SERAPIS TASKING FORM

COMPLETE SQUARE BRACKETS AND REMOVE COMMENTS BEFORE SENDING TO THE SUPPLIER

Tasking Form Part 1: *(to be completed by the Authority's Project Manager)*

To:	Lot 3 QinetiQ Plc	**From:**	Dstl
REQUIREMENT			
Proposal Required by:	30/06/2022	**Task ID Number:**	D
Project Manager:	Redacted under FOIA Section 40 - Personal Information	**Technical Point of Contact:**	Redacted under FOIA Section 40 - Personal Information
Task Title:	Team Adaptation	**New Task ☒**	**Change ☐**
Required Start Date:	01/08/22	**Required End Date:**	30/04/24
Requisition No:	TBC	**Budget Range**	£110K
TASK DESCRIPTION AND SPECIFICATION			
Serapis Framework Lot	☐ Lot 1: Collect ☐ Lot 2: Space systems ☒ Lot 3: Decide ☐ Lot 4: Assured information infrastructure ☐ Lot 5: Synthetic environment and simulation ☐ Lot 6: Understand		

Introduction

The future operating environment is likely to be influenced by numerous scientific, technological and engineering advances, coupled with a changing society that presents new threats and novel battlespace domains (e.g., space and cyber). The rapid pace of these advances will challenge traditional military capability. In particular, the increasing novelty, difficulty, and complexity of command and control environments will require teams to solve problems, deal with unpredictable situations, and learn new ways of working in order to maintain levels of task performance (e.g., Bell & Kozlowski, 2008). In other words, teams must be able to quickly adapt to changing demands.

Performance adaptation has been defined as the "cognitive, affective, motivational, behavioural modifications made in response to the demands of a new or changing environment, or situational demands (Baard et al., 2014, p. 50). Research in this field is largely conceptual, offering no practical tools or interventions by which to improve performance adaptation. Therefore, research is needed to investigate the ways in which teams can be better prepared to sensemake and adapt in complex situations.

Previous research, led by QinetiQ, conducted a scoping study to investigate how performance adaptation research can be used to better prepare team for sensemaking in complex situations. The team developed a working definition of team adaptation and identified a suitable measure of team adaptation through this scoping study. As no readily exploitable intervention was sourced through the scoping study, the QinetiQ

team developed a novel aide memoire to support team adaptive performance that was informed by Frick et al.'s (2018) '4Rs of Team Adaptation' framework: Recognise, Reframe, Respond, Reflect. An important facet of this model is the requirement to pause between recognising and reframing.

An exploratory study was planned in order to evaluate the utility and feasibility of the aide memoire (Team Reflection Guide; TRG) in a laboratory setting. The experiment was due to run with eight teams of three military participants. Half of these teams would have been trained in team performance adaptation and the use of the TRG, whilst the other half would not. Following this, all teams would be trained to play the firefighting computer simulation C3Fire and complete one training run, and two complete scenarios. Throughout the scenarios self-report, observation and qualitative interview data was to be collected.

MODREC approval was granted for this experiment. However, due to restrictions imposed through the pandemic, the experiment did no go ahead as planned.

Statement of Requirements (SOR)

The purpose of this SOR is to take this research forward by completing the experiment and identifying opportunities to exploit the concept and aide memoire across Defence. We would also be interested in investigating additional psychological constructs such as Psychological Safety through the experiment.

The research requires the following:

- Amendments to be made to the MODREC form. To include a change of date, location, and possible addition of measures, with accompanying justification for inclusion.
- Conduct of experiment. This will include the recruitment of participants (a minimum of eight teams, likely to require eight full days of experimentation), collection and analysis of data, and writing of the final technical report.
- Exploitation. Working with Dstl to identify appropriate stakeholders and develop a plan for exploitation.

References

Baard, S. K., Rench, T. A., & Kozlowski, S. W. (2014). Performance adaptation: A theoretical integration and review. *Journal of Management, 40*(1), 48-99.

Bell, B. S., & Kozlowski, S. W. (2008). Active learning: effects of core training design elements on self-regulatory processes, learning, and adaptability. *Journal of Applied psychology*, *93*(2), 296-316.

Frick, S. E., Fletcher, K. A., Ramsay, P. S., & Bedwell, W. L. (2018). Understanding team maladaptation through the lens of the four R's of adaptation. *Human Resource Management Review*, *28*(4), 411-422.

GFX Available

Redacted under FOIA Section 40 - Personal Information Serapis Task D11 – '*Improving team performance adaptation to support sensemaking': Intervention Development and Experiment Design Outline* (WP2) DRAFT REPORT, Malvern Technology Centre, St Andrew's Rd, Malvern WR14 3PS (GB), QINETIQ/21/01662 V1.1, 2021. UK OFFICIAL

Redacted under FOIA Section 40 - Personal Information , Serapis Task D11 – *'Improving team performance adaptation to support sensemaking': Scoping Study Summary Report*, Malvern Technology Centre, St Andrew's Rd, Malvern WR14 3PS (GB), QINETIQ/21/00734 V1.0, 2021. UK OFFICIAL

Other GFX available on request.

Procurement Strategy

☒ Lot Lead to recommend ☐Single Source / Direct Award

Pricing:

☒ Firm Pricing ☐ Ascertained Costs* ☐ Other*

Firm Pricing shall be in accordance with DEFCON 127 and DEFCON 643

Ascertained Costs shall be in accordance with DEFCON 653 or DEFCON 802.

*only at Authority's discretion

Task IP Conditions

DEFCON 703 ☐ or DEFCON 705 ☒ DEFCON 91 (Software) ☐

DELIVERABLES

D1 An amendment to the MODREC form to include a change of date, venue and potentially additional measures.

