Once complete please email the Tasking Form to:

- Official [REDACTED]
- Official Sensitive [REDACTED]

### 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: <a href="https://www.aof.mod.uk/aofcontent/tactical/toolkit/content/defcons/defcon.htm">https://www.aof.mod.uk/aofcontent/tactical/toolkit/content/defcons/defcon.htm</a> (note account required to access but easy to set up)

TASKING FORM					
To: CORDA	From (Organisation): DES LSOC CMO				
Framework contract number	: DSTL/AGR/01142/01				
Agreed quotation date (if kn	own):				
REQUIREMENT SUMMARY	AND AUTHORITY CONTACTS:				
Project Manager (name & telephone)	[REDACTED]				
Technical Lead (name & telephone)					
Commercial Officer (name & telephone)	[REDACTED]				
Task title (for Dstl: max 30 charac AST/ prefix)	Phase 2 Development of the Customer Driven Support Network (CDSN Project				
Anticipated start date	2 Aug 2021				
Anticipated end date (core w	ork) 30 Nov 2021				

Anticipated end date (options)

**ASTRID** task number

Task description

**Requisition or Purchase Order ref** 

30 November 21

065

Final report and submission for all three deliverables at the end of

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		
Task 1		<ul> <li>Deliverable: Facilitate and deliver the Optimisation of Unit Holdings Pilot by end Oct 21.</li> <li>The pilot is testing how demands are placed upon the LCST contract from Units using MJDI current maintenance periods and lead time settings. The pilot is assessing changes to these settings and measuring affects for both Army Units and the LCST Contract</li> <li>The Pilot will be managed on a day to day basis by Army but under guidance and advice from the Supplier</li> <li>Acceptance Criteria: Report summarising the Pilot data, analysis and findings and make recommendations on how the results can be driven into the Supply Chain process to either develop financial or non-financial benefits across Defence but in particular for Army and the LCST Contract.</li> <li>Report to include proposed changes to Maintenance Period and</li> </ul>		
Task 2		<ul> <li>Deliverable: Via the agreed balanced scorecard approach outlined in the LCST RESET Programme, provide a quality key performance indicator with a considered and appropriate metric that can potentially be embedded in the Logistics and Commodity Services Contract.</li> <li>Acceptance Criteria: Create an implementation plan that will allow the contract to test the defined metric and associated target. The supplier is expected to work in conjunction with the LCST Delivery Partner (Team Leidos) to establish the means and methodology by which this metric can be created using live and historical data and establish current baseline of service. By supply of relevant advice and guidance and using knowledge from Industry develop a future baseline and timeline that the contract can aspire to. Complete this element of the total task by mid-September 21.</li> </ul>		
Task 3		<ul> <li>Deliverable: Develop an initial LCST Supply Chain 'Cost to Deliver' model to inform future decision making. By end of Nov 21.</li> <li>The 'Cost to Deliver' (CTD) model is the second stage of the activity-based costing maturity. The CTD model will fuse together multiple data sets from MOD and Team Leidos logistics information systems.</li> <li>All data will be manually extracted and will be stored on the MOD Microsoft SharePoint Site.</li> <li>The disparate financial information provided will be aligned with CMO and Leidos physical activities, logistics assets (warehousing) and equipment such as MHE and trucking.</li> </ul>		

It is anticipated by the CMO that the Supplier will go through the 'best-practice' approach of requirements/scope, design, develop, test and verification. It is accepted that due to the speed of delivery that no external validation of the model will be required in this phase of the work.
<ul> <li>As a result, the MOD don't take the service differentiation or product attributes into account when calculating the service costs of their transaction. The result in a lack of CTD understanding is that the current MOD supply chain lacks a degree of cost control with an inability to balance cost and service levels at the operational and strategic levels.</li> </ul>
While a clear understanding of costs is essential to an effective and efficient supply chain the MOD lack a formal framework or structure to effectively manage costs, outside of direct workforce and materials. This is mainly due to a lack of understanding of the data required to generate accurate costings as well as an inability to capture and model appropriate data in a manageable format.
<ul> <li>As the CTD tool is developed it is expected that the MOD will have the ability to identify the true operational costs and will be better equipped to make informed decisions. This will facilitate the CMO and wider Defence to strike the right balance between serving customers and cost to deliver.</li> </ul>
Visualisation of the CTD model will use the MOD accessible     Microsoft Power Business Intelligence tool. This is necessary     because the MoD will use the tool on MoDNet after completion of     delivery.
<ul> <li>Acceptance Criteria: Create an initial Supply Chain 'Cost to Deliver' model, that can integrate into/ is in Power BI.</li> </ul>

