

Schedule 3 (Tasking Form)

Tasking Identification

Unique Tasking Order Number	FTS5/CCT666	Version No. & Date	V1 13.11.2018
FATS Business Case Number	Original FBC 7055 Amendment FBC <i>(FATS team supplied)</i>	Supplier Reference Number	
Project / Equipment for which task is in support	JFC/ISS/Ops	UOR	

Task Title	Technical Support to SP Hardware Asset Management Department
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Filter Name and Number:	FILTER 23 – Integrated Logistics Support (ILS)
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Please refer to FATS Customer Guidance for definition of Work Category

Directorate & PT / Organisation Title		Supplier Name	TPG Services Ltd
PT Leader/ Project Manager		Post	
Post		Address	
Address			
Postcode		Postcode	
Telephone / Fax No		Telephone / Fax No	
E-mail		E-mail	
UIN & RAC		CPV Code	

Date Draft Tasking Issued

Deadline for Authority's receipt of Tenderer's response to the Draft Tasking

1. Schedule of Requirements

Brief summary of requirement – expand/delete rows as appropriate (full details appear below in the Statement of Requirement)

Item No	Description	Firm Price £ (Ex VAT)
1	Technical Support to SP Hardware Asset Management Department	██████████
2	Travel and Subsistence Limit of Liability (Actuals at receipted in line with FATS policy and with prior agreement of Project Manager)	██████████

STATEMENT OF REQUIREMENT

Unique Tasking Number FTS5/CCT666	Issue Number & Date V1 13.11.2018	Supplier Reference Number:
Task Title: Technical Support to SP Hardware Asset Management Department		
Brief Description of Task (or see attached detailed Statement of Requirement): Within the Hardware Asset Management team of Service Performance, technical support is required to help implement and deliver improved working practices to ensure more efficient use of MOD assets, including increased UAD Recovery, FMO User Account Management and improved spares & printer management.		
Background/Justification: The MODNet contract was let with specific boundary thresholds within the hardware and user account management volumes. Both the volume of user accounts and UADs exceed the agreed contracted boundaries therefore there is a requirement to reduce these in line with the threshold volumes. The impact of not reducing the volumes could result in significant unplanned costs levied by the supplier. This needs to be achieved by working with the TLBs and requires the introduction of Business as Usual processes and procedures that allow both ISS SP and the TLBs to monitor and manage their hardware asset and user account volumes without impact to Operational activities or general business. The current resources available within ISS SP LAM do not currently have the skills or capacity in this area and require the support of additional personnel to set up these services which would then be handed over to appropriate crown servant personnel for onward management		
Activities to be Undertake: The following work stream will be undertaken within required timeline or (where applicable) to be handed over as Business As Usual into the Hardware Asset Management Department once suitable resource is in place: <ol style="list-style-type: none"> 1. Hardware Asset Management – Monitor, report and assure on Hardware numbers. Undertake review of UAD volumes and Service Status classifications within CMDB for Official and Secret. 2. Invalidated UAD Recovery - Recovery of unused UADs. Undertake Audits of MOD sites, collaboratively with the TLBs and FLCs to finalise a list of UADs through MI criteria agreed with TLBs, Complete the organisation & mapping of recovery aligned with NSoIT and complete recovery of all invalidated UADs. 3. FMO User Account Management- Monitor and control of User Account numbers. Delivery of appropriate Service Catalogue User Account management services, agreed MODNet Moribund solution and agreed reporting and metrics for TLB engagement. 4. Reuse and Recovery of Used UADs. Liaising with the expert user for the recovery of unused UADs, supporting the recovery of UADs. Work with ISS Customer Service Managers (CSM) to understand the forward demand and mapping and reporting the availability of UADs at the RRT to support the ongoing demand from N SSR, Minor Change, NSoIT and Break/fix. 5. Spares & Printer Management. Chair monthly Spares and Printer Management meeting, assuring the cycle for spares through monthly metrics. <p>Produce process and procedure documentation for all tasks and work to transfer management of these services to ISS SP LAM staff.</p> <p>Maintenance of documentation relating to all aspects of these task</p> <p>Act as Subject Matter Expert on all the above tasks, providing advice and support to ISS SP LAN as required.</p> <p>Production of written and verbal briefs as detailed in the deliverables.</p>		

