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SCHEDULE D – TASKING PROCESS  
**SCHEDULE D**

**TASKING PROCESS**

1. **GENERAL**

- 1.1 This Schedule sets out the Part A, the Part B and the Part C Tasking Processes.

**PART I – PART A TASKING PROCESS**

2. **Tasking**

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- 2.1 Tasking for each Mode of Operation shall be undertaken in accordance with the process described in this Schedule D.
3. **MODE 1 PROCESS**
- 3.1 In order to commence the formal tasking process for a Mode 1 Requirement, the Authority shall send a Tasking Form (Part A) to the Contractor.
- 3.1.1 The Authority, prior to the release of the Tasking Form (Part A), will use reasonable endeavours to challenge the Requirement within the Authority to be delivered as a higher Mode of Operation.
- 3.1.2 Prior to release of the Tasking Form (Part A), the Authority shall use reasonable endeavours to consult with the Contractor on the details of the tasking.
- 3.1.3 If the Authority requires a specific named resource or a specific provider to be assigned (a directed procurement), the Authority shall consult with the Contractor and shall define this as part of the Requirement in the Tasking Form (Part A).
- 3.2 Within [REDACTED] the Contractor either;
- 3.2.1 accepts the Requirement by notification to the Authority, notifying with any reasons where the contractual time periods under this Paragraph 3 are longer than the default periods, such reasons may include;
- (A) more than 5 tasking forms for any Mode of Operation being received in the preceding [REDACTED] ;
- (B) more than 10 tasking forms for any Mode of Operation being received in the preceding [REDACTED]
- (C) a Requirement to engage the Provider Network;
- (D) the Requirement being marked as “Surge”; or
- (E) any other reason which reasonably affects the ability of the Contractor to meet the default time periods; or
- 3.2.2 rejects with reasoning if the Tasking Form (Part A) has not been completed or is insufficient to provide a Tasking Form (Part B) in response. The Contractor is obliged to consult with the Authority as may be required to resolve the matter; or
- 3.2.3 may challenge the Authority if the Contractor believes the Requirement could reasonably be delivered as a higher Mode of Operation, with justification and an indication as to how the Requirement could be delivered.
- 3.3 If the Tasking Form (Part A) is rejected according to Paragraph 3.2.2 the Authority must make the required amendments and send a revised Tasking Form (Part A) to the Contractor;
- 3.4 If rejected according to Paragraph 3.2.3 the Authority shall either;
- 3.4.1 accept the proposal and make any required amendments to the Tasking Form and send to the Contractor; or
- 3.4.2 reject the Contractor's proposal for a higher Mode of Operation and notify within [REDACTED] of their intention to proceed with the Requirement as originally stated.
- 3.5 The Contractor, within [REDACTED] of acceptance of the correctly completed Tasking Form (Part A) pursuant to Paragraph 3.2.1, or other period as may be agreed pursuant to Paragraph

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- 3.2.1, shall provide the Authority with a Tasking Form (Part B) including one down-selected CV per role, and the price.
- 3.5.1 When selecting the CV, the Contractor shall apply the Tasking Form (Part A) Requirements to down-select the most appropriate personnel, from an initial review of potential candidates.
- 3.6 The Authority shall then, within [REDACTED], or a period as otherwise agreed, accept or reject the Tasking Form (Part B).
- 3.6.1 As may be articulated in the Tasking Form (Part A), the Authority may require to interview the down-selected candidate prior to acceptance of the Contractor's proposal, and the timescales in this Paragraph 3.6 may be adjusted accordingly,
- 3.7 If the Tasking Form (Part B) is accepted the Authority shall provide a completed and signed Tasking Form (Part C) to the Contractor, which shall now be an Approved Tasking Order, at which point the Contractor shall mobilise the delivery of the task as specified within the Approved Tasking Order and any obligations within the Approved Tasking Order shall become effective immediately.
- 3.8 From the date of the Approved Tasking Order the Contractor shall have [REDACTED] (or a period as otherwise agreed according to Paragraph 3.2.1 to mobilise the resource, including completion of the mobilisation checklist, for deployment in the role.
- 3.8.1 The time periods for performance incentive PI2a shall apply from the receipt by the Contractor of the Approved Tasking Order and shall end on the day when the resource is deployed into the role, or is formally notified (including by email) that the resource is ready to be deployed.
- 3.9 If the Tasking Form (Part B) is rejected, the Authority shall provide written reasoning to the Contractor and consult as may be required in order to enable the Contractor to provide a revised Tasking Form (Part B) within [REDACTED], or another period as may be agreed between the Parties. If the revised Tasking Form (Part B) is still not accepted then the Parties shall meet to discuss the requirement.
- 3.10 The Authority shall allocate a Task Order Manager to an Engaged Personnel before the Engaged Personnel commences an assignment under an Approved Tasking Order. The Task Order Manager (or delegate) shall provide day-to-day direction to the Engaged Personnel in delivering an assignment.
- 3.11 The Contractor shall have in place a resource management process (the Self-Support System), which includes the Contractor's pre-mobilisation process to enable the effective deployment of the Engaged Personnel.
- 3.12 Prior to commencement of the assignment, the Contractor shall provide a briefing to the Engaged Personnel with regards to the following:

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- 3.12.1 The name of the resource's Task Order Manager (and any delegate);
- 3.12.2 The name of the Contractor Manager;
- 3.12.3 The assignment details in the Tasking Form (Part A) (and where defined deliverables and the individual's performance objectives and measures of personal performance); and
- 3.12.4 The availability of self-support mechanisms.

