

## FATS D&E Schedule 3 (Tasking Order Form)

**FINAL**

### Tasking Identification

Unique Tasking Order Number	FTS/DE/CCT165 <i>(Maximum of 14 characters)</i>	Version No. & Date	V1 FINAL - 22/03/2016
FATS Business Case Number	Original FBC5777 Amendment FBC <i>(FATS team supplied)</i>	Unique Reference Number	FATS/D&E/157
Project / Equipment for which task is in support	NSOIT	UOR	
Task Title	Technical Support for ISS Des Architecture Core and Collaborative Application Services		
NCA's Selected (in accordance with MKM search)	NCA Numbers: 4720, 4730, 4770, 4820, 4830, 5190, 5200, 5210, 5220, 5230, 5240, 5250, 5260, 5270, 5280, 5290, 5300, 5310, 5320, 5330, 5340, 5350, 5360, 5370, 5800, 5830, 5900, 5930, 5950, 5960, 5980, 6030, 6040		

Please refer to FATS Customer Guidance for definition of Work Category

Directorate & PT / Organisation Title	JFC ISS Des Architecture	Supplier Name	LA International Computer Consultants Limited
PT Leader/ Project Manager		Post	
Post		Address	International House
Address	Bldg 405		Festival Way
	MoD Corsham		Festival Park
	Westwells Road		Stoke-on-Trent
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Telephone / Fax No		Telephone / Fax No	
E-mail		E-mail	
UIN & RAC		CPV Code	




Date Draft Tasking Order Issued 25/02/2016

Deadline for Authority's receipt of Tenderer's response to the Draft Tasking Order 17/03/2016

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	<b>1. Schedule of Requirements</b> <i>Brief summary of requirement – full details appear below in the Statement of Requirement</i>	
Item No	Description	Firm Price £ (Ex VAT)
1	NSoIT (Base) Information Architecture for Exchange, OneDrive and SharePoint – Official – <b>by 30<sup>th</sup> April 2016</b>	
2	NSoIT (Base) Information Architecture – Official – <b>by 30<sup>th</sup> April 2016</b>	
3	NSoIT (Base) Migration: Role/Personal Data - Official Provide in-depth Technical Analysis and assessment of technical designs produced by the HP for migration of Role/Personal data in Official; to ensure that they are suitable to meet the requirements, that they conform to MOD standards and policies, and that they represent appropriate and efficient use of technology solutions. Provide technical support to the NSoIT Migration Project and WOW Teams to facilitate their deliverables of Role/Personal Data – <b>by 31<sup>st</sup> May 2016</b>	
4	NSoIT (Base) Office 365 Configuration and Management – OneDrive, SharePoint, Outlook – Official – <b>by 31<sup>st</sup> May 2016</b>	
5	NSoIT (Base) Office 365 Configuration and Management – Records – Official and Secret Proactively examine and investigate the Technical Solution, both delivered and proposed, to assess technical cohesion and potential security issues (at a design level). The experience of other systems and the knowledge of new technologies should be used to suggest improvements to the Solutions – <b>by 30<sup>th</sup> June 2016</b>	
6	NSoIT (Base) Information Architecture – Secret - <b>by 31<sup>st</sup> July 2016</b>	
7	NSoIT (Base) Migration: Role Data – Secret Provide in-depth Technical Analysis and assessment of technical designs produced by the HP for migration of Role data in Secret; to ensure that they are suitable to meet the requirements, that they conform to MOD standards and policies, and that they represent appropriate and efficient use of technology solutions.  Provide technical support to the NSoIT Migration Project and WOW Teams to facilitate their deliverables of Role Data in Secret – <b>by 30<sup>th</sup> June 2016</b>	
8	NSoIT (Base) Office 365 Configuration and Management – OneDrive, SharePoint, Outlook – Secret – <b>by 31<sup>st</sup> July 2016</b>	
9	NSoIT (Base) Migration: Community Data Provide in-depth Technical Analysis and assessment of technical designs produced by the HP for migration of Community data in Official; to ensure that they are suitable to meet the requirements, that they conform to MOD standards and policies, and that they represent appropriate and efficient use of technology solutions. Provide technical support to the NSoIT Migration Project and WOW Teams to facilitate their deliverables of Role/Personal Data – <b>by 31<sup>st</sup> August 2016</b>	

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10	<p>NSoIT (Base) Information Architecture – Overseas</p> <p>Provide in-depth Technical Analysis and assessment of technical designs produced by the HP for NSoIT Overseas; to ensure that they are suitable to meet the requirements, that they conform to MOD standards and policies, and that they represent appropriate and efficient use of technology solutions.</p> <p>Provide technical support to the NSoIT Migration Project and WOW Teams to facilitate their deliverables of Overseas Data – <b>by 31<sup>st</sup> October 2016</b></p>	
11	<p>NSoIT (Deployed) SharePoint 2013 Configuration and Management -</p> <p>Proactively examine and investigate the Technical Solution, both delivered and proposed, to assess technical cohesion and potential security issues (at a design level). The experience of other systems and the knowledge of new technologies should be used to suggest improvements to the Delivered Solution.</p> <p>Provide technical support to the NSoIT Deployed Project and WOW Teams to facilitate their deliverables of NSoIT (D) specifically SharePoint – <b>by 30<sup>th</sup> November 2016</b></p>	
12	<p>NSoIT (Base) Migration: Meridio Community Data – Official</p> <p>Provide in-depth Technical Analysis and assessment of technical designs produced by the HP for migration of Meridio data in Official; to ensure that they are suitable to meet the requirements, that they conform to MOD standards and policies, and that they represent appropriate and efficient use of technology solutions.</p> <p>Provide technical support to the NSoIT Migration Project and WOW Teams to facilitate their deliverables of Meridio Migration Data – <b>by 31<sup>st</sup> January 2017</b></p>	
13	<p>NSoIT (Base) Migration: Meridio Community Data – Secret</p> <p>Provide in-depth Technical Analysis and assessment of technical designs produced by the HP for migration of Meridio data in secret; to ensure that they are suitable to meet the requirements, that they conform to MOD standards and policies, and that they represent appropriate and efficient use of technology solutions.</p> <p>Provide technical support to the NSoIT Migration Project and WOW Teams to facilitate their deliverables of Meridio Migration Data – <b>by 28<sup>th</sup> February 2017</b></p>	
	Travel and Subsistence – Limit of Liability	
	Tasks 1-13 (noted above) – Breakdown provided in Milestone/Stage payments + T&S LoL	
	<b>TOTAL</b>	

