

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: **Redacted under FOIA Section 43 – Commercial Interest**

**TASKING FORM**

To: CORDA

From (Organisation):

Dstl

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

DSTL/AGR/01142/01

**REQUIREMENT SUMMARY AND AUTHORITY CONTACTS:**

<b>Project Manager (name &amp; telephone)</b>	Redacted under FOIA Section 40 – Personal information
<b>Technical Lead (name &amp; telephone)</b>	Redacted under FOIA Section 40 – Personal information
<b>Commercial Officer (name &amp; telephone)</b>	Redacted under FOIA Section 40 – Personal information
<b>Task title</b> (for Dstl: max 30 characters inc AST/ prefix)	AST138/ S&T Risk and Opportunities to enhance T&E
<b>Anticipated start date</b>	15/06/22
<b>Anticipated end date (core work)</b>	30/11/22
<b>Anticipated end date (options)</b>	NA
<b>Requisition or Purchase Order ref</b>	RQ0000010470
<b>ASTRID task number</b>	AST138
<b>Task description</b>	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
1	Core	Perform an investigation into the S&T presently being undertaken within the Dstl programme portfolio (~30 programmes) to provide an understanding of the requirements, options, issues/risks and dependencies to support the planning and delivery of T&E S&T, related to next generation and generation-after-next technologies

**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 checked="" type="checkbox"/> (applicable for all risk levels except 'N/A')

**Redacted under FOIA Section 43 – Commercial Interest****ASTRID Liability Spreadsheet:**

Demanders are required to complete an ASTRID liability spreadsheet that will look at the direct and indirect risks associated with their requirement. Performing this assessment before submitting the Task to CORDA prevents delays post receipt of proposal, which can add circa 4 weeks to the time to award.

The ASTRID liability spreadsheet can be found at the following address:

**Redacted under FOIA Section 43 – Commercial Interest**

Each risk must be assessed in turn and a score for that risk entered in to the spreadsheet.

A completed copy of the spreadsheet must be attached to this Tasking Form & SOR when submitting to CORDA. A copy must also be placed on ICAS with the requisition		
Direct Risk:	REDACTED UNDER FOIA SECTION	<p>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.</p> <p>In the event that a risk is identified as “Amber” or “Red” demanders should discuss their requirement with their Commercial POC before the Task is submitted to CORDA.</p>
Indirect/Consequential Risk	REDACTED UNDER FOIA SECTION	<p>In the event that the risk is “Excluded” demanders may continue with the submission of their requirement to CORDA.</p> <p>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.</p>

<b>DEFCONS (Defence Conditions):</b>				
Please confirm which specific NIPPY Guidance). If you are unsure,		DEFCONS are required for the task (Dstl staff click <a href="#">here</a> for greater DEFCON detail and 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 checked="" type="checkbox"/>	
705	Edn 11/02	Intellectual Property Rights - Research and Technology To be specified on the Tasking Form	<input type="checkbox"/>	
Acceptance or rejection of deliverables				
This <b>MUST</b> 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

<b>GFX:</b>	
Yes	<input checked="" type="checkbox"/>

No	<input type="checkbox"/>
If yes, please see attached SOR for full details of equipment / information / facilities	

<b>Security Classification of the Work:</b>
<div>REDACTED UNDER FOIA SECTION 26 - DEFENCE</div>
<p><i>*Failure to delete unnecessary higher classifications will result in delays at the firewall</i></p> <p>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.</p> <p>If this is the case, please tick the box to indicate you are attaching a separate SAL <u>for your task</u></p> <div><input type="checkbox"/></div>

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**

<b>To:</b>	<b>From:</b> CORDA
<b>FAO:</b>	<b>PoC:</b> <small>Redacted under FOIA Section 40 – Per</small>
<b>Tel:</b>	<b>Tel:</b> <small>Redacted under FOIA Section 40 – Pers</small>

**Proposal Reference AST\CMRCL\Prop\02209 (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 **£159,231.78** (ex VAT) is submitted for **ASTRID Task 138 – T&E EMR 2022** and breakdown attached

