



(REDACTED FOR SECURITY PURPOSES - OFFICIAL SENSITIVE)

Senior Commercial Manager
MoD Abbey Wood South,
Larch 3B,
Bristol,
BS34 8JH

To:
Deloitte LLP
1 New Street Square
London
EC4A 3HQ

Your Reference: 708352450
Our Reference: 708352450
Date: 21/07/2023

Dear (REDACTED FOR SECURITY PURPOSES - OFFICIAL SENSITIVE)

Contract Number: 708352450 - For the Supply of Future Defence Support Services (FDSS) Concept Development

SUBJECT TO CONTRACT

1. The Authority has identified an additional requirement for the above-mentioned Contract as detailed on the attached Schedule 2 (Schedule of Requirements) and the abbreviated Schedule 3 (Contract Data Sheet).
2. In order to facilitate pricing, your quotation must include a full price breakdown. The breakdown will normally show the amounts included under such headings as:
 - Direct Labour (Man Hours and Wage Rates)
 - Materials
 - Bought-Out Parts
 - Special Jigs, Tooling and Test Equipment
 - Overheads
 - Profit, etc.
3. You should identify separately any amounts appropriate to work placed with subsidiary Companies or Firms. You should also give any other relevant information or explanation, e.g. of amounts included against contingencies. In particular, if the wage rates or overhead rates are not those last agreed with the Authority, you should give an explanation on the basis on which they have been calculated.
4. In the event that the Authority accepts your quotation the Contract shall in all respects be subject to the Conditions of the original Contract.
5. Please submit your firm price quotation together with all other relevant information and a firm delivery forecast to the address stated above by **no later than 10:00 hrs on 03/08/2023**.

6. If you have any queries regarding this Request for Quotation please do not hesitate to contact me.

Yours faithfully,

(REDACTED FOR SECURITY PURPOSES - OFFICIAL SENSITIVE)

Senior Commercial Manager

Schedule 2 (Schedule of Requirements) for Contract No: 708352450
For Future Defence Support Services (FDSS) Concept Development

Contractor Deliverables									
Item Number	MOD Stock Reference No.	Part No. (where applicable)	Specification	Consignee Address Code (full address is detailed in DEFFORM 96)	Packaging Requirements inc. PPQ and DofQ (as detailed in DEFFORM 96)	Delivery Date	Total Qty	Firm Price (£) Ex VAT	
								Per Item	Total inc. packaging (and delivery if specified in Schedule 3 (Contract Data Sheet))
1	N/A		Project Plan in accordance with the SOW at Annex B		N/A	5 days after Contract Award	1	43,369	
2	N/A		Support to Business Case Development in accordance with the SOW at Annex B		N/A	Staggered delivery date of; 7 Sep 23 and, 5 Oct 23. General support where required out to 31 Mar 24.	1	198,619	

