

**ANNEX D - TASKING FORM**

**Tasking Form Part 1: (to be completed by the Project Manager for the Task)**

<b>To:</b> BAE Systems (Operations) Ltd  HSSRC@baesystems.com		<b>From:</b> Dstl	
<b>REQUIREMENT</b>			
<b>Task Title:</b>	<b>HS 1.049 Understanding Overseas Audience</b>	<b>Task Number:</b>	<b>HS 1.049</b>
<b>Proposal Required by:</b>	10 September 2021	<b>New Task</b> <input checked="" type="checkbox"/>	<b>Change</b> <input type="checkbox"/>
<b>Required Start Date:</b>	29 October 2021	<b>Required End Date:</b>	30 April 2022
<b>Requisition No:</b>	Redacted FOI Section 43 – Commercial Interest Exemption	<b>Indicative Budget (by year):</b> (if disclosing by exception)	£60,000

<b>Project Manager:</b> (name, email & telephone)		Redacted FOI Section 40 – Personal information			
<b>Technical Lead:</b> (name, email & telephone)		Redacted FOI Section 40 – Personal information			
<b>Commercial Contact:</b> (name, email & telephone)		Redacted FOI Section 40 – Personal information			
<b>Division</b>	Exploration Division	<b>Programme</b>	Influence	<b>Project No.</b>	710554 0001

<b>TASK DESCRIPTION AND SPECIFICATION</b> – See attached SOR	
<b>Is this an Urgent Operational Requirement?</b> If yes, provide UOR reference number provided by your customer, otherwise write NO.	NO

<b>INNOVATION - This is to encourage innovative solutions through procurement.</b>	
Will you accept innovative tenders?	Yes
Will you accept variant bids?	No
<b>Capability Research Area(s):</b>	Personnel <input type="checkbox"/> Training and Education <input type="checkbox"/> Humans in Systems <input type="checkbox"/> Human Performance <input type="checkbox"/> Understanding and Influencing Human Behaviour <input checked="" type="checkbox"/> Health, Well-being & Enhancing Medical Systems and Capabilities <input type="checkbox"/>

**Task Pricing**

Firm Price  Ascertained Cost

Target Cost Incentivised Fee  Other  please specify

Firm Pricing shall be in accordance with DEFCON 127 or DEFCON 643

Ascertained Costs shall be in accordance with DEFCON 653 or DEFCON 802

**Task IP Conditions :**

<b>Task IP Conditions</b> (Follow the <a href="#">NIPPY</a> guide to identify your information and IP requirements for each deliverable)	<b>Summary of the Authority's rights in foreground IP (IP generated by the supplier in performance of the contract)</b>
DEFCON 703 <input type="checkbox"/>	Vests ownership with the Authority
DEFCON 705 <input checked="" type="checkbox"/>	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* <input type="checkbox"/> , 15* <input type="checkbox"/> , 16* <input type="checkbox"/> , 90* <input type="checkbox"/> , 91* <input type="checkbox"/> , 126* <input type="checkbox"/>	Generally only suitable for deliverables at TRL 6 and above.
BESPOKE IP Clause <input type="checkbox"/> *	Details to be added and agreed by IP Group
* Do not use without IPG advice and approval	

**Quality Assurance**

DEFCON 602A (with a Deliverable Quality Plan)  or DEFCON 602B (without a Deliverable Quality Plan)

**Task to be completed under**

DEFCON 621A (Authority Responsible for Transport)  or DEFCON 621B (Contractor Responsible for Transport)

DEFCON 76 (Contractor's Personnel At Government Establishments)   
(not required where attendance is only for meetings)

Other DEFCONs Task to be completed under (enter as appropriate):

**DELIVERABLES** – See attached SOR

**Deliverable: Acceptance / Rejection Criteria** (30 calendar days unless agreed otherwise)

DEFCON 524 Rejection  30 days

DEFCON 525 Acceptance  30 days

**ISSUE OF EQUIPMENT/MATERIAL/INFORMATION** – See attached SOR

**QUALITY STANDARDS** (Define the applicable Allied Quality Assurance Publications (AQAPs) and Defence Standards (Def Stans)).

