

## Serapis Tasking Form

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

<b>To:</b>	Lot 5 Newman & Spurr 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: LOT 5 DSTL/AGR/SERAPIS/SSE/01			
<b>VERSION CONTROL</b>			
1.0			
<b>REQUIREMENT</b>			
<b>Proposal Required by:</b>	07/10/2022	<b>Task ID Number:</b>	SSEAIU51
<b>The Authority Project Manager:</b>	Redacted under FOIA exemption [REDACTED] Redacted under FOIA exemption	<b>The Authority Technical Point of Contact:</b>	Redacted under FOIA exemption [REDACTED] [REDACTED]
<b>Task Title:</b>	Test & Evaluation Transformation		
<b>Required Start Date:</b>	17/10/2022	<b>Required End Date:</b>	30/09/2023
<b>Requisition No:</b>	RQ0000016538	<b>Budget Range</b>	Up to £2.2m – FY22/23 Up to £2.0m – FY23/24 (TBC)
<b>TASK DESCRIPTION AND SPECIFICATION</b>			
<b>Serapis Framework Lot</b>	<input type="checkbox"/> Lot 1: Collect <input type="checkbox"/> Lot 2: Space systems <input type="checkbox"/> Lot 3: Decide <input type="checkbox"/> Lot 4: Assured information infrastructure <input checked="" type="checkbox"/> Lot 5: Synthetic environment and simulation <input type="checkbox"/> Lot 6: Understand		
<b>Statement of Requirements (SOR)</b>  <p>Defence Test and Evaluation (T&amp;E) is a critical enabler to modernising our operational capabilities. The next generation of military capability will rely on information flows, embedding intelligent technologies, and systems with greater interconnectivity.</p> <p>Our current T&amp;E systems &amp; capabilities have served us well, however, they are a product of the industrial-age. As Defence-wide solutions mature the next generation of T&amp;E capability will need to have the standards, techniques, facilities and SQEP that are fit for the information-age.</p> <p>The Authority wishes SERAPIS to support research in transforming T&amp;E to meet the challenges of the future. The topics for inclusion in this task cover Data requirements and Synthetic Environments approach for T&amp;E. The requirements for these aspects are described below:</p>			

## **1. T&E Data Requirement Assessment**

### **Requirement:**

To investigate the data connectivity requirements for MOD Test and Evaluation (T&E). This is to provide a clear understanding of the requirements for T&E: connectivity and networking between T&E sites, storage and enhanced analysis. This task is linked to the Synthetic Environments approach task.

### **Connectivity Investigation**

In order to establish the future networking / connectivity capability and how to achieve it will be necessary to determine the following:

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### **Data storage Investigation**

In order to establish the future data storage capability for T&E it will be necessary to determine the following:

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### **Data Analysis Investigation**

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It is acknowledged that data analysis in T&E can be inefficient and rely on manual processes, with poor use and re-use of data, therefore benefits may include more efficient analysis but also more effective analysis, doing more with the data collected and gaining richer insight.

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The following are expected outputs:

Reports and presentations will:

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The following Contract/Task Management activities are expected but not limited to:

- Start-up/kick off meeting (In September)
- Monthly progress reports thereafter
- Monthly Progress Meetings between industry, with DSTL present
- Wash-up and lessons learnt

GFX:

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Deliverables:

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## Requirement:

### Primary investigation

Owing to both the complexity and the Authority requirements, it is highly desirable that this work is conducted by a conglomerate of companies, including multiple Defence primes, with a recognised 'independent' in the lead role. They may be the technical lead, or a 'technical partner' to help ensure the approach does not unfairly favour or disadvantage some organisations over others.

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**The following Contract/Task Management activities are expected but not limited to:**

- Start-up/kick off meeting (In October)
- Monthly progress reports thereafter (copy of report sent to SERAPIS PMO)
- Monthly Progress Meetings between industry, with DSTL present
- Wash-up and lessons learnt

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**Collaboration with other studies:**

It is likely aspects of the work, primarily investigating what capabilities already exist, are also being investigated within other studies under SERAPIS or other frameworks (such as ASTRID or Future Labs). It is encouraged such frameworks and studies are approached to identify any potential duplication and information is shared between such studies where appropriate.

Secondly, where it is evident this work compliments others, quick and simple opportunities should be explored to allow the outputs of this study to be readily incorporated with others (such as same use of terminology and definitions, similar reporting templates etc.).