Pricing:	
Firm Price	
Ascertained cost* *only at Authority's discretion	

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: Click or tap here to enter text. Assessment ref: **DEFCON 658** (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 Contractor's Personnel at Government Establishments (The Contractor's liability under Condition 3 of DEFCON 76 (Edn 12/06) shall Edn 12/06 be limited to [REDACTED] per incident in accordance with the terms of the 76 agreement between MOD and BAE Systems Plc reference DCS/04/02/32/01/07 dated 17/06/2014). 91 Edn 11/06 Intellectual Property Rights In Software Intellectual Property Rights - Vesting In the Authority 703 Edn 08/13 To be specified on the Tasking Form Intellectual Property Rights - Research and Technology 705 Edn 11/02 To be specified on the Tasking Form 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 Acceptance For the Purposes of schedule of requirements item 2 of this Contract 525 Edn 10/98 days 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

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

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

No

# Not above OFFICIAL-SENSITIVE

\*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



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]
Tel:	Tel:	[REDACTED]

# Proposal Reference AST\CMRCL\Prop\01900\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 £187,813.8	<b>7</b> (ex \	/AT) is submitted for ASTRID Task 065 – Customer Driven Support
Network - Phase 2 and break	down	attached
Ascertained Price		
Firm Price	$\boxtimes$	
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

Value for money will be delivered through:

- i. Proven methods: the methods applied draw on previous experience of developing similar tools. This lowers the risk and will increase the speed of delivery
- ii. Functionally experienced team: The team that will be used on this work have deep experience of model building enabling them to work faster and decrease the risk to the project
- iii. Sector experience team: The team that will be used has members who have deep experience of the Defence Support sector. This will enable them to work quickly and lower the risk of delivery

- iv. Project experience team: Squarcle delivered the initial phase of the CDSN project and bring this corporate knowledge to the project. Rob Ladell led the first phase and will continue to lead this phase
- v. Existing NDA: As part of this work a three-way NDA is required Squarcle / CMO / Team Leidos. By using Squarcle the existing NDA can be reused and does not require renegotiating. (In the initial phase of work this took several months).

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.

Start date:	30/08/2021	End date:	30/11/21		
Signed on behalf of the Contractor: [REDACTED]					
Printed name:	[REDACTED]	Date:	1/9/21		

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

**GRAND TOTAL Ex VAT** 

£187,813.87

Milestones Deliverables and Payments					
Milestone No	Description	Pricing (Ascertained or Firm)	£ Ex VAT	Due Date	Deliverable DEFCON 703 / 705 (14, 90 & 91)
1	Provision of Contractable Scope of Work	Firm	[REDACTED]	30/08/2021	N/A
2	Quality Metric Handed Over	Firm	[REDACTED]	01/10/2021	703
3	CTD delivery complete	Firm	[REDACTED]	30/11/2021	703

TOTAL £ Ex VAT £187,813.87

	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				
•	ey should provide a justification detailing the perceived risk, the limitation of liability requested, the relevant DEFCON where applicable.				
	No limitation requested				
	TVO IIITIILAUOTI TOQUESICU				
	Limitations requested – to be absorbed by Prime				
	Limitations requested – to be absorbed by Filme				
$\boxtimes$	Limitations requested assessment institution at Appear				
	Limitations requested – see attached justification at Annex A				

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

It is assumed that there is no requirement to produce a deliverable quality plan for this task.