Deliverables: (insert here or below Key Deliverables template)

See Below Key Deliverables Table

Acceptance/Rejection criteria / provisions

Acceptance:

All deliverables and milestones outlined in this this statement of Requirement will only be considered complete once formal Authority approval has been obtained in writing

Rejection:

A deliverable or milestone as outlined in this statement of requirement which fails to receive formal Authority approval and sign off, will be considered rejected. The Authority will advise the supplier of the rejection in writing; upon receipt of the written rejection the supplier will provide within two working days a rectification plan, upon Authority approval is to be implemented immediately.

Key Project Indicators (KPIs) and Performance Management Requirements

Government Furnished Assets (GFA) (List all GFA applicable to the task in accordance with DEFCON 611 (Edn 02/16) & 694 (Edn 03/16))

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 5 – 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.

Timescale:

Commencement Date: 22nd January 2019

Delivery Date: 20th January 2020

Project Manager: [REDACTED]

Signature:

Date:

KEY DELIVERABLES TEMPLATE *(Delete if not used)*

Task No	Capability Area	Activities to be Undertaken by Supplier	Key Deliverable and Required Delivery Date	List all GFA	Acceptance Criteria
1	ISS OPS SP	Hardware Asset Management. Monitor, report and assure on Hardware numbers by undertaking a review of UAD volumes and Service Status classifications within CMDB for Official	Report detailing the UAD volumes and Service Status classifications within CMDB for Official. September 2019	As above	As above
2	ISS OPS SP	Hardware Asset Management. Monitor, report and assure on Hardware numbers by Undertake review of UAD volumes and Service Status classifications within CMDB for Secret	Report detailing the UAD volumes and Service Status classifications within CMDB for Secret September 2019	As above	As above
3	ISS OPS SP	Transfer of management of Hardware Asset Management working group to ISS SP LAM staff	Full process & procedure documentation of tasks. September 2019	As above	As above
4	ISS OPS SP	Invalidated UAD Recovery. To recovery all unused UADs undertake an Audit of all MOD sites.	Site Audit report. Within 1 week of site visit	As above	As above
5	ISS OPS SP	Invalidated UAD Recovery. Work collaboratively with the TLBs and FLCs to finalise a list of UADs through MI criteria agreed with TLBs	Report listing the UADS Monthly	As above	As above
6	ISS OPS SP	Invalidated UAD Recovery. Complete the organisation & mapping of recovery aligned with NSoIT	Report detailing all site, current & recovered UADs April 2019	As above	As above
7	ISS OPS SP	Invalidated UAD Recovery. Delivery of appropriate Service Catalogue User Account management services	Catalogue service available by March 2019	As above	As above
8	ISS OPS SP	FMO User Account Management. Monitor and control of User Account numbers with the delivery of agreed MODNet Moribund solution	Report detailing the proposed MODNet Moriband process. June 2019	As above	As above
9	ISS OPS SP	FMO User Account Management. Delivery of agreed reporting and metrics for TLB engagement	Report detailing the reporting and metrics for TLB engagement	As above	As above

