

ASTRID – TASKING FORM – Part A

Once complete please email the Tasking Form to:

- Official – Redacted under FOIA Section 43 – Commercial Interest
- Official Sensitive – 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

(note account required to access but easy to set up)

TASKING FORM

To: CORDA

From (Organisation): Dstl

Framework contract number:

DSTL/AGR/01142/01

Agreed quotation date (if known):

REQUIREMENT SUMMARY AND AUTHORITY CONTACTS:

Project Manager
(name & telephone)

Redacted under FOIA Section 40 – Personal information

Technical Lead
(name & telephone)

Commercial Officer
(name & telephone)

Task title (for Dstl: max 30 characters inc
AST/ prefix)

Persuasion Planing Phase 2

Anticipated start date

1/11/22

Anticipated end date (core work)

30/6/23

Anticipated end date (options)

30/9/23

Requisition or Purchase Order ref

RQ0000017823

ASTRID task number

208

Task description

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	Technical Report
2	Core	Persuasion Panning Guidance
3	Core	Two-page summaries

Pricing:

Firm Price



Ascertained cost*

*only at Authority's discretion



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:

Redacted under FOIA Section 26 – Defence

Risk level:

Assessment ref:

DEFCON 658

Limitation of Contractors Liability Risk: (see attached SOR and Risk Assessment for more detail)**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

Redacted under FOIA Section 26 – Defence

Direct Risk:	Redacted under FOIA Section 43 –	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. 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.
Indirect/Consequential Risk		In the event that the risk is “Excluded” demanders may continue with the submission of their requirement to CORDA. 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.

DEFCONS (Defence Conditions):

Please confirm which specific DEFCONS are required for the task (Dstl staff click Redacted for greater DEFCON detail and NIPPY Guidance). If you are unsure, please discuss with your IP contact, or commercial

91	Edn 11/06	Intellectual Property Rights In Software	☐
539	Edn 08/13	Transparency (automatically included unless removed by Authority Commercial staff for exemption reasons)	☒
703	Edn 08/13	Intellectual Property Rights - Vesting In the Authority To be specified on the Tasking Form	☐
705	Edn 11/02	Intellectual Property Rights - Research and Technology To be specified on the Tasking Form	☐

Acceptance or rejection of deliverables

This **MUST** 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	☐
Other		☐

DELIVERABLES: Please see attached SOR for full details

GFX:	
Yes	☐
No	☒

Redacted under FOIA Section 26 – Defence

If yes, please see attached SOR for full details of equipment / information / facilities

Security Classification of the Work: (delete as appropriate*)

Redacted under FOIA Section 26 – Defence

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	
To:	From: CORDA
FAO:	Redacted under FOIA Section 40 – Personal information
Tel:	

Proposal Reference AST\CMRCL\Prop\02394 (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 **£230,374.24** (ex VAT) is submitted for **ASTRID Task 208 (RQ0000017823) – Persuasion Planning Framework Phase 2.0** 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)

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Start date:	T0 (assumed 1 st December 2022)	End date:	T0 + 6 months
Signed on behalf of the Contractor: Redacted under FOIA Section 40 – Personal information			
Printed name: Redacted under FOIA Section 40 – Personal information		Date:	10/11/22

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Redacted under FOIA Section 43 – Commercial Interest

GRAND TOTAL Ex VAT	£230,374.24
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Milestones Deliverables and Payments					
Milestone No	Description	Pricing (Ascertained or Firm)	£ Ex VAT	Due Date	Deliverable DEFCON 703 / 705 (14, 90 &
1	Redacted under FOIA Section 43 – Commercial Interest				
2					
3					

TOTAL £ Ex VAT	£230,374.24
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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

Requested Amendments to Framework Conditions

The Prime should detail below any requests for amendments to the terms and conditions of the Framework if deemed necessary for this particular task

It is assumed that there is no requirement for a deliverable quality plan.

Liability Clause

X.1 Subject to Clauses X.2 and X.3, the Contractor's liability to the Authority under or in connection with this Contract shall be limited as follows:

- (a). under Clauses 3 and 4 of DEFCON 76 shall not exceed Redacted under FOIA Section 43 – Commercial Interest
- (b). under Clause 2 of DEFCON 514 shall not exceed Redacted under FOIA Section 43 – Commercial Interest
- (c). under Clause 8 of DEFCON 611 shall not exceed Redacted under FOIA Section 43 – Commercial Interest
- (d). under Clause 1 of DEFCON 612 shall not exceed Redacted under FOIA Section 43 – Commercial Interest
- (e) subject to the Task Lead using reasonable endeavours to ensure that the software deliverables or modelling tools used for completion of the Task are free from any known viruses prior to its delivery, liability for loss arising from viruses shall not exceed Redacted under FOIA Section 43 – Commercial Interest
- (f) liability for breaches excepting breaches under or in connection with X.1(a)-X.1(f) above, shall not exceed Redacted under FOIA Section 43 – Commercial Interest

X.2. Nothing in this Contract shall operate to limit or exclude the Contractor's liability:

(a). for:

- i. any liquidated damages (to the extent expressly provided for under this Contract);
- ii. any amount(s) which the Authority is entitled to claim, retain or withhold under clause 7 of DEFCON 670 (Tax Compliance), clause 22 and Annex G (Key Performance Indicators and Service Credits, DEFCON 811 and condition 1.3 of Annex I (Insurance Requirements) of this Contract . For the avoidance of doubt, liabilities arising under DEFCON 514 shall be limited in accordance with clause X.1(b) above;
- iii. Any interest payable in relation to the late payment of any sum due and payable by the Contractor to the Authority under this Contract;
- iv. Any amount payable by the Contractor to the Authority in accordance with clause 23 and Schedule H of this Contract;

(b) Where the Parties have agreed to assign a risk profile of Green or Yellow to a Task in reliance on information (including in relation to insurance) submitted by or on behalf of the Contractor and the Parties jointly assesses such information to be inaccurate or untrue, the Parties agree that the LoCL provisions on the Task may be amended, and if such amendment cannot be mutually agreed the Authority or Contractor may terminate the Task.