**Mode 2 Process**

- 3.13 In order to commence the formal tasking process for a Mode 2 Requirement, the Authority shall send a Tasking Form (Part A) to the Contractor, specifying the requirements against the EOD and the ESC.
  - 3.13.1 The Authority, prior to the release of the Tasking Form (Part A), will use reasonable endeavours to challenge the Requirement within the Authority to be delivered as a higher Mode of Operation.
  - 3.13.2 Prior to release of the Tasking Form (Part A), the Authority shall use reasonable endeavours to consult with the Contractor on the details of the tasking request.
  - 3.13.3 ?? [REDACTED].

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- 3.14 Within [REDACTED] of receipt of the Tasking Form (Part A), the Contractor shall either;
- 3.14.1 accept the Requirement by notification to the Authority;
- (A) specifying with reasons, if any of the time periods under this Paragraph 3 are longer than the default periods, such reasons may include;
- (1) more than 5 tasking forms for Mode 2 being received in the preceding [REDACTED] ;
- (2) a Requirement to engage the Provider Network;
- (3) the Requirement being marked as “Surge”; or
- (4) any other reason which reasonably affects the ability of the Contractor to meet the default time periods,
- 3.14.2 rejects with reasoning if the Tasking Form (Part A) has not been completed or is insufficient to provide a Tasking Form (Part B). The Contractor is obliged to consult with the Authority as may be required to resolve the matter; or
- 3.14.3 may challenge the Authority if the Contractor believes the Requirement could reasonably be delivered as a higher Mode of Operation, with justification and an indication as to how the Requirement could be delivered.
- 3.15 If the Tasking Form (Part A) is rejected according to Paragraph 3.14.2 the Authority must make the required amendments and send a revised Tasking Form (Part A) to the Contractor;
- 3.16 If challenged according to Paragraph 3.14.3 the Authority shall either;
- 3.16.1 accept the proposal and make any required amendments to the Tasking Form (Part A) and send to the Contractor; or
- 3.16.2 reject the Contractor's proposal for a higher Mode of Operation and notify the Contractor within [REDACTED] of their intention to proceed with the Requirement as originally stated.
- 3.17 The Contractor, within [REDACTED] of acceptance by the Contractor of the correctly completed Tasking Form (Part A), [REDACTED] if the Requirement involves the Provider Network, or other period as may be agreed pursuant to Paragraph 3.4.2.1(A), shall provide the Authority with a Tasking Form (Part B) including the defined outputs and the price for the Requirement. This time period shall be measured for the purposes of calculating PI2b.
- 3.18 The Authority shall then, within [REDACTED] or a period as otherwise agreed, accept or reject the Tasking Form (Part B).
- 3.18.1 If the Tasking Form (Part B) is accepted the Authority shall provide a completed and signed Tasking Form (Part C) to the Contractor, which shall now be an Approved Tasking Order, at which point the Contractor shall mobilise the delivery of the task as specified within the Approved Tasking Order and any obligations within the Approved Tasking Order shall become effective immediately.
- 3.18.2 [REDACTED]
- 3.18.3 If the Tasking Form (Part B) is rejected, the Authority shall provide written reasoning to the Contractor and consult as may be required in order to enable the

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Contractor to provide a revised Tasking Order (Part B) within [REDACTED], or another period as may be agreed between the Parties.

- 3.19 The Authority shall allocate a Task Order Lead for a Mode 2 Approved Tasking Order before the Contractor commences the Approved Tasking Order. The Task Order Lead (or delegate) shall provide the day-to-day management of the Contractor in delivering the Approved Tasking Order.

**4. MODE 3 PROCESS**

- 4.1 The Contractor shall consult with the Authority Delivery Team, to describe the Mode 3 Requirement, (“SOW”).

**4.2 [REDACTED]**

- 4.3 The Contractor and Authority Delivery Team shall collaborate in on-boarding the Requirement, to optimise the delivery of the Requirement, to produce the POW, specified against the EOD and ESC.

- 4.4 Pursuant to the POW, the Authority shall send Tasking Form (Part A) to the Contractor.

- 4.5 Within [REDACTED] of receipt of the Tasking Form (Part A), the Contractor shall either;

- 4.5.1 accept the Requirement by notification to the Authority, specifying with reasons if any of the contractual time periods under this Paragraph 4.5 are longer than the default periods, such reasons may include;

- (A) more than 2 tasking forms for Mode 3 being received in the preceding [REDACTED];
- (B) a Requirement to engage the Provider Network; or
- (C) the Requirement, or part of it, being marked as “Surge”; or
- (D) any other reason which reasonably affects the ability of the Contractor to meet the default time periods.