Ascertained Price ☐

Firm Price ☒

Hybrid\* ☐ \*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)**

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 Sirius Analysis have an experienced T&E team (comprising Sirius, QinetiQ and Arke) that meets all aspects of the required supplier skills and capabilities. Staff have extensive domain knowledge within Defence T&E S&T and can exploit their work on related research projects and MOD programmes to reduce the burden on Dstl programme staff and reduce read-in time in order to address the compress timescales risk. The Team can also draw on international best practice and contacts such as NATO to identify good and bad practices in the development of improvement options.

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:	w/c 11 <sup>th</sup> July 2022	End date:	31/01/2023
Signed on behalf of the Contractor: <small>Redacted under FOIA Section 40 – Pt</small>			
Printed name:	<small>Redacted under FOIA Section</small>	Date:	21/7/22

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TOTAL £ Ex VAT || £159,231.78 |

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

<b>Requested Amendments to Framework Conditions</b>
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The Prime should detail below any requests for amendments to the terms and conditions of the Framework <u>if deemed necessary for this particular task</u>
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It is assumed that there is no requirement to produce a deliverable quality plan for this task.

**Liability Clause**

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Options and Payments			
Item No	Description / Title from Part A	£ (ex VAT)*	Expiry Date
1	Additional Workshops	Redacted under FOIA Section 43 – Commercial Interest	n/a
2	Additional Presentations		n/a
*Price(s) quoted to be held valid until end date of options <input type="checkbox"/> (If unticked a requote will be required)			

**ASTRID – TASKING FORM – Part C****1. Offer of Contract:** *(to be completed by Authority Commercial Services)*

<b>Commercial Officer:</b>	Redacted under FOIA Section 40 – P	<b>Tel:</b>	Redacted under FOIA Section 40 – P
<b>Vendor Agreement No (if applicable):</b>	Framework Agreement No DSTL/AGR/01142/01		
<b>Purchase Order Number:</b>	DSTL0000006200		
<b>Start date (T0) is deemed to be:</b>	1 <sup>st</sup> Aug 2022	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 <b>RED</b> and draw attention to them in the 'comments & clarifications' box below.	

**Commercial comments and clarifications to proposal:**

Clarification questions response from Redacted under FOIA Section 40 – P dated 1<sup>st</sup> August 2022.

<b>Commercial Approval:</b>	Redacted under FOIA Section 40 – Personal information
<b>Date:</b>	1 <sup>st</sup> August 2022
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)***3.**

<b>Name:</b>		<b>Tel:</b>	
<b>Position in Company:</b>			
<b>Signature :</b>		<b>Date:</b>	

**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:**

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<b><i>Task completed to Authority's satisfaction (to be completed by nominated Task owner)</i></b>
<b>Comments from Task owner on the task:</b>

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Anticipated exploitation inc timescales:	
Follow-up date with End User if necessary:	

Key Performance Indicators (KPIs):
<p><b>Timeliness of deliverables:</b></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>



<b>Total number of deliverables within task:</b>	
<b>Of which on time:</b>	
<b>Of which deemed late:</b>	
<b>Comments / Notes:</b>	

<b>Quality of Deliverables:</b> 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.		
<b>Mark:</b>	<b>Measure:</b>	<b>Number of deliverables in this category:</b>
<b>Accepted</b>	Technically and editorially acceptable. Minor changes may be needed to improve exploitability of the output or to tailor the output for the end customer.	
<b>Minor revisions</b>	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.	
<b>Major revisions</b>	Deliverables require significant editorial and/or technical revisions and further review by the Authority.	
<b>Rejected</b>	Deliverables do not meet the requirement and are rejected	
<b>Any additional comments / Notes:</b>		
<b>Signed:</b>		
<b>Date:</b>		

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Choose an item.

Annex A to ASTRID Tasking Form

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Choose an item.

Annex A to ASTRID Tasking Form

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