

## RCloud Tasking Form – Part A: Task Overview

### 1. Project Title and Return Deadline

<b>Top Level Budget (TLB)</b>	Defence, Science and Technology Laboratory (Dstl)
<b>Title of Requirement</b>	Determining the gut microbiome of military personnel
<b>Requisition No.</b>	RQ0000016743
<b>Tasking Form Version</b>	1.1
<b>Deadline for Clarification Questions</b>	07/02/2023
<b>Return Deadline</b>	10/02/2023

### 2. Primary Contact

<b>Name</b>	REDACTED UNDER FOI EXEMPTION
<b>E-mail Address</b>	
<b>Telephone Number</b>	

### 3. Summary of Task Information

<b>Key Dates / Contract Duration</b>	Anticipated Start Date	14/04/2023
	Anticipated End Date	01/09/2026
<b>Highest Security Classification<sup>1</sup></b>	Tasking Form (including supporting documentation)	Official
	Work to be undertaken:	Official
	Deliverables / Outputs:	Official
<b>Pricing Mechanism</b>	Firm	

<sup>1</sup> Further details of security classification and the full requirements can be found at the Gov.UK website at: <https://www.gov.uk/government/publications/security-policy-framework>.

<b>Intellectual Property Rights (IPR)</b>	<p>R-Cloud Annex A IPR T&amp;C's apply.</p> <p>If any non-standard IP rights are required, this is set out in this tasking form, (Part B, section 1.6). See also Schedule 3, Annex A par 1.2, 12(d) and 12(g) of the RCloud Terms and Conditions.</p> <p>A Full Rights version is required for each deliverable (par 9). Document marking requirements are set out in this tasking form (par 17).</p> <p>All deliverable information is to be delivered in Full Rights version(s), except information that is clearly identified by the Supplier as being Background IP, and where the Authority agrees in writing that it can be delivered only in Limited Rights version(s).</p>
<b>Cyber Risk Level</b>	REDACTED UNDER FOI EXEMPTION
<b>Cyber Risk Assessment (RA) Reference<sup>2</sup></b>	REDACTED UNDER FOI EXEMPTION
<b>Research Worker Forms</b>	REDACTED UNDER FOI EXEMPTION
<b>Research Worker Form Process</b>	<p>Dstl and MOD will complete administrative checks necessary to place a Research Contract with a Contractor. Supplier to confirm at tender stage that all proposed workers can comply with these checks.</p> <p>These checks will be completed prior to the final contract being issued.</p> <p>Where Suppliers staff already hold SC clearance and can provide details completion of this form may not be necessary.</p>

#### Additional Terms and Conditions (if applicable)

- 1) Part C, Annex B: Notification of Intellectual Property Rights (IPR) Restrictions
  - a) Where any of the conditions contained within Clause 7 'Intellectual Property, Data and Confidentiality' of the R-Cloud (Version 4) Terms and Conditions or where other similar notification obligations exist, the Contractor warrants and confirms that all Intellectual Property Rights restrictions and associated export restrictions relating to the use or disclosure of the Contractor Deliverables that are notifiable under those conditions, or of which the Contractor is or should reasonably be aware as at the date of the Contract, are disclosed in R-Cloud Tasking Form – Part C: Task Response Form, Annex B.
  - b) The Contractor shall promptly notify the Authority in writing if they become aware during the performance of the Contract of any required additions, inaccuracies or omissions in Annex B 'Notification of Intellectual Property Rights (IPR) Restrictions'.

