

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

Framework contract number: DSTL/AGR/01142/01

Agreed quotation date (if known): NK

REQUIREMENT SUMMARY AND AUTHORITY CONTACTS:

Project Manager (name & telephone) Redacted under FOIA Section 40 – Personal information

Technical Lead (name & telephone) Redacted under FOIA Section 40 – Personal information

Commercial Officer (name & telephone) Redacted under FOIA Section 40 – Personal information

Task title (for Dstl: max 30 characters inc AST/ prefix) Astrid 076- Country Strength IRC

Anticipated start date 18/10/21

Anticipated end date (core work) 31/01/2022

Anticipated end date (options) 31/01/2022

Requisition or Purchase Order ref 1000168738

ASTRID task number 076

Task description Please see attached Statement of Requirement

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 |
|---------|----------------|--|
| D1 | Core | Mid Term progress and technical review - Presentation pack to include but not limited to: <ul style="list-style-type: none">• Update on technical progress• Progress report against project schedule.• Review of risk management plan.• Commercial aspects.• Review of deliverables.• Risks/issues.• GFA and supplier performance |
| D2 | Core | <p>Report to include, a comprehensive overview of the approach, findings and outcome of the research, conclusions and recommendations in regards to areas of opportunity and likely trends against the taxonomies highlighted in the requirements, including reference to all source material.</p> <p>The overview should include an assessment of confidence in the data sources and consequent interpretation, as some data/knowledge may be less reliable, or more likely to change compared to other sources. It should also include an assessment of the pilot, if it is viable, why it adds value and cost of doing the same analysis for other Countries.</p> <p>This should then be presented as an overview, including a guide to the database. The presentation should be recorded for future use.</p> |
| D3 | Core | A data/excel spreadsheet that can be manipulated. A database of all activities identified in Parts A and B (see Requirement). This should be provided in a format that can be later interrogated and manipulated by Dstl (e.g. This should include a “how to” guide in regards to navigation of the data. Data must be referenced (and thus dated). e.g., CSV, Excel or other appropriate spreadsheet format) |
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| | | |

Pricing:

Firm Price

☐

Ascertained cost*

*only at Authority's discretion

☒

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: | Redacted under FOIA Section 26 – Defence | |
| Assessment ref: | Redacted under FOIA Section 26 – Defence | |
| 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:
Redacted under FOIA Section 43 – Commercial Interest

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: | | 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 | | 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 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 checked="" 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. | | days |

| | | |
|--|---------|--------------------------|
| Defence Based Simulation and Modelling: | | |
| Defence Standard | 03- 050 | <input type="checkbox"/> |
| Other | | <input type="checkbox"/> |

DELIVERABLES: Please see attached SOR for full details

| | |
|--|-------------------------------------|
| GFX: - GFA to be supplied to the contractor | |
| 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*) | |
| <div style="display: flex; justify-content: space-between;"> <div style="background-color: #cccccc; width: 30%;"></div> <div style="color: red; font-size: small;">Redacted under FOIA Section 23 - National Security</div> <div style="background-color: #cccccc; width: 30%;"></div> </div> | |
| <p><i>*Failure to delete unnecessary higher classifications will result in delays at the firewall</i></p> <p>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.</p> <p>If this is the case, please tick the box to indicate you are attaching a separate SAL for your task</p> | |

Redacted under FOIA Section 23 - National Security

| | |
|---|--|
| 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: Dstl | From: CORDA |
| FAO: <small>Redacted under FOIA Section 40 – Personal information</small> | PoC: <small>Redacted under FOIA Section 40 – Personal information</small> |
| Tel: <small>Redacted under FOIA Section 40 – Personal information</small> | Tel: <small>Redacted under FOIA Section 40 – Personal information</small> |

Proposal Reference AST\CMRCL\Prop\02007 (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 **£80,140.48** (ex VAT) is submitted for **ASTRID Task 76 (R168738) – Country Strength** 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

 RINA will use the Redacted under FOIA Section 43 – Commercial Interest

Redacted under FOIA Section 43 – Commercial Interest

• Literature: Web of Science - including Science Citation Index Expanded, Social Sciences Citation Index, and Current Contents Connect (1998-present) bibliographic info from 8k+ leading journals; ISI SM Proceedings (1990-present) 6M+ papers from 100k+ conferences; and Inspec® (1898-present) with 12 M+ bibliographic records.


RINA will also use market databases such as:

- GlobalData , the largest provider of business data across over 20 industry sectors
- Crunchbase , a platform containing business information about private and public companies
- Statista , a database of miscellaneous statistics containing over 1,000,000 statistics on more than 80,000 topics from more than 22,500 sources and 170 different industries.

RINA has Redacted under FOIA Section 43 – Commercial Interest

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 signup to drive value for money.

| | | | |
|--|-----------------------------|-----------|------------|
| Start date: | 06/12/2021 | End date: | 21/02/2022 |
| Signed on behalf of the Contractor:  Redacted under FOIA Section 40 – Personal information | | | |
| Printed name: | Redacted under FOIA Section | 2021 | |

Contractor's Cost Breakdown

Redacted under FOIA Section 43 – Commercial Interest

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Redacted under FOIA Section 43 – Commercial Interest

| 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 to produce a deliverable quality plan for this task. |
| Redacted under FOIA Section 43 – Commercial Interest |

| Options and Payments | | | |
|----------------------|---------------------------------|-------------|-------------|
| Item No | Description / Title from Part A | £ (ex VAT)* | Expiry Date |

| | | | |
|--|---------------------------|---------------|-----|
| 1 | Delivery of single update | £20,000 (ROM) | N/A |
| *Price(s) quoted to be held valid until end date of options <input type="checkbox"/> (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 FOIA Section 40 – Personal information | Tel: | Redacted under FOIA Section 40 – Personal information |
| Vendor Agreement No (if applicable): | DSTL/AGR/01142/01/TA0020 | | |
| Purchase Order Number: | DSTLX-1000166073 | | |
| Start date (T0) is deemed to be: | 17/12/2021 | 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:

1. For the avoidance of doubt, GFX will not be provided for the purposes of this contract and all references to specific GFX shall be stricken from the proposal (Ref: email, Redacted under FOIA Section 40 – Personal information, 17/12/2021, 13:54)
2. For the avoidance of doubt, DEFCON 703 shall apply to the Database of R&D/S&T activities deliverable. (Ref: email, Redacted under FOIA Section 40 – Personal information, 17/12/2021, 13:54)

| | |
|-----------------------------|---|
| Commercial Approval: | Redacted under FOIA Section 40 – Personal information |
| Date: | 17/12/2021 |

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: | | Tel: | |
| Position in Company: | | | |
| Signature : | | Date: | |

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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Task completed to Authority's satisfaction (to be completed by nominated Task owner)

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): |
| <p>Timeliness of deliverables:</p> <p>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.</p> <p>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.</p> |

| | |
|--|--|
| 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: | | |

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