



Contract No: 701760450

For: AHCSP/0005 Long Term Training and  
Support Service for Apache AH-64E

SCHEDULE G  
ADDITIONAL TASKS

## VERSION HISTORY

| Version     | Issued         | Notes |
|-------------|----------------|-------|
| Engrossment | Contract Award |       |

- 1.1. In accordance with Condition 32 (Additional Tasks), the Authority may require the Contractor to provide Additional Tasks using the processes detailed in this Schedule G (Additional Tasking).
- 1.2. The Contractor shall not commence any Additional Task prior to the receipt of formal, written authorisation of the Additional Task evidenced by the signature and dating of Part C of the Tasking Form by the Authority's Project Officer and Commercial Officer and the provision of a unique reference number for the Additional Task.
- 1.3. Unless specifically authorised in writing in advance by the Authority's Commercial Officer:
  - 1.3.1. any work and/or services undertaken prior to the receipt of formal authorisation of an Additional Task shall be at the Contractor's own risk; and
  - 1.3.2. the Authority will not pay the Contractor for any work and/or services completed in advance of an authorised Additional Task.
- 1.4. The requirement for any Additional Task (including whether the Additional Task is to be instructed using a Firm Price or on a not to exceed basis) shall be defined by the Authority's Project Officer by completing Part A of the Tasking Form. If required by the Authority, the Contractor shall work with the Authority's Project Officer to assist with the development of Part A of the Tasking Form.
- 1.5. Prior to authorisation of Part A of the Tasking Form by the Authority's Commercial Officer, the Authority shall provide a draft Part A of the Tasking Form ("**Draft Task**") to the Contractor for the Contractor's review and comment.
- 1.6. Within 10 Business Days of receipt of the Draft Task (or such other period as is agreed between the Parties), the Contractor shall provide the Authority with any comments, recommendations, feedback and/or suggested amendments (as appropriate) on the Draft Task ("**Draft Task Response**").
- 1.7. Following receipt of the Draft Task Response, the Authority may (but shall not be obliged to):
  - 1.7.1. make amendments to Part A of the Tasking Form (in whole or in part); and/or
  - 1.7.2. meet with the Contractor to discuss the Draft Task Response.
- 1.8. Following the process set out in paragraphs 1.5 to 1.7 above, the Authority's Commercial Officer shall authorise the finalised Part A of the Tasking Form and forward the Tasking Form to the Contractor for completion.
- 1.9. For the purposes of identifying individual Additional Tasks, the Authority will allocate a discrete sequential reference number, which the Contractor shall use.
- 1.10. Within twenty (20) Business Days (or such other period otherwise agreed by both Parties) of receipt of the Tasking Form pursuant to paragraph 1.8 above, the Parties shall agree a firm date for the return of Part B of the Tasking Form. The Contractor shall return Part B of the Tasking Form and any supporting documents by such firm date or such other date as agreed by the Parties. Such Part B and supporting documents shall constitute the Contractor's proposal (a "**Proposal**").

- 1.11. The Contractor shall price all Proposals in accordance with Schedule E (Pricing and Payment), the provisions under the Defence Reform Act 2014 (DRA), Single Source Contract Regulations 2014 (SSCR) and Single Source Regulatory Office guidance.
- 1.12. The Parties shall agree the Contract Profit Rate in accordance with the 6-step process for Additional Tasks on a case by case basis before the Authority's Project Officer and Commercial Officer complete Part C of the Tasking Form.
- 1.13. The Parties shall attempt in good faith to resolve any disputes relating to a Proposal and if such disputes are not resolved the dispute shall be dealt with in accordance with Condition 24 (*Dispute Resolution*).
- 1.14. If the Authority agrees with a Proposal, the Authority's Project Officer and Commercial Officer shall complete Part C of the Tasking Form and the Authority's Commercial Officer shall forward the Tasking Form to the Contractor.
- 1.15. If the Authority does not agree with the Proposal (or cancels the process set out in this Schedule before the Contractor submits the Proposal) the Contractor may submit to the Authority's Commercial Officer a claim for reimbursement of the Contractor's reasonable costs incurred in preparing the Proposal together with evidence of such reasonable costs and the Authority shall pay such reasonable costs.
- 1.16. The Contractor shall complete the Additional Task. On completion of the Additional Task, the Contractor's Commercial Officer shall submit Part D of the Tasking Form to the Authority's Project Officer together with evidence of completion of the Additional Task in accordance with the acceptance criteria as set out in the Tasking Form.
- 1.17. Where an Additional Task has been instructed on a Firm Price basis, provided that the Authority's Project Officer has provided acknowledgement of completion to the Contractor and the Authority's Commercial Officer has given the Contractor authorisation (or provided that the Contractor has completed a milestone where the Tasking Form includes milestone payments), the Contractor may submit a claim for payment in accordance with Condition 21 (Pricing and Payment) and paragraph 10 of Schedule E (Pricing and Payment) and the Authority shall pay such claim. Notwithstanding the acknowledgement of completion by the Authority's Commercial Officer, the Authority reserves its rights and remedies under the Contract including Condition 11.
- 1.18. Where an Additional Task has been instructed on a not to exceed basis, the costs incurred by the Contractor in respect of such Additional Task shall be reconciled at the periodicity agreed within in the Additional Task.
- 1.19. Additional Tasks which have been authorised by completion of Part C of the Tasking Form will be formally added to Appendix A (*List of Authorised Additional Tasks*) of this Schedule G when the next amendment to the Contract is raised or on a 6-monthly basis, whichever occurs first.
- 1.20. In addition to the Authority's rights of termination under other Conditions, the Authority may terminate any Additional Task in accordance with DEFCON 656B (Termination for Convenience) and the Authority may require the Contractor to furnish a report setting out the work done to the date of termination and the work outstanding under the Additional Task provided that the Authority agrees to cover the cost of producing such report in accordance with paragraph 4 of DEFCON 656B.