## STATEMENT OF REQUIREMENT

<b>Unique Tasking Order Number:</b> FTS/DE/CCT165	<b>Issue Number &amp; Date:</b> FINAL – V1 – 22/03/2016	<b>Unique Reference Number:</b> FATS/D&E/157
<b>Task Title:</b> Technical Support for ISS Des Architecture Core and Collaborative Application Services		
<b>Brief Description of Task:</b>  <p>Highly experienced collaborative and core applications platform architecture subject matter expert required with specific and detailed knowledge of DII and its underlying software components is required to provide support for the technical Design Application Architect team in delivering the NSoIT (Base) and NSoIT (Deployed) including migration.</p> <p><i>(or see attached detailed Statement of Requirement)</i></p>		
<b>Background/Justification:</b>  <p>MOD CDIO's (Mike Stone) initiative to deliver a refreshed and evergreen IT system to Defence - The New Style of Information Technology (NSoIT) program is being implemented by ISS.</p> <p>NSoIT (Base) and NSoIT (Deployed) will provide a Defence-wide infrastructure in support of future operational and business needs, on a cloud based architecture for Official and On Premises for Secret and above and Deployed solutions supported by an extensive migration project to move all DII data holdings into appropriate data stores in the new environment.</p> <p>The development of the Architecture function and the Defence Design Authority role within ISS requires contribution of Technical Support for all architecture activities and support to other NSoIT services especially migration of the legacy DII systems to establish a modern, flexible user-centric platform for Defence.</p> <p>The Collaborative and Core Application Services role is fundamental to this delivery. The Technical Contractor will be expected to offer proactive and innovative suggestions regarding the best and most appropriate uses of technology in defining architecture of this type and scale.</p>		
<b>Activities to be Undertaken:</b>  <p>NSoIT (Base) Information Architecture – Official &amp; Secret          NSoIT (Base) Migration: Role/Personal Data – Official &amp; Secret          NSoIT (Base) Office 365 Configuration and Management – OneDrive, SharePoint, Outlook – Official &amp; Secret          NSoIT (Base) Office 365 Configuration and Management – Records – Official &amp; Secret          NSoIT (Base) Migration: MOSS Community Data Official &amp; Secret          NSoIT (Deployed) SharePoint 2013 Configuration and Management          NSoIT (Base) Migration: GFS Community Data Official &amp; Secret          NSoIT (Base) Information Architecture – Overseas          NSoIT (Base) Migration: Meridio Community Data – Official &amp; Secret</p>		

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Deliverables:

See Below Key DeliverablesTable

Key Project Indicators (KPIs):

Government Furnished Assets (GFA) (*List all GFA applicable to the task in accordance with DEFCON 611 (Edn 07/10)& 694 (Edn 02/12))*):

**Desk and UAD within Bldg 405, MOD Corsham (DII/NSoIT when delivered)**  
**DII Laptop (NSoIT laptop when delivered)**

Additional Quality Requirements & Standards:

No specific Quality Management System requirements are defined. This does not relieve the Supplier of providing conforming products under this contract. CoC shall be provided in accordance with DEFCON 627.

No Deliverable Quality Plan is required reference DEFCON 602B 12/06.

Concessions shall be managed in accordance with Def Stan. 05-61 Part 1, Issue 6 – Quality Assurance Procedural Requirements – Concessions.

Any contractor working parties shall be provided in accordance with Def Stan. 05-61 Part 4, Issue 3 – Quality Assurance Procedural Requirements – Contractor Working Parties.

**Security Clearance – SC as a minimum.**

Must have wide knowledge and experience in:

- Microsoft products set and in particular Office 365, SharePoint 2013, SharePoint 2010, MOSS 2007,
- Experience in the review of configuration design and hardware/software components;
- Experience in the evaluation of hardware and software against functional and performance requirements, including acceptance testing and performance benchmarking;
- Recent experience in government information, government standards and e initiatives is essential.
- Knowledge of records management requirements for defence specifically JSP441.
- SharePoint Online and Exchange Administration using PowerShell and CSOM
- Security Clearance – SC
- Design and Architecture of enterprise scale solutions

Knowledge and experience in the following would be highly advantageous:

- EDRM including Meridio v5, v5.2 4.1 SR2, 4.4 SR2 & Meridio EDC, EMC Documentum
- Workflow technologies
- Web publishing tools, Web Standards, Web reporting and core Web products.
- WSS v3.0, SPS v1.0 & v2.0, and underlying operating systems, to include Windows NT4, / 2000, / XP, Server 2003, 2008, 2012 and Server Virtualisation software in particular HyperV & VMWare;
- Knowledge of the DII & NSoIT contract
- TOGAF or MODAF

Timescale :

**Commencement Date : 4th April 2016**

**Delivery Date: 31<sup>st</sup> March 2017**

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**Project Manager:** 

**Signature:**

**Date: 25<sup>th</sup> February 2016**

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Task No	Activities to be Undertaken by Supplier	Key Deliverable and Required Delivery Date	Acceptance Criteria
1	NSoIT (Base) Information Architecture for Exchange, OneDrive and SharePoint – Official	<p>NSoIT Information Architecture Paper written and assured by technical peers to provide Architecture details of Office 365 IA for NSoIT (Base) including Exchange, OneDrive for Business, SharePoint Configuration.</p> <p>Brief to ISS Architecture Crown Servants of this activity.</p> <p>Apr 30<sup>th</sup> 2016</p>	<p>Paper written, assured and baselined including Information Architecture configuration for Exchange, OneDrive for Business and SharePoint by Apr 30<sup>th</sup> 2016</p> <p>At least one briefing to be held with the Architecture team to describe the details of the paper by Apr 30<sup>th</sup> 2016.</p>
2	NSoIT (Base) Information Architecture – Official	<p>Updated NSoIT Information Architecture Paper written and assured by technical peers to provide Architecture details of Office 365 IA for NSoIT (Base) for Compliance configuration.</p> <p>Skills Transfer of this work by internal briefing session to ISS Des Architecture Crown Servants</p> <p>30<sup>th</sup> April 2016</p>	<p>Paper written, assured and baselined including Information Architecture configuration for Compliance Administration &amp; Functionality by 30<sup>th</sup> April 2016.</p> <p>At least one briefing to be held with the Architecture team to describe the details of the paper by April 30<sup>th</sup> 2016.</p>
3	NSoIT (Base) Migration: Role/Personal Data - Official Provide in-depth Technical Analysis and assessment of technical designs produced by the HP for migration of Role/Personal data in Official; to ensure that they are suitable to meet the requirements, that they conform to MOD standards and policies, and that they represent appropriate and efficient use of technology solutions. Provide technical support to the NSoIT	<p>Technical comments to be provided on “Comments Log” against the following documents: Role/Personal Data Migration Overview Role/Personal Data Migration Plan Role/Personal testing plan</p> <p>31<sup>st</sup> May 2016</p>	<p>Comment Logs to be populated and technical workshops held with ATLAS technical counterparts by delivery date but no later than 31<sup>st</sup> May 2016.</p>



