

Schedule 10

Tasking Authorisation Procedure

1. Tasking Authorisation Procedure

- 1.1. The Authority shall raise tasks for Line Items 4, Table 5 and Line Items 1-2, Table 6 of Schedule 2 (*Statement of Requirement*) on a case-by-case basis. The Authority shall agree the scope and Firm Price of the work using the agreed Labour Rates at Annex B to Schedule 5 (*Pricing and Payment*) prior to requiring the Contractor to proceed with any work.
- 1.2. The Tasking Forms, at Annex A of this Schedule 10, to the Contract shall be used to authorise work, and is formed of four tasking forms as follows:
 - 1.2.1. TF1 - to be completed by the Authority
 - 1.2.2. TF2 - to be completed by the Contractor
 - 1.2.3. TF3 - to be completed by the Authority
 - 1.2.4. TF4 - to be completed by both Parties
- 1.3. On receipt of a TF1 detailing the requirement at Part 1, the Contractor shall provide a Firm Price using the agreed rates at Annex B to Schedule 5 (*Pricing and Payment*) in the form of a TF2 and return to the Authority's designated Commercial Officer within 1 (one) business day unless otherwise authorised by the Authority.
- 1.4. Following agreement of the TF2, the Authority will raise a TF3. The Authority's designated Commercial Officer will finalise the form, raise a purchase order on CP&F and return the completed TF3 to the Contractor. The Contractor shall not commence any work until they receive a TF3 fully completed and appropriately signed. The Authority shall not be liable to pay any work undertaken by the Contractor without Authorisation from the Authority's designated Commercial Officer in the form of a duly completed TF3.
- 1.5. On completion of a task, the Contractor shall submit a TF4 with the first section completed and raise an invoice on CP&F for approval by the Authority.
- 1.6. The Authority's Project Manager, if content that the work has been completed in accordance with the approved task requirement, shall sign the section of the TF4 and raise a receipt against the invoice on CP&F. A fully completed and signed TF4 shall be returned to the Contractor.
- 1.7. Any task that has been contracted prior to, or on the agreed Contract Expiry Date or Termination Date, but which completes after that date, will remain a valid activity or task under the terms of the Contract until the agreed completion date of that activity.

Annex A**Tasking Authorisation Procedure Forms****TASKING FORM 1 - NOTIFICATION OF TASK**** = delete/amend as appropriate*

To:	From: BATCIS	Date:
	Originator: ISS-BATCIS-XXXXX (staff tally)	
	Email: <u>XXXXX@mod.uk</u>	Tel: 030 679 xxxxx
BATCIS Reference No: TASK No. ***		

1.The Authority has a requirement for the following Task:

Contract No: BATCM/0322	Priority: * Routine / Immediate
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Major Engineering Element:	Version No.:	NSN:
TASK LOCATION:	LOCATION P.O.C.	LOCATION CONTACT TEL:
TASK CATEGORY: * Technical Support		
TYPE OF TASK: * Technical Support		
<u>DETAILED TASK REQUIREMENT</u> <i>The detail of the task will be explained in this section.</i> <i>Possible, but not limited to the following headers could be used</i> <u>BACKGROUND</u> <u>DETAILED TASK REQUIREMENT:</u> <u>NUMBER OF DAYS REQUIRED:</u> <u>Who will be funding the Task (BATCIS / other DTs/LAND/etc).</u>		
FORMAL REPORT REQUIRED: * Yes / No		OUT OF HOURS WORKING: * N/A
REQUESTED START DATE:		REQUIRED COMPLETION DATE:

OFFICIAL

2. The Contractor is requested to assess this task requirement and submit a TASKING FORM 2 with a FIRM PRICE quotation, to the originator of this task. The Contractor shall provide Firm Prices using the agreed Labour Rates at Annex B to Schedule 5 (*Pricing and Payment*).

Initiated By: Date:	Signed:
Authorised By: Date:	Signed:
Authorised By: Date:	Signed:

TASKING FORM 2 – ACKNOWLEDGEMENT OF TASK / FIRM PRICE QUOTATION

To: BATCIS	From:	Date:
	Originator:	
	Email:	Tel:
BATCIS Reference No:		

1. The Contractor acknowledges this task and has assigned the following reference number:

Contractor Reference No:

2. A time/cost quotation is attached for this task.

3. This is a **FIRM PRICE** and is to the value of £

4. This quotation is valid for days.

5. The Contractor requested Start Date is:

The Contractor predicted Completion Date is:

6. Details of the work Contractor will undertake are detailed below:

The detail of the task will be included here:

Possible, but not limited to the following headers could be used:

***Statement of Work
Lead Times/Schedule
General Assumptions
Exclusions and Caveats
Safety/Security***

Name: Date:	Signed:
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TASKING FORM 3 - APPROVAL TO PROCEED / CANCELLATION

To:	From: BATCIS	Date:
	Originator:	
	Email:	Tel:
BATCIS Reference No:		
Systematic Ltd Reference No:		

1.The Authority has assessed the Firm Price quotation detailed in Tasking Form 2 and **accepts / rejects** * the Firm Price of £

2.*[Preferred Bidder] is hereby authorised to proceed with this task in accordance with the agreed time scales.

3.*The Authority hereby instructs the Contractor to cease all work as defined in Tasking Form 2 for the above reference numbers. Please submit a firm price quotation for all work actually carried out under this task, for subsequent consideration by the Authority as full and final payment against this task.

<u>Project Team Authorisation:</u> Name: Date:	Signed:
<u>Financial Authorisation:</u> Name: Date:	Signed:
<u>Commercial Branch Approval:</u> Name: Date:	Signed:

TASKING FORM 4 – COMPLETION OF TASK

To: BATCIS	From:	Date:
	Originator:	
	Email:	Tel:
BATCIS Reference No:		

- 1.The Contractor herewith confirms completion of the above referenced task.
- 2.Report Reference No. is attached, detailing the required deliverables.
- 3.The Authority is requested to confirm that this task has been completed to its satisfaction.

Name:	Signed:
Date:	

To:	From: BATCIS	Date:
	Originator:	
	Email:	Tel:
BATCIS Reference No:		

- 4.BATCIS confirms completion of this task. The Contractor may submit an invoice for payment in accordance with the provisions of Contract **BATCM/0322.**

Authorised By:	Signed:
Date:	