ASTRID - TASKING FORM - Part A

	Once complete	please	email the	Tasking	Form to:
--	---------------	--------	-----------	---------	----------

- Official –
- Official Sensitive -

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:

(note account required to access but

easy to set up)

TASKING FORM					
То:	CORDA	From (Organisation):			
Framework contract number:		DSTL/AGR/01142/01			
Agreed qu	otation date (if known):				

REQUIREMENT SUMMARY AND AUTHORITY CONTACTS:					
Project Manager (name & telephone)					
Technical Lead (name & telephone)					
Commercial Officer (name & telephone)					
Task title (for Dstl: max 30 characters inc AST/ prefix)	AST329 Alt creating sustaining Inclusivity				
Anticipated start date	Jul-23				
Anticipated end date (core work)	Feb-24				
Anticipated end date (options)					
Requisition or Purchase Order ref	RQ0000031760				
ASTRID task number	AST329				
Task description	Please see attached Statement of Requirement				

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				
D329-1	Core	FWT task summary (1 pager)				
D329-2	Core	Non-technical "biscuit book"				
D329-3	Core	Summary visualisation				
Pricing:						
Firm Price						
Ascertained cost* *only at Authority's discretion						
		e with DEFCON 127 or DEFCON 643 and DEFCON 648 or DEFCON 653 or DEFCON 802.				
Cyber Risk	:					
Risk level:		Very Low				
Assessment	ref:					
DEFCON 65	58	☐ (applicable for all risk levels except 'N/A')				
Limitation of	of Contractors Liabili	ty Risk: (see attached SOR and Risk Assessment for more detail)				
ASTRID Liab	oility Spreadsheet:					
associated wi	ith their requirement. Pe	an ASTRID liability spreadsheet that will look at the direct and indirect risks rforming this assessment before submitting the Task to CORDA prevents delays d circa 4 weeks to the time to award.				
Each risk mus	st be assessed in turn an	d a score for that risk entered in to the spreadsheet.				
© Crow	n copyright 2019 Dstl	Choose an item.				

A completed copy of the spreadsheet must be attached to this Tasking Form & SOR when submitting to CORDA. A							
	also be placed						
Direct Risk:		Green	In the event that a risk is scored as "Green" or "Yellow" the risk will be capped at pre-agreed limits of liability and demanders may continue with the submission of their requirement to CORDA. In the event that a risk is identified as "Amber" or "Red" demanders should discuss their requirement with their			demanders nent to Red" their	
				Commercial POC before the Task	is submitte	ed to	CORDA.
Indirect/C	Consequential	Risk	Excluded	In the event that the risk is "Excluded" demanders may continue with the submission of their requirement to CORDA. In the event that the risk is identified as "Included" demanders should discuss their requirement with their Commercial POC before the Task is submitted to CORDA.			
DEFCON	IS (Defence C	onditions):	:				
91	Edn 11/06	Intellectua	I Property Rig	hts In Software			
539	Edn 08/13	Transpare exemption rea		ly included unless removed by Authority Com	mercial staff	for	×
703	Edn 08/13	Intellectua To be specifie	Intellectual Property Rights - Vesting In the Authority To be specified on the Tasking Form				
705	Edn 11/02	2 Intellectual Property Rights - Research and Technology To be specified on the Tasking Form					
This MUS		number of da	ays stated in t	the SOR. The default for reports in ecify if requesting different and di			
524	Edn 10/98	Rejection			20		days
525	Edn 10/98	Acceptance For the Purposes of schedule of requirements item 2 of				days	
	Based Simula	ation and M	lodelling:				
Defence Standard	03- 050						
Other	Other						
DELIVERABLES DI " I LOCO CO							
DELIVERABLES: Please see attached SOR for full details							
GFX:							
© C	© Crown copyright 2019 Dstl Choose an item.						

Yes							
No							
If yes, please see attached SOR for full details of equipment / information / facilities							
Security Classification of the Work: (delete as appropriate*)							

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						
То:	From: CORDA					
FAO:	PoC:					
Tel:	Tel:					

Proposal Reference AST\CMRCL\Prop\02729 (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 £133,580.00 (ex VAT) is submitted for ASTRID Task 0329 – Novel Approaches to Creating and Sustaining Inclusivity and breakdown attached

oroating and odotaning in	0.40.	ny ana broakaowii akaonoa
Ascertained Price		
Firm Price	\boxtimes	
		*if hybrid, please specify which pricing mechanism applies to which
Hybrid*		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 Collaborative 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

Social Machines EDI specialists bring experience and expertise across core issues of inclusion. Our behavioural scientists bring to bear our extensive expertise in designing and implementing semi-structured and structured online interview. Our team's collective knowledge and expertise spans key lateral domains

(behavioural science, systems thinking, anthropology, sociology, political science, behavioural economics, red teaming, table top exercises, war-gaming) and provides innate contextual understanding to expert elicitation in these domains – as well as any follow up desk-based research. Social Machines is a security and defence-focused company and we have a well-developed understanding of the Defence context to which the proposed work applied. This is an experienced and effective team, with expertise that will be mutually complementary, generating synergies and aiding efficiencies in implementation.

