

STATEMENT OF REQUIREMENT FOR PROVISION OF POST DESIGN SERVICES FOR HANDHELD FIRE EXTINGUISHERS AND BRACKETS

Paragraph Numbers	Area	Page
N/A	List of Abbreviations	2
N/A	Definitions of Terms	3
1-3	Introduction	4
4	Line Item 1 – Core Project Management	4
5-6	Line Item 2 – PDS Ad Hoc Tasking	5-6
7-9	Approvals Management	6
10-12	Defence Standards and MAA Regulatory Articles Relating to the Statement of Requirement	7-10
N/A	Appendix 1 - Progress Review Meeting (PRM) Agenda Format	N/A
N/A	Appendix 2 - Local Technical Committee (LTC) Agenda Format	N/A
N/A	Appendix 3 - Articles in Scope	N/A
N/A	Appendix 4 - Post Design Service Ad-Hoc Tasking Process Map	N/A
N/A	Appendix 5 - Post Design Service Task Authorisation and Agreement Form	N/A
N/A	Appendix 6 - TAAF Additional Narrative Detail/Cost Breakdown	N/A

LIST OF ABBREVIATIONS

AP	Air Publication
CMM	Component Maintenance Manual
DAOS	Design Approved Organisation Scheme
Def Stan	Defence Standard
HHFE	Handheld Fire Extinguisher
LTC	Local Technical Committee
MAA	Military Aviation Authority
MRI	Master Records Index
MOD	Ministry of Defence
MRP	MAA Regulatory Publications
PDS	Post Design Services
PMPRM	Project Manager Progress Review Meeting
TAAF	Task Authorisation and Agreement Form
SOR	Statement of Requirement
AQAP	Allied Quality Assurance Publication
GQAR	Government Quality Assurance Representative

Definition of Terms

In this document, the following words have the specific meaning defined below:

- "shall"** is used to indicate a mandatory requirement placed on the Contractor. Departure from such a requirement is not permissible without formal agreement between the Contractor and the Authority.
- "will"** is used to indicate an intention on the part of the Authority or its agents.
- "the Contractor"** means the person who, by the Contract, undertakes to supply the Articles, or perform the Service, or both for the Authority as is provided by the Contract. Where the Contractor is an individual or a partnership, the expression shall include the personal representatives of the individual or of the partners and the expression shall also include any person to whom the benefit of the Contract may be assigned by the Contractor with the consent of the Authority.
- "Authority"** is used to refer to the Ministry of Defence.
- "the Contract"** means the agreement concluded between the Authority and the Contractor, including all specifications, plans, drawings, schedules and other documentation, expressly made part of the agreement.
- "Design Modifications"** A modification that provides a permanent change to the build standard of materiel. Changes are incorporated into technical publications and the modification is fully supported with spares and special tools, etc.
- "Design Organisation"** The organization appointed by the Project Team to be responsible for the design or design change of a system or its associated equipment, and for certifying the design by issue of a Certificate of Design.
- "Terms and Conditions"** means General and special arrangements, provisions, requirements, rules, specifications, and standards that form an integral part of an agreement or contract.
- "Articles"** means all goods (excluding Services) which the Contractor is required under the Contract to supply;
- "Deliverables"** term for the quantifiable goods or services that will be provided upon the completion of a project
- "NSN – NATO Stock Number"** is a 13-digit numeric code, identifying all the 'standardized material items of supply' as they have been recognized by all NATO countries
- "Core PDS"** Further services such as ongoing development and modification of equipment, subsequent to the acceptance of the equipment off-contract. Used after initial production contract in order to update the equipment iaw changing circumstances and requirements since the production contract was placed.
- "Configuration Control"** The maintenance of effective control of the approved configuration of materiel.
- "Obsolescence Management Log"** refers to a register held by the Contractor identifying any items with obsolescence issues and recommends a course of action to manage the solution.
- "Firm"** means a price, agreed for the Articles or Services, or both, which is not subject to variation.
- "Reference Material"** refers to original 'controls' or standards used to check the quality and traceability of the product.
- "Project Manager" and "Equipment Support Manager"** Shall be the Authority's representative shown at box 2 of DEFFORM 111.