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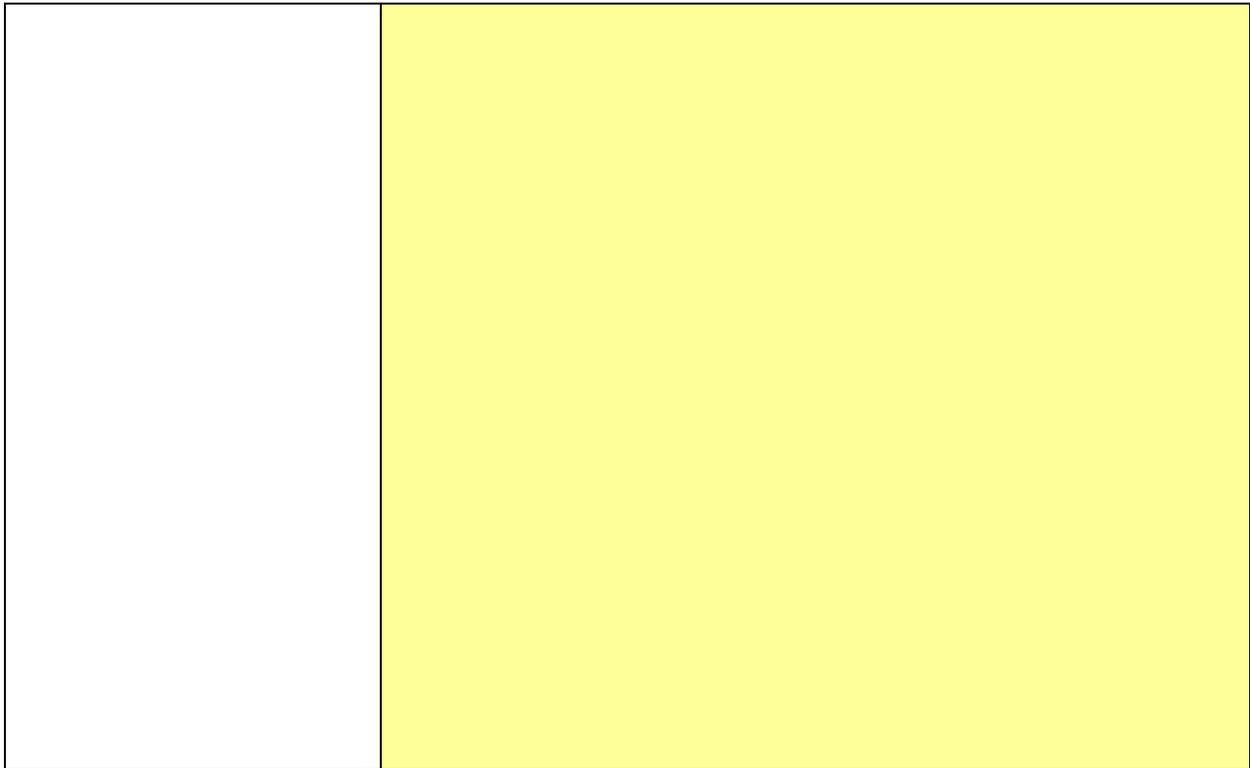
3	N/A		Category & Spend Analysis in accordance with the SOW at Annex B		N/A	31 st March 2024	1	139,919	
4	N/A		Supply Market, Supply Chain & Supplier Analysis in accordance with the SOW at Annex B		N/A	31 st March 2024	1	112,619	
5	N/A		Category and Services Lotting Options in accordance with the SOW at Annex B		N/A	Draft: 4 th March 2024 Final: 22 nd March 2024	1	136,419	
6	N/A		Support Services for the FDSS Requirements capture (006)			TBC		TBC	
7	N/A		Support to creation of URD/SRD/SOR/SOTR and creation of draft SOR (007)			TBC		TBC	
8	N/A		Knowledge Transfer Material and Workshop in accordance with the SOW at Annex B		N/A	31 st March 2024	1	52,061	
Total Firm Price									£683,006.00

Item Number	Consignee Address (XY code only)
XY	Not Applicable

Schedule 3 (Contract Data Sheet) for Contract No: 708352450

For Future Defence Support Services (FDSS) Concept Development

<p>Contract Period</p>	<p>Effective date of Contract: 7th August 2023</p> <p>The Contract expiry date shall be: 31st March 2024</p>
<p>Clause 6 - Notices</p>	<p>Notices served under the Contract can be transmitted by electronic mail</p> <p>Yes <input checked="" type="checkbox"/></p> <p>No <input type="checkbox"/></p> <p>Notices served under the Contract shall be sent to the following address:</p> <p>Authority: (REDACTED FOR SECURITY PURPOSES - OFFICIAL SENSITIVE)</p> <p>Contractor:</p>
<p>Clause 8 – Supply of Contractor Deliverables and Quality Assurance</p>	<p>Is a Deliverable Quality Plan required for this Contract?</p> <p>Yes <input type="checkbox"/></p> <p>No <input checked="" type="checkbox"/> (tick as appropriate)</p> <p>If yes:</p> <p>A Deliverable Quality Plan is required in accordance with DEFCON 602A (SC1) <input type="checkbox"/></p> <p>OR</p> <p>A Deliverable Quality Plan with additional Quality Assurance Information is required in accordance with DEFCON 602C (SC1) <input type="checkbox"/></p> <p>If required, the Deliverable Quality Plan and / or Deliverable Quality Plan with additional Quality Assurance Information must be delivered to the Authority (Quality) within Business Days of Contract Award.</p> <p>Other Quality Assurance Requirements:</p>