(c). under DEFCONs 91 and 632;

(d). for death or personal injury caused by the Contractor's negligence or the negligence of any of its personnel, agents, consultants or subcontractors;

(e) for fraud, fraudulent misrepresentation and wilful misconduct;

(f) in relation to the termination of this Contract on the basis of abandonment by the Contractor;

(g). for breach of the terms implied by Section 2 of the Supply of Goods and Services Act 1982; or

(h). for any other liability which cannot be limited or excluded under general (including statute and common) law.

X.3 The Contractor shall not be liable, whether in contract, tort (including negligence), statute or otherwise for any indirect or consequential losses.

X.4. The rights of the Authority under this Contract are in addition to, and not exclusive of, any rights or remedies provided by English (including statute and common) law.

X.5 The Parties agree that the following amendment shall be inserted as a last sentence in clause 14.1 of the Special Conditions:

"...For the avoidance of doubt, all information and data of the Authority, and any GFF, shall be treated as Issued Property for the purposes of Defcon 611"

X.6 For the avoidance of doubt, provisions defined in the Contract and used in this Tasking shall have the meaning set out in the Contract.

X.7 For the further avoidance of doubt, the Contract, including any previous variations, will remain effective and unaltered except as amended by this Tasking. If there is an inconsistency between any of the provisions of the Pilot and the provisions of the Contract, the provisions of the Contract shall prevail.

Options and Payments			
Item No	Description / Title from Part A	£ (ex VAT)*	Expiry Date
1	Framework Testing Exercise	£60,038.07	30/04/23
2	Additional Workshops	£28,556.72	30/04/23
*Price(s) quoted to be held valid until end date of options ☐ (If unticked a requote will be required)			

ASTRID – TASKING FORM – Part C

1. Offer of Contract: *(to be completed by Authority Commercial Services)*

Commercial Officer: Redacted under FOIA Section 40 – Personal information

Vendor Agreement No (if applicable):

Purchase Order Number: DSTL0000010679

Start date (T0) is deemed to be:

1st December 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 **RED** and draw attention to them in the 'comments & clarifications' box below.

Commercial comments and clarifications to proposal:

Redacted under FOIA Section 40 – Personal information

Commercial Approval:

Date: 1st December 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)*

Name: Redacted under FOIA Section 40 – Personal information

Position in Company:

Signature : Redacted under FOIA Section 40 – Personal information

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:

Task completed to Authority's satisfaction (to be completed by nominated Task owner)

Comments from Task owner on the task:

**Anticipated exploitation inc
timescales:**

**Follow-up date with End User
if necessary:**

Key Performance Indicators (KPIs):

Timeliness of deliverables:

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.
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.

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

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

DIRECT LOSS - DEFCON 76 (Damage to Government Establishments)								
RISK (Situation)	Worst Case Scenario	Worst Case Cost £	Mitigation	Post Mitigation Cost £	Proposed LOL	Contingent Liability	Probability	Impact
Please see above liability cap								
TOTAL PROPOSED CONTRACTOR'S LIMIT OF LIABILITY								

DIRECT LOSS - DEFCON 514 (Material Breach)								
RISK (Situation)	Worst Case Scenario	Worst Case Cost £	Mitigation	Post Mitigation Cost £	Proposed LOL	Contingent Liability	Probability	Impact
Please see above liability cap								
TOTAL PROPOSED CONTRACTOR'S LIMIT OF LIABILITY								

DIRECT LOSS - DEFCON 611 (Loss of or damage to Issued Property)								
RISK (Situation)	Worst Case Scenario	Worst Case Cost £	Mitigation	Post Mitigation Cost £	Proposed LOL	Contingent Liability	Probability	Impact
Please see above liability cap								
TOTAL PROPOSED CONTRACTOR'S LIMIT OF LIABILITY								

DIRECT LOSS - DEFCON 612 (Loss of or damage to Articles)								
RISK (Situation)	Worst Case Scenario	Worst Case Cost £	Mitigation	Post Mitigation Cost £	Proposed LOL	Contingent Liability	Probability	Impact
Please see above liability cap								
TOTAL PROPOSED CONTRACTOR'S LIMIT OF LIABILITY								

DIRECT LOSS - NEGLIGENCE (that is not included within DEFCON 76, 514, 611 & 612 above)								
RISK (Situation)	Worst Case Scenario	Worst Case Cost £	Mitigation	Post Mitigation Cost £	Proposed LOL	Contingent Liability	Probability	Impact
Please see above liability cap								
TOTAL PROPOSED CONTRACTOR'S LIMIT OF LIABILITY								

INDIRECT/CONSEQUENTIAL LOSS								
RISK (Situation)	Worst Case Scenario	Worst Case Cost £	Mitigation	Post Mitigation Cost £	Proposed LOL	Contingent Liability	Probability	Impact
Please see above liability cap								
TOTAL PROPOSED CONTRACTOR'S LIMIT OF LIABILITY								