**Serapis Tasking Form**

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

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **To:** | Lot 1 Roke Manor Research Ltd | | **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 1 DSTL/AGR/SERAPIS/COL/01 | | | | | |
| **VERSION CONTROL** | | | | | |
| 1.0 | | | | | |
| **REQUIREMENT** | | | | | |
| **Proposal Required by:** | | 30/06/2021 | **Task ID Number:** | | [C42] |
| **The Authority Project Manager:** | | Maj Nicola George  Nicola.George972@mod.gov.uk  03001573966 | **The Authority Technical Point of Contact:** | | Prof Allan Cook  Allan.Cook250@mod.gov.uk  07966 040796 |
| **Task Title:** | | Project ZODIAC Alpha CCD | | | |
| **Required Start Date:** | | 15 August 2021 | **Required End Date:** | | 31/03/2023 |
| **Requisition No:** | | [61158442] 701575541 | **Budget Range** | | £9.9M exc VAT |
| **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)**  See enclosed: Project ZODIAC Alpha Capability Concept Demonstrator, v.6 dated 10 Jun 21 | | | | | |
| **Procurement Strategy**  Lot Lead to recommend Single Source / Direct Award (Direct Award to Roke approved by SRO 22/6/21) | | | | | |
| **Pricing:**  Firm Pricing  Ascertained Costs\*  Other\* Time and Materials  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 | | | | | |
| **Task IP Conditions**   |  |  | | --- | --- | | **Task IP Conditions** (Follow the [NIPPY](https://wikid.o.dstl.gov.uk/o/Defining_IP_Requirements_using_the_NIPPY_process) 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** - To be read in conjunction with the SOR   |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | | Ref | Title | Due by | Format | TRL | **Expected classification (subject to change)** | **Information required in deliverable** | IPR DEFCON | | D-1 | Quarterly Progress Review (QPR 1) | T0+3 Months  T0+6 Months  T0+9 Months | Meeting with accompanying presentation slide pack |  | Official-Sensitive | Presentation pack to include but not limited to:  • Update on technical progress and any significant discoveries • Progress report against schedule • Review of risks/issues and associated management plan • Review of deliverables and evidence gathered | 703 | | D-2 | Draft ZODIAC ICD | T0 + 8mths | Document |  | Official-Sensitive | Draft ZODIAC ICD defining the joining conditions for the ZODIAC system | 703 | | D-3 | Architecture Working Paper | T0 + 9mths | Document |  | Official-Sensitive | Architecture views as agreed with the Army Enterprise Architecture Authority | 703 | | D-4 | Technology Roadmap | T0 + 9mths | Document |  | Official-Sensitive | Technology roadmap for the development of ZODIAC to its Full Operating Capability (FOC) | 703 | | D-5 | Information Architecture | T0 + 9mths | Document |  | Official-Sensitive | Candidate Information Architecture for the data flows required within the ZODIAC capability | 703 | | D-6 | Final Evidence Report – 5 Key Outputs | T0 + 10mths | Document and presentation |  | Official-Sensitive | Deliver a report summarising the evidence collected to support the ZODIAC Outline Business Case and present the overall outcomes of the Alpha CCD | 703 | | | | | | |
| **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 –**  Under best endeavours, Army aim to support the requirement for:  Shared IT working area  Access to Users  Access to test facilities  Requests for GFA documentation will be actioned on a case by case / need to know basis | | | | | |
| **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*](http://dstan.uwh.diif.r.mil.uk/standards/defstans/05/138/00000100.pdf) *and the* [Risk Assessment Workflow](https://www.gov.uk/government/publications/supplier-cyber-protection-service-risk-assessment-workflow))   |  |  | | --- | --- | | Cyber Risk Level | LOW | | Risk Assessment Reference | RAR-2JTV93A7 | | | | | | |
| **ADDITIONAL TERMS AND CONDITIONS APPLICABLE TO THIS CONTRACT**  **DEFCON 5J (Edn 18/11/16) – Unique Identifiers**  **DEFCON 76 (Edn 06/21) – Contractor’s Personnel at Government Establishments**  **DEFCON 501 (Edn 11/17) – Definitions and Interpretations**  **DEFCON 502 (Edn 05/17) – Specifications Changes**  **DEFCON 503 (Edn 12/14) – Formal Amendments to Contract**  **DEFCON 507 (Edn 10/18) – Delivery**  **DEFCON 513 (Edn 11/16) – Value Added Tax**  **DEFCON 514 (Edn 08/15) – Material Breach**  **DEFCON 514A (Edn 03/16) – Failure of Performance under Research and Development Contracts**  **DEFCON 515 (Edn 06/21) – Bankruptcy and Insolvency**  **DEFCON 516 (Edn 04/12) – Equality**  **DEFCON 518 (Edn 02/17) – Transfer**  **DEFCON 520 (Edn 05/18) – Corrupt Gifts and Payments of Commission**  **DEFCON 522 (Edn 11/17) – Payment and Recorvery of Sums Dues**  **DEFCON 526 (Edn 08/02) – Notices**  **DEFCON 527 (Edn 09/97) – Waiver**  **DEFCON 529 (Edn 09/97) – Law (English)**  **DEFCON 530 (Edn 12/14) – Dispute Resolution (English Law)**  **DEFCON 531 (Edn 11/14) – Disclosure of Information**  **DEFCON 532A (End 04/20) – Protection of Personal Data (Where Personal Data is not being processed on behalf of the Authority)**  **DEFCON 534 (Edn 06/21) – Subcontracting and Prompt Payment**  **DEFCON 537 (Edn 06/02) – Rights of Third Parties**  **DEFCON 538 (Edn 06/02) – Severability**  **DEFCON 539 (Edn 08/13) – Transparency**  **DEFCON 550 (Edn 02/14) – Child Labour and Employment Law**  **DEFCON 566 (Edn 10/20) – Change of Control of Contractor**  **DEFCON 602B (Edn 12/06) – Quality Assurance (without Quality Plan)**  **DEFCON 604 (Edn 06/14) – Progress Reports**  **DEFCON 608 (Edn 10/14) – Access and Facilities to Be Provided By the Contractor**  **DEFCON 609 (Edn 08/18) – Contractor’s Records**  **DEFCON 611 (Edn 02/16) – Issued Property**  **DEFCON 620 (Edn 05/17) – Contract Change Control Procedure**  **DEFCON 625 (Edn 06/21) – Co-operation on Expiry of Contract**  **DEFCON 632 (Edn 06/21) – Third Party Intellectual Property – Rights and Restrictions**  **DEFCON 642 (Edn 06/14) – Progress Meetings**  **DEFCON 647 (Edn 05/21) – Financial Management Information**  **DEFCON 656B (Edn 08/16) – Termination for Convenence - £5m and Over**  **DEFCON 658 (Edn 10/17) – Cyber**  **DEFCON 659A (Edn 06/21) – Security Measure**  **DEFCON 660 (Edn 12/15) – Official-Sensitive Security Requirements**  **DEFCON 670 (Edn 02/17) – Tax Compliance**  **DEFCON 675 (Edn 03/21) – Advertising Subcontract (Defence and Security Public Contracts Regulations 2011 only)**  **DEFCON 678 (Edn 09/19) – SME Spend Data Collection along with DEFFORM 139**  **DEFCON 694 (Edn 07/18) – Accounting For Property of the Authority** | | | | | |

