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| **ASTRID – TASKING FORM – Part A** |
| [Redacted under FOIA Section 26 – Defence] |
|  |
| [Redacted under FOIA Section 26 – Defence] |
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| **TASKING FORM** |
| **To:** | CORDA | **From (Organisation):** | Dstl Exploration Div |
|  |
| **Framework contract number:** | [Redacted under FOI exemption Commercial Interest] |
| **Agreed quotation date (if known):** | asap |
|  |
| **REQUIREMENT SUMMARY AND AUTHORITY CONTACTS:** |
| **Project Manager** **(name & telephone)** | [Redacted under FOIA Section 40 – Personal information] |
| **Technical Lead****(name & telephone)** | N/A |
| **Commercial Officer****(name & telephone)** | [Redacted under FOIA Section 40 – Personal information] |
| **Task title** (for Dstl: max 30 characters inc AST/ prefix) | Innovation Call |
| **Anticipated start date** | October 2021 |
| **Anticipated end date (core work)** | January 2022 |
| **Anticipated end date (options)** | March 2023 |
| **Requisition or Purchase Order ref** | [Redacted under FOI exemption Commercial Interest] |
| **ASTRID task number** | 047 |
| **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 | 2 workshops |
| 2 | Options | 8 workshops |
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| **Pricing:**  |
| Firm Price  |[x]
| Ascertained cost\*\*only at Authority’s discretion |[ ]
| Firm Pricing shall be in accordance with DEFCON 127 or DEFCON 643 and DEFCON 648Ascertained Costs shall be in accordance with DEFCON 653 or DEFCON 802. |
|  |
| **Cyber Risk:** |
| Risk level: | [Redacted under FOI exemption Commercial Interest] |
| Assessment ref: | [Redacted under FOI exemption Commercial Interest] |
| DEFCON 658 | [Redacted under FOI exemption Commercial Interest] | [Redacted under FOI exemption Commercial Interest] |
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| **Limitation of Contractors Liability Risk:** *(see attached SOR and Risk Assessment for more detail)* |
| [Redacted under FOI exemption Commercial Interest] |
| Direct Risk: | [Redacted under FOI exemption Commercial Interest]  | 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 | [Redacted under FOI exemption Commercial Interest]  | 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):**  |
| [Redacted under FOI exemption Commercial Interest] |
| 91 | Edn 11/06 | Intellectual Property Rights In Software |[ ]
| 539 | Edn 08/13 | Transparency |[x]
| 703 | Edn 08/13 | Intellectual Property Rights - Vesting In the AuthorityTo be specified on the Tasking Form |[ ]
| 705 | Edn 11/02 | Intellectual Property Rights - Research and TechnologyTo be specified on the Tasking FormNote: IP will be detailed at Study level, no IP will be generated under the over arching Hub |[x]
| 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 | AcceptanceFor 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 |[ ]
| Other |  |[ ]
|  |
| **DELIVERABLES:** Please see attached SOR for full details |
|  |
| **GFX:**  |
| Yes |[ ]
| No |[x]
| If yes, please see attached SOR for full details of equipment / information / facilities |
|  |
| **Security Classification of the Work:** (delete as appropriate\*) |
| [Redacted under FOI exemption Commercial Interest] |
| *\*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 |[ ]
|  |
| [Redacted under FOI exemption Commercial Interest] |
| **ASTRID – TASKING FORM – Part B** |
| **To:** | [Redacted under FOIA Section 40 – Personal information] | **From:** | CORDA |
| **FAO:** | [Redacted under FOIA Section 40 – Personal information] | **PoC:** | [Redacted under FOIA Section 40 – Personal information] |
| **Tel:** | [Redacted under FOIA Section 40 – Personal information] | **Tel:** | [Redacted under FOIA Section 40 – Personal information] |
|  |
| **Proposal Reference AST\CMRCL\Prop\01931 (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.
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| **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 **£88,407.60** (ex VAT) is submitted for **Task 047 ([Redacted under FOI exemption Commercial Interest]) – Innovation Workshops** and breakdown attached |
| Ascertained Price |[ ]
| Firm Price |[x]
| 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 Innovation Call sourcing mechanism was utilised for supplier selection. This maximises Value for Money by:- Having suppliers compete on a Technical and Price basis - with the best supplier team being chosen based on the relative importance of Price and Technical elements. Technical quality is driven up and Price driven down in order for suppliers to win the competition: - Focussing Technical and Managerial capability to be good enough (but not gold plated) to deliver the required technical outcome - Focussing the supplier's approach and resource mix to maximise efficiency (right team size and balance of experience) - Price/Risk is at an acceptable level for the product to be delivered, noting that innovation could both improve technical quality, timeliness and reduce cost - 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 specificationCranfield offer a proposal with a low PM overhead enabled by specific technical project management support and an LoL based approach to provide the best value for money. The Task Lead have existing contacts and databases from within KTN and Cranfield and the Academic RISC networks. They are also experienced in workshop planning and conduct. 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. This challenge has resulted in a reduction to the rates from those originally proposed to The ASTRID framework. |
| Start date: | 5th October 2021 | End date: | 31st March 2022 |
| [Redacted under FOIA Section 40 – Personal information] |
| Printed name: | [Redacted under FOIA Section 40 – Personal information] | Date: | 27.9.21 |

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| **Contractor’s Cost Breakdown** |
| **PROVISION FROM PRIME:** |
| [Redacted under FOI exemption Commercial Interest] | [Redacted under FOI exemption Commercial Interest] | [Redacted under FOI exemption Commercial Interest] | [Redacted under FOI exemption Commercial Interest] | [Redacted under FOI exemption Commercial Interest] |
| [Redacted under FOI exemption Commercial Interest] | [Redacted under FOI exemption Commercial Interest] | [Redacted under FOI exemption Commercial Interest] | [Redacted under FOI exemption Commercial Interest] | [Redacted under FOI exemption Commercial Interest] |
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| [Redacted under FOI exemption Commercial Interest] | [Redacted under FOI exemption Commercial Interest] | [Redacted under FOI exemption Commercial Interest] | [Redacted under FOI exemption Commercial Interest] | [Redacted under FOI exemption Commercial Interest] |
| **GRAND TOTAL Ex VAT** | **£88,407.60** |

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| **Milestones Deliverables and Payments** |
| **Milestone No** | **Description** | **Pricing (Ascertained or Firm)** | **£ Ex VAT** | **Due Date** | **Deliverable DEFCON****703 / 705****(14, 90 & 91)** |
| [Redacted under FOI exemption Commercial Interest] | [Redacted under FOI exemption Commercial Interest] | [Redacted under FOI exemption Commercial Interest] | [Redacted under FOI exemption Commercial Interest] | [Redacted under FOI exemption Commercial Interest] | [Redacted under FOI exemption Commercial Interest] |
| [Redacted under FOI exemption Commercial Interest] | [Redacted under FOI exemption Commercial Interest] | [Redacted under FOI exemption Commercial Interest] | [Redacted under FOI exemption Commercial Interest] | [Redacted under FOI exemption Commercial Interest] | [Redacted under FOI exemption Commercial Interest] |
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| **TOTAL £ Ex VAT** | **£88,407.60** |  |
|  |
| **Request for Limitation of Liability** |
| 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.  |
|[x]  Additional limitations included – see attached completed form at Annex A |

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| **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 |
| [Redacted under FOI exemption Commercial Interest] |
|  |
|  **Options and Payments** |
| **Item No** | **Description / Title from Part A** | **£ (ex VAT)\*** | **Expiry Date** |
| [Redacted under FOI exemption Commercial Interest] | [Redacted under FOI exemption Commercial Interest] | [Redacted under FOI exemption Commercial Interest] | **N/A** |
| \*Price(s) quoted to be held valid until end date of options [ ]  *(If unticked a requote will be required)*  |

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| **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)**:** | [Redacted under FOI exemption Commercial Interest] |
| **Purchase Order Number:** | DSTLX-1000164275 |
| **Start date (T0) is deemed to be:** | 22/10/2021 | 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:** |
| [Redacted under FOI exemption Commercial Interest] |
|  |
| **Commercial Approval Signiture:** | [Redacted under FOIA Section 40 – Personal information] |
| **Date:** | 22/10/2021 |
| 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 |

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| **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:** |  |

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| **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:** |
|  |
| ***Task completed to Authority’s satisfaction*** *(to be completed by nominated Task owner)* |
| **Comments from Task owner on the task:** |
|  |
|  |
| **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:** |  |

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| **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-millionsOr 0 | [Redacted under FOI exemption Commercial Interest] | Unknown – high multi millionsOr0 | 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 |
| [Redacted under FOI exemption Commercial Interest] |  |  |  |  |  |  |  |  |
| **TOTAL PROPOSED CONTRACTOR’S LIMIT OF LIABILITY** |  | [Redacted under FOI exemption Commercial Interest] |  |  |

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| **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 |
| [Redacted under FOI exemption Commercial Interest] |  |  |  |  |  |  |  |  |
| **TOTAL PROPOSED CONTRACTOR’S LIMIT OF LIABILITY** |  | [Redacted under FOI exemption Commercial Interest] |  |  |
|  |
| **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 |
| [Redacted under FOI exemption Commercial Interest] |  |  |  |  |  |  |  |  |
| **TOTAL PROPOSED CONTRACTOR’S LIMIT OF LIABILITY** |  | [Redacted under FOI exemption Commercial Interest] |  |  |

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| **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 |
| 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. | 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. | **Unknown (depends on the situation in which the outputs of this task are used, which is current unforeseeable).** | 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. | **Unknown (depends on the situation in which the outputs of this task are used, which is current unforeseeable).** | Excluded | **Unknown (depends on the situation in which the outputs of this task are used, which is current unforeseeable).** | Low | Medium |
| **TOTAL PROPOSED CONTRACTOR’S LIMIT OF LIABILITY** | **Unknown** | **Excluded** | **Unknown** |  |
|  |
| **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. |  |