See attached SOR			
<b>SECURITY CLASSIFICATION OF THE WORK</b>			
OFFICIAL <input checked="" type="checkbox"/> OFFICIAL-SENSITIVE <input type="checkbox"/> SECRET <input type="checkbox"/>			
Level of Security Clearance required to carry out the work:	BC <input type="checkbox"/>	SC <input type="checkbox"/>	DV <input type="checkbox"/>
<b>PRIORITY AND COMPETITION</b> <i>(Competition duration is typically 7 to 9 weeks until Contract Award)</i>			
Task is to be:			
Completed <input checked="" type="checkbox"/> Bidders have ...3... weeks for proposal submission			
Priority Task <input type="checkbox"/> Bidders have ..... weeks for proposal submission (approval DHPM <sup>1</sup> )			
Single Source <input type="checkbox"/> Bidders have ..... weeks for proposal submission (approval DPR <sup>2</sup> )			
[Enter supplier details below]			
<b>Supplier Name</b>	Click here to enter text.	<b>Contact Name</b>	Click here to enter text.
<b>Supplier Address</b>	Click here to enter text.	<b>Contact Email</b>	Click here to enter text.
		<b>Contact Telephone</b>	Click here to enter text.

<b>Limitation of Contractors Liability Risk: (see attached SOR and Risk Assessment for more detail)</b>		
<b>Risk Assessment Process:</b>		
<p>Demanders are required to complete a risk assessment tool that will look at the direct and indirect risks associated with their requirement. Performing this assessment before submitting the Task to BAE prevents delays post receipt of proposal, which can add circa 4 weeks to the time to award. The risk assessment tool can be found at the following address:  <a href="https://delivery.o.dstl.gov.uk/prj/PJ100627/Procurement/710554_WP2_Understanding%20Audiences-HSSRC/20210805_Overseas_Audience_LOCL_Assessment.xlsx">https://delivery.o.dstl.gov.uk/prj/PJ100627/Procurement/710554_WP2_Understanding%20Audiences-HSSRC/20210805_Overseas_Audience_LOCL_Assessment.xlsx</a></p> <p>Each risk must be assessed in turn and a score for that risk entered in to the spreadsheet. A completed copy of the risk assessment must be attached to this Tasking Form &amp; SOR when submitting to BAE. A copy must also be placed on ICAS with the requisition</p>		
Direct Risk:	<b>Green</b> <input type="checkbox"/>	<p>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 BAE.</p> <p>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 BAE.</p>

<sup>1</sup> Division HSSRC Project Manager (DHPM) approval required for priority tasks to HSSRC framework.

<sup>2</sup> Division Procurement Representative approval is required for Directed tasks.

Indirect/Consequential Risk	<b>Excluded</b> <input type="checkbox"/>	In the event that the risk is “Excluded” demanders may continue with the submission of their requirement to BAE. 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 BAE.
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**Any Task placed as a result of your quotation will be subject to the Terms and Conditions of Framework Agreement Number DSTL/AGR/01035/01**

**To the best of the Authority’s knowledge and belief any materiel provided is not positively listed on the ITAR US Munitions list or the EAR Commerce Control List, if the Authority becomes aware of any change that may affect the export control classification of the materiel then the Contractor will be informed in writing.**

**Tasking Form Part 2:** *(To be completed by the Contractor – Parts 2a and 2b (Cost breakdown included within Annex A) to be viewed by the Authority’s Commercial Officer, Part 2a only to be forwarded to the Project Manager for the Task)*

