

Schedule 20 - Task Authorisation Form for Contract Number SACC/00095

Note: Please ensure the TAF Version Control is maintained on the TAF register

PART 1 – REQUIREMENT (Completed by the Authority)

| | | |
|---|--|------------------------|
| <u>CONTRACT NUMBER:</u> SACC/00095 | <u>TASK NUMBER:</u> | <u>VERSION:</u> |
| <p>You are hereby requested to provide a Firm / Fixed / Limit of Liability <i>delete as appropriate</i> Price Proposal for the below requirement. Your Proposal should be submitted in accordance with clause of the Ts&Cs.</p> | | |
| <p><u>TASK TITLE:</u></p> | | |
| <p>TASK REQUIREMENT(S) <i>(Insert detailed description of the requirement – to be written by assigned Technical representative)</i></p> | | |
| <p><i>Ensure all relevant stake holders have been consulted,</i></p> <p><i>Refer to the associated Tasking Authorisation Form Guidance, Appendix 2 to for Key considerations</i></p> | | |
| <p>Does this Task include any Task-specific Terms, or Quality Standards / Requirements</p> | <p>REQMNT TIMESCALE / COMPLETION DATE</p> | |
| | <p><i>Required-by Date:</i></p> | |

Record any task specific terms, conditions, quality standards ect here.

For example, if both DEFCONS below are in the overarching contract you may wish to specify which one applies.

DEFCON 621A (Edn 12/21) - Transport (If the Authority Is Responsible For Transport) or,

DEFCON 621B (Edn 12/21) - Transport (If the Contractor Is Responsible For Transport)

***INCLUSION OF ANY QUALITY REQUIREMENTS/STANDARDS, DEFCONS, AND/OR IP CONSIDERATIONS NOT PROVIDED FOR IN THE MAIN CONTRACT WILL REQUIRE A CONTRACT AMENDMENT * YOU MAY WISH TO CONSULT WITH CLS BEFORE PROCEEDING.**

Additional Signatures can be added here if required:

Completion Date / Duration:

Requirement Owner's Name and Sign.:

Date:

Commercial Officer's Name and Sign.:

Date:

Finance Officers Name and Sign

Date:

For tasks including Inventory:

SCM Officer Name and Sign

PART 2 – PROPOSAL
(Completed by the Contractor)

- a. **Proposed Solution, incl. (but not limited to):**
- Deliverables.
 - Assumptions, Exclusions and Dependencies.
 - GFA requirements.
 - ASSC (Export Control / ITAR implications;) and
 - Potential IPR generated / flow-down of IP to third party

| | <u>TASK NUMBER:</u> | <u>VERSION:</u> |
|---|---------------------|-----------------|
| | | |
| WOULD THIS TASK SOLUTION IMPACT THE CORE SERVICE PROVISION? YES <input type="checkbox"/> NO <input type="checkbox"/> | | |

b. Price & Payment

A **Firm / Fixed / LoL** (*Authority to delete as appropriate*) Price of £ (ex-VAT) is quoted for the performance of this Task.

The Price Breakdown, comprising Labour, Materials, T&S and any QDC provisions (where appropriate), is attached.

The Payment Plan is as follows: (*delete if not appropriate i.e., in instances of one-off payment-on-completion*)

| Milestone: | Price: | Claimed Upon: |
|--|-------------------|--------------------------------------|
| <i>E.g.: 1. Delivery of Requirement 1 & 2 Hardware</i> | <i>£98,463.60</i> | <i>Signed acceptance certificate</i> |
| | | |
| | | |
| | | |

c. Completion Date

A completion date of is given for this Task.

This Task Proposal is open and valid until

Electronically Signed (Name and post):
On behalf of (Contractor)

Date:

PART 3 – APPROVALS AND AUTHORITY TO PROCEED

(Completed by the Authority)

The following approvals relate to TAF Proposal Version , dated

a. Project approval

The timescale and level of work reported in the Contractor's Proposal are acceptable for this Task. I am content that the hours, material/sub-contract costs and T&S quoted are fair and reasonable, and commensurate with the work to be undertaken. All GFA requirements necessary to complete this Task (where applicable) have been agreed. All necessary approvals (BC, CC etc.) have been attained and stored in the Contract file (if applicable).

A completion date of is agreed for this Task.

Project Manager approval is hereby given for this Task.

Electronically Signed (Name and post):

Date:

b. Finance approval

Financial approval is hereby given for this Task.

Electronically Signed (Name and post):

Date:

c. For Tasking including Inventory items

SCM approval is hereby given for this Task.

Electronically Signed (Name and post):

Date:

d. Commercial approval

Commercial approval is hereby given, and you are authorised to proceed with this Task at a **Firm / Fixed / LoL** (delete as appropriate) Price of £ (ex-VAT), in accordance with the following agreed Payment Plan.

| Milestone: | Price: | Claimed Upon: |
|--|-------------------|--------------------------------------|
| <i>E.g.: 1. Delivery of Requirement 1 & 2 Hardware</i> | <i>£98,463.60</i> | <i>Signed acceptance certificate</i> |
| | | |
| | | |

All other Terms and Conditions of the Contract remain unchanged.

This Task is placed under Schedule of Requirements line item

The Purchase Order (PO) number for this Task is

Electronically Signed (Name and post):

Date:

*Tasking Distribution list can be added here

PART 4 – TASK COMPLETION

a. Notification of completion of Task *(to be completed by the Contractor)*

All work on this Task is complete and all deliverables have been dispatched.

I hereby notify the Authority that the above Task was completed on

Electronically Signed (Name and post):

On behalf of (Contractor)

Date:

b. Confirmation of completion of Task *(to be completed by the Authority Requirement Owner)*

I confirm that all work on the above Task has been completed to the satisfaction of DT.

I confirm that the completion date for this Task was , and that the approved payments can be made to the Contractor.

Electronically Signed (Name and post):

Date:

(Copy to: DT – Commercial