<sup>2</sup> If stated, a Cyber Risk Assessment (RA) must be completed by the successful bidder before a contract can be awarded. Further information can be found at <https://suppliercyberprotection.service.xgov.uk>

- c) Any amendment to R-Cloud Tasking Form – Part C: Task Response Form, Annex B 'Notification of Intellectual Property Rights (IPR) Restrictions' shall be made in accordance with Clause 3 'Amendments to Contract'.
- 2) Government Furnished Asset (GFA)
- a) In consideration of Clause 21 Government Furnished Assets, the authority sets out to confirm that in support of the proposed task, the Authority shall make available to the supplier Government Furnished Assets where required for the supplier to deliver the task outputs.
- b) The authority sets out to confirm a summary scope of GFA available has been defined under Section 1.2 of Tasking Form Part B, and the scope of GFA is identified as the provision of Government Furnished Information (GFI). Should the supplier require access to the GFA a formal log shall be agreed, detailing the full scope of the provision.
- c) Upon completion of the task, the GFA provided shall either be returned to the authority, or shall be destroyed, following the direction of the Dstl project Manager
- 3) Intellectual Property Rights
- d) The Authority sets out to confirm that in addition to the intellectual property rights outlined under the RCloud v4 terms and conditions that the authority also sets out to secure the rights to publish the deliverables as specified under Tasking Form Part B, Section 1.6.

#### 4. Supporting Documentation

Supporting documents	All supporting documentation will be published in the RCloud Portal, unless otherwise stated below.
Statement of Requirement	[See the RCloud Portal]
Research Worker Form	[See the RCloud Portal]

#### ANNEX 1: SPECIAL NOTES AND INSTRUCTIONS TO TENDERERS

The contents of the RCloud Tasking Form and subsequent instructions must not be disclosed to unauthorised persons and must be used only for the purposes of responding.

In addition to the R-Cloud Agreement Terms and Conditions and R-Cloud Tasking Form, the following shall also apply:

##### 1. Submission of the proposal

- 1.1 Your proposal should be returned via R-Cloud Portal, ensuring individual documents are uploaded to the coherent area of R-Cloud, unless otherwise agreed with the Authority in writing.
- 1.3 Documents should arrive no later than the date stated at Part A (Section 1). Any responses after this time may not be considered for assessment.
- 1.4 As part of the Tenderers response:

- Tenderers are required to provide a full breakdown of the prices proposed for the requirement as per the SOR, utilising the rates which are to be used under RCloud .(version 4)
- The Tenderer must clearly state in the response any Third Party or Company owned background Intellectual Property (IP) that is proposed to be used in undertaking this task.
- The Authority reserves the right to reject any proposal which includes Background IP, or 3rd party IP in the deliverables where that IP may need to be withheld and therefore limiting the Authorities ability to exploit the deliverables.
- The Tenderers response must detail the proposed split between Contractor, partners and sub-Contractors (if applicable) in terms of both effort and finance (percentage and value).
- Technical and commercial proposals must be separated into 2 individual documents, ensuring there are no commercial elements contained within technical responses.

## **2. Communication and Clarification**

- 2.1 All communications including approaches for technical and commercial information and clarification must be made via the Task Primary Contact (as identified at Part A (Section 2).
- 2.2 Responses to clarification questions will be answered in writing as soon as practicable after receipt.
- 2.3 The Authority may wish to seek, where appropriate, further clarification of the proposal, including technical expertise in the form of a written response, presentation and/or Contractor visit.

## **3. Evaluation Process**

- 3.1 The proposal will be assessed for commercial compliance using the criteria set out in Part B of the Tasking Form.
- 3.2 The proposal will be individually reviewed by a Technical Evaluation Panel using the technical evaluation criteria and marking scheme set out in Annex C to the Tasking Form.

## **4. Task Timetable**

- 4.1 All dates associated with this Task may be subject to change, any changes will be communicated using the notification process in the RCloud Portal.

## **5. Disclaimer**

- 5.1 The placing of any contract will depend upon consideration of the proposal received and the Authority reserves the right, if necessary, not to place any contract as a result of this Task. Any expenses incurred by the bidder during the Tasking Procedure will remain the liability of the bidder.
- 5.2 Whilst every care has been taken to ensure that the data and information contained within this Tasking Form is valid, the Authority does not warrant the accuracy of the information and data contained therein. At any time prior to the deadline for receipt, the Authority may amend the Task documents. Any such amendment will be notified via the RCloud Portal. In order to provide reasonable time in which to take the amendment into account in preparing your proposal. The Authority may, at its discretion, extend the deadline for receipt.