<b>Proposal ref &amp; version:</b>	<b>HS 1.049 Version 1</b>	<b>Tasking Form Part 2a</b>
<b>To:</b>  Redacted FOI Section 40 – Personal information Dstl Portsdown West Grenville Building East Court, C126, iSAT B Fareham Hants, PO17 6AD	<b>From:</b>  BAE Systems (Operations) Ltd Alvington Yeovil BA22 8UZ	
<b>Cost breakdown</b> Firm Price Quotation (ex-VAT) of Redacted FOI Section 43 – Commercial Interest Exemption Ascertained Cost T&S Quotation (ex-VAT) of Redacted FOI Section 43 – Commercial Interest Exemption is submitted and summarised in Part 2a for Task ref: HS 1.049 Understanding Overseas Audiences Requisition No: Redacted FOI Section 43 – Commercial Interest Exemption A full commercial cost breakdown is provided as per separate Appendix A (issued to the Authority’s commercial representative only).		
<b>Start Date:</b>	15-Oct-21	
<b>End Date:</b>	01-Jul-22	
<b>Signed on behalf of the Contractor:</b>  <b>Name:</b>  <b>Date:</b>		

Milestones Deliverables and Payments

Redacted FOI Section 43 – Commercial Interest Exemption

**Request for Limitation of Liability**

The Authority has performed a review of the risk profile for this Task and the proposed limitation of contractor's liability is summarised in Part 2 of this Tasking Form and detailed in the Statement of Requirement and Risk Assessment Tool. If required to do so by the risk assessment, or the Contractor believes that the risk profile is incorrect, they should complete Part 3 of the Tasking Form providing details of the identified risk, the mitigations in place, and the revised limitation of contractors liability requested.



Additional limitations included – see attached completed form at Part 3

BAE Systems have performed a review of the risk profile for this Task and the proposed limitation of contractor's liability. BAE Systems agree with the risk profile determination and have updated the Risk Profile Assessment Tool at Reference C as per our firm price proposal.

Tasking Form Part 3: *(To be completed by the Contractor if required)*

<b>Task Title:</b>	HS 1.049 Understanding Overseas Audiences			
<b>Task Number:</b>	HS 1.049			
<b>Requisition No:</b>	Redacted FOI Section 43 – Commercial Interest Exemption			
<b>Proposal ref:</b>	<b>HS 1.049 Understanding Overseas Audiences Firm Price Proposal</b>			
	<b>Revision No:</b>	<b>1</b>	<b>Dated:</b>	<b>28/09/2021</b>

**Tasking Form Part 4:**

<b>1. Offer of Contract:</b> <i>(to be completed by the Authority's Commercial Officer or Contract Manager and copied to the Authority's Project Manager for the Task)</i>		
<b>Authority's Commercial Officer</b>	Name:	Redacted FOI Section 40 – Personal information
	Tel:	
	Email:	
<p><b>Counter-Offer including Commercial comments and clarifications to proposal.</b> If any mutually agreed changes are made to the milestone plan in Part B, please change the font to <b>RED</b> and draw attention to them in the box below.</p>		
<b>Vendor Agreement Number:</b> (if applicable)	DSTL/AGR/01035/01	
<b>Purchase Order Number:</b>	Redacted FOI Section 43 – Commercial Interest Exemption	
<b>Requisition No:</b>	Redacted FOI Section 43 – Commercial Interest Exemption	
<b>Signature:</b>	Redacted FOI Section 40 – Personal information	
<b>Date:</b>	15 <sup>th</sup> October 2021	
<p><i>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.</i></p>		

<b>2. Unqualified Acceptance of Offer:</b> <i>(to be completed by the Contractor and returned to the Authority's Contract Manager)</i>		
<b>Contractor's Representative</b>	Name:	Redacted FOI Section 40 – Personal information
	Tel:	Redacted FOI Section 40 – Personal information
	Email:	Redacted FOI Section 40 – Personal information
<b>Position in Company:</b>	Commercial Officer	
<b>Signature:</b>	Redacted FOI Section 40 – Personal information	
<b>Date:</b>	21/010/21	
<p><i>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.</i></p>		