

ASTRID – TASKING FORM – Part A

Once complete please email the Tasking Form to:

Redacted under FOIA Section 43 – Commercial Interest

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:

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TASKING FORM

To: CORDA

Framework contract number:
Agreed quotation date (if known):

From (Organisation):

Dstl

DSTL/AGR/01142/01

REQUIREMENT SUMMARY AND AUTHORITY CONTACTS:

Project Manager (name & telephone)	Redacted under FOIA Section 40 – Personal information
Technical Lead (name & telephone)	Redacted under FOIA Section 40 – Personal information
Commercial Officer (name & telephone)	Redacted under FOIA Section 40 – Personal information
Task title (for Dstl: max 30 characters inc AST/ prefix)	AST/DSTF Futures Contextualise: Understanding Future Resource Requirements
Anticipated start date	1/11/2022
Anticipated end date (core work)	31/03/2023
Anticipated end date (options)	N/A
Requisition or Purchase Order ref	RQ0000020288
ASTRID task number	203
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
D1	Core	Final Technical Report
D2	Core	Final Stakeholder Presentation

Pricing:

Firm Price	<input checked="" type="checkbox"/>
Ascertained cost* *only at Authority's discretion	<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:	Redacted under FOIA Section 26 – Defence
Assessment ref:	Redacted under FOIA Section 26 – Defence
DEFCON 658	<input type="checkbox"/> (applicable for all risk levels except 'N/A')

Limitation of Contractors Liability Risk: (see attached SOR and Risk Assessment for more detail)**DEFCONS (Defence Conditions):**

Please confirm which specific NIPPY Guidance). If you are		DEFCONs are required for the task	Redacted under FOIA Section 43 - Commercial Interest	detail and
		unsure, please discuss with your IP contact, or commercial		
91	Edn 11/06	Intellectual Property Rights In Software		<input type="checkbox"/>
539	Edn 08/13	Transparency (automatically included unless removed by Authority Commercial staff for exemption reasons)		<input checked="" type="checkbox"/>
703	Edn 08/13	Intellectual Property Rights - Vesting In the Authority To be specified on the Tasking Form		<input 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.	30 days

Defence Based Simulation and Modelling:		
Defence Standard	03- 050	<input type="checkbox"/>
Other		<input type="checkbox"/>

DELIVERABLES: Please see attached SOR for full details

Redacted under FOIA Section 26 – Defence

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

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

Redacted under FOIA Section 26 – Defence

**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

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: Redacted under FOIA Section 40 – Personal information
Tel:	Tel: Redacted under FOIA Section 40 – Personal information

Proposal Reference AST\CMRCL\Prop\02426 (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 **£91,135.06** (ex VAT) is submitted for **Task 0203 - Futures Contextualise: Understanding Future Resource Requirements** and breakdown attached

Ascertained Price	<input type="checkbox"/>	
Firm Price	<input checked="" type="checkbox"/>	
Hybrid*	<input type="checkbox"/>	*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)

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Start date:	T0 (assumed as 1 st December 2022)	End date:	T0 + 6 months
Signed on behalf of the Contractor: Redacted under FOIA Section 40 – Personal information			
Printed name:	Redacted under FOIA Section 40 – Personal information	17/11/2022	

Contractor's Cost Breakdown

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TOTAL £ Ex VAT

£91,135.06

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.

Liability Clause

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Options and Payments

Item No	Description / Title from Part A	£ (ex VAT)*	Expiry Date

*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:	Redacted under FOIA Section 40 – Personal information	Tel:	Redacted under FOIA Section 40 – Personal information
Vendor Agreement No (if applicable):			
Purchase Order Number:	DSTL00000010831		
Start date (T0) is deemed to be:	6 th December 22	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:	Redacted under FOIA Section 40 – Personal information
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Date:	
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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:

Task completed to Authority's satisfaction (to be completed by nominated Task owner)
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):
<p>Timeliness of deliverables:</p> <p>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.</p> <p>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.</p>

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 / Notes:		
Signed:		

Date:	
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