Ministry of Defence

Contract Number: 701478374

Project SOCIETAS

SCHEDULE 7.3

OVER AND ABOVE (O&A) TASKING

1. SCOPE

1.1. In accordance with Condition 31 of the Terms and Conditions, the Authority may request the Contractor to provide additional Over and Above (O&A) Tasking activities related to the Project SOCIETAS scope, on a task basis as additional requirements using the process defined in this Schedule 7.3.

1.2. The Contractor shall be responsible for the performance of all O&A Tasking activities as defined by the Authority's Project Manager and formally authorised in writing by the Authority's Commercial Branch only.

1.3. The Contractor must not commence any work prior to the receipt of formal, written authorisation, from the Authority's Commercial Branch, of an O&A Task. Written authorisation from the Authority shall solely constitute a fully signed Part C of the approved O&A tasking form at Annex 1 and Purchase Order reference. Any work undertaken whatsoever by the Contractor prior to the receipt of formal authorisation of an O&A Task shall be at the Contractor's sole risk. The Authority shall not compensate for any work completed in advance of an authorised O&A Task.

1.4. The Contractor's acceptance of any O&A Tasking shall be in the full knowledge that delivery and performance of the contractual obligations of Contract 701478374 shall remain unaffected.

2. PROCEDURE FOR O&A TASKING (FIRM PRICE)

2.1. Any requirements for such O&A Tasking activities shall be defined by the Authority's Project Manager by completing Part A of the O&A tasking form detailed below at Annex 1 to this Schedule 7.3. On completion of Part A, the tasking form shall be issued to the Contractor by the Authority's Commercial Branch for proposal

2.2. For the purposes of identifying individual O&A Tasks, the Authority shall allocate a discrete sequential reference number, which is to be used by the Contractor. The Contractor shall note that no work must be undertaken until the Contractor is in receipt of an approved O&A Tasking Form bearing a unique reference number, signed and authorised by the Authority's Project and Commercial Branch.

2.3. Within ten (10) Business Days of receipt of the O&A Tasking Form, or as otherwise agreed by both Parties, the Contractor shall complete Part B and return it to the Authority's Commercial Branch.

2.4. All proposals must be Firm priced in accordance with the provisions outlined within Schedule 6.1 (Pricing and Payment).

2.5. The Authority reserves the right to add in performance measures against any O&A Tasks, as appropriate.

2.6. All priced proposals are to have a Contractor validity of up to ninety (90) Business Days on submission to the Authority's Commercial Branch.

2.7. In the event the Contractor cannot provide the Authority with a costed proposal within ten (10) Business Days. The Contractor shall at the earliest opportunity within the ten (10) Business Day period, notify the Authority's Commercial Branch by email of the reason for the delay and provide a firm date for when a proposal shall be provisioned.

2.8. Disagreement relating to the proposal shall be dealt with in accordance with Condition 22 (Dispute Resolution) of the Terms and Conditions.

2.9. Authority to proceed with the O&A Task (Part C of the Tasking Form) must be provided in writing by the Authority's Commercial Branch. The Contractor is to note that no work must be undertaken until a completed O&A Tasking Form (Part C) signed by both the Authority's Project Manager and Commercial Branch is received and acknowledged.

2.10. On completion of the O&A Task, the Contractor shall submit Part D of the O&A Tasking Form together with evidence of completion to the satisfaction of the Authority's Project Manager for countersignature.

2.11. Following the Authority Project Manager's countersignature at condition 2.10 above, and Commercial Officer's acknowledgement of completion, the Contractor shall submit a claim for payment in accordance with Condition 19 (Pricing and Payment) of the Terms and Conditions and Schedule 6.1 (Pricing and Payment). The Authority reserves the right to reject the O&A Task in accordance with DEFCON 524 (Rejection).

2.12. Approved O&A Tasks shall be formally added to Annex 2 to this Schedule 7.3 (O&A Task Register) when the next amendment to Contract is raised, or on a 6-monthly basis, whichever occurs first.

ANNEX 1

ANNEX 1: O&A TASKING FORM			
Part A. Authority Task Information			
Unique Task No:		Request Date:	
Task Title			
Project Start:		Project Finish:	
Authority Statement of Requirement			
Authority to include any acceptance criteria and performance measures			
Part A. Authority Authorisation of O&A Task			
Project Manager O&A Task Requirement issued by the Authority		Signed:	
		Dated:	
Commercial Officer O&A Task Requirement issued by the Authority		Signed:	
		Dated:	

Part B. Contractor's Firm Price Proposal
The work as described in Part A is submitted for MOD authorisation against the following Firm price: a. Hours/ Days to complete requirement b. Hours/ Day Rates c. Subcontractor Costs d. T&S e. Other Costs as applicable *(used to recover overhead costs not otherwise recovered through the activity-based hourly and daily rates)* f. Profit Rate g. Risk as applicable *(providing evidence/risk register)*

Total Firm Price:	
Proposal Validity Date:	
Estimated Start Date:	
Estimated Completion Date:	
Comments/Assumptions:	

Part B. Contractor Authorisation		
<u>Contractor Authorisation</u> Authorised on behalf of the Contractor	Signed:	
	Dated:	

The following GFA & GFI will be supplied in support of this O&A Task.

Reference	Title	Description	Revision	Date

Part C. Authority Authorisation		
Project Manager O&A Task approved signed on behalf of the Authority	Signed:	
	Dated:	
Commercial Officer O&A Task approved signed on behalf of the Authority	Signed:	
	Dated:	
Purchase Order: (GBP)	*[PO Number]*	

Part D. Completion of O&A Task		
Contractor Authorisation Authorised by the Contractor to confirm O&A Task has been completed	Signed:	
	Dated:	
Project Manager Authorised by the Authority Project Manager to confirm O&A Task has been completed	Signed:	
	Dated:	

ANNEX 2

O&A Task Register

Task Number	Task Name	Status	Start Date	End Date	Contract Amendment Number	Firm Price (Ex VAT)
001	*Example - Project Zephyr Support*	*Open*	*01/07/2022*	*31/07/2021*		*£350,000.00*
					TOTAL	**£350,000.00**