Introduction

- 1 This Statement of Requirement sets out the activities, on all platforms, the Contractor is to undertake to deliver the requirements of 700872370. The Authority's Project Manager (PM) will be responsible for the day to day management of the Contract on behalf of the Authority. The details of the PM and all responsible personnel are detailed in Box 2 of DEFFORM 111 - Addresses and Other Information.
- 2 The Contractor shall be required to deliver all the requirements of 700872370 in accordance with the following line items:
 - 2.1. Line Item 1 – Core Project Management
 - 2.2. Line Item 2 – PDS AD Hoc Tasking
- 3 The requirement is split into the following Work Breakdown Structure:
 - 3.1. Fixed Services. The fixed services are those activities which represent a fixed level of support to the Authority. The following are the fixed services under this Statement of Requirement:
 - 3.1.1. Line Item 1 – Core Project Management
 - 3.2. Variable Services. The variable services are those which are varied in frequency and value and will be tasked on a case-by-case basis in accordance with of the Terms and Conditions of Contract:
 - 3.2.1. Line Item 2 – PDS AD Hoc Tasking

Line Item 1 – Core Project Management

- 4 The Contractor shall provide Core Project Management that shall facilitate the post design service ad-hoc tasking.

No.	Deliverable	Comment	Frequency	Format
1	Project Progress Review Meeting	The standing PRM agenda which will include but is not limited to the format at Appendix 1 to this Annex. Location to be agreed 10 days before meeting. Records of Decisions (RoDs) and actions are to be produced and distributed within 10 days of the PRM by the Contractor. The Contractor shall provide core project and support management to the meetings to enable the PRM to be conducted.	12 monthly	

2	Local Technical Committee Meetings (LTC)	The standing LTC agenda which will include but is not limited to the format at Appendix 2 to this Annex. Location to be agreed 10 days before meeting. Records of Decisions (RoDs) and actions are to be produced and distributed within 10 days of the LTC by the contractor. The Contractor shall provide core project and support management to the meetings to enable the LTC to be conducted.	12 monthly	
3	Risk Register	Acceptance by DT Project Manager. Risk Management shall be performed in accordance with the guidance of the standard ISO 31000:2018	To be submitted 2 weeks prior to LTC & updated at every progress review meeting.	.pdf .doc
4	Risk Management Plan	Acceptance by DT Project Manager. Risk Management shall be performed in accordance with the guidance of the standard ISO 31000:2018	Within 2 weeks of Contract Award.	.pdf .doc
5	Configuration Management	The Contractor shall incorporate the principal activities for; Configuration Management planning, Configuration Identification and documentation, configuration change management, Configuration Status Accounting and Configuration Audit in accordance with the requirements Def Stan 05-057, including the Air Domain specific Annexes D, E and F.	As required	
6	Obsolescence Management	Required in accordance with standard: BS EN IEC 62402:2019. The Contractor shall manage obsolescence in accordance with the requirements of BS EN IEC 62402:2019. Including the avoidance of counterfeit materiel in accordance with DefStan 05-135.	As required	

Line Item 2 - PDS Ad-Hoc Tasking Deliverables/Requirements

- 5 The Contractor shall provide a PDS Ad-Hoc Tasking service for the duration of the Contract, to support the items contained in Appendix 3 to this Annex of contract No. 700872370. All PDS Ad-Hoc Tasking provisioned under Line Item 2 shall be on a task by task basis. Any requests from the Authority to the Contractor for a PDS Ad-Hoc Tasking will follow the PDS Ad-Hoc Tasking Process Map at Appendix 4 using the Air Commodities Team PDS Task Authorisation and Agreement Form (TAAF) at Appendix 5 and TAAF Additional Narrative Detail / Cost Breakdown Form at Appendix 6.
- 6 PDS Ad-Hoc tasks raised under Line item 2 of this contract may include but are not limited to the following activities:

No.	Deliverable	Comment	Frequency
1	Preparation of amendments to the Master Equipment Document Set, Repair Manuals, Operator manuals and Maintenance manuals		As required
2	Maintenance of the Master Records Index (MRI).		As required
3	Supply on demand, of the Master Equipment Document Set (including Drawings, Specifications and Reference Material), Operator and Maintenance manuals for the equipment at Appendix 3 to this Annex	To be submitted on an ad-hoc basis to the Authority's PM within 20 working days of request in PDF format	As required
4	The design and development of modifications, including trial installations in accordance with the provisions of DEF-STAN 05-57 and DEFSTAN 05-061 Part 1	Requires DAOS approval from the MAA. Any changes on equipment, instructions and how to use it requires proven competence to do so.	As required
5	Preparation and Supply of amendments to publications, initial provisioning lists and modification new build provision lists to the requirements of the Project Manager		As required
6	Ad-Hoc Meetings to resolve specific issues as a result of PDS tasking	Within 20 working days of request.	As required
7	Delivery of any Contract Data requirements under DEFFORM 315		As required

Approvals Management

- 7 The Contractor shall maintain the following approvals requirements to provide assurance of their competence to deliver the Line Items:

Line Item	Approvals
2 - Post Design Service Ad Hoc Tasking	<p>A Quality Management System that is certified to be compliant with the requirements of BS/EN 9100:2016 "Quality Management Systems. Requirements for Aviation, Space and Defence Organizations" or the most current version of this standard.</p> <p>Where design changes to equipment configuration are necessary, the authorisation to alter the configuration requires either:</p>

	<ul style="list-style-type: none"> • Ministry of Defence (MoD) Design Approved Organisation Scheme (DAOS) approval or • European Aviation Safety Agency (EASA) Part 21J Design Organisation approval, subject to approval by the UK Military Aviation Authority of this as an Alternative Acceptable Means of Compliance.
--	---

- 8 The Contractor shall hold for the life of the contract a MAA DAOS approval or an MAA Alternative Acceptable Means of Compliance Certificate to perform Design Modifications, therefore the Authority does approve the Contractor to prepare or authorise In-Service Design Changes to the equipment configuration, in accordance with MAA Regulatory Article (RA) 5305 for the specified item.
- 9 If the Contractor recommends to the Authority that an In-Service Design Change is required, the Authority shall be responsible for the acceptance or rejection of such a recommendation in accordance with the process contained within MAA RA 5305. If the Authority accepts that a Design Modification is required, the Contractor shall be responsible for coordinating and facilitating all activities between the Contractor and the Authority to achieve the Design Modification. The Authority shall be responsible for ensuring that the Design Modification is approved and authorised in accordance with MAA RA 5305 prior to the release of any In-Service Design Change.

Defence Standards and MAA Regulatory Articles Relating to the Statement of Requirement

- 10 The subject contract/ITT and quality assurance related risks have been reviewed. Please note, any points below marked 'Informative Quality Assurance Standards' are guidance to understand the requirements and not requirements themselves.
- AQAP 2310 Edition B Version 1, NATO Quality Assurance Requirements for Aviation, Space and Defence Suppliers. CoC shall be provided in accordance with DEFCON 627.
 - No Deliverable Quality Plan is required, in accordance with narrative condition 21 and Schedule 3 of the Contract.
 - Safety Critical Items shall be subject to independent inspection in accordance with Def Stan 05-061 Part 9, Issue 5 - Quality Assurance Procedural Requirements – Independent Inspection Requirements for Safety Critical Items.
 - Processes and controls for the avoidance of counterfeit materiel shall be established and applied in accordance with Def Stan 05-135, Avoidance of Counterfeit Material.
 - Informative Quality Assurance Standards - For guidance on the application and interpretation of AQAPs refer to the appropriate AQAP Standards Related Document.
 - Informative Quality Assurance Standards - Where GQA is performed against the contract it will be in accordance with AQAP 2070 Edition b Version 4.
- 11 The following table identifies the Def Stans and MAA Regulatory Procedures and Articles that are to be applied to the work that is to be carried out in satisfaction of this Statement of Requirement. The Terms and Conditions detailed in the table below should be read in conjunction with the Terms and Conditions attached to the contract.
- 12 The expectation of The Contractor is for all work to be carried out against the most up to date articles. The current versions are listed explicitly below for convenience and future updates to

the Military Aviation Authority Regulatory Publications and Regulatory Articles can be found via the gov.uk website.