Sch. 3 – A-1 of 1

<p>Clause 9 – Supply of Data for Hazardous Contractor Deliverables, Materials and Substances</p>	<p>A completed DEFFORM 68 (Hazardous Articles, Materials or Substance Statement), and if applicable, Safety Data Sheet(s) are to be provided by e-mail with attachments in Adobe PDF or MS WORD format to:</p> <ul style="list-style-type: none">a) The Authority's Representative (Commercial)b) DESTECH-QSEPEnv-HSISMulti@mod.gov.uk <p>or: if only a hardcopy is available to:</p> <ul style="list-style-type: none">a) The Authority's Representative (Commercial)b) Hazardous Stores Information System (HSIS) Defence Safety Authority (DSA) Movement Transport Safety Regulator (MTSR) Hazel Building Level 1, #H019 MOD Abbey Wood (North) Bristol, BS34 8QW <p>DESTECH-QSEPEnv-HSISMulti (MULTIUSER)</p> <p>to be Delivered no later than one (1) month prior to the Delivery Date for the Contract Deliverable or by the following date:</p>
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<p>Clause 10 – Delivery/Collection</p>	<p>Contract Deliverables are to be:</p> <p>Delivered by the Contractor: <input checked="" type="checkbox"/></p> <p>Special Instructions:</p> <p>To be delivered via email to: (REDACTED FOR SECURITY PURPOSES - OFFICIAL SENSITIVE)</p> <p>Collected by the Authority <input type="checkbox"/></p> <p>Special Instructions (including consignor address if different from Contractor’s registered address):</p>
<p>Clause 12 – Packaging and Labelling of Contractor Deliverables</p>	<p>Additional packaging requirements:</p> <p>Not Applicable</p>
<p>Clause 14 – Progress Meetings</p>	<p>The Contractor shall be required to attend the following meetings:</p> <p>Type: Progress Reviews</p> <p>Frequency: Monthly</p> <p>Location: as detailed in the SOW at Annex B.</p>
<p>Clause 14 – Progress Reports</p>	<p>The Contractor is required to submit the following Reports:</p> <p>Type: Monthly Progress Reports in line with Line Item 2 and 3 of the Schedule of Requirements</p> <p>Frequency: Monthly</p> <p>Method of Delivery: via e-mail</p> <p>Delivery Address: (REDACTED FOR SECURITY PURPOSES - OFFICIAL SENSITIVE)</p>

Annex A to Schedule 3

DEFFORM 111
(Edn 10/22)

Appendix - Addresses and Other Information

1. Commercial Officer

Name: (REDACTED FOR SECURITY PURPOSES - OFFICIAL SENSITIVE), Commercial Officer, Defence Support, Support Transformation

Address: MoD Abbey Wood South,
Larch 3B, Bristol,
BS34 8JH,
UK

Email: (REDACTED FOR SECURITY PURPOSES - OFFICIAL SENSITIVE)



8. Public Accounting Authority

1. Returns under DEFCON 694 (or SC equivalent) should be sent to DBS Finance ADMT – Assets In Industry 1, Level 4 Piccadilly Gate, Store Street, Manchester, M1 2WD
☎ 44 (0) 161 233 5397

2. For all other enquiries contact DES Fin FA-AMET Policy, Level 4 Piccadilly Gate, Store Street, Manchester, M1 2WD
☎ 44 (0) 161 233 5394

2. Project Manager, Equipment Support Manager or PT Leader (from whom technical information is available)

Name: (REDACTED FOR SECURITY PURPOSES - OFFICIAL SENSITIVE), Logistics Transformation, Future Defence Support Services

Address: Defence Support – MOD Abbey Wood,
Bristol,
BS34 8JH

Email: (REDACTED FOR SECURITY PURPOSES - OFFICIAL SENSITIVE)



9. Consignment Instructions

The items are to be consigned as follows: Not Applicable

3. Packaging Design Authority

Organisation & point of contact: N/A

(Where no address is shown please contact the Project Team in Box 2)



10. Transport. The appropriate Ministry of Defence Transport Offices are:

A. DSCOM. DE&S, DSCOM, MoD Abbey Wood, Cedar 3c, Mail Point 3351, BRISTOL BS34 8JH

Air Freight Centre

IMPORTS ☎ 030 679 81113 / 81114 Fax 0117 913 8943

EXPORTS ☎ 030 679 81113 / 81114 Fax 0117 913 8943

Surface Freight Centre

IMPORTS ☎ 030 679 81129 / 81133 / 81138 Fax 0117 913 8946

EXPORTS ☎ 030 679 81129 / 81133 / 81138 Fax 0117 913 8946

4. (a) Supply / Support Management Branch or Order Manager: Branch/Name:



(b) U.I.N.

B. JSCS

JSCS Helpdesk No. 01869 256052 (select option 2, then option 3)
JSCS Fax No. 01869 256837

Users requiring an account to use the MOD Freight Collection Service should contact UKStratCom-DefSp-RAMP@mod.gov.uk in the first instance.