**GFX:**

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**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 [NIPPY](#) 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. 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	
<p>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).</p> <p>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.</p>	

**DELIVERABLES**

ID	Title	Due (T0+ Weeks)	Format	TRL	Classification	Information Required	DEFCON
D1	Project KO Meeting	T0+1	Meeting & Presentation (.pptx)	N/A	O-S	Project Kick Off information.	703
D2	Evidence Collation Framework and Work Plan for Increment 1	T0+3	Spreadsheet (.xls)	N/A	O-S	Redacted under FOIA exemption	703
D3	Interim Findings covering Data and SE strands	T0+9	Report (TBD)	N/A	O-S	Report detailing the work conducted to date (Oct-Dec) as part of 'evidence gathering activities' by <span style="background-color: black; color: black;">Redacted under FOI</span>	703

						Redacted under FOIA exemption	
D4	Work Plan for Increment 2	T0+10	Spreadsheet (.xls)	N/A	O-S	Initial work plan for increment 2 based on the evidence products required and to be conducted by industry and the interim findings and progress from Increment 1. Likely to take the form of a sprint plan or similar.	703
D5	Delivery Progress Report	T+16	Report (*.doc)	N/A	O-S	Increment 2 progress against plan towards delivery.	703
D6	Redacted under FOIA exemption	T0+22	Report (*.doc) & Summary (*.ppt)	N/A	O-S	Report Redacted under FOIA exemption	703
D7	Redacted under FOIA exemption	T0+22	Report (*.doc) & Summary (*.ppt)	N/A	O-S	Report Redacted under FOIA exemption	703

<b>D8</b>	Single Recommended Industry Approach for Federated SE for T&E	T0+22	Report (*.doc) & Summary (*.ppt)	N/A	O-S	Report <small>Redacted under FOIA</small>	<b>703</b>
<b>D9</b>	Weather-as-a-Service Report	T0+22	Report (*.doc) & Summary (*.ppt)	N/A	O-S	Report <small>Redacted under FOIA exemption</small>	<b>703</b>
<b>D10</b>	Terrain-as-a-Service Report	T0+22	Report (*.doc) & Summary (*.ppt)	N/A	O-S	<small>Redacted under FOIA exemption</small>	<b>703</b>

						Increment 1 and Increment 2 plans.	
D11	Phase 2 Materiel (Optional)	T0+21	Materiel (HW, SW, Licenses)	N/A	O-S	Redacted under FOIA exemption	703
D12	Phase 2 ROM Proposal	T0+21	Report (*.doc) & Summary (*.ppt)	N/A	O-S	ROM Proposal for Phase 2 activities. Drawn from deliverables D5 to D9.	703
D13	Final Task Report	T0+23	Report (*.doc) & Summary (*.ppt)	N/A	O-S	Final overarching report describing the SSE 51 task, what it achieved, how it was conducted, key findings, recommendations and deliverables, and how to use the deliverables.	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>

1010/002/2019/003	Future Defence Simulation Network Capability Investigation Final Report Parts 1 & 2	OFFICIAL-SENSITIVE	Report	01/10/2022	Dstl	30/04/2023	N/A
N/A	Redacted under FOIA exemption	UK SECRET	Redacted under FOIA exemption	01/10/2022	Dstl	30/04/2023	N/A
N/A	Redacted under FOIA exemption	OFFICIAL-SENSITIVE	Redacted under FOIA exemption	TBC	Dstl	TBC	N/A
N/A	Synthetic Test Bench (TBC)	OFFICIAL	Hardware	TBD	Dstl	TBC	N/A
N/A	Reports on work previously conducted for MOD during FY21/22 (TBC)	OFFICIAL-SENSITIVE	Reports	TBD	Dstl	TBC	N/A

#### 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

OFFICIAL ☒ OFFICIAL-SENSITIVE ☐ SECRET ☐ TOP SECRET ☐ STRAP ☐ SAP ☐

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

OFFICIAL ☐ OFFICIAL-SENSITIVE ☐ SECRET ☒ TOP SECRET ☐ STRAP ☐ SAP ☐

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

OFFICIAL ☐ OFFICIAL-SENSITIVE ☐ SECRET ☒ TOP SECRET ☐ STRAP ☐ SAP ☐

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

Yes ☒ No ☐

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

Cyber Risk Level	Low
Risk Assessment Reference	RAR-478943898

**ADDITIONAL TERMS AND CONDITIONS APPLICABLE TO THIS CONTRACT** Owing to competing the LTPA contract when it comes for renewal later this decade, to protect the interest of both MOD and QQ, QQ cannot be a lead for this work, however their involvement would still be welcomed.