- 4.5.2 or rejects with reasoning if the Tasking Form (Part A) has not been completed or is insufficient to provide a Tasking Form (Part B). The Contractor is obliged to consult with the Authority as may be required to resolve the matter.

- 4.6 If the Tasking Form (Part A) is rejected according to Paragraph 4.5.2 the Authority must make the required amendments and send a revised Tasking Form (Part A) to the Contractor;

- 4.7 The Contractor, within [REDACTED] of acceptance by the Contractor of the correctly completed Tasking Form (Part A) [REDACTED] if the Requirement involves the Provider Network, or other period as may be agreed pursuant to Paragraph 4.5.1 shall provide the Authority with a Tasking Form (Part B) including the defined programme of work and the price for the Requirement. This time period shall be measured for the purposes of calculating PI2c.

- 4.8 The Authority shall, within a period agreed according to the complexity and value of the task and the validity of pricing, accept or reject the Tasking Form (Part B).

- 4.8.1 If the Tasking Form (Part B) is accepted the Authority shall provide a completed and signed Tasking Form (Part C) to the Contractor, which shall now be an Approved Tasking Order, at which point the Contractor shall mobilise the delivery

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of the task as specified within the Approved Tasking Order and any obligations within the Approved Tasking Order shall become effective immediately.

4.8.2

4.8.3 If the Tasking Form (Part B) is rejected, the Authority shall provide written reasoning to the Contractor and consult as may be required in order to enable the Contractor to provide a revised Tasking Form (Part B) within [REDACTED], or another period as may be agreed between the Parties.

4.9 The Authority shall allocate a Task Order Lead for a Mode 3 Approved Tasking Order before the Contractor commences an Approved Tasking Order. The Task Order Lead (or delegate) shall provide the day-to-day management of the Contractor in delivering a Specific Task.

5. **MODE 4 PROCESS**

5.1 The process for tasking of Mode 4 is not designed at the Agreement Commencement Date, and shall be added to the Agreement when the Mode 4 processes are designed, pursuant to the requirements for meeting the IOC and Strategic Review criteria, as further described at Clause 5 to the Agreement.

6. **SURGE TASKS**

6.1 Where the Authority Delivery Team notifies the Contractor in a Tasking Form (Part A) that a Requirement is 'Surge' then this Requirement shall be considered by the Contractor, working with the Authority, to determine how;

6.1.1 existing deployed resources can be redeployed;

6.1.2 additional resources may be deployed, or additional providers from the Provider Network engaged;

6.1.3 existing Approved Tasking Orders can be reprioritised; and

6.1.4 the existing contractual commitments, time periods, PIs and KPIs may be impacted.

6.2 The Authority will submit a Tasking Form (Part A) in the usual way as detailed in Paragraphs 3.1, 3.13 or 4.1 above. The Tasking Form (Part A) shall then be dealt with as described in the above paragraphs following consideration of the requirement by the Contractor and the Authority in accordance with Paragraph 6.1.

6.3 Where fulfilling the surge Requirement may adversely affect the Contractor's ability to deliver other obligations under other Approved Tasking Orders the Contractor shall notify the Authority of such in writing prior to preparation and submission of a Tasking Form (Part B). Where the Authority accepts the affect that such surge shall have on delivery of the other Approved Tasking Orders the Authority shall notify the Contractor in writing of such. The agreed limitations on the affected Approved Tasking Orders shall be recorded in the Tasking Form (Part B).

7. **AMENDMENT OF APPROVED TASKING ORDERS**

7.1 Amendments to an Approved Tasking Orders shall be dealt with in accordance with Clause 20 of the Agreement (Formal Amendments to the Agreement).

8. **EARLY TERMINATION OF TASKS**

8.1 The Authority may terminate an Approved Tasking Order in accordance with the provisions of Clause 61.4. (Termination for Convenience) of the Agreement.

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**PART II – PART B TASKING PROCESS**

**1. INNOVATION TASKING**

- 1.1 The Innovation Governance Committee shall meet and consider any Authority Directed Innovation Opportunities or Contractor Generated Innovation Opportunities in accordance with the process described in Schedule Q (Innovation).

**2. AMENDMENT OF PART B TASKS**

- 2.1 Amendments to Approved Tasking Orders shall be dealt with in accordance with Clause 20 (Formal Amendments to the Agreement) of the Agreement.

**3. EARLY TERMINATION OF APPROVED INNOVATION PROJECTS**

- 3.1 The Authority shall have the right to terminate any Approved Tasking Order in accordance with the provisions of Clause 61 (Early Termination) of the Agreement.

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4. **PART III - PART C TASKING PROCESS**

- 4.1 The Contractor and the Authority will agree on the Engineering Hub Service Approved Tasking Order which shall meet Part C of the requirement.