

**ASTRID – TASKING FORM – Part A**

Once complete please email the Tasking Form to:

- Official – [ASTRID@baesystems.com](mailto:ASTRID@baesystems.com).
- Official Sensitive – [ASTRID@baesystems.r.mil.uk](mailto:ASTRID@baesystems.r.mil.uk).

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)** Redacted under FOIA Section 40 – Personal information

**Commercial Officer (name & telephone)** Redacted under FOIA Section 40 – Personal information

**Task title** (for Dstl: max 30 characters inc AST/ prefix) AST062/Software and Wargaming

**Anticipated start date** 01/12/21

**Anticipated end date (core work)** 31/03/25

**Anticipated end date (options)** 31/03/27

**Requisition or Purchase Order ref** 1000166814

**ASTRID task number** T062

**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	Initial contract to 31/03/25
2	Option	Extension for FY26
3	Option	Extension for FY27

**Pricing:**

Firm Price	<input type="checkbox"/>
Ascertained cost* *only at Authority's discretion	<input checked="" type="checkbox"/>
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:**

Risk level:	Redacted under FOIA Section 26 – Defence
Assessment ref:	Redacted under FOIA Section 26 – Defence
DEFCON 658	<input checked="" type="checkbox"/> (applicable for all risk levels except 'N/A')

**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

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

### DEFCONS:

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

76	Edn 12/06	Contractor's Personnel at Government Establishments (The Contractor's liability under Condition 3 of DEFCON 76 (Edn 12/06) shall be limited to £50M per incident in accordance with the terms of the agreement between MOD and BAE Systems Plc reference DCS/04/02/32/01/07 dated 17/06/2014).	<input checked="" type="checkbox"/>
91	Edn 11/06	Intellectual Property Rights In Software	<input checked="" type="checkbox"/>
703	Edn 08/13	Intellectual Property Rights - Vesting In the Authority To be specified on the Tasking Form	<input checked="" type="checkbox"/>
705	Edn 11/02	Intellectual Property Rights - Research and Technology To be specified on the Tasking Form	<input checked="" type="checkbox"/>

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	Up to 60	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.	Up to 60	days

### DELIVERABLES:

Please see attached SOR for full details

### GFX:

Yes ☐

No ☒

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

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

Redacted under FOIA Section 26 – Defence

*\*Failure to delete unnecessary higher classifications will result in delays at the firewall*

The overarching ASTRID contract contains a Security Aspects Letter (SAL) covering tasks up to Official Sensitive at quotation stage. If the Statement of requirement (SOR) is a higher classification, please complete the relevant SAL and send with this tasking form and SOR.

If this is the case, please tick the box to indicate you are attaching a separate SAL for your task

☐

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**

<b>To:</b>	<b>From:</b> CORDA
<b>FAO:</b>	<b>PoC:</b> Redacted under FOIA Section 40 – Personal information
<b>Tel:</b>	<b>Tel:</b> Redacted under FOIA Section 40 – Personal information

**Proposal Reference AST\CMRCL\Prop\01969 (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 **£12,000,000.00** (ex VAT) is submitted for **Task 062 (R166814) – Software and Wargaming Support** 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)**

The Collaborative sourcing mechanism was utilised for supplier selection. This maximises Value for Money by:

- Deploying the optimum team to deliver the work (maximising quality)
  - Promoting discussions with the customer during proposal work up:
    - Better aligning the supplier's understanding of the requirement,
    - Better informing the customer's understanding of their problem and the solution to solving it,
    - Eradicating 'gold plating',
    - Deploying the appropriate SQEP and;
    - Reducing technical (and financial) risk.
  - Enforcing use of suppliers lowest UK Government rates
  - Reviewing effort levels to ensure that they are commensurate with the required level of work
  - The Technical Lead will provide assurance that the Statement of Work is delivered as per the specification
- The approach presented offers Dstl excellent Value for Money by streamlining the contracting process for small agile tasks.

In particular this proposal contains the following elements:

- A team that has a reduced learning curve due to their collective experience; improving efficiency
- A level of innovation judged to have the potential to improve technical quality and/or reduce cost
- Removal of the supplier's risk budget (via LoL contract with the supplier), allowing for a lower price

- Task Lead rates have been scrutinised and actively challenged on framework sign up to drive value for money.

The ASTRID PMO has recommended, to the Task Lead, that the following organisations support the delivery of the underlying requirements, within this task;

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Start date:	1 <sup>st</sup> November 2021	End date:	31 <sup>st</sup> March 2025
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Signed on behalf of the Contractor: Redacted under FOIA Section 40 – Personal information

Printed name:	Redacted under FOIA Section 40 – Personal information	Date:	20.10.21
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**Contractor’s Cost Breakdown**

PROVISION FROM PRIME:				
Service (Activity)* indicate whether work is pre or post award	Rate £	Qty	Subtotal	Total
Redacted under FOIA Section 40 – Personal information	Redacted under FOIA Section 43 – Commercial Interest			
Travel & Subsistence UK Road Mileage Accommodation Day and Night subsistence Other (Rail/Air) (Provide Detail)				
Other e.g. materials (provide detail)				
PROVISION FROM SUBCONTRACTORS:				
Service	Cost £	Qty	Subtotal	Total
Redacted under FOIA Section 43 – Commercial Interest				
GRAND TOTAL Ex VAT				£12,000,000.00