5. Drawings/Specifications are available from

11. The Invoice Paying Authority

Ministry of Defence ☎ 0151-242-2000
DBS Finance

Walker House, Exchange Flags Fax: 0151-242-2809 Liverpool, L2 3YL

Website is:
<https://www.gov.uk/government/organisations/ministry-ofdefence/about/procurement>

6. Intentionally Blank

12. Forms and Documentation are available through *:

Ministry of Defence, Forms and Pubs Commodity Management
PO Box 2, Building C16, C Site
Lower Arncott
Bicester, OX25 1LP (Tel. 01869 256197 Fax: 01869 256824)
Applications via fax or email:
LeidosFormsPublications@teamleidos.mod.uk

7. Quality Assurance Representative:

Name:

Commercial staff are reminded that all Quality Assurance requirements should be listed under the General Contract Conditions.

AQAPS and **DEF STANs** are available from UK Defence Standardization, for access to the documents and details of the helpdesk visit <http://dstan.gateway.isq-r.r.mil.uk/index.html> [intranet] or <https://www.dstan.mod.uk/> [extranet, registration needed].

*** NOTE**

1. Many **DEFCONs** and **DEFFORMs** can be obtained from the MOD Internet Site: <https://www.kid.mod.uk/maincontent/business/commercial/index.htm>
2. If the required forms or documentation are not available on the MOD Internet site requests should be submitted through the Commercial Officer named in Section 1.

Contracting for Reports for the Concept Development Phase of the Future Defence Support Services

Contract Reference: To Follow

V5.0

6 July 2023

PURPOSE

1. The intent is for the Contractor to deliver a series of Reports during the first year of the two-year FDSS Concept Development phase (Apr 23 to 31 Mar 25) to deliver researched evidence for mandatory Scrutiny and Assurance submissions; Cognitive Control Tower implementation and management costs; Supply Chain Analysis; Category & Spend Analysis; Market Analysis, Procurement Strategy and collation of the User Requirement by 31 Mar 24. It will set and shape expectations within the wider stakeholder community.

BACKGROUND TO REQUIREMENT

2. The FDSS Concept Development phase is resourced with a core team of (REDACTED FOR SECURITY PURPOSES - OFFICIAL SENSITIVE) from Logistics Transformation (Logs Tx) and the DE&S LSOC. In order to complete the very wide scope of work across the Defence support services required to drive the Programme forward and achieve the mandatory scrutiny and assurance milestones External Assistance is essential.

DEFINITIONS

3. A list of relevant definitions, acronyms and abbreviations is at Appendix A.

SCOPE OF REQUIREMENT

4. The scope of this contract is to provide the essential technology insights, cost and data gathering, analysis and evidence required to support Business Case submissions and develop a credible and coherent URD and SOR.

THE REQUIREMENT

5. The Requirement is laid out in eight deliverables, in Appendix B:

CALL-OFF REQUIREMENTS

6. The Contract includes a facility to call-off support for activities that are not able to be fully defined at the outset. This section identifies elements of this Statement of Requirement that are subject to the Tasking Order Process as detailed in Annex C to the Contract.

7. The Firm price shall be calculated using the Project Specific Rate Card provided at Annex D to the Contract.

8. Payments for TAFs shall be made in arrears upon acceptance of the deliverables therein. Where it is appropriate to do so it may be possible to agree a milestone payment plan for a specific task, but this must comply with MOD Commercial Policy.

9. A non-exhaustive list of Indicative Call-Off Requirements (ICOR), aligned against the different areas of focus within the Programme are detailed in Annex B.

10. These tasks are not exclusively to be undertaken by the Contractor and a value for money assessment will be undertaken in each case to determine the route to market.

GOVERNANCE

11. The contractor is to support (prepare Agendas, Minutes and administration (unless on MoD sites)) and report to a series of Authority chaired project meetings and major review points¹ that will routinely be 'on-line' but will be face-to-face for workshops and key meetings, throughout the contract duration including but not limited to:

a. Kick-Off meeting including a report on the current start state, contract milestones and projected end state for each serial.

b. Meetings, face to face, with the Head of Logistics Transformation (Logs Tx) at the start of the

¹ Involving PowerPoint® presentations (in person and on-line) and written briefing material (MS Word®).

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contract period and at intervals not to exceed a month thereafter.

- c. Fortnightly engagement with an established Working Group of key stakeholders at up to Grade 7/OF5 level.
- d. Weekly engagement meetings with the FDSS TL.
- e. Monthly progress meetings, in person, to discuss progress, risks, issues and commercial summary.
- f. Supporting Industry engagement.
- g. Presentation of final report of all findings and activity, in person, in Mar 24 to a Steering Group of key senior stakeholders (at a minimum of 1* level).