Please ensure all completed forms are copied to [DSTLSERAPIS@dstl.gov.uk](mailto:DSTLSERAPIS@dstl.gov.uk) when sending to the Lot Lead.

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

<b>To:</b> The Authority		<b>From:</b> The Lot Lead	
<b>Proposal Reference</b> <u>QTSL-820-1986</u> <b>(attached)</b>			
<p>This proposal SSE 51 'T&amp;E Transformation' (Ref: QTSL-820-1986) details QinetiQ Training &amp; Simulation Ltd (QTSL) response to this requirement to deliver industry support. It adopts an agile approach to task conduct based around the concept of planning, increments and underpinning evidence generation activities to address the Dstl requirement (which addresses the longer term requirement and aspiration).</p> <p>Developed as a discovery phase, and in agreement with Dstl, it does not aim to solve all these requirements in this SSE 51 task (a.k.a. 'Phase 1 – Discovery'), but to consider and set out approaches that can be implemented to achieve this in future phases.</p> <p>Hence it has been developed with consideration of a longer-term view for continued exploitation in potential future phases beyond and contains the following:</p> <ul style="list-style-type: none"> <li>• Introduction</li> <li>• Understanding the Requirement</li> <li>• Approach</li> <li>• Management, Governance, Reporting &amp; Teaming</li> <li>• Tasks, Schedule, Deliverables and Milestones</li> <li>• Security, Intellectual Property, and Col Management</li> <li>• GFX, Risks, Assumptions, and Dependencies</li> <li>• Exploitation</li> <li>• Skills, Experience &amp; Qualifications</li> <li>• Options</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>	£4,200,000.00 of which  Firm Price: £2,199,994.29 Option Indicative Cost: 2,000,000		(ex VAT)
<b>Start Date:</b>		<b>End Date:</b>	
<b>Lot Leads Representative</b>	<b>Name</b>	Redacted under FOIA exemption	
	<b>Tel</b>	Redacted under FOIA exemption	

	Email	Redacted under FOIA exemption
	Date	17 Oct 2022
Position in Company	Commercial Manager	
Signature	Redacted under FOIA exemption	



## Core Work – Breakdown

## Lot Lead Rates for Task Management Services (TMS)

Please insert/delete rows as necessary

Team Member Name	Role	Activity Type	Rate (£)	Total Hours	LMS recovery per role per hour (‘d’ element)	Total LMS recovery due (£) (‘d’ x total hours)	Total TMS Cost (£) (Rate x total hours)
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Total				Redacted under		Redacted under FOIA exempt	206,958.98

## Lot Lead Rates for Self-Delivery (only complete if applicable – otherwise delete table)

Please insert/delete rows as necessary

Team Member Name	Role	Activity Type	Rate (£)	Total Hours	LMS recovery per role per hour (‘d’ element)	Total LMS recovery due (£) (‘d’ x total hours)	Total Self Delivery Cost (£) (Rate x total hours)
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Redacted under FOIA exemption							

Redacted under FOIA exemption							
	Choose an item.	Choose an item.					
<b>Total</b>				Redacted under		Redacted under FOIA exem	310,385.30

### Work Delivered by Sub-Contractor(s)

We recognise that suppliers may fit into multiple categories, please choose the drop down that categorises the supplier by the definition that is lowest on the list (i.e. a Defence Supplier Academic would be treated as an Academic).

*Please insert/delete rows as necessary*

Name of Sub-Contractor	Supplier Type	Activity Description	Rate (£)	Total Hours	Total Cost (£)
Suppliers (Task 2 Data)	Choose an item.	Task Delivery			895,000.00
Suppliers (Task 3 SE)	Choose an item.	Task Delivery			580,720.00
Supplier Tasking	Choose an item.	Task Delivery			200,000.00
	Choose an item.				
	Choose an item.				
<b>Total</b>					1,675,720.00

### Travel, Subsistence, Materials & Equipment

*Please insert/delete rows as necessary*

Supplier Name	Spend Type	Description / Rationale	Unit Cost (£)	Qty	Total Cost (£)
Workshops	Other	Increment Planning Workshops	990.00	2	1,980.00
Workshops	Other	Task Workshops	1,650.00	3	4,950.00
<b>Total</b>					6,930.00

## Core Work – Milestone breakdown costs

### Proposed Milestones Payments

Your TMS bid costs shall be included in milestone 1.

