

ASTRID – TASKING FORM – Part A

Once complete please email the Tasking Form to:

- Official – ASTRID@baesystems.com.
- Official Sensitive – ASTRID@baesystems.r.mil.uk.

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

TASKING FORM

To: CORDA	From (Organisation): Dstl
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Framework contract number:	DSTL/AGR/01142/01
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Agreed quotation date (if known):	
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REQUIREMENT SUMMARY AND AUTHORITY CONTACTS:

Project Manager (name & telephone)	REDACTED UNDER FOI EXEMPTION
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Technical Lead (name & telephone)	REDACTED UNDER FOI EXEMPTION
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Commercial Officer (name & telephone)	REDACTED UNDER FOI EXEMPTION
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Task title (for Dstl: max 30 characters inc AST/ prefix)	REDACTED UNDER FOI EXEMPTION
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Anticipated start date	1 st December 2021
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Anticipated end date (core work)	FY22/23
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Anticipated end date (options)	N.A.
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Requisition or Purchase Order ref	DSTLX - 1000165211
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ASTRID task number	AST092
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Task description	Please see attached Statement of Requirement
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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
1	Core	REDACTED UNDER FOI EXEMPTION
2	Core	REDACTED UNDER FOI EXEMPTION
3	Core	REDACTED UNDER FOI EXEMPTION

Pricing:

Firm Price	<input checked="" type="checkbox"/>
Ascertained cost* *only at Authority's discretion	<input type="checkbox"/>
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:	Very Low
Assessment ref:	930478152
DEFCON 658	<input checked="" type="checkbox"/> (applicable for all risk levels except 'N/A')

Limitation of Contractors Liability Risk: *(see attached SOR and Risk Assessment for more detail)***ASTRID Liability Spreadsheet:**

Demanders are required to complete an ASTRID liability spreadsheet that will look at the direct and indirect risks associated with their requirement. Performing this assessment before submitting the Task to CORDA prevents delays post receipt of proposal, which can add circa 4 weeks to the time to award.

The ASTRID liability spreadsheet can be found at the following address:

<http://org/org/ent/CME/ASTRID/SitePages/Home.aspx>

Each risk must be assessed in turn and a score for that risk entered in to the spreadsheet.

A completed copy of the spreadsheet must be attached to this Tasking Form & SOR when submitting to CORDA. A copy must also be placed on ICAS with the requisition

Direct Risk:	Green	In the event that a risk is scored as “Green” or “Yellow” the risk will be capped at pre-agreed limits of liability and demanders may continue with the submission of their requirement to CORDA. In the event that a risk is identified as “Amber” or “Red” demanders should discuss their requirement with their Commercial POC before the Task is submitted to CORDA.
Indirect/Consequential Risk	Excluded	In the event that the risk is “Excluded” demanders may continue with the submission of their requirement to CORDA. In the event that the risk is identified as “Included” demanders should discuss their requirement with their Commercial POC before the Task is submitted to CORDA.

DEFCONS (Defence Conditions):

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

91	Edn 11/06	Intellectual Property Rights In Software	<input checked="" type="checkbox"/>
539	Edn 08/13	Transparency (automatically included unless removed by Authority Commercial staff for exemption reasons)	<input checked="" type="checkbox"/>
703	Edn 08/13	Intellectual Property Rights - Vesting In the Authority To be specified on the Tasking Form	<input checked="" type="checkbox"/>
705	Edn 11/02	Intellectual Property Rights - Research and Technology To be specified on the Tasking Form	<input type="checkbox"/>

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
525	Edn 10/98	Acceptance For the Purposes of schedule of requirements item 2 of this Contract the period for acceptance and rejection of deliverables shall be specified within the Tasking Form at Annex D.	80	days

Defence Based Simulation and Modelling:

Defence Standard	03- 050	<input checked="" type="checkbox"/>
Other		<input type="checkbox"/>

DELIVERABLES: Please see attached SOR for full details

GFX:

Yes	<input checked="" type="checkbox"/>
No	<input type="checkbox"/>

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

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

UK 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 UNDER FOI EXEMPTION
Tel:	Tel: REDACTED UNDER FOI EXEMPTION

Proposal Reference AST\CMRCL\Prop\02017 (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 **£174,988.20** (ex VAT) is submitted for **ASTRID Task 92 – REDACTED UNDER FOI EXEMPTION** and breakdown attached

- Ascertained Price
- Firm Price
- 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

We offer a highly experienced team who have multiple years of experience at scoping, designing, implementing and running simulation models (using Simul8). We have worked closely with you since 2016 to support the modelling of various vehicle screening processes in place at maritime ports and other CNI sites. It is of note that this previous work also includes the CVSM, which forms the basis for module 2 in this

proposal, and the initial requirements scoping and design for this project in 2020. This experience and understanding of previous models will enable us to work efficiently and effectively, with little time required to get up to speed on those details already mapped out.

We will schedule a number of review points and meetings, as well as more 'informal' regular progress calls. These will ensure a collaborative approach with the opportunity for yourself to be involved in shaping the development throughout and capturing longer-term requirements for developing capability in the future.

In particular this proposal contains the following elements:

- Reuse of supplier's IP and/or toolsets, reducing the amount of effort required in delivering the Task and/or improving quality
- 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 sign-up to drive value for money.

Start date:	29/11/21	End date:	30/09/22
Signed on behalf of the Contractor: REDACTED UNDER FOI EXEMPTION			
Printed name:	REDACTED UNDER FOI EXEMPTION	Date:	25/11/21

Milestones Deliverables and Payments					
Milestone No	Description	Pricing (Ascertained or Firm)	£ Ex VAT	Due Date	Deliverable DEFCON 703 / 705 (14, 90 & 91)
1	REDACTED UNDER FOI EXEMPTION	Firm	£11,153.66	29/11/2021	N/A
2	REDACTED UNDER FOI EXEMPTION	Firm	£99,012.98	31/03/2022	703
3	REDACTED UNDER FOI EXEMPTION	Firm	£64,821.56	30/09/2022	703
TOTAL £ Ex VAT			£174,988.20		

Request for Limitation of Liability	
<p>The Authority has performed a review of the risk profile for this Task and the proposed limitation of contractors liability is summarised in part A of this Tasking Form, and detailed in the ASTRID Liabilities spreadsheet attached to the Statement of Requirement. If required to do so by the Liabilities spreadsheet, or if the the Contractor believes that the risk profile is incorrect, they should complete Annex A providing details of the identified risk, the mitigations in place, and the revised limitation of contractors liability requested.</p>	
<input checked="" type="checkbox"/>	Additional limitations included – see attached completed form at Annex A

Requested Amendments to Framework Conditions

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 for a Deliverable Quality Plan.

Liability Clause

1.1 Subject to Clauses 1.2 and 1.3, 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 £5m per incident; and
- (b). under Clause 2 of DEFCON 514 shall not exceed 150% in aggregate of the Task Value; and
- (c). under Clause 8 of DEFCON 611 shall not exceed 150% in aggregate of the Task Value; and
- (d). under Clause 1 of DEFCON 612 shall not exceed 150% in aggregate of the Task Value; and
- (e) under DEFCON 658 shall not exceed £5m 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 £5M; and
- (g) liability for breaches excepting breaches under or in connection with 1.1(a)-1.1(f) above, shall not exceed £5M.

1.2. Nothing in this Contract shall operate to limit or exclude the Contractor's liability:

- (a). for:
 - i. any liquidated damages (to the extent expressly provided for under this Contract);
 - ii. any amount(s) which the Authority is entitled to claim, retain or withhold under clause 7 of DEFCON 670 (Tax Compliance), clause 22 and Annex G (Key Performance Indicators and Service Credits, DEFCON 811 and condition 1.3 of Annex I (Insurance Requirements) of this Contract . For the avoidance of doubt, liabilities arising under DEFCON 514 shall be limited in accordance with clause 1.1(b) above;
 - iii. Any interest payable in relation to the late payment of any sum due and payable by the Contractor to the Authority under this Contract;

Options and Payments

Item No	Description / Title from Part A	£ (ex VAT)*	Expiry Date

*Price(s) quoted to be held valid until end date of options
(If unticked a requote will be required)

ASTRID – TASKING FORM – Part C

1. Offer of Contract: *(to be completed by Authority Commercial Services)*

Commercial Officer:	REDACTED UNDER FOI EXEMPTION	Tel:	REDACTED UNDER FOI EXEMPTION
Vendor Agreement No (if applicable):	DSTL-AGR-01142-01		
Purchase Order Number:	DSTLX-1000165211		
Start date (T0) is deemed to be:	29/11/2021	If preferred, CORDA has given permission for you to amend the table in Part B to show actual due dates. If you make any changes, please change the font to RED and draw attention to them in the 'comments & clarifications' box below.	

Commercial comments and clarifications to proposal:

Commercial Approval:	REDACTED UNDER FOI EXEMPTION
Date:	03 December 2021

Please Note: Task Authorisation to be issued by Authority Commercial Services Department once the Vendor Agreement and Purchase Order numbers have been inserted. Any work carried out prior to issue is at the Contractor's own risk

2. Unqualified Acceptance of Offer made in Part C.1 above: *(to be completed by the Prime Contractor and returned to Authority's Commercial Services)*

Name:	REDACTED UNDER FOI EXEMPTION	Tel:	REDACTED UNDER FOI EXEMPTION
Position in Company:			
Signature :	REDACTED UNDER FOI EXEMPTION	Date:	13/12/2021

ASTRID – TASKING FORM – Part D

COMPLETION OF TASK *(to be completed by the Prime Contractor and returned to the nominated Authority Task owner as detailed in Part A - failure to return could result in payment being delayed)*

For the avoidance of doubt, Section D confirms the final value of the task. The value stated in this section will be the contracted value for the task and will take precedence over any previous values referred to in sections above.

Confirmation of Deliverables as per Part A:

Yes

No

Actual Task start date:

Actual Task completion date:

Final invoice submitted on:

For firm price of:

£

For the final LoL price of:

£

Comments from Contractor on the task:

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<i>Task completed to Authority's satisfaction (to be completed by nominated Task owner)</i>
Comments from Task owner on the task:

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Anticipated exploitation inc timescales:	
Follow-up date with End User if necessary:	

Key Performance Indicators (KPIs):
Timeliness of deliverables: This KPI is a pass or fail question and each deliverable will be given a score of either 1 for meeting the required date or 0 for failure to meet the required date. Where any agreed contract amendments or changes to the delivery dates have been made, the revised delivery date will supersede 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 within task: _____	
Of which on time:	
Of which deemed late:	
Comments / Notes:	

Quality of Deliverables:
 Deliverables are deemed to be accepted once the Authority has reviewed them and has confirmed that they are of an acceptable standard and is willing to pay the invoice associated with the deliverable. Deliverables can be rejected on the grounds of technical, financial and grammatical errors.

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 / Notes:

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	£5m	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 150% 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 150% in aggregate of the Task Value			

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 150% 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 150% in aggregate of the Task Value			

DIRECT LOSS - DEFCON 612 (Loss of or damage 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 150% 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 150% in aggregate of the Task Value			

DIRECT LOSS - NEGLIGENCE (that is not included within DEFCON 76, 514, 611 & 612 above)								
RISK (Situation)	Worst Case Scenario	Worst Case Cost £	Mitigation	Post Mitigation Cost £	Proposed LOL	Contingent Liability	Probability	Impact
<p>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.</p>	<p>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.</p>	<p>Unknown (depends on the situation in which the outputs of this task are used, which is current unforeseeable).</p>	<ol style="list-style-type: none"> 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. 	<p>Unknown (depends on the situation in which the outputs of this task are used, which is current unforeseeable).</p>	<p>Excluded</p>	<p>Unknown (depends on the situation in which the outputs of this task are used, which is current unforeseeable).</p>	<p>Low</p>	<p>Medium</p>
TOTAL PROPOSED CONTRACTOR'S LIMIT OF LIABILITY				<p>Unknown</p>	<p>Excluded</p>	<p>Unknown</p>		

INDIRECT/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.		