**Please ensure all completed forms are copied to** [**DSTLSERAPIS@dstl.gov.uk**](mailto: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 Reference** | **BU02/GE/24938** | **(attached)** |   **The following Annexes are deemed to form part of this Proposal:**  **Annex A – Commercial Letter (Ref: BU02/GE/24938, dated 28 July 2021)**  **Annex B – Technical Proposal (Ref:** **V1 to Tasking Form SERAPIS Lot 1 - Project ZODIAC Alpha CCD C42/61158442, dated 28 July 2021 )**  **Annex C – Ways of Working (Ref: 72/21/R/145/U V. DRAFT 00-004 27 July 2021 )**  **Annex D – Assumptions, Dependencies, Exclusions and Risks (Ref: V1 dated 28 July 2021)**  **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).   **Please see attached at Annex B. Roke is fully compliant with all aspects of the Project ZODIAC Alpha Capability Concept Demonstrator Statement of Requirement (Version 6 – 10th June 2021).**   * Breakdown of individual Deliverables, with corresponding Intellectual Property rights applied.   **Roke confirms its compliance with the Deliverables as set out in Part 1 of this Tasking Form.**   * Breakdown of Interim Milestone Payments, with corresponding due dates.   This Proposal is made on a Time and Materials basis, with an initial milestone covering pre-contract Shaping activities due for payment upon contract award. Thereafter, Roke’s Proposal is based on payment in arrears of monthly milestones based on actual effort expended and costs incurred during the previous month.  **A value for Milestone 1 ‘Pre Contract Shaping Activities’ has been included and is based on actual effort, however due to the agile nature of the Task, no further milestone information or Annex A breakdown have been provided.**  **At each monthly meeting, Roke and the Authority shall agree the milestone payment based on the previous months effort and the Authority shall upload an Order to CP&F such that Roke can submit its corresponding invoice. Payment terms of 30 (thirty) days apply from submission of invoice.**  **Roke respectfully requests that the uploading of the Authority’s Order shall not be unreasonably withheld, conditioned or delayed.**   * A work breakdown structure/project plan with key dates and deliverables identified.   **The ZODIAC Industry Team will support the LAND ISTAR Programme develop their Outline Business Case in an Agile manner where tasks are reviewed and agreed on a bi-weekly basis and as such does not have a fixed WBS. The programme is based around four epics which lead from discovery through de-risking to initial design definition and finally the establishment of the Evidence Pack for the OBC.**   * A list of required Government Furnished Assets from the Authority, including required delivery dates.   **Any GFA required in addition to that shown within Part 1 of this Tasking Form shall be requested on a case by case basis.**   * A clear identification of Dependencies, Assumptions, Risks and Exclusions which underpin your Technical Proposal.   **Dependencies, Assumptions, Risks and Exclusions are included within Annex D to this Tasking Form.**   * Sub-Contractors Personnel Particulars Research Worker Form and security clearances (if applicable)   **To be submitted as required following Contract Award.** | | | | | | | | |
| **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*. | | | | | | | | |
| **Offer of Contract:** *(to be completed and signed by the Contractor’s Commercial or Contract Manager)* | | | | | | | | |
| **Total Proposal Price in £** | | **£redacted** | | | | | (ex VAT) | |
| **Start Date:** | | July 2021 | | | **End Date:** | |  | August 2022 |
| **Lot Leads Representative** | | Name | Adam West on behalf of Lee Jennings | | | | | |
| Tel | 01794 833228 | | | | | |
| Email | [adam.west@roke.co.uk](mailto:Gabriella.edmonds@roke.co.uk)  [lee.jennings@roke.co.uk](mailto:lee.jennings@roke.co.uk) | | | | | |
| Date | 10th August 2021 | | | | | |
| **Position in Company** | | Commercial Manager | | | | | | |
| **Signature** | | redacted | | | | | | |