The final Milestone must reflect the actual cost of the deliverable, and be greater than 20% of the Task value, unless otherwise agreed with your Commercial POC

Please duplicate the template per milestone table format below as necessary, and rename milestone number accordingly.

Milestone M1						
Description	TMS cost (£)	Self-Delivery cost (£)	Sub-contractor cost (£)	Total milestone cost (£)	Milestone due date	DEFCON
SSE51 –D2	20,695.90	31,038.53	167,572.00	219,999.43	11/11/2022	703
Travel/Subsistence				693.00		
Materials/Equipment						
Milestone LMS recovery (£)	22,539.90					

Milestone M2						
Description	TMS cost (£)	Self-Delivery cost (£)	Sub-contractor cost (£)	Total milestone cost (£)	Milestone due date	DEFCON
SSE51 –D3	41,391.80	62,077.06	335,144.00	439,998.86	23/12/2022	703
Travel/Subsistence				1,386		
Materials/Equipment						
Milestone LMS recovery (£)	25,479.39					

Milestone M3						
Description	TMS cost (£)	Self-Delivery cost (£)	Sub-contractor cost (£)	Total milestone cost (£)	Milestone due date	DEFCON
SSE51 – D5	41,391.80	62,077.06	335,144.00	439,998.86	10/02/2023	703
Travel/Subsistence				1,386.00		
Materials/Equipment						
Milestone LMS recovery (£)	25,479.39					

Milestone M4						
Description	TMS cost (£)	Self-Delivery cost (£)	Sub-contractor cost (£)	Total milestone cost (£)	Milestone due date	DEFCON
SSE51 – D12	62,087.69	93,115.59	502,716.00	659,998.28	10/03/2023	703
Travel/Subsistence				2,079.00		
Materials/Equipment						
Milestone LMS recovery (£)	28,418.88					

Milestone M5						
Description	TMS cost (£)	Self-Delivery cost (£)	Sub-contractor cost (£)	Total milestone cost (£)	Milestone due date	DEFCON
SSE51 – D13	41,391.80	62,077.06	335,144.00	439,998.86	31/03/2023	703
Travel/Subsistence				1,386.00		
Materials/Equipment						
Milestone LMS recovery (£)	25,479.39					

## Options – Summary

### Options Breakdown

Full breakdowns will be requested upon invoking through the Serapis Contract Amendment Form. (If you do not currently know the full options breakdown, please include what you do know and rough order of magnitude costs.)

The following breakdown is indicative and includes the self-delivery costs for technical management of the optional phase. The proportion of self-delivery may increase should QTSL deliver additional tasks defined and proposed within the output of phase 1.

Ref No.	Description	TMS cost (£)	Self-Delivery cost (£)	Sub-contractor cost (£)	T&S, Material & Equip Cost (£)	Pricing	Start date	End date
1	FY23 Self delivery	200,000	385,000			ROM	Apr23	Mar24
2	FY23 (Supplier delivery)			1,415,000		ROM	Apr23	Mar24
3						Choose an item.		
4						Choose an item.		
5						Choose an item.		

*Please Note: Task Option authorisation is to be issued by the Authority's Commercial Officer through a completed Contract Amendment Form and approved purchase order. No work is to be carried out prior to both of these being issued.*

## Tasking Form Part 3:

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

<b>1. Acceptance of Contract:</b>		
<b>Authority's Commercial Officer</b>	<b>Name</b>	Redacted under FOIA exemption
	<b>Tel</b>	Redacted under FOIA exemption
	<b>Email</b>	Redacted under FOIA exemption
	<b>Date</b>	21 <sup>st</sup> October 2022
<b>Requisition Number</b>		RQ0000016538
<b>Contractor's Proposal Number</b>		QTSL-820-1986
<b>Purchase Order Number</b>		DSTL0000009087
<b>Signature</b>		Redacted under FOIA exemption

*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.*