D2 A final technical report to outline the research, findings and recommendations from the experiment.

D3 The Raw data set produced during the experimental.

D4 A plan to support further exploitation of the measures, interventions and findings from this research.

Deliverable: Acceptance / Rejection Criteria *(30 business days unless agreed otherwise)*

DEFCON 524 Rejection ☒ period [30] days DEFCON 525 Acceptance ☒ period [30] days

ISSUE OF EQUIPMENT/MATERIAL/INFORMATION

There are a number of facilities at Porton and Portsdown West that could support experimental research on team adaptation. The supplier and Dstl will be able to discuss the facilities available. (Suppliers may also wish to use their own facilities which can also be discussed.)

C3Fires is a firefighting simulation tool that has been developed to support research in this area and can be used for the purposes of the experiment if required. Dstl have the required license to use C3Fires for the experiment. Dstl can also provide access to laptops for the purposes of running the experiment, however certain conditions will apply so early discussions on this requirement would be advised.

QUALITY STANDARDS

SECURITY CLASSIFICATION OF THE WORK *(A Security Aspects Letter (SAL) will be required for each Task above Official-Sensitive, Quotes are covered by the Framework SAL)*

The highest classification of this SOR

Redacted under FOIA Section 24 - National Security

The highest expected classification of the work carried out by the contractor

Redacted under FOIA Section 24 - National Security

The highest expected classification of Deliverables/Output

Redacted under FOIA Section 24 - National Security

TASK CYBER RISK ASSESSMENT. *(In accordance with DEF STAN 05-138 and the* Risk Assessment Workflow)

Cyber Risk Level	Redacted under FOIA Section 26 - Defence	Risk Assessment Reference	Redacted under FOIA Section 26 - Defence

ADDITIONAL TERMS AND CONDITIONS APPLICABLE TO THIS CONTRACT

Please ensure all completed forms are copied to DSTLSERAPIS@dstl.gov.uk when sending to the Lot Lead.

Any Task placed as a result of your quotation will be subject to the Terms and Conditions of Framework Agreement Number:

LOT 3 DSTL/AGR/SERAPIS/DEC/01

Tasking Form Part 2: *(To be completed by the Lot Lead)*

To: Redacted under FOIA Section 40 - Personal Information	**From:** The Lot Lead

Proposal Reference **QINETIQ/22/02764** **(attached)**

Delivery of the requirement:

The proposal shall include, but not be limited to:

- A full technical proposal that meets the individual activities that are detailed in Statement of Requirements (Part 1 to Tasking Form).
- Breakdown of Deliverables and Interim Payments (Milestone/stage) due dates.
- 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.
- Sub-Contractors Personnel Particulars Research Worker Form and security clearances (if applicable)

PRICE BREAKDOWN

The prices in this proposal are based on our current agreed rates which are valid until July 2023 only. Any work beyond this date will therefore be subject to review and amended to include any agreed rates uplift as set out under Clause 8 (Variation in Price) in the Serapis Framework Agreement LOT 3 DSTL/AGR/SERAPIS/DEC/01.

Dstl Site Option: Redacted under FOIA Section 43 - Commercial Interests

Malvern Site Option: One hundred and Ninety Four Thousand, Nine Hundred and Eighty Eight Pounds and Eighty Two Pence.

COMMERCIAL

Redacted under FOIA Section 43 - Commercial Interests

Total Proposal Price in £	Dstl Site: Redacted under FOIA Section 43 - Commercial Interests Malvern Site: £151,850.98		(ex VAT)
Start Date:	August 2022	**End Date:**	June 2023
Lot Leads Representative	Name	Redacted under FOIA Section 40 - Personal Information	
	Tel		
	Email		
	Date	22nd July 2022	
Position in Company	Assistant Commercial Manager		
Signature	Redacted under FOIA Section 40 - Personal Information		

Dstl Site - Contractor's Price Breakdown

Redacted under FOIA Section 43 - Commercial Interests

Dstl Site - Contractor's Detailed Price Breakdown

Redacted under FOIA Section 43 - Commercial Interests

Redacted under FOIA Section 43 - Commercial Interests

Redacted under FOIA Section 43 - Commercial Interests

Redacted under FOIA Section 43 - Commercial Interests

Redacted under FOIA Section 43 - Commercial Interests

Redacted under FOIA Section 43 - Commercial Interests

Malvern Site - Contractor's Price Breakdown

Redacted under FOIA Section 43 - Commercial Interests

Malvern Site - Contractor's detailed Price Breakdown

Redacted under FOIA Section 43 - Commercial Interests

Redacted under FOIA Section 43 - Commercial Interests

Redacted under FOIA Section 43 - Commercial Interests

Redacted under FOIA Section 43 - Commercial Interests

Redacted under FOIA Section 43 - Commercial Interests

Redacted under FOIA Section 43 - Commercial Interests

End of Costed Proposal

Tasking Form Part 3:

1. **Offer of Contract:** *(to be completed by the Authority's Commercial Officer or Contract Manager and copied to the Authority's Project Manager)*		
Authority's Commercial Officer	Name	Redacted under FOIA Section 40 - Personal Information
	Tel	
	Email	
	Date	16/09/2022
Requisition Number		RQ0000016942
Contractor's Proposal Number		QINETIQ/22/02764
Purchase Order Number		DSTL0000007780
Signature		Redacted under FOIA Section 40 - Personal Information
Please Note: Task authorisation to be issued by the Authority's Commercial Officer or Contract Manager. Any work carried out prior to authorisation is at the Contractor's own risk.		