

ASTRID – TASKING FORM – Part A

Once complete please email the Tasking Form to:

- Official – ASTRID@baesystems.com.
- Official Sensitive – ASTRID@baesystems.r.mil.uk.

Note to Commercial Staff:

ASTRID has been let and is owned by Defence Science & Technology Laboratory (Dstl) and any work placed under it is subject to UK Govt DEFCONs. Full DEFCON definitions can be found here: <https://www.aof.mod.uk/aofcontent/tactical/toolkit/content/defcons/defcon.htm> (note account required to access but easy to set up)

TASKING FORM

To: CORDA	From (Organisation): Ministry of Defence
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Framework contract number:	DSTL/AGR/01142/01
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Agreed quotation date (if known):	
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REQUIREMENT SUMMARY AND AUTHORITY CONTACTS:

Project Manager (name & telephone)	
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Technical Lead (name & telephone)	
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Commercial Officer (name & telephone)	Iain McLean – 0300 162 5163
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Task title (for Dstl: max 30 characters inc AST/ prefix)	
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Anticipated start date	November 2022
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Anticipated end date (core work)	November 2023
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Anticipated end date (options)	
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Requisition or Purchase Order ref	706050451
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ASTRID task number	
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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

Pricing:

Firm Price	<input checked="" type="checkbox"/>
Ascertained cost* <small>*only at Authority's discretion</small>	<input type="checkbox"/>
Firm Pricing shall be in accordance with DEFCON 127 or DEFCON 643 and DEFCON 648 Ascertained Costs shall be in accordance with DEFCON 653 or DEFCON 802.	

Cyber Risk:

Risk level:	Moderate
Assessment ref:	Click or tap here to enter text.
DEFCON 658	<input checked="" type="checkbox"/> (applicable for all risk levels except 'N/A')

DEFCONS:

Please confirm which specific DEFCONS are required for the task (Dstl staff click [here](#) for greater DEFCON detail and NIPPY Guidance). If you are unsure, please discuss with your IP contact, or commercial

76	Edn 12/06	Contractor's Personnel at Government Establishments (The Contractor's liability under Condition 3 of DEFCON 76 (Edn 12/06) shall be limited to £ per incident in accordance with the terms of the agreement between MOD and BAE Systems Plc reference DCS/04/02/32/01/07 dated 17/06/2014).	<input checked="" type="checkbox"/>
91	Edn 11/06	Intellectual Property Rights In Software	<input type="checkbox"/>
703	Edn 08/13	Intellectual Property Rights - Vesting In the Authority To be specified on the Tasking Form	<input checked="" type="checkbox"/>
705	Edn 11/02	Intellectual Property Rights - Research and Technology To be specified on the Tasking Form	<input checked="" type="checkbox"/>

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	30	days
525	Edn 10/98	Acceptance For 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

DELIVERABLES:

Please see attached SOR for full details

GFX:

Yes

No

If yes, please see attached SOR for full details of equipment / information / facilities

Security Classification of the Work: (delete as appropriate*)

**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

Any task placed as a result of your quotation will be subject to the Terms and Conditions of Dstl contract number DSTL/AGR/01142/01

ASTRID – TASKING FORM – Part B

To:	From: CORDA
FAO:	PoC:
Tel:	Tel:

Proposal Reference AST\CMRCL\Prop\02407 (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.

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 £ (ex VAT) is submitted for **ASTRID Task Task 0209 – Reserves Forces 30 Review** and breakdown attached

- Ascertained Price
- Firm Price
- 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 Targeted sourcing mechanism was utilised for supplier selection. This maximises Value for Money by:

- Deploying the optimum team to deliver the work (maximising quality)
- Promoting discussions with the customer during proposal work up:
 - Better aligning the supplier's understanding of the requirement,
 - Better informing the customer's understanding of their problem and the solution to solving it,
 - Eradicating 'gold plating',
 - Deploying the appropriate SQEP and;
 - Reducing technical (and financial) risk.
- 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 specification
- Removal of the cost associated with running and evaluating a competition
- Shortening the time to obtain a Supplier proposal

This team has considerable experience in relation to Defence research, in particular that relating to the Reserve Forces. This experience will allow them to deliver this project successfully. In addition, Cranfield University will provide administrative and quality assurance support without charge.