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	Migration Project and WOW Teams to facilitate their deliverables of Role/Personal Data.	Meetings and skills transfer to crown servants in teams by way of briefing.  31 <sup>st</sup> May 2016	At least one briefing to be held with the Architecture team to describe technical approach by 31 <sup>st</sup> May 2016.
4	NSoIT (Base) Office 365 Configuration and Management – OneDrive, SharePoint, Outlook – Official	Create Configuration (work instructions) documents for implementation and management of the Alpha tenant by 31 <sup>st</sup> May 2016  Undertake the following activities on the Alpha tenant: User Provisioning - twice weekly Site Collection Provisioning – twice weekly QW29 Autoforwarding – weekly  Provide technical input to new Site Collection Provisioning process for Alpha by 31 <sup>st</sup> May 2016  Skills transfer in form of a briefing of this activity after completion by 31 <sup>st</sup> May 2016.	Create and publish one or more configuration documents as appropriate by 31 <sup>st</sup> May 2016.  New versions of the following produced once or twice weekly as appropriate: Userlistofficial Site Collection List QW29 extract files  Attend workshops and carry out actions by 31 <sup>st</sup> May 2016.  At least one briefing to be held with the Architecture team to describe Alpha configuration and administration work by 31 <sup>st</sup> May 2016.
5	NSoIT (Base) Office 365 Configuration and Management – Records – Official and Secret Proactively examine and investigate the Technical Solution, both delivered and proposed, to assess technical cohesion and potential security issues (at a design	In conjunction with the MOD Architecture team, investigate, develop, configure and manage the records solution using Office365/SP2013 OOTB functionality to create a coherent, robust records management system for Defence.  Produce the following documentation in support	Documentation produced: Information Architecture of the RM solution for NSoIT (Base) Official by 31 <sup>st</sup> May 2016 Information Architecture of the RM Solution for NSoIT (Base) Secret by 30 Sep 2016

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	level). The experience of other systems and the knowledge of new technologies should be used to suggest improvements to the Solutions.	<p>of the task: Information Architecture of the RM solution for NSoIT (Base) Official by 31<sup>st</sup> May 2016 Information Architecture of the RM Solution for NSoIT (Base) Secret by 30 Sep 2016</p> <p>Assess 3<sup>rd</sup> Party add-ins for SP Online to investigate their use by MOD to add Information Management functionality in support of collaborative working and RM at Official: Install products on the Alpha system and configure for MODs requirements by 30<sup>th</sup> Apr 2016. Produce indepth product assessment document for the ISS Architecture, Business Change and Programme Management Teams giving technical assessment and recommendation against each 3<sup>rd</sup> party product by 31<sup>st</sup> May 2016. Present a demonstration of the solution to ISS Architecture by 30<sup>th</sup> Jun 2016.</p> <p>Skills transfer to ISS Crown Servants on all work at least three times during the Records workstream.</p>	<p>Produce indepth product assessment document by 31<sup>st</sup> May 2016.</p> <p>Demonstration by 30<sup>th</sup> Jun 2016.</p> <p>3 Presentations by 30th Sep 2016.</p>
6	NSoIT (Base) Information Architecture – Secret	<p>MOD NSoIT Information Architecture Paper written and assured by technical peers to provide Architecture details of SharePoint 2013 for NSoIT (Base) and OneDrive for Business if applicable, to include SharePoint Configuration.</p> <p>Skills transfer to ISS Architecture Crown</p>	<p>MOD NSoIT Information Architecture Paper for Secret baselined to include details of the IA for the SP2013 for secret.</p> <p>One Briefing to Architecture team.</p>

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		Servants of this activity.  31 <sup>st</sup> Jul 2016	31 <sup>st</sup> Jul 2016
7	<p>NSoIT (Base) Migration: Role Data – Secret Provide in-depth Technical Analysis and assessment of technical designs produced by the HP for migration of Role data in Secret; to ensure that they are suitable to meet the requirements, that they conform to MOD standards and policies, and that they represent appropriate and efficient use of technology solutions.</p> <p>Provide technical support to the NSoIT Migration Project and WOW Teams to facilitate their deliverables of Role Data in Secret.</p>	<p>Technical comments to be provided on “Comments Log” against the following documents: Role Data Migration Overview Role Data Migration Plan Role Testing Document</p> <p>30<sup>th</sup> Jun 2016</p> <p>Meetings and skills transfer to crown servants in teams by way of briefing.</p> <p>30<sup>th</sup> Jun 2016</p>	<p>Comment Logs to be populated and technical workshops held with ATLAS technical counterparts by delivery date but no later than 30<sup>th</sup> Jun 2016.</p> <p>At least one briefing to be held with the Architecture team to describe technical approach by 30<sup>th</sup> Jun 2016.</p>
8	NSoIT (Base) Office 365 Configuration and Management – OneDrive, SharePoint, Outlook – Secret	<p>Create Configuration (work instructions) documents for implementation of the SP2013 and Exchange elements of the Secret solution by 31<sup>st</sup> Jul 2016.</p> <p>Provide technical input to new Site Collection Provisioning process for Secret by 31<sup>st</sup> Jul 2016 if applicable.</p> <p>Skills transfer in form of a briefing of this activity after completion by 31<sup>st</sup> Jul 2016.</p>	<p>1 or more configuration document baselined to include details of SP2013 management and configuration for secret.</p> <p>Demonstrate the site collection provisioning process to ISS teams.</p> <p>One Briefing to Architecture team.</p> <p>31<sup>st</sup> Jul 2016</p>
9	NSoIT (Base) Migration: Community Data Provide in-depth Technical Analysis and	Technical comments to be provided on “Comments Log” against the following	Comment Logs to be populated and technical workshops held with ATLAS

