

OPERATIONAL SUPPORT PROGRAMMES

OSP0015 SAFETY AND ENVIRONMENTAL SUPPORT CONTRACT

0

TASKING FORM AND PROCESS

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Instructions for Completion

TPF Pt1 - For completion by OSP

Please populate all purple cells, as a minimum, to request a quotation. Due to arrival of CP&F, a third Project approval is required within CP&F. Please ensure you have allocated this Project Manager accordingly.

Signatures required - Project, Safety (if appropriate), QA (if appropriate) & PgMO Comrcl.

CDR - For completion by OSP

To be completed by Task Raiser with TPF Part 1 for all contract deliverables (e.g. reports).

TPF Pt2 - For completion by the Contractor

Please complete fully in order to submit a proposal.

Signatures required - Contractor.

Timeframes - Submit to Authority within 10 working days of receipt of TPF Pt1.

TPF Pt3a - For Completion by OSP

Please complete once BC approval has been sought for cost of task & you would like to proceed with work.

Signatures required - Project, Finance & PgMO Comrcl.

Timeframes - Submit to Contractor within 30 working days of receipt of TPF Pt2.

TPF Pt3b - For Completion by OSP

Please complete if you would like to request a re-quote or if you no longer require the work.

Signatures required - Project & PgMO Comrcl.

Timeframes - Submit to Contractor within 30 working days of receipt of TPF Pt2.

TPF Pt4 - For Completion by Contractor

Please complete once task has been delivered and payment is due.

Signatures required - Contractor & Project.

Timeframes - Payment due within 30 working days of Project signature, this includes three way match signature for receipting payment on CP&F.

Change Form - For Completion by Contractor

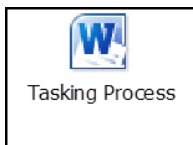
Please complete if there are any changes to the original SoW agreed via signature of the TPF Pt3.

Signatures required - Contractor, Project, Finance (if change to cost) & PgMO Comrcl.

Printing Instructions

When printing TPFs, go to: 'File', 'Print', Select last drop down menu, 'Fit All Columns Onto One Page'.

Click Icon Below for Further Information on the Tasking Process:



Document
GSC:

Part 1 - Request for Quotation

1	To:		From:		
	Atkins Ltd The Hub 500 Park Avenue Aztec West Almondsbury Bristol BS32 4RZ		Operational Support Programmes Team: <OIP/OSVP/PMVP/PgMO> Spruce 2b #1309 MOD Abbey Wood South Bristol BS34 8NX Email:@mod.uk		
2	Task No:		Task Raiser:	<Platform/Project Mgr>	
	Doc Version No:		WP:		
	Task Title:				
	Platform:				
	Security Classification:				
	ITAR				
	Details of Controlled Info:				
3	The Contractor is requested to provide a Firm Price Quotation for the work detailed below:				
	A. Description and Scope of Task:				
	To be completed for testing only	Responsibility for operating platform during testing:			
		Responsibility for maintaining platform during testing:			
Is the Contractor responsible for collection/delivery?		<Insert collection/delivery address here>			
B. Fuelling Requirements:					
Avtur F-34 fuel will be used during the testing (in accordance with JSP 886) <u>unless alternative fuel is specified here.</u>					
C. Supporting Evidence - copies of the following are attached (please select from drop downs):					