Def Stan No	Part No	Section No	Title	Version
00-003			Design Guidance for the Transportability of Equipment	6
00-035	1		Environmental Handbook for Defence Materiel – Control and Management	5
00-035	2		Environmental Handbook for Defence Materiel - Environmental Trials Programme Derivation and Assessment Methodologies	5
00-035	3		Environmental Handbook for Defence Materiel - Environmental Test Methods	5
00-035	4		Environmental Handbook for Defence Materiel - Natural Environments	5
00-035	5		Environmental Handbook for Defence Materiel - Induced Mechanical Environments	5
00-051	2		Environmental Management Requirements for Defence Systems - Guidance	1
00-056	1		Safety Management Requirements for Defence Systems - Requirements and Guidance	7
00-056	2		Safety Management Requirements for Defence Systems - Guidance on Establishing a Means of Complying with Part 1	5
00-600	1		Integrated Logistics Support requirements for MOD projects - Integrated Logistics Support (ILS) Requirements	3
05-010	0		Product Definition Information - General Introduction to Product Definition Information	7
05-010	1		Product Definition Information - Hardcopy/Microform Product Definition Information	6
05-010	2		Product Definition Information - Digital Product Definition Information	7
05-010	3		Product Definition Information - Product Definition Information Guidance	7
05-057			Configuration Management of Defence Materiel	7
05-061	9		Quality Assurance Procedural Requirements - Independent Inspection Requirements for Safety Critical Items	5
05-099	1		Managing Government Furnished Equipment in Industry - Provides end to end view of MOD requirements for the management of GFE in Industry	1
05-099	2		Managing Government Furnished Equipment in Industry - Requirement for the Management of Industry held by a delivery partner (DP), on behalf of the MOD as stated in the DP Contract	1
05-132			Marking of Service Materiel Items Using a Unique Item Identifier (UII)	1
05-135			Avoidance of Counterfeit Materiel	2
05-138			Cyber Security for Defence Suppliers	3
81-041	1		Packaging of Defence Materiel - Introduction to Defence Packaging Requirements	9

Def Stan No	Part No	Section No	Title	Version
81-041	2		Packaging of Defence Materiel - Design	9
81-041	3		Packaging of Defence Materiel - Environmental Testing	6
81-041	4		Packaging of Defence Materiel - Service Packaging Instruction Sheet (SPIS)	9
81-041	5		Packaging of Defence Materiel - Packaging Processes	9
81-041	6		Packaging of Defence Materiel - Package Marking	10

Document Number	Description	Issue
MAA01	MAA Regulatory Policy	8
MAA02	MAA Master Glossary	9
MAA03	MAA Regulatory Processes	11
MAM-P	Manual of Airworthiness Maintenance Processes	1.2
MAM-D	Manual of Airworthiness Maintenance Documentation	2

RA1005	Contracting with Competent Organisations	1005 (1): General Principles 1005 (2): Design Organisations 1005 (3): Maintenance Organisations	9
RA 1014	Design Organizations – Airworthiness Responsibilities	1014(1): Responsibilities of the Design Organization or Coordinating Design Organization 1014(2): Responsibilities of an Air System Coordinating Design Organization	7
RA4809	Acceptance of Components (MRP145.A.42)	4809(1): Component Classification (MRP 145.A.42(a)) 4809(2): Suitability of Components (MRP 145.A.42(b)) 4809(3): Local Manufacture/Fabrication of Components (MRP 145.A.42(c)) 4809(4): Certification of Components as Unsalvageable/Scrap (MRP 145.A.42(d))	6
RA 5103	Certification of Design	5103(1): Requirement and Scope for Certificate of Design 5103(2): Management and Authorisation of Certificate of Design	5
RA 5301	Air System Configuration Management	5301(1): Configuration Management Principles 5301(2): Configuration Management under Contractor Control 5301(3): Configuration Management under Ministry Control	4