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	<p>assessment of technical designs produced by the HP for migration of Community data in Official; to ensure that they are suitable to meet the requirements, that they conform to MOD standards and policies, and that they represent appropriate and efficient use of technology solutions.</p> <p>Provide technical support to the NSoIT Migration Project and WOW Teams to facilitate their deliverables of Role/Personal Data.</p>	<p>documents: Community Data Migration Overview Community Data Migration Plan MOSS Migration Testing GFS Migration testing</p> <p>30<sup>th</sup> April 2016</p> <p>Technical representation and input in Migration workshops with internal ISS, HP ATLAS and TLB/FLCs to include presentations and technical guidance papers/emails. Weekly.</p> <p>31<sup>st</sup> August 2016</p>	<p>technical counterparts by delivery date but no later than</p> <p>30<sup>th</sup> April 2016</p> <p>Weekly Presentations and technical guidance papers/emails.</p> <p>31<sup>st</sup> August 2016</p>
10	<p>NSoIT (Base) Information Architecture – Overseas</p> <p>Provide in-depth Technical Analysis and assessment of technical designs produced by the HP for NSoIT Overseas; to ensure that they are suitable to meet the requirements, that they conform to MOD standards and policies, and that they represent appropriate and efficient use of technology solutions.</p> <p>Provide technical support to the NSoIT Migration Project and WOW Teams to facilitate their deliverables of Overseas Data</p>	<p>Create Configuration (work instructions) documents in conjunction with HP ATLAS for implementation and management of the Overseas SharePoint 2013.</p> <p>Provide technical comments on appropriate comments logs against design and migration documentation.</p> <p>31 Oct 2016.</p> <p>Provide technical input to new Site Collection Provisioning process for Overseas by 31<sup>st</sup> October 2016 if applicable.</p> <p>Skills transfer in form of a briefing of this activity after completion by 31 Oct 2016.</p>	<p>Configuration document (s) baselined.</p> <p>Comments are provided on appropriate forms by delivery date but no later than 30<sup>th</sup> Sep 2016.</p> <p>Demonstrate working solution by 31<sup>st</sup> October 2016.</p> <p>At least one briefing session with ISS Arch team</p>
11	NSoIT (Deployed) SharePoint 2013	Provide technical comments on appropriate	Comment Logs to be populated and

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	<p>Configuration and Management Proactively examine and investigate the Technical Solution, both delivered and proposed, to assess technical cohesion and potential security issues (at a design level). The experience of other systems and the knowledge of new technologies should be used to suggest improvements to the Delivered Solution.</p> <p>Provide technical support to the NSoIT Deployed Project and WOW Teams to facilitate their deliverables of NSoIT (D) specifically SharePoint.</p>	<p>comments logs against design and migration documentation.</p> <p>By 30th Nov 2016</p> <p>Technical representation and input in Migration workshops with internal ISS, HP ATLAS and TLB/FLCs to include presentations and technical guidance papers/emails. Weekly.</p>	<p>technical workshops held with ATLAS technical counterparts by delivery date but no later than 30<sup>th</sup> Nov 2016</p> <p>Weekly Presentations and technical guidance papers/emails.</p> <p>30<sup>th</sup> Nov 2016</p>
12	<p>NSoIT (Base) Migration: Meridio Community Data – Official</p> <p>Provide in-depth Technical Analysis and assessment of technical designs produced by the HP for migration of Meridio data in Official; to ensure that they are suitable to meet the requirements, that they conform to MOD standards and policies, and that they represent appropriate and efficient use of technology solutions.</p> <p>Provide technical support to the NSoIT Migration Project and WOW Teams to facilitate their deliverables of Meridio Migration Data.</p>	<p>Provide technical comments on appropriate comments logs against design and migration documentation.</p> <p>By 31st Jan 2017</p> <p>Technical representation and input in Migration workshops with internal ISS, HP ATLAS and TLB/FLCs to include presentations and technical guidance papers/emails. Weekly.</p>	<p>Comment Logs to be populated and technical workshops held with ATLAS technical counterparts by delivery date but no later than</p> <p>31st Jan 2017</p> <p>Weekly Presentations and technical guidance papers/emails.</p> <p>31st Jan 2017</p>
13	<p>NSoIT (Base) Migration: Meridio</p>	<p>Provide technical comments on appropriate</p>	<p>Comment Logs to be populated and</p>

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	<p>Community Data – Secret</p> <p>Provide in-depth Technical Analysis and assessment of technical designs produced by the HP for migration of Meridio data in secret; to ensure that they are suitable to meet the requirements, that they conform to MOD standards and policies, and that they represent appropriate and efficient use of technology solutions.</p> <p>Provide technical support to the NSoIT Migration Project and WOW Teams to facilitate their deliverables of Meridio Migration Data.</p>	<p>comments logs against design and migration documentation.</p> <p>By 28<sup>th</sup> Feb 2017</p> <p>Technical representation and input in Migration workshops with internal ISS, HP ATLAS and TLB/FLCs to include presentations and technical guidance papers/emails. Weekly.</p>	<p>technical workshops held with ATLAS technical counterparts by delivery date but no later than</p> <p>28<sup>th</sup> Feb 2017</p> <p>Weekly Presentations and technical guidance papers/emails.</p> <p>28<sup>th</sup> Feb 2017</p>
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## 2. Order Conditions

All conditions of the framework shall apply as supplemented by the terms selected below. The two sets of conditions become a binding contract at the time of signature on the Schedule.