	D. Output Required (Please specify deliverables/outputs):																		
	E. Acceptance Criteria:																		
	F. Target Date for Completion of Work:																		
	G. GFA Requirements:																		
	<i>If Contractor is required to operate and/or maintain vehicle during testing, relevant AESP, Safety & Environmental GFI must be provided.</i>																		
	<i>If the vehicles to be tested are not owned by MOD ensure responsibilities and liabilities are agreed between MOD, the Contractor and the vehicle owner(s) before the tasking is authorised. See paragraph 6.2 of the contract.</i>																		
	<table border="1"> <thead> <tr> <th>No</th> <th>Description</th> <th>Due Date</th> </tr> </thead> <tbody> <tr><td>1</td><td></td><td></td></tr> <tr><td>2</td><td></td><td></td></tr> <tr><td>3</td><td></td><td></td></tr> <tr><td>4</td><td></td><td></td></tr> <tr><td>5</td><td></td><td></td></tr> </tbody> </table>	No	Description	Due Date	1			2			3			4			5		
No	Description	Due Date																	
1																			
2																			
3																			
4																			
5																			
	H. Security Aspect Letter (SAL):																		
	<i>The Task Raiser must attach Security Aspect Letter iaw. JSP 440 for classification OFFICIAL SENSITIVE and above.</i>																		
	I. Additional Quality Assurance & Technical Standards Applicable to this Task:																		
4	<table border="1"> <tr> <td>Progress Meetings Required?</td> <td></td> <td><If yes, enter frequency, format, location etc. here></td> </tr> <tr> <td>Progress Reports Required?</td> <td></td> <td><If yes, enter frequency, format, location etc. here></td> </tr> </table>	Progress Meetings Required?		<If yes, enter frequency, format, location etc. here>	Progress Reports Required?		<If yes, enter frequency, format, location etc. here>												
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5	<table border="1"> <tr> <td>Date:</td> <td>- ▲ ▲ - _____</td> </tr> </table>	Date:	- ▲ ▲ - _____																
Date:	- ▲ ▲ - _____																		
6	The Authority authorises the Contractor to complete Part 2 (Firm Price Quotation):																		
	Project	Name:.....	Signed:.....	Role:.....	Date:.....														
	PgMO Comrcl	Name:.....	Signed:.....	Role:.....	Date:.....														
	QA	Name:.....	Signed:.....	Role:.....	Date:.....														
	SE	Name:.....	Signed:.....	Role:.....	Date:.....														

Tasking Number: OSP/0015/___ Task Name: ___

DEFFORM 315 - Contract Data Requirement

1. Contract No	2. CDR Number	3. Data Category	4. Delivery Date of Report
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OSP/0015	0	E.g.: In-Service Support Trialling	
5. Equipment/Equipment Subsystem Description		6. General Description of Data Deliverable & Any Applicable Standard	
7. Purpose for which data is required		8. Intellectual Property Rights	
Verification of tender evaluations Investigation/resolution of in-service issues		a. Applicable DEFCONs DEFCON 703	
		Insert other applicable DEFCONs here	
		b. Special IP Conditions	
9. Update/Further Submission Requirements			
10. Medium of Delivery		11. Number of Copies	

Tasking Number: OSP/0015/___ Task Name: ___

Part 2 - Firm Price Quotation

1	To:		From:		
	Operational Support Programmes Team: <OIP/OSVP/PMVP/PgMO> Spruce 2b #1309 MOD Abbey Wood South Bristol BS34 8NX Email:@mod.uk		Atkins Ltd The Hub 500 Park Avenue Aztec West Almondsbury Bristol BS32 4RZ		
2	Task No:	0	Doc Version No:		
3	Proposed Start Date:		Proposed Completion Date:		Duration (working days): 0
4	Cost:				
	Labour				
	<u>Task Descriptor</u>	<u>Grade</u>	<u>Hours</u>	<u>Rate</u>	<u>Total Price</u>
				SELECT GRADE	0
				SELECT GRADE	0
				SELECT GRADE	0
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				SELECT GRADE	0
				SELECT GRADE	0
				SELECT GRADE	0
				SELECT GRADE	0
				SELECT GRADE	0
	Labour Sub-Total:				£
Facilities					
<u>Facility</u>		<u>Hours</u>	<u>Rate</u>	<u>Total Price</u>	
				£ -	
				£ -	
				£ -	
				£ -	
				£ -	
				£ -	
Facilities Sub-Total:				£	-
Consumables/Reusables					
<u>Item</u>	<u>Consumable/Reusable</u>	<u>Unit</u>	<u>No of Units</u>	<u>Rate</u>	<u>Total Price</u>
					£ -
					£ -

					-
					£
					-
					£
					-
					£
					-
Consumables/Reusables Sub-Total:					£
					-
Travel & Subsistence					
<u>Item</u>		<u>No of People</u>	<u>Rate (pp)</u>	<u>Total Price</u>	
				£	
				-	
				£	
				-	
				£	
				-	
				£	
				-	
				£	
				-	
Travel & Subsistence Sub-Total:					£
					-
Bought Out Items (Inclusive of 7% margin) (Please attach Sub-Contractor's quotation)					
<u>Item</u>					<u>Total Price</u>
Bought Out Items Sub-Total:					£
					-
TOTAL FIRM PRICE (EX VAT)					£
					-
5	Outline of Work to be Completed:				
	Please outline here how the work will be completed to fulfil the scope of the task, along with a schedule. If required, attach as an annex and add onto section 8 below.				
6	Sub-Contractors:				
	Please list below the names and addresses of all Sub-Contractors who will be undertaking work within this task.				
	<u>Name</u>		<u>Address</u>		
7	GFA Requirements:				
	Please list any GFA that is required to complete task if not specified in TPF Pt1.				
	<u>No</u>	<u>Description</u>			<u>Due Date</u>

8	Please list below any documents that are annexed to this tasking form:		
	<u>Annex</u>	<u>Name</u>	<u>Brief Description</u>
9	Effect on Capability Performance:		
10	Risks and Risk Management:		
	Describe and quantify (e.g. HIGH, MEDIUM, LOW) any foreseeable risks either technical, commercial, financial, programme or otherwise that could affect cost, deliveries, installation etc. and how these will be managed.		
	<u>Risk Description</u>	<u>H/M/L</u>	<u>Mitigation</u>
11	<p>A quotation is provided in Section 4 above on the basis of current programme planning.</p> <p>I can confirm that where applicable, an acknowledgment of the Security Aspects Letter (SAL) and a copy of the appropriate Technical Assistance Agreement (TAA)/Re-transfer Agreement are attached to this quotation.</p> <p>The resources defined in Section 4 are available for the period shown without conflict with existing commitments and your Task can be undertaken. This is a Firm Price.</p>		
	Signed:.....	Name:.....	Date:.....

Tasking Number: OSP/0015/___ Task Name: ___



Part 3a - Customer Authorisation

1	To:				From:							
	Atkins Ltd The Hub 500 Park Avenue Aztec West Almondsbury Bristol BS32 4RZ				Operational Support Programmes Team: <OIP/OSVP/PMVP/PgMO> Spruce 2b #1309 MOD Abbey Wood South Bristol BS34 8NX Email:@mod.uk							
2	Task No:		0									
3	To be completed by the Task Raiser:											
	a. I can confirm that:											
	i. The man hours effort, material and Sub-Contractor costs detailed within the Contractor quotation as at TPF Part 2 are commensurate with the work involved.											
	ii. All GFA required in support of this task, as detailed at section G of TPF Part 1 will be made available to the Contractor within the required timescales.											
	iii. The Target date for completion of the task is acceptable.											
	iv. A business case reference..... has been approved.											
	b. I can confirm that the above task number has been authorised.											
	Sign ed:	Na me:	Ro le:	Date:				
	To be completed by PT Finance:											
	I am content funding is available for this task and that it is within the Limit of Liability on the contract.											
Sign ed:	Na me:	Ro le:	Date:					
MG:	BL B:	UIN :	RA C:	LP C:	VA T:	
To be completed by PgMO Commercial:												
I can confirm that:												
i. Task <Insert Task no TPF Pt1> has been approved at a Firm Price of £.....												
Payment on satisfactory completion of all work in accordance with the agreed acceptance criteria detailed at TPF Part 1 section 3E.												
Sign ed:	Na me:	Ro le:	Date:					
4	Please confirm receipt of this Task Authorisation and proceed with performance of the Task.											

Tasking Number: OSP/0015/___ Task Name: ___

Part 3b - Customer Rejection

1	To:	From:
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Atkins Ltd The Hub 500 Park Avenue Aztec West Almondsbury Bristol BS32 4RZ		Operational Support Programmes Team: <OIP/OSVP/PMVP/PgMO> Spruce 2b #1309 MOD Abbey Wood South Bristol BS34 8NX Email:@mod.uk						
2	Task No:	0						
	To be completed by the Task Raiser:							
	a. I can confirm that: i. The quotation provided by the Contractor has been rejected for the following reasons: <Please Populate with justification of rejection>							
	Action Req'd:							
3	Signed :	Name:	Role:	Date:
	To be completed by PgMO Commercial:							
	I can confirm that: i. You are required to submit a re-drafted TPF Pt2 in line with the comments above. ii. The new quote should be received within ten working days from the date of PgMO Comrcl signature.							
	Signed :	Name:	Role:	Date:

Tasking Number: OSP/0015/___ Task Name: ___

Part 4 - Task Acceptance & Closure Form

1	To:	From:
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Operational Support Programmes Team: <OIP/OSVP/PMVP/PgMO> Spruce 2b #1309 MOD Abbey Wood South Bristol BS34 8NX Email:@mod.uk		Atkins Ltd The Hub 500 Park Avenue Aztec West Almondsbury Bristol BS32 4RZ	
2	Doc Version No:		Task No: 0
To be completed by the Contractor:			
	<u>No.</u>	<u>Acceptance Criteria</u>	<u>Criteria Compliance Offered</u>
			<u>Evidence Supplied (Y/N)</u>
Please list any changes to key documents as part of task:			
3	<u>Document Title</u>	<u>Description of Change</u>	<u>Updated Version</u>
			<u>Date Update</u>
	TOTAL FIRM PRICE (EX VAT)	£	
I can confirm that Task <Insert Task no TPF Pt1> is completed in its totality.			
4	Signed:	Name :	Role: Date:
To be completed by the Task Raiser:			
5	I am content Task <Insert Task no TPF Pt1> is complete and can be closed down. I can confirm that all deliverables have been received, that all payments have been made and identified an appropriate person to receipt on CP&F, where appropriate, all GFE has been returned to the Authority.		
	Signed:	Name :	Role: Date:

Document GSC:

Change Authorisation Form

1	To:	From:
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Atkins Ltd The Hub 500 Park Avenue Aztec West Almondsbury Bristol BS32 4RZ		Operational Support Programmes Team: <OIP/OSVP/PMVP/PgMO> Spruce 2b #1309 MOD Abbey Wood South Bristol BS34 8NX Email:@mod.uk					
2	Task No: 0						
To be completed by the Contractor:							
A. Changes to Original Statement of Work: Please outline the following in the box below: i. Nature of change; ii. Instigator of change (Contract/Authority); iii. Reason for change; iv. Any changes to the agreed Acceptance Criteria in the TPF Pt1. If the change was instigated by the Authority, please attach evidence of agreement.							
B. The Revised Statement of Work: Please outline in the box below how the work will be completed to fulfil the scope of the task, along with a schedule and any additional GFA required. If required, attach as an annex.							
3	C. Implications to Agreed Timeframes: Please outline the following: in the box below: i. Increase/Decrease to number of days/weeks required; ii. Amended start date; iii. Amended end date; iv. Amended number of days/weeks.						
D. Impact on Firm Priced Quotation: Please outline in the box below the impact of the change on the Firm Priced Quotation in TPF Pt2. This should include a breakdown of the new price.							
	Signe d:		Nam e:		Rol e:		Dat e:
To be completed by OSP Project Manager:							
4	I can confirm that: i. The man hours effort, material and Sub-Contractor costs detailed within the Contractor quotation as at section 3 above are commensurate with the work involved. ii. All GFA required in support of this task, as detailed at section 3 above will be made available to the Contractor within the required timescales. iii. Further QA and/or Safety assurance has been sought where required. iv. The target date for completion of the task is acceptable. A business case reference.....has been raised for authorisation (if required).						

	I can confirm that the above task number has been authorised.							
	Signe d:	Nam e:	Rol e:	Dat e:
To be completed by PT Finance (Only if there is an increase in price):								
	I am content funding is available for this task and that it is within the Limit of Liability on the contract.							
5	Signe d:	Nam e:	Rol e:	Dat e:
To be completed by OSP PgMO Commercial:								
	I can confirm that:							
	ii. Task <Insert Task no TPF Pt1> has been approved at a revised Firm Price of £.....							
6	Payment on satisfactory completion of all work in accordance with the agreed Acceptance Criteria outlined in section 3A above or Section 3E of the TPF Pt1 if there has been no change.							
	Signe d:	Nam e:	Rol e:	Dat e:
7	Please confirm receipt of this Task Authorisation and proceed with performance of the Task.							