RA 5305	In-Service Design Changes	5305(1): In Service Design Changes – General	5
		5305(2): In Service Design Changes – Safety	
		5305(3): In Service Design Changes – Modification Procedure	
RA 5405	Special Instructions (Technical)	5405(1): Special Instructions (Technical)	6
RA 5815	Instructions for Sustaining Type Airworthiness	5815(1): Provision and Amendments to Instructions for Sustaining Type Airworthiness	Initial
RA 5825	Fault Reporting and Investigation	5825(1): Fault Reporting and Investigation	Initial
RA 5835	Military Production Organization (MRP 21 Subpart G)	5835(1): Military Production Organization	2
RA 5850	Military Design Approved Organization (MRP 21 Subpart J)	5850(1): Responsibilities of a Design Organization	4
		5850(2): Scheme Inclusion and Approval Award	
		5850(3): Design Management System	
		5850(4): Design Organization Exposition	
		5850(5): Approval Requirements	
		5850(6): Changes in Design Management System	
		5850(7): Investigation and Inspections	
		5850(8): Failures, Malfunctions and Defects	
		5850(9): Validity of Approval	
		5850(10): Privileges	
		5850(11): Designs using Government Furnished Equipment	
		5850(12): Record Keeping	
		5850(13): Instructions for Sustaining Type Airworthiness	
RA 5855	Parts and Appliances (MRP21 Subpart K)	5855(1): Compliance with Applicable Requirements	3
		5855(2): Release of Newly Produced Parts and Appliances for Installation	
RA 5865	Repairs (MRP 21 Subpart M)	5865(1): Scope	3
		5865(2): Demonstation of Capability	
		5865(3): Classificaiton of Repairs	
		5865(4): Repairs Design	
		5865(5): Issue of a Repair Design Approval	
		5865(6): Production of Repair Parts	
		5865(7): Repair Embodiment	
		5865(8): Limitations	

		5865(9): Unrepaired Damage	
		5865(10): Record Keeping	
RA 5885	Identification of Products, parts and Appliances (MRP 21 Subpart Q)	5885(1): Identification of Products	2
		5885(2): Withdrawn	
		5885(3): Identification of Parts and Appliances	
		5885(4): Identification of Critical Parts	
		5885(5): Withdrawn	

APPLICABLE DGAPI (COMPI)

The following Director General Air Safety Policy Instructions (DGAPIs) are to be applied to all contracts that contain a support (PDS) element:

<div>DGAPI 14</div> <div>The CE/DDTL should ensure that contracts with the DO (or subcontractor), and the systems for delivery of Publication changes, enable UFR progression in line with the mandatory timescales.</div>	<table><tr><th colspan="4">TIMESCALES</th></tr><tr><th>UFR Priority</th><th>UFR Generation (Originator)</th><th>UFR Part 3 Completion (DT EA)</th><th>UFR Closure⁵ (from Part 3 completion)</th></tr><tr><td>Routine</td><td>As Req'd</td><td>3 Months</td><td>1 Year</td></tr><tr><td>Rapid</td><td>As Req'd by DT EA</td><td>28 Days</td><td>3 Months</td></tr><tr><td>Immediate</td><td>5 Days⁶</td><td>5 Days</td><td>28 Days⁷</td></tr></table>	TIMESCALES				UFR Priority	UFR Generation (Originator)	UFR Part 3 Completion (DT EA)	UFR Closure ⁵ (from Part 3 completion)	Routine	As Req'd	3 Months	1 Year	Rapid	As Req'd by DT EA	28 Days	3 Months	Immediate	5 Days ⁶	5 Days	28 Days ⁷
TIMESCALES																					
UFR Priority	UFR Generation (Originator)	UFR Part 3 Completion (DT EA)	UFR Closure ⁵ (from Part 3 completion)																		
Routine	As Req'd	3 Months	1 Year																		
Rapid	As Req'd by DT EA	28 Days	3 Months																		
Immediate	5 Days ⁶	5 Days	28 Days ⁷																		
<div>DGAPI 16</div> <div>All Air Environment DTs shall establish and document their systems for equipment fault reporting and investigations.</div>	<div>Commodity CE/DDTL should ensure NFRs are progressed to an investigation decision within 28-days of receipt by their DT.</div> <div>Should establish contracts with investigation agencies and prioritize investigations to achieve closure of Air Safety fault investigations within 12-months from receipt of the fault report.</div>																				

APPENDIX 1 to Contract No. 700872370

PROGRESS REVIEW MEETING (PRM) AGENDA FORMAT

AGENDA FOR THE AIR COMMODITIES PROGRESS REVIEW MEETING TO BE HELD AT PERCIVAL AVIATION, ON (DATE) AT (TIME)

References

- A. Air Commodities Configuration Management Plan.
- B. MRP RA 5301.
- C. 700872370

The PRM is to be held in accordance with the guidance at Reference A and B; Chaired by the Project Manager for the contract at Reference C. The purpose of the PRM is to provide a forum for the Authority and the Contractor to discuss the performance of the contract.

