[Redacted under FOI exemption Commercial Interest]	[Redacted under FOI exemption Commercial Interest]	[Redacted under FOI exemption Commercial Interest]	[Redacted under FOI exemption Commercial Interest]	[Redacted under FOI exemption Commercial Interest]
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[Redacted under FOI exemption Commercial Interest]				[Redacted under FOI exemption Commercial Interest]

Milestones Deliverables and Payments					
Milestone No	Description	Pricing (Ascertained or Firm)	£ Ex VAT	Due Date	Deliverable DEFCON 703 / 705 (14, 90 & 91)

1	[Redacted under FOI exemption Commercial Interest]	[Redacted under FOI exemption Commercial Interest]	[Redacted under FOI exemption Commercial Interest]	[Redacted under FOI exemption Commercial Interest]	[Redacted under FOI exemption Commercial Interest]
2	[Redacted under FOI exemption Commercial Interest]	[Redacted under FOI exemption Commercial Interest]	[Redacted under FOI exemption Commercial Interest]	[Redacted under FOI exemption Commercial Interest]	[Redacted under FOI exemption Commercial Interest]
3	[Redacted under FOI exemption Commercial Interest]	[Redacted under FOI exemption Commercial Interest]	[Redacted under FOI exemption Commercial Interest]	[Redacted under FOI exemption Commercial Interest]	[Redacted under FOI exemption Commercial Interest]
TOTAL £ Ex VAT			£125,000.00		

Request for Limitation of Liability	
<p>The Authority has performed a review of the risk profile for this Task and the proposed limitation of contractors liability is summarised in part A of this Tasking Form, and detailed in the ASTRID Liabilities spreadsheet attached to the Statement of Requirement. If required to do so by the Liabilities spreadsheet, or if the the Contractor believes that the risk profile is incorrect, they should complete Annex A providing details of the identified risk, the mitigations in place, and the revised limitation of contractors liability requested.</p>	
<input checked="" type="checkbox"/>	<p>Additional limitations included – see attached completed form at Annex A</p>

Requested Amendments to Framework Conditions	
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The Prime should detail below any requests for amendments to the terms and conditions of the Framework if deemed necessary for this particular task

[Redacted under FOI exemption Commercial Interest]

Options and Payments

Item No	Description / Title from Part A	£ (ex VAT)*	Expiry Date
[Redacted under FOI exemption Commercial Interest]	[Redacted under FOI exemption Commercial Interest]	[Redacted under FOI exemption Commercial Interest]	[Redacted under FOI exemption Commercial Interest]
[Redacted under FOI exemption Commercial Interest]	[Redacted under FOI exemption Commercial Interest]	[Redacted under FOI exemption Commercial Interest]	[Redacted under FOI exemption Commercial Interest]
[Redacted under FOI exemption Commercial Interest]	[Redacted under FOI exemption Commercial Interest]	[Redacted under FOI exemption Commercial Interest]	[Redacted under FOI exemption Commercial Interest]

*Price(s) quoted to be held valid until end date of options ☐
(If unticked a requote will be required)

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

Commercial Officer:	[Redacted under FOI exemption Personal Information]	Tel:	[Redacted under FOI exemption Personal Information]
Vendor Agreement No (if applicable):	N/A		
Purchase Order Number:	[Redacted under FOI exemption Commercial Interest]		
Start date (T0) is deemed to be:	30/03/2022	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 RED and draw attention to them in the 'comments & clarifications' box below.	

Commercial comments and clarifications to proposal:

Commercial Approval Signature:	[Redacted under FOI exemption Personal Information]
Date:	30/03/2022
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)*

Name:		Tel:	
Position in Company:			
Signature :		Date:	

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):
Timeliness of deliverables: 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. 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.
Total number of deliverables within task: _____

Of which on time:	
Of which deemed late:	
Comments / Notes:	

Quality of Deliverables: 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.		
Mark:	Measure:	Number of deliverables in this category:
Accepted	Technically and editorially acceptable. Minor changes may be needed to improve exploitability of the output or to tailor the output for the end customer.	
Minor revisions	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.	
Major revisions	Deliverables require significant editorial and/or technical revisions and further review by the Authority.	
Rejected	Deliverables do not meet the requirement and are rejected	
Any additional comments / Notes:		
Signed:		
Date:		

[Redacted under FOI exemption Commercial Interest]