Serapis Tasking Form

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

To:	Lot 4 QinetiQ Plc	From:	The Authority

Any Task placed as a result of your quotation will be subject to the Terms and Conditions of Framework Agreement Number:
LOT 4 DSTL/AGR/SERAPIS/AII/01

VERSION CONTROL
V0.1

REQUIREMENT			
Proposal Required by:	ASAP	**Task ID Number:**	AII67
The Authority Project Manager:	[REDACTED UNDER FOIA EXEMPTION]	**The Authority Technical Point of Contact:**	[REDACTED UNDER FOIA EXEMPTION]
Task Title:	SME Support to UK StratCom – BQ2.1		
Required Start Date:	August 2021	**Required End Date:**	March 2021
Requisition No:	1000166603	**Budget Range**	£200k including TMS costs

TASK DESCRIPTION AND SPECIFICATION	
Serapis Framework Lot	☐ Lot 1: Collect ☐ Lot 2: Space systems ☐ Lot 3: Decide ☒ Lot 4: Assured information infrastructure ☐ Lot 5: Synthetic environment and simulation ☐ Lot 6: Understand

Statement of Requirements (SOR) Summary

This Statement of Requirements is for the provision of SME support to assist UK StratCom in the implementation of the latest baselined version of the IBSA code on a Fully Networked C3 (FNC3) experimentation platform, to enable Line of Effort owners to evaluate data centric requirements, standards, policies and ways of working.

Requirements

R1: SME support to UK StratCom in conducting DCS federation experimentation with the US through the MPE Operational Demonstration during exercise Bold Quest 21.2 Oct/Nov 21. The task includes:

- Initial integration of the IBSA Pre-Prod Environment (previously supplied to UK StratCom under Serapis AII46), with CIAV and SIXworks FNC3 experimentation platforms

- Risk reduction events in the run-up and to and during the MPE Operational Demonstration on Bold Quest 21.2.

A breakdown of the task together with UK StratComs estimated effort, is given below:

Date	Supported Activity	FTE/Hrs of Effort	Remote or On Site
5-9 Jul	Integration	40	CIAV, Defence Academy
12-16 Jul	Integration	40	SiXworks, Farnborough
2-6 Aug	RRE3 - Federation	40	CIAV, Defence Academy
23 Aug-3 Sep	RRE4 – Use Cases	20 20	SiXworks, Farnborough and CIAV, Defence Academy
25 Oct-5 Nov	MPE Op Demo	20 20	SiXworks, Farnborough and CIAV, Defence Academy
8-12 Nov	Report Writing	40	Remote
TBC	Risk	40	TBC

R2: Codebase Management (alignment of UK StratCom IBSA system with the Dstl research system)

Iterate and improve the UK StratCom baselined version of the IBSA code (formerly 'pre-production') and documentation based on prioritised functional upgrades as a result of feedback and lessons from, CWIX21, BoldQuest and Bold Quest Risk Reduction events. This will include: Software code updates, functional testing, packaging, deployment and testing of deployed software.

UK StratCom estimate of 27 days FTE: 2day/month from contract start to Mar 22.

R3: Ongoing DCS and PCN SME support to Dstl and UK StratCom from contract start to Mar 22:

	Effort from contract start to Mar 22	Total days FTE
DCS support to the UK National Lead	1 day/ month	9
PCN SME support to the UK National Lead	1 day/ month	9

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

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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 ☒	Vests ownership with the Authority
DEFCON 705 Full Rights ☐	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* ☐, 15* ☐, 16* ☐, 90* ☐, 91* ☐, 126* ☐	Generally only suitable for deliverables at TRL 6 and above.
BESPOKE IP Clause ☐ *	Details to be added and agreed by IP Group
* Do not use without IPG advice and approval	

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).

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.

DELIVERABLES

D1. Up to 280hrs FTE in support of IBSA/DCS system Integrated and Federated with CIAV Fully Networked C3 (FNC3) experimentation platform,

D2. Up to 280hrs FTE in support of IBSA/DCS SystemIntegrated and Federated with SiXworks Fully Networked C3 (FNC3) experimentation platform, ready to carry out DCS federation experimentation with the US through the MPE Operational Demonstration during exercise Bold Quest 21.2 Oct/Nov 21 (R1)

D3. SME for Code Base Manageent and Ongoing support of UK StratCom IBSA systems up to 27 days FTE (R2)

D4. Ongoing DCS and PCN SME support to Dstl and UK StratCom up to 18 days FTE (R3).

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

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	Very Low
Risk Assessment Referen	Ref: 694504416

ADDITIONAL TERMS AND CONDITIONS APPLICABLE TO THIS CONTRACT

Please ensure all completed forms are copied to DSTLSERAPIS@dstl.gov.uk when sending to the Lot Lead.

