



Contract 707988451

# Provision of Linguistic Services for UK MoD Global and UK Based Operations

Appendix 2 to Attachment 3  
Task Order Form

## 1. Introduction

- 1.1. The Task Order Form (TOF) details the process by which the Authority tasks the Supplier to deliver a requirement.
- 1.2. At contract award, all existing, active and enduring tasks will be issued to the Supplier by the Authority using the TOF process as detailed below.

## 2. Procedure for tasking

- 2.1. All requirements shall be presented by the Authority to the Supplier using the TOF.
- 2.2. Any requirement for tasks shall be defined by the Authority's Project Contract Manager (PCM) or Designated Officer (DO) by completing the Part 1 of the TOF detailed below.
- 2.3. For the purposes of identifying individual tasks, the Authority will allocate a discrete sequential reference number which is to be used by the Supplier. The Supplier should note that no work must be undertaken until the Supplier is in receipt of a TOF Part 1 and Part 3 bearing a unique reference number and signed by the Authority's PCM and Commercial Officers.
- 2.4. The Authority will assess each task in accordance with the matrix in Attachment 3 – Statement of Requirement to determine whether the TOF will be subject to a High, Medium or Low-level Task Management Plan. The TOF Part 1 shows the applicable level for each TOF.
- 2.5. The Supplier shall acknowledge the receipt of the TOF Part 1 to the Authority's PCM within:
  - 2.5.1. Five (5) business days for standard requirements.
  - 2.5.2. Five (5) hours for urgent requirements.
- 2.6. The Supplier must record the agreed dates within the monthly report.
- 2.7. The Supplier shall complete Part 2 and return it to the Authority's designated Commercial Officer within:
  - 2.7.1. Ten (10) business days for standard requirements.
  - 2.7.2. Two (2) business days for urgent requirements; or
  - 2.7.3. As otherwise agreed by both parties.
- 2.8. The Firm Price shall utilise the Linguist Daily Rates as detailed REDACTED
- 2.9. REDACTED

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- 2.10. Authority to proceed with the task (Part 3 of the TOF) will be provided by the Authority's representatives on acceptance of the Suppliers return of Part 2. The Supplier is to note that no work shall be undertaken until a completed TOF (Part 3) signed by both the Authority's PCM and Commercial Officer is received. The Authority shall not be liable for any costs incurred by the Supplier for works completed prior to a signed Part 3 being issued.
- 2.11. Where an amendment is required to a TOF, the Authority shall provide the Supplier with at least:
  - 2.11.1. Ten (10) business days' notice for amendments to standard requirements.
  - 2.11.2. Two (2) business days' notice for amendments to urgent requirements.
- 2.12. Should the Authority wish to cancel any task order, the Authority shall provide the Supplier with a least ten (10) business days' notice. Where this is not possible, a reasonable cancellation cost will be agreed in accordance with the contract.

### 3. TOF Validity

- 3.1. A TOF is only valid where all relevant parts include a signature from the relevant authorised personnel from both parties.
- 3.2. PART 1 must be signed by the Commercial Officer.
- 3.3. PART 2 must be signed by the Supplier.
- 3.4. PART 3 must be signed by the Authority's PCM and Commercial Officer.
- 3.5. PART 4 must be signed by the Supplier, the Authority's PCM and Commercial Officer.
- 3.6. Any TOF where Parts 1, 3 and 4 do not bear the signature of the Authority's Commercial officer is not valid and should not be actioned by the Supplier or any of the Supplier's personnel on his behalf.

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# Task Order Form

## Part 1 – To be completed by the Authority

<b>To:</b> [The Supplier]		<b>From:</b> Permanent Joint Headquarters Sandy Lane, NORTHWOOD, Middx, HA6 3HP	
<b>Task Reference:</b>		<b>Iteration/Amendment reference:</b>	
<b>Title of Work:</b>			
<b>TOF Management Plan Level</b>	<input type="checkbox"/> Low	<input type="checkbox"/> Medium	<input type="checkbox"/> High
<b>Language required</b>			
<b>Location</b>			
<b>Skill set</b>			
<b>Security Requirement</b>			
<b>REDACTED</b>			
<b>SOR</b>			
<b>GFA</b>			
<b>No. Linguists</b>			
<b>Supporting documentation</b>			
<b>AOR POC</b>			
<b>Start Date:</b>		<b>End Date:</b>	
<b>Contractual Rate:</b>			
<b>Linguist Days:</b>			
<b>Total Cost:</b>			
<b>Raised by:</b>	[Name of Authority DO]	<b>Date:</b>	
<b>Approval to Issue PART 1</b>			
<b>PJHQ Commercial:</b>	<b>Signature</b>		
	<b>Name</b>		
	<b>Date</b>		

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TOF NUMBER:						
RLS AND EQUIPMENT REQUIREMENTS						
Ser	Type	UKN CONDO	TCN CONDO	UKN (Non CONDO)	LRW CONDO	Remarks
<b>Accommodation</b>						
1	Living					
2	Technical					
<b>Facilities</b>						
3	Medical					
4	Laundry					
5	Catering					
6	Gym					
7	Shops					
8	Spiritual					
9	Comms					
10	Wifi					
<b>Transport</b>						
11	AT					
12	Strat AT					
13	MT					
14	Compassionate					
<b>Equipment</b>						
15						

**Part 2 – To be completed by the Supplier**

<b>To:</b>	PJHQ
<b>From:</b>	[Supplier]
<b>Task Reference Number:</b>	
<b>Total Price:</b>	
<b>Signature:</b>	
<b>Name:</b>	
<b>Date:</b>	

**Part 3 – To be completed by the Authority**

<b>Authorisation to Proceed</b>		
Customer	The Authority approves the above task and authorises CPF expenditure to be paid monthly in arrears within 30 days on receipt of a valid invoice, in line with Schedule 3 of the T&Cs	
<b>PJHQ J8 PCM (Acceptance of Supplier's Price)</b>	<b>Signature</b>	
	<b>Name</b>	
	<b>Date</b>	
<b>PJHQ Commercial (Contractual Commitment)</b>	<b>Signature</b>	
	<b>Name</b>	
	<b>Date</b>	

**PART 4**

<b>TASK CLOSURE</b>		
Supplier	The Supplier confirms that the task above has been completed as per the Task Order Form. This task is now closed.	
All activities complete	<b>Y / N</b>	
All invoices paid	<b>Y / N</b>	
No outstanding charges	<b>Y / N</b>	
<b>SUPPLIER</b> (Confirmation that task has been completed)	<b>Signature</b>	
	<b>Name</b>	
	<b>Date</b>	
<b>PJHQ J8 PCM</b> (Confirmation that task has been delivered)	<b>Signature</b>	
	<b>Name</b>	
	<b>Date</b>	
<b>PJHQ Commercial</b> (Authority to Close Task)	<b>Signature</b>	
	<b>Name</b>	
	<b>Date</b>	