In particular this proposal contains the following elements:

- 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 1 st September 2023)	End date:	T0 +7 months				
Signed on behalf of the Contractor:							
Printed name:		Date:	21/07/2023				

Contractor's Cost Breakdown

PROVISION FROM PRIME:				
Service (Activity)* indicate whether work is pre or post award	Rate £	Qty	Subtotal	Total

Travel & Subsistence UK Road Mileage Accommodation Day and Night subsistence Other (Rail/Air) (Provide Detail)				£0.00				
Other e.g. materials (provide detail)				£0.00				
PROVISION FROM SUBCONTRACTORS	PROVISION FROM SUBCONTRACTORS:							
Service	Cost £	Qty	Subtotal	Total				
QinetiQ Limited (Task Lead)	£0.00	1	£0.00	£0.00				
Social Machines Limited (Task Lead)		1						
	£133,580.00							

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		ТО	n/a
2	Output 1: evidence base delivered	Firm		T0+3.5 months	705
3	Output 2 + 3 delivered	Firm		T0+5 months	705
4	Deliverables 1b, 2, 3 delivered	Firm		T0+7 months	705

TOTAL £ Ex VAT

£133,580.00

Request for Limitation of Liability

The Authority has performed a review of the risk profile for this Task and the proposed limitation of contractors liability is summarised in part A of this Tasking Form, and detailed in the ASTRID Liabilities spreadsheet attached to the Statement of Requirement. If required to do so by the Liabilities spreadsheet, or if the the Contractor believes that the risk profile is incorrect, they should complete Annex A providing details of the identified risk, the mitigations in place, and the revised limitation of contractors liability requested.

Additional limitations included – see attached completed form 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 for a deliverable quality plan.

Due to the request for minimum Technical Assurance, KPI 2 – Timeliness of Deliverables and KPI 3 – Quality of Deliverables shall not apply to 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 £5m 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 £5m 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 £5M; and
- (g) liability for breaches excepting breaches under or in connection with X.1(a)-X.1(f) above, shall not exceed £5M in aggregate.
- 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;

	(e) for fraud,	fraudulent n	nisrepresentation	and	wilful misconduct;
--	----------------	--------------	-------------------	-----	--------------------

- (f) in relation to the termination of this Contract on the basis of abandonment by the Contractor;
- (g). for breach of the terms implied by Section 2 of the Supply of Goods and Services Act 1982; or
- (h). for any other liability which cannot be limited or excluded under general (including statute and common) law.
- X.3 The Contractor shall not be liable, whether in contract, tort (including negligence), statute or otherwise for any indirect or consequential losses.
- X.4. The rights of the Authority under this Contract are in addition to, and not exclusive of, any rights or remedies provided by English (including statute and common) law.
- X.5 The Parties agree that the following amendment shall be inserted as a last sentence in clause 14.1 of the Special Conditions:
- "...For the avoidance of doubt, all information and data of the Authority, and any GFF, shall be treated as Issued Property for the purposes of Defcon 611"
- X.6 For the avoidance of doubt, provisions defined in the Contract and used in this Tasking shall have the meaning set out in the Contract.
- X.7 For the further avoidance of doubt, the Contract, including any previous variations, will remain effective and unaltered except as amended by this Tasking. If there is an inconsistency between any of the provisions of the Pilot and the provisions of the Contract, the provisions of the Contract shall prevail.

		Option	ns and Payments
Item No	Description / Title from Part A	£ (ex VAT)*	Expiry Date
· , .	oted to be held valid until end date of options a requote will be required)		

		Į.	STRIE	– TASKING FORM – Part C			
1. Offer of Contract: (to be completed by Authority Commercial Services)							
Commercial Officer:			Tel:				
Vendor Agreement No (if applicable):	0194616BORO	5PRIM0114201	1				
Purchase Order Number:	DSTL0000020161						
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 c	larifications to p	roposal:					

Commercial Approval:	*
Date:	1/8/2023
Diagonal Natas Table Assilyasia diag	to be investible. And begin Organization Description for

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:

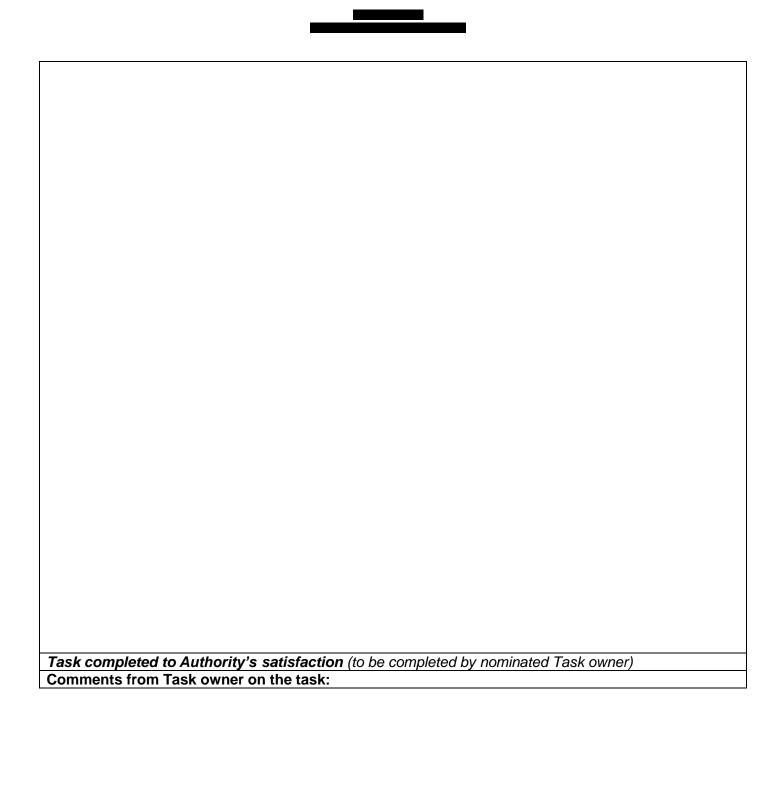
Position in Company:

Commercial Officer

Date: 05/09/23

	ASTRID – TASKING FORM – Part D
1	completed by the Prime Contractor and returned to the nominated in Part A - failure to return could result in payment being delayed)
7	ction D confirms the final value of the task. The value stated in this value for the task and will take precedence over any previous values
Confirmation of Deliverables as	s 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:



Anticipated exploitation inc			
timescales:			
Follow-up date with End User if necessary:			
Key Performance Indicators (K	Pls):	 	

Limei	liness	ot de	livera	bles:

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:					

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.

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 / Not	es:
Signed:	
Date:	

DIRECT LOSS - DEFCON 76 (Dar	DIRECT LOSS - DEFCON 76 (Damage to Government Establishments) Choose an item.				T	Annex	A to ASTRID	Tasking Form
RISK (Situation)	Worst Case Scenario	Worst Case Cost £	Mitigation	Post Mitigation Cost £	Proposed LOL	Contingent Liability	Probability	Impact
	TOTAL	PROPOSE	D CONTRACTOR'S LIMIT OF LIABILITY					

DIRECT LOSS - DEFCON 514 (M	aterial Breac	h)						
RISK (Situation)	Worst Case Scenario	Worst Case Cost £	Mitigation	Post Mitigation Cost £	Proposed LOL	Contingent Liability	Probability	Impact
	TOTAL	PROPOSE	D CONTRACTOR'S LIMIT OF LIABILITY					

Choose an item.

Annex A to ASTRID Tasking Form

© Crown copyright 2019 Dstl

DIRECT LOSS - DEFC	ON 611 (Loss of or damag	je to Issued Property)	Annex A to ASTRID Tasking Form					
RISK (Situation)	Worst Case Scenario	Worst Case Cost £	Mitigation	Post Mitigation Cost £	Proposed LOL	Contingent Liability	Probability	Impact
	TOTAL PROPOSED CONTRACTOR'S LIMIT OF LIABILITY							

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		



Choose an item.

Annex A to ASTRID Tasking Form

TOTAL PROPOSED CONTRACTOR'S LIMIT OF LIABILITY				
--	--	--	--	--

© Crown copyright 2019 Dstl

DIRECT LOSS - NEGI	LIGENCE (that is not includ	Annex A to ASTRID Tasking				Tasking Form		
RISK (Situation)	Worst Case Scenario	Worst Case Cost £	Mitigation	Post Mitigation Cost £	Proposed LOL	Contingent Liability	Probability	Impact
	TOTAL PROPOSED CONTRACTOR'S LIMIT OF LIABILITY							

INDIRECT/CONSEQUENTIAL LOSS										
RISK (Situation)	Worst Case Scenario	Worst Case Cost £	Mitigation	Post Mitigation Cost £	Proposed LOL	Contingent Liability	Probability	Impact		

Choose an item.

Annex A to ASTRID Tasking Form

TOTAL PROPOSED CONTRACTOR'S LIMIT OF LIABILITY						

© Crown copyright 2019 Dstl