Item No	Item	Lead
1	Introductions and Apologies.	Contractor
2	Review of the Minutes from the previous PRM and actions therein.	Contractor
3	Performance Review – Review of deliverables and agreement on any alleviation.	Contractor
4	Commercial Review	
	- Invoicing and Payments	AC Comm
	- Contract Amendments	AC Comm
	- Commercial Issues	AC Comm
5	Progress Review	
	- Review of WIP	AC PM
	- Review of delivery forecasts, agree and amend where appropriate variations in the repair program	AC PM
	- Review of Risks and status of mitigation actions.	Contractor
6	PDS Review	
	- Review of PDS tasks in progress and forecast completion dates	ACT PM
	- Review of Obsolescence issues	ACT PM
7	AOB.	Contractor
8	Date of next meeting.	Contractor

Distribution:

Defence Equipment & Support:

ACT - Authority Programme Mgr
ACT - Authority PM
ACT - Technical Support
ACT - Inventory Manager
ACT Comm - Commercial Officer
ACT Eng - Engineering Manager
ACT Eng QA - Quality Assurance Engineer
Contractor: - Technical Manager
- Sales Contract Co-ordinator

Info only:

AC GS - Head of Branch / Lead
AC Safety (Air) - Head of Safety
ACT Comm - Commercial Officer

APPENDIX 2 to Contract No. 700872370

LOCAL TECHNICAL COMMITTEE (LTC) AGENDA FORMAT

AGENDA FOR THE AIR COMMODITIES LTC MEETING TO BE HELD AT PERCIVAL AVIATION ON (DATE) AT (TIME)

References

- A. Air Commodities Configuration Management Plan.
- B. MRP RA 5301
- C. 700872370

The LTC is to be held in accordance with the guidance at Reference A and B; Chaired by the Authority PM for the contract at Reference C. The purpose of the LTC is to provide a forum for the EA and the Design Organisation to deal with technical and associated matters. The meeting is also used to verify the configuration control status of equipment, to classify and approve any configuration changes and manage the performance of the contract.

Item No	Item	Lead
1	Introductions and Apologies.	ACT PM
2	Minutes from previous LTC Meeting.	ACT PM
3	Configuration Status Report (CSR) review of all Contractor products supplied to ACT.	Contractor
4	Proposed configuration changes or modifications.	Contractor
5	Maintenance Policy and Technical Document Status – APs/CMMs.	Contractor
6	ACT Safety Assessment Reports and Equipment Lifting.	ACT PM
7	Obsolescence Management Log.	Contractor
8	PDS TAAFs and forecast completion dates.	ACT PM
9	Regulatory Issues.	ACT PM
10	Contract quality performance, including (but not limited to): any GQA surveillance and QA activities in response to risk.	ACT PM
11	Contract logistics performance.	ACT PM
12	MOD A/C Fleets Out of Service Dates.	ACT PM
13	Commercial Issues, Warranties and Core / Ad-Hoc Charges.	AC Comm
14	AOB.	AC PM
15	Date of next meeting.	AC PM

Distribution:

Defence Equipment & Support:

ACT - Authority Programme Mgr
ACT - Authority PM
ACT - Technical Support
ACT - Inventory Manager
ACT Comm - Commercial Officer
ACT Eng - Engineering Manager
ACT Eng QA - Quality Assurance Engineer
Contractor: - Technical Manager
- Sales Contract Co-ordinator

Info only:

AC GS - Head of Branch / Lead
AC Safety (Air) - Head of Safety
ACT Comm - Commercial Officer

:

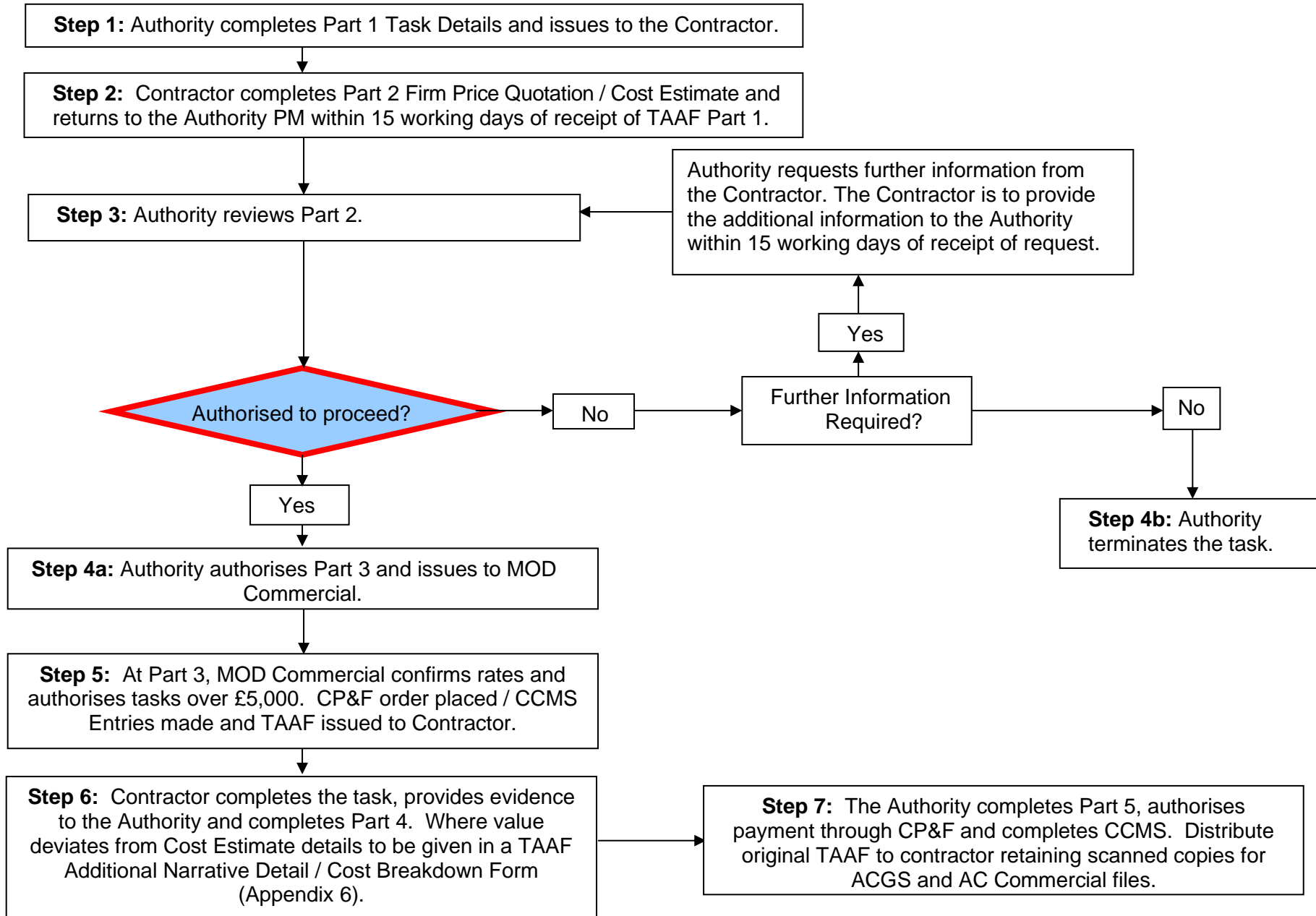
APPENDIX 3 to Contract No. 700872370

Articles in scope

Part Number	NSN	Description
REDACTED	REDACTED	Handheld Fire Extinguisher
REDACTED	REDACTED	Bracket RIGHT HAND
REDACTED	REDACTED	Bracket LEFT HAND

APPENDIX 4 to Contract No. 700872370

AD HOC POST DESIGN SERVICE TAAF PROCESS





AC TEAM PDS TASK AUTHORISATION AND AGREEMENT FORM (TAAF)

PART 1.

1. Task No: / Contractor:	Company Project No.:	Contract No: 700872370 Contract Item No:
-------------------------------------	----------------------	---

Description of Task:

 Approved on behalf of the MOD Authority

Name:
Signature:
Post:
Date:

PART 2.