Milestones Deliverables and Payments					
Milestone No	Description	Pricing (Ascertained or Firm)	£ Ex VAT	Due Date	Deliverable DEFCON 703 / 705 (14, 90 & 91)
1*	Provision of Contractable Scope and Statement of Work	Redacted under FOIA Section 43 – Commercial Interest		1-Nov-21	N/A
2	Monthly Technical Summary Report			31-Mar-22	705
3	Monthly Technical Summary Report			30-Jun-22	705
4	Monthly Technical Summary Report			30-Sep-22	705
5	Monthly Technical Summary Report			31-Dec-22	705
6**	Monthly Technical Summary Report			31-Mar-23	705
7	Monthly Technical Summary Report			30-Jun-23	705
8	Monthly Technical Summary Report			30-Sep-23	705
9	Monthly Technical Summary Report			31-Dec-23	705
10**	Monthly Technical Summary Report			31-Mar-24	705
11	Monthly Technical Summary Report			30-Jun-24	705
12	Monthly Technical Summary Report			30-Sep-24	705
13	Monthly Technical Summary Report			31-Dec-24	705
14	Monthly Technical Summary Report			31-Mar-25	705
TOTAL £ Ex VAT			£12,000,000.00		

Redacted under FOIA Section 43 – Commercial Interest

Request for Limitation of Liability
Risk should sit with the party best placed to manage that risk. If the contractor believes that should be the Authority, they should provide a justification detailing the perceived risk, the limitation of liability requested, and link it to the relevant DEFCON where applicable.

<input type="checkbox"/>	No limitation requested
<input type="checkbox"/>	Limitations requested – to be absorbed by Prime
<input checked="" type="checkbox"/>	Limitations requested – see attached justification at Annex A



<b>Requested Amendments to Framework Conditions</b>
<p>The Prime should detail below any requests for amendments to the terms and conditions of the Framework if deemed necessary for this particular task</p>
<p>It is assumed that there is no requirement to produce a deliverable quality plan for this task.</p>
<p><b><u>Liability Clause</u></b></p> <p>1.1 Subject to Clauses 1.2 and 1.3, the Contractor's liability to the Authority under or in connection with this Contract shall be limited as follows:</p> <p>Redacted under FOIA Section 43 – Commercial Interest</p> <p>1.2. Nothing in this Contract shall operate to limit or exclude the Contractor's liability:</p> <p>(a). for:</p> <p>i. any liquidated damages (to the extent expressly provided for under this Contract);</p> <p>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 1.1(b) above;</p> <p>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;</p> <p>iv. Any amount payable by the Contractor to the Authority in accordance with clause 23 and Schedule H of this Contract;</p> <p>1.3 The Contractor shall not be liable, whether in contract, tort (including negligence), statute or otherwise for any indirect or consequential losses.</p>

Options and Payments			
Item No	Description / Title from Part A	£ (ex VAT)*	Expiry Date
1	1 Year Extension to the Contract End Date	n/a	n/a
2	1 Year Extension to the Contract End Date	n/a	n/a
3	Up to £8m Increase to the Task Value***	£8,000,000	n/a
*Price(s) quoted to be held valid until end date of options <input type="checkbox"/> (If unticked a requote will be required)			

**ASTRID – TASKING FORM – Part C****1. Offer of Contract:** *(to be completed by Authority Commercial Services)*

<b>Commercial Officer:</b>	Redacted under FOIA Section 40 – Personal information	<b>Tel:</b>	Redacted under FOIA Section 40 – Personal information
<b>Vendor Agreement No</b> (if applicable):	DSTL/AGR/01142/01/TA0017		
<b>Purchase Order Number:</b>	DSTLX - 1000164732		
<b>Start date (T0) is deemed to be:</b>	19/11/2021	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 <b>RED</b> and draw attention to them in the 'comments & clarifications' box below.	

**Commercial comments and clarifications to proposal:**

This proposal is subject to the inclusion of the following.

Redacted under FOIA Section 43 – Commercial Interest

<b>Commercial Approval Signature :</b>	Redacted under FOIA Section 40 – Personal information
<b>Date:</b>	19/11/2021
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)*

<b>Name:</b>	Redacted under FOIA Section 40 – Personal information	<b>Tel:</b>	Redacted under FOIA Section 40 – Personal information
<b>Position in Company:</b>			
<b>Signature :</b>	Redacted under FOIA Section 40 – Personal information	<b>Date:</b>	

**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:**

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<b><i>Task completed to Authority's satisfaction (to be completed by nominated Task owner)</i></b>
<b>Comments from Task owner on the task:</b>

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Anticipated exploitation inc timescales:	
Follow-up date with End User if necessary:	

<b>Key Performance Indicators (KPIs):</b>
<b>Timeliness of deliverables:</b> 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.
<b>Total number of deliverables within task:</b> _____

<b>Of which on time:</b>	
<b>Of which deemed late:</b>	
<b>Comments / Notes:</b>	

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

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
Redacted under FOIA Section 43 – Commercial Interest								
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

		£		£				
Redacted under FOIA Section 43 – Commercial Interest								
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
Redacted under FOIA Section 43 – Commercial Interest								
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

				£				
Redacted under FOIA Section 43 – Commercial Interest								
TOTAL PROPOSED CONTRACTOR'S LIMIT OF LIABILITY								



TOTAL PROPOSED CONTRACTOR'S LIMIT OF LIABILITY				
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