12. The FDSS TL will be the final arbiter for the acceptance of reports and presentations. The FDSS TL shall have 30 days to accept the deliverables provided. If the Authority seeks clarification on the deliverables, then this shall be carried out within the 30-day period.

PRICING, INVOICING AND PAYMENTS

13. Within this Contract, there are two distinct areas of pricing:

- a. The Core deliverables shall be subjected to a Firm Price.
- b. The Call-Off Requirements shall be subject to the Resource Rate Card contained in Annex D in the Contract. The rate card shall be fully inclusive of T&S, overheads and profit.

KEY PERSONNEL

14. The Contractor shall provide sufficient Suitably Qualified and Experienced Personnel (SQEP) throughout the duration of the Contract in order to consistently deliver a quality service. To maintain the programme momentum, the Contractor shall, wherever reasonably achievable, maintain continuity of Key Personnel. Where a change is needed, the Contractor shall seek Authority agreement and provide CVs of suitable replacement personnel and shall also provide assurance that the handover shall not impede business continuity.

SECURITY AND CONFIDENTIALITY REQUIREMENTS

14. SC clearance will be required for those personnel accessing OFFICIAL-SENSITIVE and COMMERCIAL material. All information related to the programme shall be managed in line with the attached Security Aspects Letter.

15. The Contractor shall provide evidence of SC Clearance for their personnel working under this Contract, including the clearance number and expiry date, prior to commencing any work with the programme. No exceptions will apply.

16. Due to the commercially sensitive nature of much of the reference material the Contractor must be able to securely receive and store OFFICIAL-SENSITIVE-COMMERCIAL emails and files.

LOCATION

17. The base location for this contract will be the contractor's own premises. Some Key Personnel may be required to attend MOD Abbey Wood however, office space is limited therefore attendance should be by exception only. There is an expectation for the need to visit up to at least three locations within the UK, travel and work within a single working day.

GOVERNMENT FURNISHED ASSETS²

18. The Pre-Concept Draft Scope of Requirement document and draft Commercial Strategy will

² Information, documents, laptops etc.

be made available.

19. All Property/Information issued to the Contractor will be recorded in an asset register to be maintained by the Authority.

20. All Issued Property/Information shall remain the property of the Authority. It shall be used in the execution of the contract and for no other purpose.

21. Neither the Contractor, nor any subcontractor, nor any other person, shall have a lien on Issued Property/Information, for any sum due to the Contractor, subcontractor or other person, and the Contractor shall take all such steps as may be necessary to ensure that the title of the Authority, and the exclusion of any such lien, are brought to the notice of all subcontractors and other persons dealing with any Issued Property.

22. The Contractor shall be liable for the loss or damage to all Issued Property/Information.

23. At the close of the contract, a review will take place to ensure all Issued Property is returned in the same condition that they were issued, subject to fair wear and tear. All documents, artefacts, information pertaining to the delivery of this programme needs to be returned to the Authority or destroyed at the MOD's request.

24. All Issued Property/Information must be returned at the Contractors expense before final payment can be made at the close of the contract.

LIST OF APPENDECIES:

- A. Glossary.
- B. The Requirement.

GLOSSARY

Expression or Acronym	Definition
CCT	Cognitive Control Tower
DE&S	Defence Equipment and Support
FDSS	Future Defence Support Services
FTE	Full Time Equivalent
ICOR	Indicative Call-Off Requirements
Logs Tx	Logistics Transformation
LSOC	Logistic Support Operating Centre
NDA	Non-Disclosure Agreement
SC	Basic Personnel Security Standard/Security Check
SQEP	Suitably Qualified Experienced Personnel
SRD	System Requirements Document
T&S	Travel and Subsistence
TL	Team Leader
URD	User Requirements Document
VfM	Value for money