			July 2019		
10	ISS OPS SP	FMO User Account Management. Delivery of appropriate Service Catalogue User Account management services	Catalogue service available by March 2019	As above	As above
11	ISS OPS SP	FMO User Account Management. Delivery of agreed MODNet Moribund solution	Fully documented MODNet Moriband solution June 2019	As above	As above
12	ISS OPS SP	FMO User Account Management Delivery of agreed reporting and metrics for TLB engagement	July 2019	As above	As above
13	ISS OPS SP	FMO User Account Management. Transfer of User Account management usage services processes to ISS SP LAM staff	Fully documented FMO User Account Management procedure & processes. August 2019	As above	As above
14	ISS OPS SP	Reuse and Recovery of Used UADs. Liaising with the expert user for the recovery of unused UADs	Monthly Progress report until April 2019	As above	As above
15	ISS OPS SP	Reuse and Recovery of Used UADs. Supporting the recovery of UADs	Monthly Progress report until April 2019	As above	As above
16	ISS OPS SP	Reuse and Recovery of Used UADs. Working with Customer Service Managers (CSM) to understand the forward demand	Monthly Progress report until April 2019	As above	As above
17	ISS OPS SP	Reuse and Recovery of Used UADs. Mapping and reporting the availability of UADs at the RRT to support the ongoing demand from NSSR, Minor Change, NSoIT and Break/fix	Report showing the mapping and availability of UADs. April 2019	As above	As above
18	ISS OPS SP	Reuse and Recovery of Used UADs Fully Transfer to ISS SP LAM Staff	Fully documented Reuse and Recovery of Used UADs solution, including procedure & processes April 2019	As above	As above
19	ISS OPS SP	Spares & Printer Management. Chair monthly Spares and Printer Management meeting	Monthly until September 2019	As above	As above
20	ISS OPS SP	Spares & Printer Management. Monthly assurance cycle for spares through monthly metrics	Monthly until November 2019	As above	As above
21	ISS OPS SP	Transfer of Spares and Printer Management meetings to	Fully documented Spares	As above	As above

		ISS SP LAM staff	and Printer Management procedure & processes. November 2019		
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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.

Type of Contract

Competitive	<input checked="" type="checkbox"/>
Competitive Award Criteria Weightings	Technical – 60% Financial – 40%
Reverse Auction used?	<input type="checkbox"/>
Single Source	<input type="checkbox"/>

General Conditions

DEFCON 624 (Edn 04/10) – 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 <i>A sheet is to be attached detailing any conditions that have been added</i>	<input checked="" type="checkbox"/>
DEFCON 514A (Edn 03/16) Failure of Performance under Research and Development Contracts	<input checked="" 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 12/08) – Flights Liability and Indemnity	<input type="checkbox"/>

Pricing Conditions Required

Firm Priced at Outset (<i>this applies to all tasks other than by exception</i>)	<input checked="" type="checkbox"/>
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 800 (Edn 12/14) – Qualifying Defence Contract DEFCON 801 (Edn 12/14) – Amendments to Qualifying Defence Contracts – Consolidated Versions. DEFCON 802 (Edn 12/14) – QDC – Open Book on sub-contracts that are not Qualifying Sub-Contracts. DEFCON 803 (Edn 12/14) – QDC: Disapplication of Protection against Excessive Profits and Losses (PEPL) DEFCON 804 (Edn 12/14) – QDC: Confidentiality of Single Source Contract Regulations	<input type="checkbox"/>

Pricing Conditions Required	
<p>Information.</p> <p>DEFCON 811 (Edn 12/14) – Single Source: Profit and Loss sharing on FIRM/FIXED Price Contracts.</p> <p>DEFCON 812 (Edn 04/15) – Single Source Open Book</p> <p>DEFCON 815 (Edn 04/15) – Contract Pricing Statement – Single Source Non-qualifying contracts</p>	
<p>Exceptionally, if other than Firm Priced at Outset <i>(include additional conditions in attachment & complete Appendix 4)</i></p>	<input 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)
<u>If DEFCON 703 does not apply then select either:</u>			
DEFCON 705 (Edn 11/02)	<input type="checkbox"/>	All <input type="checkbox"/>	<input type="checkbox"/> The following Item Nos. only (insert below)
<u>OR:</u>			
DEFCON 14 Edn 11/05, 15 21 ,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 & DEFFORM 315	<input type="checkbox"/>	All <input type="checkbox"/>	<input type="checkbox"/> The following Item Nos. only (insert below)
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 checked="" type="checkbox"/>	DEFCON 642 (Edn 06/14) – Progress Meetings	<input checked="" type="checkbox"/>	Frequency required	Monthly
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 checked="" type="checkbox"/>