<b>Type of Contract</b>	
<b>Competitive</b>	<input checked="" type="checkbox"/>
<b>Competitive Award Criteria &amp; Weightings</b>	a. Technical – 60% b. Financial – 30% c. Commercial – 10%
<b>Reverse Auction used?</b> <i>*For Reverse Auction advice and support contact            DefComrclCPF-RevAuct@mod.uk</i>	<input type="checkbox"/>
<b>Single Tender</b>	<input type="checkbox"/>

### General Conditions

DEFCON 624 (Edn 11/13) – Use of Asbestos in Arms, Munitions or War Materials	<input type="checkbox"/>	DEFCON 603 (Edn 10/04) – Aircraft Integration and Clearance Procedure	<input type="checkbox"/>
DEFCON 176A (Edn 06/08) – MOD Requirements For Competition In Subcontracting (Non-Competitive Main Contract)	<input type="checkbox"/>	Additional Conditions	<input type="checkbox"/>
A sheet is to be attached detailing any conditions that have been added			
DEFCON 92 (Edn 08/90) – Failure of Performance	<input type="checkbox"/>	DEFCON 514 (Edn 08/15) – Material Breach	<input type="checkbox"/>

### Special Indemnity Conditions

DEFCON 661 (Edn 10/06) – War Risk Indemnity	<input type="checkbox"/>
DEFCON 661A (Edn 05/02) – War Indemnity Risk ( Alternative Version)	<input type="checkbox"/>
DEFCON 684 (Edn 01/04) – Limitation upon Claim in Respect of Aviation Products	<input type="checkbox"/>
DEFCON 638 (Edn 11/14) – Flights Liability and Indemnity	<input type="checkbox"/>
Professional Indemnity Insurance	<input checked="" type="checkbox"/>

### Pricing Conditions Required

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Firm Priced at Outset (*this applies to all tasks other than by exception*) ☐

For single source tasks valued below £5M, the following conditions shall apply:

DEFCON 127 (Edn 12/14) – Price Fixing Condition for Contracts of a Lesser Value

DEFCON 812 (Edn 04/15) – Single Source Open Book

DEFCON 815 (Edn 04/15) – Contract Pricing Statement – Single Source Non-qualifying contracts

Exceptionally, if other than Firm Priced at Outset (*include additional conditions in attachment & complete Appendix 4*) ☐

### Payment Terms

(Use of P2P and Payment on Completion are the default)

DEFCON 522J (Edn 05/03) –  
Payment Under P2P  
(If applicable attach completed Form  
522A)



DEFCON 693 (Edn 04/06) –  
Government Procurement Card



Milestone/Stage Payments  
(see DEFCON 649 (Edn 07/99) below)



DEFCON 649 (Edn 07/99) – Vesting  
(applicable to Tasks with deliverables where  
provision has been made for  
milestone/Stage payments in advance of  
completion)



DEFCON 5J (Edn 03/15) – Unique  
Identifiers



DEFCON 129 (Edn 03/15) – Packaging  
(For Articles other than Ammunition &  
Explosives)



Alternative Payment Arrangements Required

(Where payment cannot be made through the MOD invoice payment department (e.g. for tasks placed by other Government departments), please provide full details of the payment procedure to be followed, as an attachment to this tasking form)



### Milestone/Stage Payments

(Expand table as appropriate)

Milestone /Stage No	Key Deliverable	Due Date	%	Value £k (ex VAT)
1	Completion of Tasks 1, 2 and 9 as per Key Deliverables table and Schedule of Requirement	30/04/2016	<input checked="" type="checkbox"/>	<input type="text"/>
2	Completion of Tasks 3 and 4 as per Key Deliverables table and Schedule of Requirement	31/05/2016	<input checked="" type="checkbox"/>	<input type="text"/>
3	Completion of Tasks 5 and 7 as per Key Deliverables table and Schedule of Requirement	30/06/2016	<input checked="" type="checkbox"/>	<input type="text"/>
4	Completion of Tasks 6 and 8 as per Key Deliverables table and Schedule of Requirement	31/08/2016	<input checked="" type="checkbox"/>	<input type="text"/>



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5	Completion of Task 9 as per Key Deliverables table and Schedule of Requirement	30/09/2016	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
6	Completion of Tasks 5 and 10 as per Key Deliverables table and Schedule of Requirement	31/10/2016	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
7	Completion of Task 10 as per Key Deliverables table and Schedule of Requirement	30/11/2016	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
8	Completion of Task 11 as per Key Deliverables table and Schedule of Requirement	31/01/2017	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
9	Completion of Task 12 as per Key Deliverables table and Schedule of Requirement	28/02/2017	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
10	Travel and Subsistence – Limit of Liability	31/03/2017	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<b>FINAL</b> (Payment should be subject to a reasonable retention based on % of total cost)	Completion of Task 13 as per Key Deliverables table and Schedule of Requirement, in addition to satisfactory delivery of all work under the contract	31/03/2017	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

### Intellectual Property Rights

Completion of this section is **mandatory**. Select the appropriate condition(s) by ticking the boxes below after consulting FTS/STS Customer Guidance or with DIPR, if appropriate. In the event that no boxes are ticked in this section (Intellectual Property Rights), all intellectual property generated under the Task shall be subject to the terms of DEFCON 703.

DEFCON	Tick	As Applicable	Tasking Order Line Item ( tick as appropriate)
<b><u>If DEFCON 703 does not apply then select either:</u></b>			
DEFCON 705 (Edn 11/02)	<input type="checkbox"/>	All <input type="checkbox"/>	<input type="checkbox"/> The following Item Nos. only (insert below)
<b><u>OR:</u></b>			
DEFCON 14 (Edn 11/05), 15 (insert edition that applies) 21 (insert edition that applies), 126 (Edn 11/06) & DEFFORM 315	<input type="checkbox"/>	All <input type="checkbox"/>	<input type="checkbox"/> The following Item Nos. only (insert below)
DEFCON 14 (Edn 11/05), 16 (Edn 10/04), 21 (insert edition that applies) & DEFFORM 315	<input type="checkbox"/>	All <input type="checkbox"/>	<input type="checkbox"/> The following Item Nos. only (insert below)

Schedule 3  
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DEFCON 14 (Edn 11/05), 90 (Edn 11/06) & 126 (Edn 11/06)	<input type="checkbox"/>	All <input type="checkbox"/>	<input type="checkbox"/> The following Item Nos. only (insert below)
DEFCON 14 (Edn 11/05), 91 (Edn 11/06) & 126 (Edn 11/06)	<input type="checkbox"/>	All <input type="checkbox"/>	<input type="checkbox"/> The following Item Nos. only (insert below)
Other, as specified in a special IPR condition to be applied to the Tasking Order	<input type="checkbox"/>	All <input type="checkbox"/>	<input type="checkbox"/> The following Item Nos. only (insert below)
No intellectual property conditions apply ( <i>refer to DIPR before ticking this box</i> ).			<input type="checkbox"/>