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

To:	The Authority	From:	The Lot Lead

PROPOSAL FOR SERAPIS
TASK AII67 – DCS Stratcom

Proposal Reference _____ **(attached)**

Delivery of the requirement:

The proposal shall include, but not be limited to:

- A full technical proposal that meets the individual activities that are detailed in Statement of Requirements (Part 1 to Tasking Form).
- Breakdown of individual Deliverables, with corresponding Intellectual Property rights applied.
- Breakdown of Interim Milestone Payments, with corresponding due dates.
- A work breakdown structure/project plan with key dates and deliverables identified.
- A list of required Government Furnished Assets from the Authority, including required delivery dates.
- A clear identification of Dependencies, Assumptions, Risks and Exclusions which underpin your Technical Proposal.
- Sub-Contractors Personnel Particulars Research Worker Form and security clearances (if applicable)

COMMERCIAL

As per the Serapis Limitation of Liability Discussion Paper Agreement, this task will fall under the band of a cap on liabilities of £500,000.

Any costs/support in relation to R2 is excluded in this Tasking Form.

PRICE BREAKDOWN

You are to use the costs detailed in Item 2 Table I 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.

An LoL budget of £200,000 (ex VAT) should be allocated to this task, in-line with the budget guidance provided in the tasking form. Spend against this budget will be agreed with Dstl as detailed above. Should the LoL allocation prove insufficient to cover all activities required, once a more detailed understanding is obtained, QinetiQ will work with Dstl and the suppliers to agree a revised scope/budget as appropriate.

Offer of Contract: *(to be completed and signed by the Contractor's Commercial or Contract Manager)*

Total Proposal Price in £	£200,000 LoL (see above for details)		(ex VAT)
Start Date:		**End Date:**	
Lot Leads Representative	Name	[REDACTED UNDER FOIA EXEMPTION]	
	Tel	[REDACTED UNDER FOIA EXEMPTION]	
	Email	[REDACTED UNDER FOIA EXEMPTION]	
	Date	12th August 2021	
Position in Company	Assistant 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)
	Choose an item.	Choose an item.					
	Choose an item.	Choose an item.					
	Choose an item.	Choose an item.					
	Choose an item.	Choose an item.					
	Choose an item.	Choose an item.					
		Total					

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)
	Choose an item.	Choose an item.					
	Choose an item.	Choose an item.					
	Choose an item.	Choose an item.					
	Choose an item.	Choose an item.					
	Choose an item.	Choose an item.					
		Total					

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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 (£)
	Choose an item.				
	Choose an item.				
	Choose an item.				
	Choose an item.				
	Choose an item.				
	Choose an item.				
				Total	

Travel, Subsistence, Materials & Equipment

Please insert/delete rows as necessary

Supplier Name	Spend Type	Description / Rationale	Unit Cost (£)	Qty	Total Cost (£)
	Choose an item.				
	Choose an item.				
	Choose an item.				
				Total	

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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 xx

Description	TMS cost (£)	Self-Delivery cost (£)	Sub-contractor cost (£)	Total milestone cost (£)	Milestone due date	DEFCON
EMR Delivery						
Travel/Subsistence						
Materials/Equipment						
Milestone LMS recovery (£)						

Milestone xx

Description	TMS cost (£)	Self-Delivery cost (£)	Sub-contractor cost (£)	Total milestone cost (£)	Milestone due date	DEFCON
EMR Delivery						
Travel/Subsistence						
Materials/Equipment						
Milestone LMS recovery (£)						

Milestone xx

Description	TMS cost (£)	Self-Delivery cost (£)	Sub-contractor cost (£)	Total milestone cost (£)	Milestone due date	DEFCON
EMR Delivery						
Travel/Subsistence						
Materials/Equipment						
Milestone LMS recovery (£)						

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Milestone xx						
Description	TMS cost (£)	Self-Delivery cost (£)	Sub-contractor cost (£)	Total milestone cost (£)	Milestone due date	DEFCON
EMR Delivery						
Travel/Subsistence						
Materials/Equipment						
Milestone LMS recovery (£)						

Milestone xx						
Description	TMS cost (£)	Self-Delivery cost (£)	Sub-contractor cost (£)	Total milestone cost (£)	Milestone due date	DEFCON
EMR Delivery						
Travel/Subsistence						
Materials/Equipment						
Milestone LMS recovery (£)						

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.)

Only complete if applicable – otherwise delete table.

Ref No.	Description	TMS cost (£)	Self-Delivery cost (£)	Sub-contractor cost (£)	T&S, Material & Equip Cost (£)	Pricing	Start date	End date
1						Choose an item.		
2						Choose an item.		
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.								

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Tasking Form Part 3:

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

1. Acceptance of Contract:			
Authority's Commercial Officer	Name		[REDACTED UNDER FOIA EXEMPTION]
	Tel		[REDACTED UNDER FOIA EXEMPTION]
	Email		[REDACTED UNDER FOIA EXEMPTION]
	Date		06/09/2021
Requisition Number			R1000166603
Contractor's Proposal Number			PROPOSAL FOR SERAPIS TASK AII67 – DCS Stratcom
Purchase Order Number			DSTLX-1000162472
Signature			[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.			

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