In particular this proposal contains the following elements:

- 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.

Start date:	T0 (assumed by 1 st December 2022)	End date:	T0 + 41 weeks
Signed on behalf of the Contractor:			
Printed name:		Date:	04/11/2022

Contractor's Cost Breakdown

PROVISION FROM PRIME:				
Service (Activity)* indicate whether work is pre or post award	Rate £	Qty	Subtotal	Total
Programme Director, Shape & Source (Pre-Award)				
Programme Director, Deliver, (Post Award)				
Project Manager, Shape & Source (Pre-Award)				
Project Manager, Deliver(Post Award)				
Technical Manager, Shape & Source (Pre-Award)				
Technical Manager, Deliver (Post Award)				
Project Support Officer, Shape & Source (Pre-Award)				
Project Support Officer, Deliver(Post Award)				
Head of Commercial and Procurement, Shape & Source (Pre-Award)				
Head of Commercial and Procurement, Deliver (Post Award)				
Commercial & Procurement Manager, Shape & Source (Pre-Award)				
Commercial & Procurement Manager Deliver(Post Award)				
Commercial Officer, Shape & Source (Pre-Award)				
Commercial Officer, Deliver(Post Award)				
Commercial Administrator, Shape & Source (Pre-Award)				
Commercial Administrator, Deliver(Post Award)				
Project Manager, Shape & Source (Pre-Award)				
Project Manager, Deliver (Post Award)				
Project Manager Administrator, Shape & Source (Pre Award)				
Project Manager Administrator, Deliver (Post Award)				
Travel & Subsistence UK Road Mileage Accommodation Day and Night subsistence Other (Rail/Air) (Provide Detail) Other e.g. materials (provide detail)				
PROVISION FROM SUBCONTRACTORS:				
Service	Cost £	Qty	Subtotal	Total

Cranfield University (Task Lead)				
QinetiQ Limited (Technical Lead)				
GRAND TOTAL Ex VAT				

Milestones Deliverables and Payments					
Milestone No	Description	Pricing (Ascertained or Firm)	£ Ex VAT	Due Date	Deliverable DEFCON 703 / 705 (14, 90 & 91)
1	Provision of Contractable Scope of Work and Proposal	Firm		T0	n/a
2	Final Technical Report 1 and 2 (Review copy)	Firm		T0 + 33 weeks	705 – Report 1 703 – Report 2
3	Final Technical Report 1 and 2 (Final copy)	Firm		T0 + 41 weeks	705 – Report 1 703 – Report 2
TOTAL £ Ex VAT					

Request for Limitation of Liability	
Risk should sit with the party best placed to manage that risk. If the contractor believes that should be the Authority, they should provide a justification detailing the perceived risk, the limitation of liability requested, and link it to the relevant DEFCON where applicable.	
<input type="checkbox"/>	No limitation requested
<input type="checkbox"/>	Limitations requested – to be absorbed by Prime
<input checked="" type="checkbox"/>	Limitations requested – see attached justification at Annex A

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

It is assumed that there is no requirement to produce a deliverable quality plan for this task.

