

SERAPIS TASKING FORM

COMPLETE SQUARE BRACKETS AND REMOVE COMMENTS BEFORE SENDING TO THE SUPPLIER

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

To:	Lot 1 Roke Manor Research Ltd	From:	Dstl
REQUIREMENT			
Proposal Required by:	16/04/2021	Task ID Number:	C36
Project Manager:	[REDACTED-PERSONAL INFORMATION]	Technical Point of Contact:	[REDACTED-PERSONAL INFORMATION]
Task Title:	New FSSA Concepts	New Task <input checked="" type="checkbox"/>	Change <input type="checkbox"/>
Required Start Date:	19/04/2021	Required Date:	End 30/11/2021
Requisition No:	1000162426	Budget Range	Indicative Total: £250,000
TASK DESCRIPTION AND SPECIFICATION			
Serapis Framework Lot	<input checked="" type="checkbox"/> Lot 1: Collect <input type="checkbox"/> Lot 2: Space systems <input type="checkbox"/> Lot 3: Decide <input type="checkbox"/> Lot 4: Assured information infrastructure <input type="checkbox"/> Lot 5: Synthetic environment and simulation <input type="checkbox"/> Lot 6: Understand		
Statement of Requirements (SOR) Background <p>Defence is investing in the Future Sensing and Situational Awareness (FSSA) programme to develop disruptive sensing technologies to enable a step-change in future capability within the Scope of resilient sensing, situational awareness (SA) and position, navigation and timing (PNT) in contested and congested environments. Under the FSSA Programme, The Foundry project ('The Authority') will enhance innovation by exploring New, Emerging and Overlooked (NEO) sensing technologies, providing the "engine room" to drive and support development and exploitation of new technologies and techniques for sensing, Situational Awareness (SA) and Position, Navigation and Timing (PNT) across this programme (FSSA) and wider Science and Technology (S&T) programmes.</p> <p>The outcome of this task is anticipated to be a number of proposed concepts that have potential application to challenges presented by the Scope. Each concept would have been assessed for its validity in a limited sense, for example, by application to a synthetic data set.</p>			

The Requirement

The Authority requires Suppliers to present novel concepts for further exploration and development. Concepts shall be submitted at very low Technology Readiness Level (TRL)¹ (1 or 2). The Authority wishes to understand the feasibility of your idea and its application to Defence FSSA applications.

To fulfil the requirement, the Supplier shall:

- Ensure novel concepts are presented; these may complement existing technologies.
 - The Supplier shall refrain from submission of ideas which constitute enhancements of existing technology.
- Ensure ideas are targeted at Defence Applications as per the scope
 - However ideas do not have to be *exclusive* to Defence applications.
- Refrain from submitting ideas relating to Underwater Sensing or Chemical, Biological, Radiological or Nuclear Sensing.

The Requirement

Suppliers shall be expected to engage with three distinct stages as described below:

Step 1: Concept Submission

The Supplier shall submit a proposal of their novel concept as applied to the **Scope** of no more than 300 words in length, but may additionally include figures/tables. Suppliers shall recognise this is not intended to be a large investigation, rather a chance to explore a novel concept via research papers/ modelling/ lab testing for its viability.

Each Supplier may propose more than one concept; each shall be submitted using separate task forms and include at minimum the following information:

- Description of the technology concept
- Potential challenges or questions the concept is likely to address
- Description of benefits (despite speculative or very low TRL nature of the idea)
- Justification for being described as novel
- Development approach – describing the nature of the activity to be undertaken to develop the concept (research methods/tools) and its expected outcomes

Note: Please do not resubmit concepts entered into the previous iteration (C19 Future Sensing Options – Technology Assessments) as these will already have been assessed.

This submission stage is not funded. However where the idea is of interest to the Authority, its down selection shall lead to a funded opportunity to conduct further analysis of the proposed concept as outlined in Step 2 below.

All proposals for novel concepts shall be submitted to Serapis Lot 1 Prime Contracting Office (PCO) by Monday 7th June. The proposals shall be anonymised in advance of submission to the Authority, where the proposals shall be assessed. The PCO will inform bidders of the outcome by w/c 21st June.

¹ <https://www.gov.uk/government/news/guidance-on-technology-readiness-levels>

Step 2: Concept Analysis / Development

Successful Supplier(s) shall undertake analysis work (as described in the proposal) to examine the application and feasibility of their proposal(s) in relation to the **Scope**. This work is funded at a fixed price of £5000 per proposal.

The Supplier report shall be **a maximum** length of four sides of A4 and shall contain at minimum the following information:

- A detailed technical description of the original proposal.
- A description of the analysis undertaken to assess the proposal for feasibility against the **Scope**.
- Outcomes and conclusions of the analysis. Where the proposal is deemed as not feasible to continue, the report shall provide an explanation for this; for example, laws of physics or current technology limitations.
- Potential exploitation strategy / opportunities associated with the proposal.
- Inclusion of "Next steps" to inform follow-on work package, e.g.,
 - Overview of the proposed work, hypothesis to be tested, nature of the deliverable to be expected.