## ANNEX 2: MARKING REQUIREMENTS FOR DELIVERABLES COMPRISING TECHNICAL INFORMATION

The table below sets out the required markings for the front page of all deliverable reports, presentations and other deliverable documents. This is in addition to ending the document with the [report documentation page](#), and other requirements set out in the [defence research report specification](#). For software and data files, the text should be included in a licence.txt file in a top level folder alongside those files.

Please also refer to Schedule 3, Annex A (IPR Terms) of the RCloud Agreement Terms and Conditions.

Markings required for Full Rights version	Markings required for Limited Rights version
<p><b>Conditions Of Supply – Full Rights</b></p> <p>This document is supplied in confidence to the Authority in accordance with Contract Ref [ABC/1234, task XYZ/9876]. (See Note 1) The document comprises information proprietary to [Supplier name(s)] and whose unauthorised disclosure may cause damage to the interests of [Supplier name(s)]. (see note 2)</p> <p>The document is supplied to MOD as a <b>FULL RIGHTS VERSION</b> and, except with the prior written permission of [Supplier name(s)], MOD's rights of use and dissemination in the document are limited to those set out in that Condition and the Contract for the use of Full Rights Versions of Technical Deliverables.</p> <p>Requests for permission for wider use or dissemination should be made to the relevant [Supplier name(s)] Account Manager. (see note 3)</p> <p>The Authority, for the purposes of clause 12 of Schedule 3, Annex A of the RCloud Agreement Terms and Conditions is ["the MOD.", or "any UK Government Department."] (see note 4)</p> <hr/> <p>(include the following text <u>only if it is applicable</u> – see note 5)</p> <p><b>Right to Publish:</b> The Authority has the right to share or publish any material from this document in accordance with Schedule 3, Annex A, clauses 12(g) and 18.1 of the RCloud Agreement Terms and Conditions.</p>	<p><b>Conditions Of Supply – Limited Rights</b></p> <p>This document is supplied in confidence to MOD in accordance with Contract Ref [ABC/1234, task XYZ/9876]. (See note 1) The document comprises information proprietary to [Supplier name(s)] and whose unauthorised disclosure may cause damage to the interests of [Supplier name(s)]. (see note 2)</p> <p>The document is supplied to MOD as a <b>LIMITED RIGHTS VERSION</b> and, except with the prior written permission of [Supplier name(s)], MOD's rights of dissemination of the document are limited to UK government departments and to service providers under the terms of Schedule 3, Annex A, Clause 14 of the RCloud Agreement Terms and Conditions.</p> <p>Requests for permission for wider use or dissemination should be made to the relevant [Supplier name(s)] Account Manager. (see note 3)</p>

### Notes:

1. This must always be the Authority's contract reference.
2. Include name of the rights owner(s), for example: supplier name, sub-contractor name(s) or a combination, as appropriate.
3. If conditions other than the RCloud Agreement Terms and Conditions apply to third party information included in reports subject to the RCloud Agreement Terms and Conditions, then this should be clearly indicated.
4. The MOD always has full rights in Full Rights versions, however in some cases the Tasking Form may indicate that for one or more deliverables, specified other government department(s) (or indeed all of them) also have rights. In this situation, as set out in Schedule 3, Annex A clause 1.2 of

the RCloud Agreement Terms and Conditions, the recipient of Full Rights includes those other UK government department(s), and they have rights under Schedule 3, Annex A, clause 12 (as well as several other clauses). The statement identifying the Authority must always include or encompass the MOD.

5. In some cases the Tasking Form may indicate that for one or more deliverables, the Authority requires the right to publish the Full Rights version. In this situation, as set out in Schedule 3, Annex A clauses 12(g) and 18.1 of the RCloud Agreement Terms and Conditions, the Authority has the right to freely share, publish, licence and open source the document or any information within it, subject to acknowledging the supplier's copyright. In most cases, this situation will not apply, and this paragraph should be omitted.