SOR No	Task	Expected Output	Minimum Acceptable Criteria	Deliverable Date
001	Project Plan	A plan, including start state and milestones and draft schedule of activity to enable booking of MOD stakeholders, resources and access to sites where necessary. A presentation on the above.	Resourced project schedule and plan.	5 days after Contract Award
002	Support to Business Case development	<p>The EA will provide evidence and analysis Reports in support of the delivery of the FDSS BCs. Consolidated Interim Reports shall be delivered by 7 Sep 23 and 5 Oct 23. The output should include the following, but not limited to:</p> <ol style="list-style-type: none"> 1. Commercial. <ol style="list-style-type: none"> a. Market Analysis - including: b. An overview of the likely attractiveness of the requirement to the marketplace. c. Support market engagement d. Provide Sourcing opportunities and constraints e. Detailed outline of the plans for future market engagement. f. Commissioning and lotting strategy. 2. Risk. Supply a high-level commercial risks overview which is outlined against the commercial strategy. Submit a detailed mitigation plan against all identified risks. 3. Strategy. The output will inform the Concept Phase of the FDSS Programme and provide an outline Commercial Strategy to describe procurement and sourcing options. Support early commercial viability and attractiveness of the suggested options. 4. Technology. (REDACTED FOR SECURITY PURPOSES - OFFICIAL SENSITIVE) 5. Resource. Outline and detail a full commercial resource plan 	All outputs addressed with identified insights, and advice on developing further evidence and options.	<p>Staggered delivery date of; 7 Sep 23 and, 5 Oct 23.</p> <p>General support where required out to 31 Mar 24.</p>

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		<p>to support the project/programme to deliver its desired outcomes.</p> <p>6. Thematics. (REDACTED FOR SECURITY PURPOSES - OFFICIAL SENSITIVE)</p> <p>7. Reporting. Fortnightly reports and presentations on the analysis of new support services and evidence for Business Case Submission.</p>		
003	Category, Spend and Budget Analysis	<p>1. The output will take the form of Monthly Progress Reports and a Final Report inform the Concept Phase of the FDSS Programme. The output should include the following, but not limited to:</p> <p>a. Services Cost and Spend Analysis - Services: (REDACTED FOR SECURITY PURPOSES - OFFICIAL SENSITIVE).</p> <p>b. Category Inventorial Spend analysis with recommended taxonomy and levels: (1) (REDACTED FOR SECURITY PURPOSES - OFFICIAL SENSITIVE).</p> <p>c. Inventory Data Analysis: (1) Value Analysis. (2) Range and Scale Analysis. (3) Constraint Analysis. (4) Volumetric Analysis. (5) Network Consumption Analysis.</p>	All outputs addressed with identified insights, and advice on developing further evidence and options.	31 Mar 24
004	Supply Market, Supply Chain & Supplier Analysis	<p>1. Identify through a 'desktop' study the supply market, supply chain and supplier analysis and recommendation of likely partners for the provision of services, categories and commodity groupings, providing market intelligence and insights.</p> <p>2. The monthly progress and final reports should include the following, but not limited to:</p> <p>a. Categories: (1) (REDACTED FOR SECURITY PURPOSES - OFFICIAL SENSITIVE)</p> <p>b. Services: (1) (REDACTED FOR SECURITY PURPOSES - OFFICIAL SENSITIVE)</p>	All outputs addressed with identified insights, and advice on developing further evidence and options.	31 Mar 24

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005	Scope Category and Services Lotting Options	<p>As part of the Final Report, provide insights for Lotting:</p> <ol style="list-style-type: none"> 1. Options 2. Evaluation 3. Recommendations 	All outputs addressed with identified insights, and advice on developing further evidence and options.	Draft by 4 Mar 24. Final Report by 22 Mar 24
006	Support Services for the FDSS Requirements capture	<p>Contracted via the Call-Off Requirements.</p> <p>The output should be delivered in the form of Flowcharts and written reports by (TBC) and as part of the Final Report:</p> <ol style="list-style-type: none"> 1. Requirement 'As Is' process capture – Existing contracted solutions 2. Requirements 'As Is' process capture – New Requirements 3. Requirements 'To Be' process 	TBC	TBC
007	Support to creation of URD/SRD/SOR/SOTR and creation of draft SOR	<p>Contracted via the Call-Off Requirements.</p> <p>The output written reports should be delivered by (TBC) and as part of the Final Report and should include the following:</p> <ol style="list-style-type: none"> 1. Support to the creation of URD/SRD 2. Produce the 'As Is' baseline SOR through the collation of existing SORs for currently contracted services and the creation of SOR equivalents for non-contracted services. 3. Produce the 'To Be' SOR/SOTR (one document name to be confirmed). 4. Support the circulation and revision of the SOR/SOTR to final version. 	TBC	TBC
008	Knowledge Transfer Material and Workshop	<p>The Contractor will also propose innovative ways of sharing knowledge with the MOD team and the deliverables will be written and produced as standalone documents that can be read and understood by new team members and civil servants as they join the team.</p> <p>Full-Day workshop held using accepted materials to the MOD home team in March 2024.</p>	Confirmation of understanding to be reviewed and accepted by the Authority's designated Project Manager	31 Mar 24

Annex C: Task Authorisation Form (TAF) Mechanism

The Contractor shall carry out additional tasks when authorised by a TAF at Part 1 to this Annex. The TAF procedure is as follows:

1. The Authority will issue the Contractor with a TAF Part 1 detailing the requirement and desired completion date.
2. Within no later than 5 business days (or as on a task by task basis formally agreed otherwise with the Authority) the Contractor shall provide the Authority with a completed TAF Part 2.
3. The Contractor shall engage with relevant stakeholders to determine the most likely course of action required to complete the requested work.
4. Pricing of tasks will be in accordance with the Project specific rate card at Annex D.
5. Within 5 business days of receipt of the TAF Part 2, the Authority will, following a review, issue a TAF Part 3 either authorising the Contractor to proceed or seek further clarification of the Contractor's quote.
6. Once authorised, the Contractor is responsible for liaising with all relevant stakeholders by the most appropriate means, and updating the progress report.
7. If the work cannot be completed by the 'Required Completion Date' stated in Part 1 of the TAF, the Contractor shall notify the Authority immediately with a full justification as to why the task cannot be completed and a revised completion date. The Authority shall then consider if the revised date requested is acceptable.

Once the Authority is content the work has been completed, they shall complete a TAF Part 4, and issue to the Contractor for them to invoice for the task.

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Task Authorisation Form (TAF) Part 1 – Request for Quotation

Contract Number:		TAF Number:	
From:		To:	
The contractor is required to submit a Firm quotation, exclusive of VAT, for the work as detailed in the Task Statement of requirement specified below. Work shall not commence until authorised by the Project Manager, Finance Officer and Commercial Officer			
Task Statement of Requirement			
Required Completion date		Date Submitted	
Name:	Post:	Signature:	
Contact Details:	Email:		
	Telephone:		

TAF Part 2 – Contractor Firm Quotation

Contract Number:		TAF Number:	
From:		To:	
Work Breakdown Structure for Task			
a. Labour (identifying all grades, with description of work and total number of hours / days for each)			

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Cost exclusive of VAT	£	
b. Subcontractor tasks (a full breakdown, with quotations attached as required)		
Cost exclusive of VAT	£	
Total Firm Price for this task (exclusive of VAT)	£	
The quotation should provide sufficient information so the Authority can assess Value for Money. This quotation should be submitted to the Authorities Commercial officer within 5 working days of receipt or by such time as agreed with the Commercial Officer on a case by case basis.		
Name:	Signature:	Date:

TAF Part 3 – Authority Task Authorisation

Contract Number:	TAF Number:
From:	To:

A. Project Manager

I certify that the costs quoted in the TAF Part 2 are commensurate with the work involved. I confirm that I have reviewed the Contract Finance/Spend Forecast, and there is sufficient finance on the Contract for this task and a requisition has been raised on CP&F for the price in PART 2.

Name:	Post:	Signature:	Date:
Requisition Number:			

B. Finance Officer

I am content that the task is in accordance with the approvals for the Contract, I have reviewed the Contract Spend Forecast, and I shall review the requisition raised by the Project Manager.

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Name:		Post:		Signature:		Date:	
VAT:		RAC:		Dept:		BLB:	

C. Commercial Officer

I am content with the breakdown of submitted prices and that the task is in accordance with Contract Terms and Conditions. I have checked the requisition and raised a purchase order on CP&F.

Name:		Post:		Signature:		Date:	
PO Number:							

D. To the Contractor

*Please proceed with the work to the total cost of £() as quoted in PART 2 of this Tasking Authorisation Form. All work to be completed by (Date)

*Please provide a revised time/cost quotation for this Task

*Please amend the proposal as detailed

*Please take no further action.

***Delete as appropriate**

TAF PART 4 – Customer Confirmation of Task Completion

Contract Number:	TAF Number:
From:	To:

I confirm on behalf of the Authority that the agreed work associated with the above task number has been completed and delivered in line with the Contract terms and conditions and statement of work, and has been ratified by the necessary stakeholders. Where applicable, the Contractor has provided evidence of work acceptance (e.g. Worksheets signed off by an appropriate stakeholder).