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	<input type="checkbox"/>
Deliverable Quality Plan requirements	
DEFCON 602A (Edn 12/06) - Quality Assurance with Quality Plan	<input type="checkbox"/>
DEFCON 602B (Edn 12/06) - Quality Assurance without Quality Plan	<input checked="" type="checkbox"/>
AQAP 2105 – NATO Requirements for Delivering Quality Plans	<input type="checkbox"/>
Software Quality Assurance requirements	
AQAP 2210 – NATO Supplementary Software Quality Assurance Requirements to AQAP 2110	<input type="checkbox"/>
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)	<input type="checkbox"/>
Relevant MAA Regulatory Publications (See attachment for details)	<input type="checkbox"/>
Additional Quality Requirements (See attachment for details)	<input type="checkbox"/>

Warranty			
Express Warranty (See attachment for details)	<input type="checkbox"/>	Warranty – remedies implied by general law	<input type="checkbox"/>

Security	
DEFCON 659A (Edn 11/14) – Security Measures	<input checked="" type="checkbox"/>

3. Price

TOTAL CONTRACT PRICE	TYPE OF PRICING
£226,713.84	Firm Price

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

On receipt of the tasking 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 07/12) to:

DBS Finance
Walker House
Exchange Flags
Liverpool
L2 3YL

For OGDs Only

A copy of the acknowledged final tasking 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

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

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;
 - (B) Any Information disclosed by either party prior to the issue of a draft Tasking and in contemplation of Work being placed by the Authority under a Tasking; and
 - (C) Any Tasking placed under this Agreement, provided that Information provided to a party for the purpose of Tendering for a Tasking 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 42 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
 - (C) 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. Rates used shall be on accordance with the provisions of Clauses 13-14 of Schedule 1.

1. To: _____ 2. From: _____

Date of submission: _____

In response to your request for a quotation reference FTS5/ _____ 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	Hourly rate quoted at ITT	Hourly 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	£ (inc VAT)		
	Motor Mileage (max price per mile)			
	Air			
	Sea			

5c. Subsistence	Estimated expenditure on:	Unit cost	Number of Night/Days	Total
	Accommodation			
	Meals			
	Misc (please state below)			

The above T&S costs relate to the period _____ to _____

Sub-contractor Price

5d.Other
Costs

Sub-Contractor Details

Materials

Other (Please provide details
below)
Description

Cost

Total Price

(excl. VAT)

Appendix 4 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.

CH ₂ FBr ₂	C ₂ H ₂ F ₂ Br ₂	C ₃ HF ₄ Br ₃	C ₃ H ₃ F ₂ Br ₃
CHF ₂ Br	C ₂ H ₂ F ₃ Br	C ₃ HF ₅ Br ₂	C ₃ H ₃ F ₃ Br ₂
CH ₂ FBr	C ₂ H ₃ FBr ₂	C ₃ HF ₆ Br	C ₃ H ₃ F ₄ Br
	C ₂ H ₃ F ₂ Br	C ₃ H ₂ FBr ₅	C ₃ H ₄ FBr ₃
C ₂ HFBBr ₄	C ₂ H ₄ FBr	C ₃ H ₂ F ₂ Br ₄	C ₃ H ₄ F ₂ Br ₂
C ₂ HF ₂ Br ₃		C ₃ H ₂ F ₃ Br ₃	C ₃ H ₄ F ₃ Br
C ₂ HF ₃ Br ₂	C ₃ HFBBr ₆	C ₃ H ₂ F ₄ Br ₂	C ₃ H ₅ FBr ₂
C ₂ HF ₄ Br	C ₃ HF ₂ Br ₅	C ₃ H ₂ F ₅ Br	C ₃ H ₅ F ₂ Br
C ₂ H ₂ FBr ₃	C ₃ HF ₃ Br ₄	C ₃ H ₃ FBr ₄	C ₃ H ₆ 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 (CCl₄) - Production has stopped.

1,1,1-TRICHLOROETHANE (C₂H₃Cl₃) - Production has stopped.

METHYL BROMIDE (CH₃Br) - Production limits apply.