**Core Work – Breakdown - redacted**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **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) |
|  | Admin | Choose an item. |  |  |  |  |  |
|  | Assistant Project Manager | Choose an item. |  |  |  |  |  |
|  | Analyst | Choose an item. |  |  |  |  |  |
|  | Project Manager | Choose an item. |  |  |  |  |  |
|  | Principal Engineer | Choose an item. |  |  |  |  |  |
|  | Commercial Manager | Choose an item. |  |  |  |  |  |
| **Total** | | |  |  |  |  |  |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **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) |
|  | Admin | Choose an item. | |  |  |  | |  |  |
|  | Assistant Project Manager | Choose an item. | |  |  |  | |  |  |
|  | Assistant Project Manager | Choose an item. | |  |  |  | |  |  |
|  | Engineer | Choose an item. | |  |  |  | |  |  |
|  | Engineer | Choose an item. | |  |  |  | |  |  |
|  | Engineer | Choose an item. | |  |  |  | |  |  |
|  | Engineer | Choose an item. | |  |  |  | |  |  |
|  | Project Manager | Choose an item. | |  |  |  | |  |  |
|  | Senior Engineer | Choose an item. | |  |  |  | |  |  |
|  | Senior Engineer | Choose an item. | |  |  |  | |  |  |
|  | Senior Engineer | Choose an item. | |  |  |  | |  |  |
|  | Senior Principal Engineer | Choose an item. | |  |  |  | |  |  |
|  | Senior Principal Engineer | Choose an item. | |  |  |  | |  |  |
|  | Senior Principal Engineer | Choose an item. | |  |  |  | |  |  |
|  | Senior Principal Engineer | 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 (£)**  **(Indicative %)** |
| **Deloitte** | DS | Customer Friend |  |  | 7.9% |
| **QinetiQ** | DS | System Engineering and Architecture support, includes specialist ISTAR knowledge and links to previous ZODIAC pre-Alpha work |  |  | 34.0% |
| **Mastek** | SME | Architecture support |  |  | 3.9% |
| **Montvieux** | SME | Data Management & processing at the Edge |  |  | 3.9% |
| **NEXOR** | SME | Security Specialists – design and accreditation |  |  | 7.9% |
| **ATOS** | DS | Provision of Link to MOD HYDRA Project |  |  | 11.0% |
| **General Dynamics** | DS | Provision of Link to MOD BOWMAN/BCIP 5.6 programmes |  |  | 15.7% |
| **CUBICA** | SME | links to ZODIAC Pre-Alpha work (Task Management) and information Processing |  |  | 15.7% |
| **Total** | | | |  | redacted |