Name:		Post:		Signature:		Date:	
					CP&F Receipt No:		

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Annex D – Rate Card Day Rates for Call Off Activity

Rate card provided is specifically and solely for use within this contract

(REDACTED FOR SECURITY PURPOSES - OFFICIAL SENSITIVE)

Annex E – Government Furnished Assets (GFA)

<u>Item Number</u>	<u>Description</u>	<u>Type of Asset</u>	<u>Quantity</u>	<u>Date of supply and return</u>	<u>Additional Relevant Information</u>
1	MODNET Laptops.	Asset	3	Contract Award until Contract Closure.	(REDACTED FOR SECURITY PURPOSES - OFFICIAL SENSITIVE)
2					



Ministry of Defence
 Ministry of Defence
 Defence Support
 MOD Abbey Wood
 BRISTOL
 BS34 8JH

Ref: FDSS Concept SAL

Skype [MOD]: (REDACTED FOR SECURITY PURPOSES - OFFICIAL SENSITIVE)
 Mobile [MOD]: (REDACTED FOR SECURITY PURPOSES - OFFICIAL SENSITIVE)
 E-mail: (REDACTED FOR SECURITY PURPOSES - OFFICIAL SENSITIVE)

Service suppliers to CCS
 Framework
 Agreement
 707512450

Date 6/7/2023

Dear Sir

SECURITY ASPECTS LETTER FOR TENDERS TO UK CONTRACTORS
PROJECT TITLE – Future Defence Support Services (FDSS) Concept
PROJECT NUMBER – SpTx 22 23 019

1. On behalf of the Secretary of State for Defence, I hereby give you notice that any sketch, plan, model, article, note or document, or information connected with or arising out of the above-mentioned Invitation to Tender, is subject to the provisions of the Official Secrets Acts (OSA) 1911-1989.
2. In the event of a contract being placed with you, please note there is an overarching 'need to know'; 'not to share' project information without there being an acknowledged business need even if there is no explicit Protective Marking. The enclosed Security Condition outlines the minimum measures required to safeguard OFFICIAL-SENSITIVE assets and information. The following aspects would constitute 'OFFICIAL' and 'OFFICIAL-SENSITIVE' for the purpose of the DEFCON 660 Security Clause included in the contract.

ASPECTS	CLASSIFICATION
Existence of FDSS Supporting Deliverables - Strategy & Reporting	OFFICIAL
Business Card level details (eg names, roles, business e-mail, telephone numbers etc)	OFFICIAL

ASPECTS	CLASSIFICATION
Project plans, designs, progress reports, agendas, minutes of meetings, general client correspondence, high-level designs, technical overviews etc that are part of the contracted project documentation	OFFICIAL
Structured data relating to industry provider costs	OFFICIAL-SENSITIVE-COMMERCIAL
Content relating to contractor performance	OFFICIAL-SENSITIVE-COMMERCIAL

3. The requirements, which outline the principal measures required to safeguard OFFICIAL and OFFICIAL-SENSITIVE information, is attached for your compliance.
4. In line with DEFCON 658 (Cyber), this project has been allocated a Very Low Cyber Risk Profile and it is incumbent upon you to ensure that any MOD Identifiable Information is appropriately protected.
5. DEFCON 76 provisions, relating to Contractors on Defence sites, must also be met and are required for working on site.
6. Will you please confirm that measures can and will be taken as necessary to safeguard the protective aspects referred to above.

Yours faithfully,

(REDACTED FOR SECURITY PURPOSES - OFFICIAL SENSITIVE)
FDSS TL

Copies to:

Annex G - Key Personnel

Key Supplier Personnel	Key Role(s)	Duration
(REDACTED FOR SECURITY PURPOSES - OFFICIAL SENSITIVE)		

Ministry of Defence

GOVERNMENT FURNISHED INFORMATION

<p>1. <u>ITT/Contract Number</u></p> <p>708352450</p>	<p>2. <u>GFI Number</u></p>	<p>3. <u>Contract Delivery Date</u></p> <p>From contract start 24 Jul to 31 Mar 24 in accordance with Project Schedule.</p>
<p>4. <u>Equipment/Equipment Subsystem Description</u></p> <p>MOD/MODNET laptops</p>		<p>5. <u>Description of Deliverable Information</u></p> <p>Access to MOD Outlook email system, Team Outlook diaries, MOD Ref material at OFFICIAL_SENSITIVE.</p>
<p>6. <u>Purpose for which information is required</u></p> <p>Facilitate seamless access to and passage of essential OS information related to delivering Contracted outputs. Enable collaborative working across MOD Teams environment.</p>	<p>7. <u>Special Requirements/Comments</u></p> <p>Nil</p>	
<p>8. <u>Update/Further Submission Requirements</u></p> <p>Updates to information will be on a daily basis – hence the required access to MOD Laptops and mod addresses.</p>		
<p>9. <u>Medium of Delivery</u></p> <p>Email on MODNET Laptops and access to shared SharePoint folders</p>	<p>10. <u>Number of Copies</u></p> <p>Five</p>	