# **Liability Clause**

- 1.1 Subject to Clauses 1.2, the Contractor's liability to the Authority under or in connection with this Contract shall be limited as follows:
- (a). under Clauses 3 and 4 of DEFCON 76 shall not exceed [REDACTED] per incident; and
- (b). under Clause 2 of DEFCON 514 shall not exceed [REDACTED] in aggregate of the Task Value; and
- (c). under Clause 8 of DEFCON 611 shall not exceed [REDACTED] in aggregate of the Task Value; and
- (d). under Clause 1 of DEFCON 612 shall not exceed [REDACTED] in aggregate of the Task Value; and
- (e) under DEFCON 658 shall not exceed [REDACTED] per occurrence or series of connected occurrences; and
- (f) subject to the Task Lead using reasonable endeavours to ensure that the software deliverables or modelling tools used for completion of the Task are free from any known viruses prior to its delivery, liability for loss arising from viruses shall not exceed [REDACTED]; and
- (g) liability for breaches excepting breaches under or in connection with 1.1(a)-1.1(f) above, shall not exceed [REDACTED] in aggregate of the Task Value.
- 1.2 The Contractor shall not be liable, whether in contract, tort (including negligence), statute or otherwise for any indirect or consequential losses.

		Options and Payments		
Item No	Description / Title from Part A	£ (ex VAT)*	Expiry Date	
· , .	oted to be held valid until end date of options   a requote will be required)			

		AS	STRID -	TASKING FORM – Part C
1. Offer of Contract: (to b	e com	ppleted by Authority Commercial Service	es)	
Commercial Officer:			Tel:	
Vendor Agreement No (if applicable):	•			
Purchase Order Number	:			
Start date (T0) is deemed be:	i to	amend the table in P	art B to s es, pleas them in	en permission for you to show actual due dates. If se change the font to RED the 'comments &
Commercial comments a	and cl	arifications to proposal:		
Commercial Approval:				
Date:				
	ırchas	to be issued by Authority Commercial S e Order numbers have been inserted. <i>A</i>		
2 Unqualified Acceptant	e of (	Offer made in Part C.1 above: (to be co	omnletec	hy the Prime Contractor
and returned to Authority's			, inpietet	. Sy the Frime Contractor
Name:			Tel:	
Position in Company:				
Signature :			Date:	

	ASTRID – TASKING FORM – Part D
•	completed by the Prime Contractor and returned to the nominated in Part A - failure to return could result in payment being delayed)
· · · · · · · · · · · · · · · · · · ·	ction D confirms the final value of the task. The value stated in this alue for the task and will take precedence over any previous values
Confirmation of Deliverables as	per Part A:
Yes □	No □
Actual Task start date:	
Actual Task completion date:	
Final invoice submitted on:	

<b>Comments from Contractor on the task:</b>	

£

£

For firm price of:

For the final LoL price of:

Took completed to Authority to action the head and by nominated Teels are an	
Task completed to Authority's satisfaction (to be completed by nominated Task owner) Comments from Task owner on the task:	
Comments nom rask owner on the task.	

Anticipated exploitation inc	
timescales:	
timescales.	
Follow-up date with End User	
if necessary:	
Vav Daufaumanaa ladiaata (17)	Pla).
Key Performance Indicators (K	ris):
Timeliness of deliverables:	
	and each deliverable will be given a score of either 1 for meeting the
required date or 0 for failure to me	
	endments or changes to the delivery dates have been made, the
	de 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 w	ithin task:	
Of which on time:		
Of which deemed late:		
Comments / Notes:		
Ovelity of Deliverables		
they are of an acceptable standar	ecepted once the Authority has review of and is willing to pay the invoice ass one grounds of technical, financial and	ociated with the deliverable.
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 / Not	es:	
Signed:		
Date:		

DIRECT LOSS - DEFCON 76 (Damage to Government Establishments)								
RISK (Situation)	Worst Case Scenario	Worst Case Cost £	Mitigation	Post Mitigation Cost £	Proposed LOL	Contingent Liability	Probability	Impact
Risk that electronic files, exchanged within the course of this task contain viruses which infect the MOD networks upon which they are installed	Loss of MOD networks.  Loss of MOD classified information to adversaries that are able to gain access	Unknown – high multi- millions	MOD to virus check any electronic files and assure they are free from virus infection prior to loading onto any MOD hardware.  Subcontractor to virus check files, prior to provision to MOD.  MOD to avoid installing software onto large networks where potential impact would be exponentially increased	Unknown – high multi-millions Or 0	[REDACTED]	Unknown – high multi millions  Or 0	Low	Very high
TOTAL PROPOSED CONTRACTOR'S LIMIT OF LIABILITY			Unknown	See above	Unknown			