**Issue of Government Stores**

DEFCON 23 (Edn 08/09)* – Special Jigs, Tooling and Test Equipment	<input type="checkbox"/>
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**Controlled Information**

Issue of Controlled Information ( <i>subject Condition 50 of Schedule 1</i> )  ( <i>if ticked then list Controlled Information and attach list to Tasking Form</i> )	<input type="checkbox"/>
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**Payment of Customs Duty – select one box only**

DEFCON 619A (Edn 09/97) – Customs Duty Drawback	<input type="checkbox"/>	Issue of Certificate in accordance with EU (Council) Regulation 150/2003	<input type="checkbox"/>
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**Progress Reports**

If ticked, progress reports must utilise the current version of DRRS Format Standards for Scientific and Technical Reports Prepared for the United Kingdom Ministry of Defence.	<input type="checkbox"/>	DEFCON 642 (Edn 06/14) – Progress Meetings	<input checked="" type="checkbox"/>	Frequency required	Weekly
Brief Description					

**Transport – select one box only**

DEFCON 621A (Edn 06/97) – Transport (if the Authority is responsible for transport)	<input type="checkbox"/>	DEFCON 621B (Edn 10/04) – Transport (if the Contractor is responsible for transport)	<input type="checkbox"/>
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**Liquidated Damages applicable? Tick box if “Yes”**

(Refer to Condition 39 of Schedule 1)	<input type="checkbox"/>
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Task Item 1	£	per day/week/month up to a maximum of £
Task Item 2	£	per day/week/month up to a maximum of £
Task Item 3	£	per day/week/month up to a maximum of £
Task Item 4	£	per day/week/month up to a maximum of £
Task Item 5	£	per day/week/month up to a maximum of £

#### Force Majeure

Maximum period of extension of time in the case of a Force Majeure Event

#### Quality Assurance Conditions

According to the product or scope of the work to be carried out, the Contractor shall meet the requirements of:

AQAP 2110 – NATO Quality Assurance Requirements for Design, Development and Production ☐

#### Deliverable Quality Plan requirements

DEFCON 602A (Edn 12/06) – Quality Assurance with Quality Plan ☐ DEFCON 602B (Edn 12/06) – Quality Assurance without Quality Plan ☒

AQAP 2105 – NATO Requirements for Delivering Quality Plans ☐

#### Software Quality Assurance requirements

AQAP 2210 – NATO Supplementary Software Quality Assurance Requirements to AQAP 2110 ☐

#### Air Environment Quality Assurance requirements

Def. Stan. 05-100 – Ministry of Defence Requirements for Certification of Aircraft for Authorised Flight and Ground Running (Mandatory where flying and/or ground running of issued aircraft is a requirement of the Task) ☐

Relevant MAA Regulatory Publications (See attachment for details) ☐

Additional Quality Requirements (See attachment for details) ☐

#### Warranty

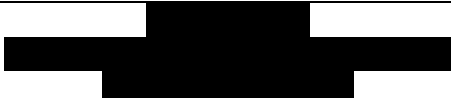
Express Warranty (See attachment for details) ☐ Warranty – remedies implied by general law ☐

#### Security

DEFCON 659a (11/14) and DEFCON 660 (11/14) – Reportable Official Sensitive Security Requirements. ☒

Security Aspects Letter in place for this Requirement.

### 3. Price

TOTAL CONTRACT PRICE	TYPE OF PRICING
	FIRM

#### 4. Authority Tasking Order Commercial Officer Authorisation

Name	
Position	
Signature	
Date	Telephone Number

#### 5. Acknowledgement by supplier

Name	
Position	
Signature	
Date	Telephone Number

#### 6. Record of Authorised Changes

CHANGE ISSUE NUMBER	DATE OF ISSUE	COMMENTS / REASON FOR CHANGE

#### 7. Final Administration

Where the output of any research or study is a Technical Report, the Report is to be completed in accordance with the current version of the ATHENA Defence Research Reports Specification - 'Format Standards for Scientific and Technical Reports Prepared for the United Kingdom Ministry of Defence'. MOD Customers may obtain this document via the [www.dstl.gov.uk](http://www.dstl.gov.uk). **The Contractor** shall send a copy of the report on CD ROM in unlocked pdf.format to:

Dstl Knowledge & Information Services,  
Bldg 247,  
Dstl Porton Down,  
Salisbury  
Wilts SP4 0JQ.  
Tel: 01980 613971

Any staff on DII can search the ATHENA system via the online science gateway to ascertain if particular research or a study already exists. Access can be requested utilising a password (supplied) via this link: <http://osg.dstl.r.mil.uk/SignIn/SignIn.aspx/>

**On receipt of the order acknowledgement from the Contractor, the Authority's Commercial Manager (who placed the task) must send a copy of the acknowledged final tasking order form together with a completed DEFFORM 57 AND DEFFORM 111 (Edn 08/14) to:**

**DBS Finance**

**Walker House**

**Exchange Flags**

**Liverpool**

**L2 3YL**

A copy of the acknowledged final tasking order form must be sent by the **Authority's Commercial Manager (who placed the task)** and by the Contractor electronically to the FATS team at the following address:

**[defcomrclcc-fatscases@mod.uk](mailto:defcomrclcc-fatscases@mod.uk)**

However, if this is not possible, please send a hard copy to:

Def Comrcl CC-TechSpt1c  
Poplar Level 1 #2119  
MOD Abbey Wood South  
Bristol  
BS34 8JH

Appendix 1 to Schedule 3 (Tasking Order Form) – DEFFORM 111

Appendix - Addresses and Other Information		DEFFORM 111 (Edn 08/15)
<b>1. Commercial Officer</b> <div style="background-color: black; width: 100px; height: 15px; margin-bottom: 5px;"></div> <div style="background-color: black; width: 100px; height: 15px; margin-bottom: 5px;"></div> <p>ISS Corporate Contracting Team,  <div style="background-color: black; width: 20px; height: 10px; display: inline-block;"></div> Building 405, MOD Corsham,  Westwells Road, Corsham, Wiltshire  SN13 9NR</p> <p>Military Telephone No: <div style="background-color: black; width: 60px; height: 15px; display: inline-block;"></div>  External Telephone No: <div style="background-color: black; width: 80px; height: 15px; display: inline-block;"></div></p> <p>Email: <div style="background-color: black; width: 150px; height: 15px; display: inline-block;"></div></p>	<b>8. Public Accounting Authority</b> <p>1. Returns under DEFCON 694 (or SC equivalent) should be sent to DBS Finance ADMT – Assets In Industry 1, Level 4 Piccadilly Gate, Store Street, Manchester, M1 2WD  ☎ 44 (0) 161 233 5397</p> <p>2. For all other enquiries contact DES Fin FA-AMET Policy, Level 4 Piccadilly Gate, Store Street, Manchester, M1 2WD  ☎ 44 (0) 161 233 5394</p>	
<b>2. Project Manager, Equipment Support Manager or PT Leader</b> (from whom technical information is available) <div style="background-color: black; width: 100px; height: 15px; margin-bottom: 5px;"></div> <div style="background-color: black; width: 100px; height: 15px; margin-bottom: 5px;"></div> <p>ISS Architecture (Application Platforms),  JFC ISS Service Design Directorate,  <div style="background-color: black; width: 20px; height: 10px; display: inline-block;"></div> Building 405, MOD Corsham  Westwells Road, Corsham, Wiltshire  SN13 9NR</p> <p>Military Telephone No: <div style="background-color: black; width: 60px; height: 15px; display: inline-block;"></div>  Telephone No: <div style="background-color: black; width: 80px; height: 15px; display: inline-block;"></div></p> <p>Email: <div style="background-color: black; width: 150px; height: 15px; display: inline-block;"></div></p>	<b>9. Consignment Instructions</b> The items are to be consigned as follows:	
<b>3. Packaging Design Authority</b>  (Where no address is shown please contact the Project Team in Box 2)	<b>10. Transport.</b> The appropriate Ministry of Defence Transport Offices are: <b>A. DSCOM</b> , DE&S, DSCOM, MoD Abbey Wood, Cedar 3c, Mail Point 3351, BRISTOL BS34 8JH <u>Air Freight Centre</u> IMPORTS ☎ 030 679 81113 / 81114 Fax 0117 913 8943 EXPORTS ☎ 030 679 81113 / 81114 Fax 0117 913 8943 <u>Surface Freight Centre</u> IMPORTS ☎ 030 679 81129 / 81133 / 81138 Fax 0117 913 8946 EXPORTS ☎ 030 679 81129 / 81133 / 81138 Fax 0117 913 8946	
<b>4. (a) Supply / Support Management Branch or Order Manager:</b>  Tel No:  (b) U.I.N.	<b>B. JSCS</b>  JSCS Helpdesk No. 01869 256052 (select option 2, then option 3) JSCS Fax No. 01869 256837 <a href="http://www.freightcollection.com">www.freightcollection.com</a>	
<b>5. Drawings/Specifications are available from</b>	<b>11. The Invoice Paying Authority (see Note 1)</b> Ministry of Defence ☎ 0151-242-2000 DBS Finance Walker House, Exchange Flags Fax: 0151-242-2809 Liverpool, L2 3YL <b>Website is:</b> <a href="https://www.gov.uk/government/organisations/ministry-of-defence/about/procurement#invoice-processing">https://www.gov.uk/government/organisations/ministry-of-defence/about/procurement#invoice-processing</a>	
<b>6. For contracts containing DEFCON 5,</b>	<b>12. Forms and Documentation are available through *:</b>	

**mauve Copies of MOD Form 640 are to be sent to**

(where no address is shown the mauve copy should be destroyed)

Ministry of Defence, Forms and Pubs Commodity Management  
PO Box 2, Building C16, C Site  
Lower Arcott  
Bicester, OX25 1LP (Tel. 01869 256197 Fax: 01869 256824)  
**Applications via fax or email:** [DESLCSLS-OpsFormsandPubs@mod.uk](mailto:DESLCSLS-OpsFormsandPubs@mod.uk)

**7. Quality Assurance Representative:**

Commercial staff are reminded that all Quality Assurance requirements should be listed under the General Contract Conditions.

**AQAPS** and **DEF STANs** are available from UK Defence Standardization, for access to the documents and details of the helpdesk visit  
<http://dstan.uwh.diif.r.mil.uk/> [intranet] or  
<https://www.dstan.mod.uk/> [extranet, registration needed].

**NOTES**

**1. Forms.** Hard copies, including MOD Form 640 are available from address in Box 12., All other invoicing forms e.g. AG Forms 169 and 173, are available from the website address shown at Box 11.

**2.\*** Many **DEFCONs** and **DEFFORMs** can be obtained from the MOD Internet Site:  
<https://www.aof.mod.uk/aofcontent/tactical/toolkit/index.htm>

## **Appendix 2 to Schedule 3 (Confidentiality Agreement)**

The provisions of this Clause are supplemental to DEFCON 531

1 Both DEFCON 531 and the provisions of this Clause apply to:

- (A) This Tasking Order;
- (B) Any Information disclosed by either party prior to the issue of a draft Tasking Order and in contemplation of Work being placed by the Authority under a Tasking Order; and

I Any Task placed under this Agreement, provided that Information provided to a party for the purpose of Tendering for a Tasking Order shall only be used for that Tendering purpose, and Information provided to a party for performing a Task placed on it under this Agreement shall only be used for the performance of that Task.

2 Subject to its requirements of continued access to Information necessary to exercise its rights of disclosure and use hereunder including under any Tasking Order, and to the obligations set out herein in respect of any Controlled Information (Definition in Clause 43 Schedule 1), the recipient of any Information shall:

- (A) Upon the expiry or termination of the Agreement; or
- (B) Upon the expiry or termination of any Tasking Order (for the purposes of which Information is disclosed); or

I If the Authority decides not to proceed with the issue of a Tasking Order (for the purposes of which Information is disclosed),

in accordance with any reasonable directions given and/or a reasonable request made by the other party promptly:

- (1) Return to the other party the Information and all copies thereof; or
- (2) Take such other measures in respect of the Information and all copies thereof as may be required elsewhere in the Tasking Order.

3 The provisions of DEFCON 531 and of this Clause shall survive the expiry or termination of the Agreement or any Tasking Order in accordance with 2(A) or 2(B) or the decision not to proceed in accordance with 2(C).



### Appendix 3 to Schedule 3 (Price Summary)

*Supplier price summary: To be completed by the supplier in support of a quotation provided in response to an ITT for the requirement captured on the above Draft Tasking Order Form.*

1. To:

2. From:

Date of submission:

In response to your request for a quotation  
reference FTS/DE /

Dated

\*The work can be undertaken and our detailed response is attached. ☐

\*We are unable to provide the resources/deliverables identified on this occasion. ☐

(\* Check box as appropriate)

Signed:

Name: (Block Capitals)

Date:

2. Task title):

3. Unique Reference Number:

4. Start Date:

Completion Date:

5a. Quotation

Broad Capability Area No.	Grade	Daily rate quoted at ITT	Daily rate quoted for this task	Reduction on original ITT rate	No of Hours	Total
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5b. Travel

Unit cost

Number of Journeys / Miles

Total

Rail  
Motor Mileage  
Air  
Sea

Estimated expenditure on:

Unit cost

Number of Night/Days

Total

5c. Subsistence

Accommodation

Meals

Misc (please state below)

The above T&S costs relate to the period to

5d.Other  
Costs

Sub-contractor  
Price  
Sub-Contractor Details

Materials

Other (Please provide  
details below)  
Description

Cost

Total Price (excl. VAT)

## **Appendix 4 to Schedule 3 (Contract Pricing Statement)**

This is now DEFFORM 815, which is available on request from Def Comrcl CC-FATS Cases

## Appendix 5 to Schedule 3 (Montreal Protocol Substances)

**CFCs** - Production of controlled CFCs has stopped.

CFC-11(trichlorofluoromethane)	CFC-211
CFC-12(dichlorodifluoromethane)	CFC-212
CFC-13	CFC-213
CFC-111	CFC-214
CFC-112	CFC-215
CFC-113 (trichlorotrifluoroethane)	CFC-216
CFC-114 (dichlorotetrafluoroethane)	CFC-217
CFC-115 (chloropentafluoroethane)	

The above substances are also used in blends: e.g.

CFC-500 (CFC-12/HFC-152a)

CFC-502 (CFC-115/HCFC-22).

**Halons** - Production of controlled Halons has stopped.

Halon-1211 (bromochlorodifluoromethane – BFC)

Halon-1301 (bromotrifluoromethane – BTM)

Halon-2402

**HBFCs** - Production has stopped.

CHBr <sub>2</sub>	C <sub>2</sub> H <sub>2</sub> F <sub>2</sub> Br <sub>2</sub>	C <sub>3</sub> HF <sub>4</sub> Br <sub>3</sub>	C <sub>3</sub> H <sub>3</sub> F <sub>2</sub> Br <sub>3</sub>
CHF <sub>2</sub> Br	C <sub>2</sub> H <sub>2</sub> F <sub>3</sub> Br	C <sub>3</sub> HF <sub>5</sub> Br <sub>2</sub>	C <sub>3</sub> H <sub>3</sub> F <sub>3</sub> Br <sub>2</sub>
CH <sub>2</sub> FBr	C <sub>2</sub> H <sub>3</sub> FBr <sub>2</sub>	C <sub>3</sub> HF <sub>6</sub> Br	C <sub>3</sub> H <sub>3</sub> F <sub>4</sub> Br
	C <sub>2</sub> H <sub>3</sub> F <sub>2</sub> Br	C <sub>3</sub> H <sub>2</sub> FBr <sub>5</sub>	C <sub>3</sub> H <sub>4</sub> FBr <sub>3</sub>
C <sub>2</sub> HBrF <sub>4</sub>	C <sub>2</sub> H <sub>4</sub> FBr	C <sub>3</sub> H <sub>2</sub> F <sub>2</sub> Br <sub>4</sub>	C <sub>3</sub> H <sub>4</sub> F <sub>2</sub> Br <sub>2</sub>
C <sub>2</sub> HF <sub>2</sub> Br <sub>3</sub>		C <sub>3</sub> H <sub>2</sub> F <sub>3</sub> Br <sub>3</sub>	C <sub>3</sub> H <sub>4</sub> F <sub>3</sub> Br
C <sub>2</sub> HF <sub>3</sub> Br <sub>2</sub>	C <sub>3</sub> HBrF <sub>6</sub>	C <sub>3</sub> H <sub>2</sub> F <sub>4</sub> Br <sub>2</sub>	C <sub>3</sub> H <sub>5</sub> FBr <sub>2</sub>
C <sub>2</sub> HF <sub>4</sub> Br	C <sub>3</sub> HF <sub>2</sub> Br <sub>5</sub>	C <sub>3</sub> H <sub>2</sub> F <sub>5</sub> Br	C <sub>3</sub> H <sub>5</sub> F <sub>2</sub> Br
C <sub>2</sub> H <sub>2</sub> FBr <sub>3</sub>	C <sub>3</sub> HF <sub>3</sub> Br <sub>4</sub>	C <sub>3</sub> H <sub>3</sub> FBr <sub>4</sub>	C <sub>3</sub> H <sub>6</sub> FBr

**HCFCs** - Production to be run down and phased out by 2015.  
Certain use controls apply.

HCFC-21	HCFC-141	HCFC-225ca	HCFC-243
HCFC-22	HCFC-141b	HCFC-225cb	HCFC-244
HCFC-31	HCFC-142	HCFC-226	HCFC-251
HCFC-121	HCFC-142b	HCFC-231	HCFC-252
HCFC-122	HCFC-151	HCFC-232	HCFC-253
HCFC-123	HCFC-221	HCFC-233	HCFC-261
HCFC-124	HCFC-222	HCFC-234	HCFC-262
HCFC-131	HCFC-223	HCFC-235	HCFC-271
HCFC-132	HCFC-224	HCFC-241	
HCFC-133	HCFC-225	HCFC-242	

**CARBON TETRACHLORIDE (CCl<sub>4</sub>)** – Production has stopped.

**1,1,1-TRICHLOROETHANE (C<sub>2</sub> H<sub>3</sub> Cl<sub>3</sub>)** – Production has stopped.

**METHYL BROMIDE (CH<sub>3</sub>Br)** – **Production limits apply.**

## **Schedule 4 (Pricing Matrix)**

(Schedule 4 FATS/D&E Day Rates are as per the suppliers tender)