**APPENDIX A****List of Authorised Additional Tasks**

| Additional Task Reference Number | Additional Task Name | Status | Start Date | End Date     | Firm Price |
|----------------------------------|----------------------|--------|------------|--------------|------------|
|                                  |                      |        |            |              |            |
|                                  |                      |        |            |              |            |
|                                  |                      |        |            |              |            |
|                                  |                      |        |            | <b>TOTAL</b> |            |

**APPENDIX B**  
**TASKING FORM**

| Part A. Additional Task Information   |  |                 |  |
|---|--|-----------------|--|
| Additional Task Reference Number:   |  | Request Date:   |  |
| Additional Task Title   |  |                 |  |
| Project Start:  |  | Project Finish: |  |
| Statement of Requirement  |  |                 |  |
| <p><i>The Authority shall submit the Part A with an accompanying Authority Statement of Requirement in the template agreed between the Parties at the latest version.</i></p> <p><b>Minimum SOR Requirements:</b></p> <ul style="list-style-type: none"> <li>a) Task number and name</li> <li>b) A/C applicability</li> <li>c) Priority</li> <li>d) Summary of requirement</li> <li>e) GFE</li> <li>f) Task Categorisation</li> <li>g) Key programme desired dates (Firm Price Additional Tasks only)</li> <li>h) Deliverables</li> </ul> <p>The Authority shall confirm whether the Additional Task is to be on a not to exceed basis in this Part A. Where instructing an Additional Task on a not to exceed basis, the Authority shall specify the total not to exceed value and the proposed acceptance criteria for the Additional Task.</p> |  |                 |  |

### Part A. Authorisation of Additional Task

|  |         |  |
|--|---------|--|
| <u>Authority's Project Officer</u><br>Additional Task Requirement issued by the Authority    | Signed: |  |
|  | Dated:  |  |
| <u>Authority's Commercial Officer</u><br>Additional Task Requirement issued by the Authority | Signed: |  |
|  | Dated:  |  |

### Part B. Contractor's Firm Price Proposal

The work as described in Part A is submitted for Authority authorisation against the following firm price:

- a. Hours/days to complete requirement
- b. Hourly rates
- c. Materials at cost used (provide NSN if applicable)
- d. Sub-contractor costs
- e. T&S
- f. Freight costs
- g. Other Costs (*used to recover overhead costs not otherwise recovered through the activity-based hourly and daily rates*)
- h. Contract Profit Rate for the Additional Task
- i. Risk (*providing evidence/risk register*)
- j. Overheads
- k. Acceptance criteria for the Additional Task
- l. Payment plan
- m. Proposal preparation costs

OR

The work as described in Part A is submitted for Authority authorisation on the following not to exceed basis:

- a. Contract Profit Rate for the Additional Task
- b. Not to exceed value
- c. Overheads

|  |         |  |
|--|---------|--|
| d. Acceptance criteria for the Additional Task (including steps which the Contractor must satisfy to be authorised to incur costs against the Additional Task and any timeframes for doing so)<br>e. Reconciliation periods<br>f. Proposal preparation costs |         |  |
| Total firm price:  |         |  |
| Total not to exceed value:   |         |  |
| Proposal validity date:  |         |  |
| Estimated start date:  |         |  |
| Estimated completion date:   |         |  |
| Comments/assumptions:  |         |  |
| <b>Part B. Contractor Authorisation</b>  |         |  |
| <u>Contractor Authorisation</u><br><br>Authorised on behalf of the Contractor  | Signed: |  |
|  | Dated:  |  |

|  |         |  |
|--|---------|--|
| <b>Part C. Authority Authorisation</b>   |         |  |
| <u>Project Officer</u><br><br>Additional Task authorised on behalf of the Authority    | Signed: |  |
|  | Dated:  |  |
| <u>Commercial Officer</u><br><br>Additional Task authorised on behalf of the Authority | Signed: |  |
|  | Dated:  |  |

|  |
|--|
| <b>Part D. Completion of Additional Task</b> |
|--|



|   |         |  |
|---|---------|--|
| <u>Contractor Authorisation</u><br>Authorised by the Contractor to confirm Additional Task has been completed     | Signed: |  |
|   | Dated:  |  |
| <u>Authority's Project Officer</u><br>Authorised to confirm the Additional Task has been completed                | Signed: |  |
|   | Dated:  |  |
| <u>Authority's Commercial Officer</u><br>Authorised to confirm that the Contractor may submit a claim for payment | Signed: |  |
|   | Dated:  |  |