Liability Clause

X.1 Subject to Clauses X.2 and X.3, the Contractor's liability to the Authority under or in connection with this Contract shall be limited as follows:

- (a). under Clauses 3 and 4 of DEFCON 76 shall not exceed £ per incident; and
- (b). under Clause 2 of DEFCON 514 shall not exceed 150% in aggregate of the Task Value; and
- (c). under Clause 8 of DEFCON 611 shall not exceed 150% in aggregate of the Task Value; and
- (d). under Clause 1 of DEFCON 612 shall not exceed 150% in aggregate of the Task Value; and
- (e) under DEFCON 658 shall not exceed £ per occurrence or series of connected occurrences; and
- (f) subject to the Task Lead using reasonable endeavours to ensure that the software deliverables or modelling tools used for completion of the Task are free from any known viruses prior to its delivery, liability for loss arising from viruses shall not exceed £; and
- (g) liability for breaches excepting breaches under or in connection with X.1(a)-X.1(f) above, shall not exceed £ in aggregate of the Task Value.

X.2. Nothing in this Contract shall operate to limit or exclude the Contractor's liability:

(a). for:

- i. any liquidated damages (to the extent expressly provided for under this Contract);
- ii. any amount(s) which the Authority is entitled to claim, retain or withhold under clause 7 of DEFCON 670 (Tax Compliance), clause 22 and Annex G (Key Performance Indicators and Service Credits, DEFCON 811 and condition 1.3 of Annex I (Insurance Requirements) of this Contract . For the avoidance of doubt, liabilities arising under DEFCON 514 shall be limited in accordance with clause X.1(b) above;
- iii. Any interest payable in relation to the late payment of any sum due and payable by the Contractor to the Authority under this Contract;
- iv. Any amount payable by the Contractor to the Authority in accordance with clause 23 and Schedule H of this Contract;

(b) Where the Parties have agreed to assign a risk profile of Green or Yellow to a Task in reliance on information (including in relation to insurance) submitted by or on behalf of the Contractor and the Parties jointly assesses such information to be inaccurate or untrue, the Parties agree that the LoCL provisions on the Task may be amended, and if such amendment cannot be mutually agreed the Authority or Contractor may terminate the Task.

(c). under DEFCONs 91 and 632;

(d). for death or personal injury caused by the Contractor's negligence or the negligence of any of its personnel, agents, consultants or subcontractors;

*Price(s) quoted to be held valid until end date of options
(If unticked a requote will be required)

ASTRID – TASKING FORM – Part C**1. Offer of Contract:** *(to be completed by Authority Commercial Services)*

Commercial Officer:	Iain McLean	Tel:	0300 162 5163
Vendor Agreement No (if applicable):			
Purchase Order Number:	tbc		
Start date (T0) is deemed to be:		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:

Commercial Approval:	Electronically signed
Date:	25 November 2022

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

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:	

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:

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<i>Task completed to Authority's satisfaction (to be completed by nominated Task owner)</i>
Comments from Task owner on the task:

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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:	

<p>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.</p>		
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:		

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
See cap statement above.								
TOTAL PROPOSED CONTRACTOR'S LIMIT OF LIABILITY				Unknown	£	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
Under Clause 2 of DEFCON 514 shall not exceed 150% in aggregate of the Task Value								
TOTAL PROPOSED CONTRACTOR'S LIMIT OF LIABILITY					the Contractor's liability to the Authority under or in connection with this Contract shall be limited as follows: Under Clause 2 of DEFCON 514 shall not exceed 150% in aggregate of the Task Value			

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
under Clause 8 of DEFCON 611 shall not exceed 150% in aggregate of the Task Value								
TOTAL PROPOSED CONTRACTOR'S LIMIT OF LIABILITY					the Contractor's liability to the Authority under or in connection with this Contract shall be limited as follows: under Clause 8 of DEFCON 611 shall not exceed 150% in aggregate of the Task Value			

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
Clause 1 of DEFCON 612 shall not exceed 150% in aggregate of the Task Value								
TOTAL PROPOSED CONTRACTOR'S LIMIT OF LIABILITY					The Contractor's liability to the Authority under or in connection with this Contract shall be limited as follows: Clause 1 of DEFCON 612 shall not exceed 150% in aggregate of the Task Value			

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
As specified within the liability clause above.								
TOTAL PROPOSED CONTRACTOR'S LIMIT OF LIABILITY						As specified within the liability clause above.		

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.		