In order for Roke to support sub-contracting activities £redacted has been set aside for sub-contracting activities to manage contracting, assurance and wider business governance. This will be invoiced monthly in arrears in line with associated costs incurred and Roke rate card.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Travel, Subsistence, Materials & Equipment**  *Please insert/delete rows as necessary* | | | | | |
| **Supplier Name** | **Spend Type** | **Description / Rationale** | **Unit Cost (£)** | **Qty** | **Total Cost (£)** |
| **Material** | Other | Ad hoc |  |  |  |
| **Travel and Subsistence** | Other | Ad hoc |  |  |  |
|  | | | | | redacted |

**Core Work – Milestone breakdown costs - redacted**

**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 01** |  |  |  |  |  |  |
| **Description** | **TMS cost (£)** | **Self-Delivery cost (£)** | **Sub-contractor cost (£)** | **Total milestone cost (£)** | **Milestone due date** | **DEFCON** |
| Pre Contract ‘Shaping’ Activities | 0.00 |  |  |  | 31 July 2021 | 703 |
| Travel/Subsistence |  |  |  | 0.00 |  |  |
| Materials/Equipment |  |  |  | 0.00 |  | 703 |
|  |  |  |  |  |  |  |
| **Milestone LMS recovery (£)** |  |  |  |  |  |  |

**Options – Summary – Customer Scope Change**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **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 | Customer Scope Change |  | £3,200,000.00 ex VAT (Not Guaranteed and requires approved Business Cases) |  |  | Ascertained Costs | July 21 | Mar 23 |
| 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.* | | | | | | | | |

**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 | Toni Prince MCIPS |
| Tel | 030 0164 8453 |
| Email | Toni.prince177@mod.gov.uk |
| Date | 12 August 2021 |
| **Requisition Number** | | 61158442 / 701575541 |
| **Contractor’s Proposal Number** | | **BU02/GE/24938** |
| **Purchase Order Number** | | 31106113 |
| **Signature** | | redacted |
| *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.* | | |