DIRECT LOSS - DEFCON 514 (Material Breach)										
RISK (Situation)	Worst Case Scenario	Worst Case Cost £	Mitigation	Post Mitigation Cost £	Proposed LOL	Contingent Liability	Probability	Impact		
Under Clause 2 of DEFCON 514 shall not exceed [REDACTED] in aggregate of the Task Value										
TOTAL PROPOSED CONTRACTOR'S LIMIT OF LIABILITY				the Contractor's liability to the Authority under or in connection with this Contract shall be limited as follows:  Under Clause 2 of DEFCON 514 shall not exceed [REDACTED] in aggregate of the Task Value						

DIRECT LOSS - DEFC	DIRECT LOSS - DEFCON 611 (Loss of or damage to Issued Property)								
RISK (Situation)	Worst Case Scenario	Worst Case Cost £	Mitigation	Post Mitigation Cost £	Proposed LOL	Contingent Liability	Probability	Impact	
under Clause 8 of DEFCON 611 shall not exceed [REDACTED] in aggregate of the Task Value									
TOTAL PROPOSED CONTRACTOR'S LIMIT OF LIABILITY				the Contractor's liability to the Authority under or in connection with this Contract shall be limited as follows: under Clause 8 of DEFCON 611 shall not exceed [REDACTED] in aggregate of the Task Value					

DIRECT LOSS - DEFC	ON 612 (Loss of or dama	age to Articles)						
RISK (Situation)	Worst Case Scenario	Worst Case Cost £	Mitigation	Post Mitigation Cost £	Proposed LOL	Contingent Liability	Probability	Impact
Clause 1 of DEFCON 612 shall not exceed [REDACTED] in aggregate of the Task Value								
TOTAL PROPOSED CONTRACTOR'S LIMIT OF LIABILITY					The Contractor's liability to the Authority under or in connection with this Contract shall be limited as follows:  Clause 1 of DEFCON 612 shall not exceed [REDACTED] in aggregate of the Task Value			

DIRECT LOSS - NEGL	IGENCE (that is not i	ncluded within DEFCO	N 76, 514, 611 & 612 a	bove)				
RISK (Situation)	Worst Case Scenario	Worst Case Cost £	Mitigation	Post Mitigation Cost £	Proposed LOL	Contingent Liability	Probability	Impact
Negligence for professional liability; Damage as a result of services or advice provided by the contractor (or one of its subcontractors). For example: Damage or Loss due to an act, error and/or omission.	Task Lead may incorrectly analyse the data within the scope of this task, leading to incorrect 'advice' being provided, which could go on to incorrectly inform a strategic or operational decision.	Unknown (depends on the situation in which the outputs of this task are used, which is current unforeseeable).	1. ASTRID PMO and any subcontractor shall ensure that SQEP are used. 2. Ensure that all deliverables and outputs are peer and manager reviewed before formal release. 3. Task Lead will work closely with the Authority SQEP to minimise chance of errors / omissions.  MOD are heavily involved with the acceptance testing and assurance of the outputs of this task, mitigating the risk of the worst case scenario.	Unknown (depends on the situation in which the outputs of this task are used, which is current unforeseeable).	Excluded	Unknown (depends on the situation in which the outputs of this task are used, which is current unforeseeable).	Low	Medium
	TOTAL PROPOSED CONTRACTOR'S LIMIT OF LIABILITY				Excluded	Unknown		

INDIRECT/CONSEQU	NDIRECT/CONSEQUENTIAL LOSS										
RISK (Situation)	Worst Case Scenario	Worst Case Cost £	Mitigation	Post Mitigation Cost £	Proposed LOL	Contingent Liability	Probability	Impact			
Consequential Losses excluded in line with the above statement											
TOTAL PROPOSED CONTRACTOR'S LIMIT OF LIABILITY			Not currently foreseeable.	Excluded	Not currently foreseeable.						