The analysis may be conducted in any number of ways to demonstrate support for its feasibility, e.g., literary review of research papers to establish principles, basic modelling, or laboratory measurement.

This report shall be submitted to the PCO by 25th July. The Authority shall assess reports and may wish to activate follow on work. Suppliers shall be informed where they are eligible to continue with follow-on work before 31st August 2021. **Therefore, this shall constitute a contractual break point.**

Step 3: Follow-on work

The Supplier shall conduct the activity described within the proposal(s) down-selected for progression. This follow-on activity will continue as a funded package of work of up to £40,000 per proposal selected. The Supplier shall conduct follow-on work identified within the proposal reports (and as agreed by the Authority).

The Supplier shall provide a report to conclude each proposal activity. Each report shall include **at minimum** the following information:

- Concept description and approach(es) utilised.
- FSSA challenge(s) the concept seeks to address.
- Explain and where possible demonstrate any improvement in capability.
- Successes / Lessons identified.
- Plan to further develop the concept and the challenges involved.
- Identification of additional applications (if any) for Defence and Security challenges.
- Conclusion.
- Research Report(s) to be submitted to PCO by 14th November 2021.

Monitoring

The supplier shall:

- Arrange a kick-off meeting to take place within 1 week of the commencement of the work package via teleconference (prior to Wednesday 8th September 2021).
- Arrange Progress Checkpoint Meeting with the Authority week commencing Monday 4th October 2021.
 - Provide work package update.
 - Demonstrate concept development remains on track.
- Arrange contract Close Down meeting to take place NLT 1 week prior to the end of the contract.
 - This meeting shall serve as a contract closure meeting and as a forum in which to collate lessons identified.

Formal communications shall be between the Supplier's Project Manager and the PCO Project Manager and between Roke's PCO and the Authority. Informal technical communications between the Supplier and the Authority's Technical Partner should copy in their respective Project Managers and the PCO copied if of a contractual nature.

Unsuccessful Submissions:

Proposals presented at both the Stage 1 and 2 which are unsuccessful in this round may be considered in subsequent rounds as and when additional funding becomes available. There is potentially an additional round, delivering in February 2022.

We therefore request that your proposals remain valid up to 28th February 2022 after submission.

Procurement Strategy

☒ Lot Lead to recommend ☐ Single Source / Direct Award

Pricing:

☒ Firm Pricing ☐ Ascertained Costs* ☐ Other*

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

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

*only at Authority's discretion

Task IP Conditions

DEFCON 705 deliverables should be delivered as FULL RIGHTS. The Supplier shall indicate in their proposal submission if they intend to exploit Background IP and their intent to supply either LIMITED RIGHTS or both FULL RIGHTS and LIMITED RIGHTS deliverables. The Supplier shall notify the PCO in the event that Background IP becomes relevant to delivery.

Task IP Conditions (Follow the NIPPY guide to identify your information and IP requirements for each deliverable)	Summary of the Authority's rights in foreground IP (IP generated by the Supplier in performance of the contract)
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DEFCON 703 <input type="checkbox"/>	Vests ownership with the Authority
DEFCON 705 <input checked="" type="checkbox"/>	Enables MOD to share in confidence as GFI or IRC under certain types of agreements. Can be shared in confidence within UK Government.
OTHER IP DEFCONS: 14* <input type="checkbox"/> , 15* <input type="checkbox"/> , 16* <input type="checkbox"/> , 90* <input type="checkbox"/> , 91* <input type="checkbox"/> , 126* <input type="checkbox"/>	Generally only suitable for deliverables at TRL 6 and above.
BESPOKE IP Clause <input type="checkbox"/> *	Details to be added and agreed by IP Group
* Do not use without IPG advice and approval	

DELIVERABLES

Unless otherwise agreed, the Supplier shall provide mature draft versions of deliverables to the PCO at least 5 working days prior to the due date below, for review and acceptance / rejection

Deliverable	Due	Description
D1	11 th June 2021	Step 1. Up to 300 word initial proposal. Word Document. Objective: To assess concepts for progression to Step 2
D2	30 th July 2021	Step 2 Report Up to four A4 pages Word Document. Technical Assessment Submission for Authority review Objective: To assess concept development for progression to Step 3
D3	Friday 19 th November 2021	Step 3: TBC at Start Up Meeting. Report containing detail of Follow-on work and conclusions. Likely to be a Word Document and/or PowerPoint presentation. Objective: Final Reports for Authority assessment
D4	Tuesday 30 th November	All final paperwork (close down minutes, etc. to have been delivered.

OUTPUTS

In addition to the formal deliverables shown above, the following meetings are also required for Stage 3:

Output	Due	Description
O1	Step 3 Contract Award (CA) + 1 week	Kick-off meeting (Prior to Weds 8th Sept) <ul style="list-style-type: none"> Presentation input to the PCO 5 days before the meeting. Minutes within 1 week of meeting.

	O2	CA + 1 month	Checkpoint meeting with Authority (w/c Mon 4th Oct) <ul style="list-style-type: none"> Objective: Progress check.
	O3	No later than 1 week before Contract End	Close-down meeting (No later than 23 Nov 2021) <ul style="list-style-type: none"> Presentation input to the PCO 5 days before the meeting. Minutes within 1 week of meeting.

Deliverable: Acceptance / Rejection Criteria (30 business days unless agreed otherwise)
 DEFCON 524 Rejection ☐ period [30] days DEFCON 525 Acceptance ☐ period [30] days

ISSUE OF EQUIPMENT/MATERIAL/INFORMATION
 NIL

QUALITY STANDARDS
 ISO 9001

SECURITY CLASSIFICATION OF THE WORK (A Security Aspects Letter (SAL) will be required for each Task above Official-Sensitive, Quotes are covered by the Framework SAL)
The highest classification of this SOR
 OFFICIAL ☒ OFFICIAL-SENSITIVE ☐ SECRET ☐ TOP SECRET ☐ STRAP ☐ SAP ☐

The highest expected classification of the work carried out by the contractor
 OFFICIAL ☒ OFFICIAL-SENSITIVE ☐ SECRET ☐ TOP SECRET ☐ STRAP ☐ SAP ☐

The highest expected classification of Deliverables/Output
 OFFICIAL ☒ OFFICIAL-SENSITIVE ☐ SECRET ☐ TOP SECRET ☐ STRAP ☐ SAP ☐

SAL Attached ☐

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

Cyber Risk Level	[REDACTED-DEFENCE]	Risk Assessment Reference	[REDACTED-DEFENCE]
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ADDITIONAL TERMS AND CONDITIONS APPLICABLE TO THIS CONTRACT
 Nil.

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

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

LOT 1 DSTL/AGR/SERAPIS/COL/01

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

To: The Authority FAO: Tel:	From: The Lot Lead
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Proposal Reference	See consolidated proposals in Serapis Lot1 C36 Accepted Proposals (attached)		
Delivery of the requirement:			
The proposal shall include, but not be limited to:			
<ul style="list-style-type: none"> • A full technical proposal that meets the individual activities that are detailed in Statement of Requirements (Part 1 to Tasking Form). • Breakdown of Deliverables and Interim Payments (Milestone/stage) due dates. • A work breakdown structure/project plan with key dates and Deliverables identified including required delivery dates for Government Furnished Assets. • A clear identification of Dependencies, Assumptions, Risks and Exclusions which underpin your Technical Proposal. • Sub-Contractors Personnel Particulars Research Worker Form and security clearances (if applicable) 			
PRICE BREAKDOWN			
<p><i>You are to use the costs detailed in Item 2 Table I in the Schedule of Requirement and at Annex E Table 2 of the Serapis Framework Agreement. Please also provide a price breakdown which should include, but is not limited to: Lot Lead Rates, Sub-contractors costs and rates, travel and subsistence. In support of your Proposal you are requested to provide clear details of all Dependencies, Assumptions, Risks and Exclusions that underpin your price.</i></p>			
Total Proposal Price in £	£99,221.45		(ex VAT)
Start Date:	28/06/2021	End Date:	30/11/2021
Lot Leads Representative	Name	[REDACTED-PERSONAL INFORMATION]	
	Tel	[REDACTED-PERSONAL INFORMATION]	
	Email	[REDACTED-PERSONAL INFORMATION]	
	Date	05/07/2021	
Position in Company	Commercial Manager		
Signature	[REDACTED-PERSONAL INFORMATION]		

Contractor's Price Breakdown

[TMS PRICING TABLES REDACTED IN ENTIRETY-COMMERCIAL INTERESTS]

[LOT LEAD PRICING TABLES REDACTED IN ENTIRETY-COMMERCIAL INTERESTS]

[SUB CONTRACTOR PRICING TABLES REDACTED IN ENTIRETY-COMMERCIAL INTERESTS]

N.B. The Contractor should provide a more detailed breakdown of Sub-Contractor costs in its supporting proposal.

[MILESTONE PRICING TABLES REDACTED IN ENTIRETY-COMMERCIAL INTERESTS]

Total Cost	99221.46
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The sub-contractors are only allowed to start work on this task once DSTL has confirmed that all there research workers have passed their security checks.

If DSTL deem a Researcher can't work on this task an alternative will need to be found or we may need to de-scope as a result.

Stage 3

Estimated price for the optional Stage 3 (D3 and D4) is £150,000, subject to scope and price being firmed up prior to commencement. The assumed start date of Phase 3 is the End of August 2021.

Tasking Form Part 3:

1. Offer of Contract: <i>(to be completed by the Authority's Commercial Officer or Contract Manager and copied to the Authority's Project Manager)</i>		
Authority's Commercial Officer	Name	[REDACTED-PERSONAL INFORMATION]
	Tel	[REDACTED-PERSONAL INFORMATION]
	Email	[REDACTED-PERSONAL INFORMATION]
	Date	08/07/2021
Requisition Number		R1000162426
Contractor's Proposal Number		Multiple Proposals
Purchase Order Number		DSTLX-1000160886
Signature		[REDACTED-PERSONAL INFORMATION]
<i>Please Note: Task authorisation to be issued by the Authority's Commercial Officer or Contract Manager. Any work carried out prior to authorisation is at the Contractor's own risk.</i>		