Firm Price Quotation / Cost Estimate;
 The Cost breakdown as below is a firm price quotation / maximum cost estimate *

Labour	Man hours	Hourly rate	Value £
a. Total Labour (Prime and Overheads)			
b. Direct Material (please provide copies of invoices)			
c. Material Overheads			
d. Travel and Subsistence			
e. Other Costs			
f. Total Costs			
g. Profit – Risk/Non-risk (delete as appropriate)			
Total TAAF Value			

Approved on behalf of Contractor.	Additional information/Cost breakdowns included in Appendix A.	Yes*	No*
-----------------------------------	--	------	-----

Name:
Signature:
Post:
Date:

PART 3.

4a. Approval to Proceed
 The cost and necessity of this task has been scrutinised by the MOD Authority and is deemed to be both Fair and Reasonable based on the evidence provided. I approve the task which can now proceed.
 Approval on behalf of the MOD Authority.

Name:
Signature:
Post:
Date:

4b. Approval Declined
 Based on the evidence available:
 The requirement for the task no longer exists.
 The proposed task is unlikely to deliver the required output and/or deliver value for money.

 Declined on behalf of MOD Authority.

Name:
Signature:
Post:
Date:

	TASK No. /	
5. MOD Commercial Branch Price Agreement: With reference to this TAAF, I have confirmed the rates are correct and I am content that subject to the task being work scoped to the satisfaction of the project manager that commercial approval is granted for the task to proceed. For Director of Contracts (MOD) <div style="display: flex; justify-content: space-between;"> Name: Signature: Post: Date: </div> *To be completed for tasks exceeding £5,000		
INPUTTING CP&F / CCMS DETAILS (DATA MUST BE INSERTED PRIOR TO ISSUE OF THE APPROVED TAAF)		
CP&F Purchase Order Number:		CP&F Purchase Order Date:
CCMS Transaction Number:		
Officer inputting this PDS Task onto CP&F:	Name:	Signature:
Distribution: Contractor, AC Commercial Team.		

PART 4.

6. Contractor Completion The task has been completed and all required outputs delivered <div style="display: flex; justify-content: space-between;"> * Liability has been accepted by - No charge to MOD </div> <div style="display: flex; justify-content: space-between;"> * Liability has not been accepted by - Costs as above </div> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> Name: Signature: Post: Date: </div>			
---	--	--	--

PART 5.

7. Project Management Branch Price Agreement of completion: * Liability agreed - The above task is complete, the man-hours, material and bought-out/sub- contract costs are commensurate with the Task. * Contractor liability agreed - No charge to MOD * Liability relating to this activity is in question; the above charge has not been agreed. Additional PDS activity is required or commercial resolution through the AC Team commercial manager is to be established. * The task, subsequent to approval, has been either cancelled or terminated where costs have been incurred a revised TAAF with the original number followed by an "a" annotation will be raised (this original TAAF will have zero value) (* Delete non- applicable) Agreed on behalf of the MOD Authority <div style="display: flex; justify-content: space-between;"> Name: Signature: Post: Date: </div>			
8. INPUTTING CP&F/ CCMS RECEIPT DATA (ON COMPLETION OF THE TAAF)			
CCMS Transaction Number:			
CP&F / CCMS Receipt Date of this PDS Task:			
Officer inputting this Receipt Data onto CP&F / CCMS:	Name:	Signature:	
Distribution: Contractor, AC Commercial Team.			



AC

TAAF ADDITIONAL NARRATIVE DETAIL / COST BREAKDOWN FORMTAAF
No.

Contract No.

TAAF
Title.

1. Additional Narrative Detail / Cost Breakdown:

Cost Element	Man-hours / Cost	Hourly rate / Quantity	Value £
Total TAAF Value			
Number of Additional Narrative Detail / Cost Breakdown Forms raised against this TAAF:			1 of 1

2. Is a total value of Detailed Cost Breakdown included in the Part 2 of the original TAAF in the Cost Breakdown Table Yes ☐ No ☐3. Is this TAAF a Firm Price Quotation or Maximum Cost Estimate Firm Price ☐ Max Cost ☐Name:

Signature

Post: Tel:

Date: