

ASTRID – TASKING FORM – Part A

Once complete please email the Tasking Form to:

- Official – [Redacted under FOI exemption Personal Information]
- Official Sensitive – [Redacted under FOI exemption Personal Information]

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:

<https://www.aof.mod.uk/aofcontent/tactical/toolkit/content/defcons/defcon.htm> (note account required to access but easy to set up)

TASKING FORM

To: CORDA

From (Organisation): Dstl Exploration Div

Framework contract number: DSTL/AGR/01142/01

Agreed quotation date (if known): asap

REQUIREMENT SUMMARY AND AUTHORITY CONTACTS:

Project Manager (name & telephone) [Redacted under FOI exemption Personal Information]

Technical Lead (name & telephone) N/A

Commercial Officer (name & telephone) [Redacted under FOI exemption Personal Information]

Task title (for Dstl: max 30 characters inc AST/ prefix) AST063 - Horion Scanning and Tech Watch Hub

Anticipated start date ASAP

Anticipated end date (core work) 2023

Anticipated end date (options) 2026

Requisition or Purchase Order ref TBC

ASTRID task number 063

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	Hub
2	Options	Increase in time or value

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:

Risk level:	[Redacted under Military sensitive technical information exemption]
Assessment ref:	[Redacted under Military sensitive technical information exemption]
DEFCON 658	☒ (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:

<http://org/org/ent/CME/ASTRID/SitePages/Home.aspx>

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 FOI exemption Commercial Interest]	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	[Redacted under FOI exemption Commercial Interest]	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 [here](#) 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	☒
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 Note: IP will be detailed at Study level, no IP will be generated under the over arching Hub	☐

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		days
		Acceptance		
525	Edn 10/98	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.		days

Defence Based Simulation and Modelling:

Defence Standard	03- 050	☐
Other		☐

DELIVERABLES: Please see attached SOR for full details

GFX:

Yes	☐
No	☒

GFX will be provided / detailed at Study Level
If yes, please see attached SOR for full details of equipment / information / facilities

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

[Redacted under Military sensitive technical information exemption]

**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

To:	[Redacted under FOI exemption Personal Information]	[Redacted under FOI exemption Personal Information]	[Redacted under FOI exemption Personal Information]
FAO:	[Redacted under FOI exemption Personal Information]	[Redacted under FOI exemption Personal Information]	[Redacted under FOI exemption Personal Information]
Tel:	[Redacted under FOI exemption Personal Information]	[Redacted under FOI exemption Personal Information]	[Redacted under FOI exemption Personal Information]

Proposal Reference AST\CMRCL\Prop\01916\1 (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 **£2,000,000.00** (ex VAT) is submitted for **Task 063 (R167318) – Horizon Scanning and Tech Watch Hub** 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

To provide best value for money on each task, we will tailor ASTRID PMO and ASTRID Technical Lead management activities where possible. Our involvement will primarily be determined by:

- The number and scale of studies mobilised within the task
- How much support and/or hands-on study involvement is required

In particular this proposal contains the following elements:

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

The Task may include support from the following suppliers;

RAND
PA Consulting
Roke Manor Research
Cranfield
SVGC
TP Group
BAE Systems CORDA
Aleph
FNC
Vedette
QinetiQ
BAE Systems Applied Intelligence
LMUK
BMT
Rowden Technologies
UDSS
NSC
Arke
Mass
KTN
AEUK
Outsmart Insight
RED Scientific
RINA
Social Machines

Start date:	1 st October 2021	[Redacted under FOI exemption Personal Information]	31 st March 2025
[REDACTED]			
Printed name:	[Redacted under FOI exemption Personal Information]	Date:	7 th October 2021

Contractor's Cost Breakdown

[illegible]

[Redacted under FOI exemption Commercial Interest]	[Redacted under FOI exemption Commercial Interest]	[Redacted under FOI exemption Commercial Interest]	[Redacted under FOI exemption Commercial Interest]	[Redacted under FOI exemption Commercial Interest]
[Redacted under FOI exemption Commercial Interest]	[Redacted under FOI exemption Commercial Interest]	[Redacted under FOI exemption Commercial Interest]	[Redacted under FOI exemption Commercial Interest]	[Redacted under FOI exemption Commercial Interest]
[Redacted under FOI exemption Commercial Interest]	[Redacted under FOI exemption Commercial Interest]	[Redacted under FOI exemption Commercial Interest]	[Redacted under FOI exemption Commercial Interest]	[Redacted under FOI exemption Commercial Interest]
[Redacted under FOI exemption Commercial Interest]	[Redacted under FOI exemption Commercial Interest]	[Redacted under FOI exemption Commercial Interest]	[Redacted under FOI exemption Commercial Interest]	[Redacted under FOI exemption Commercial Interest]
[Redacted under FOI exemption Commercial Interest]	[Redacted under FOI exemption Commercial Interest]	[Redacted under FOI exemption Commercial Interest]	[Redacted under FOI exemption Commercial Interest]	[Redacted under FOI exemption Commercial Interest]
[Redacted under FOI exemption Commercial Interest]	[Redacted under FOI exemption Commercial Interest]	[Redacted under FOI exemption Commercial Interest]	[Redacted under FOI exemption Commercial Interest]	[Redacted under FOI exemption Commercial Interest]
[Redacted under FOI exemption Commercial Interest]	[Redacted under FOI exemption Commercial Interest]	[Redacted under FOI exemption Commercial Interest]	[Redacted under FOI exemption Commercial Interest]	[Redacted under FOI exemption Commercial Interest]
[Redacted under FOI exemption Commercial Interest]				
[Redacted under FOI exemption Commercial Interest]				
PROVISION FROM SUBCONTRACTORS:				
Service	Cost £	Qty	Subtotal	Total
Studies (TBD)	[Redacted under FOI exemption Commercial Interest]	[Redacted under FOI exemption Commercial Interest]	[Redacted under FOI exemption Commercial Interest]	[Redacted under FOI exemption Commercial Interest]
GRAND TOTAL Ex VAT				£2,000,000.00

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	Firm	[Redacted under FOI exemption Commercial Interest]	[Redacted under FOI exemption Commercial Interest]	[Redacted under FOI exemption Commercial Interest]
2	Hub Progress Report	Ascertained	[Redacted under FOI exemption Commercial Interest]	[Redacted under FOI exemption Commercial Interest]	[Redacted under FOI exemption Commercial Interest]
3	Hub Progress Report	Ascertained	[Redacted under FOI exemption Commercial Interest]	[Redacted under FOI exemption Commercial Interest]	[Redacted under FOI exemption Commercial Interest]
4	Hub Progress Report**	Ascertained	[Redacted under FOI exemption Commercial Interest]	[Redacted under FOI exemption Commercial Interest]	[Redacted under FOI exemption Commercial Interest]
5	Hub Progress Report	Ascertained	[Redacted under FOI exemption Commercial Interest]	[Redacted under FOI exemption Commercial Interest]	[Redacted under FOI exemption Commercial Interest]
6	Hub Progress Report**	Ascertained	[Redacted under FOI exemption Commercial Interest]	[Redacted under FOI exemption Commercial Interest]	[Redacted under FOI exemption Commercial Interest]
7	Hub Progress Report	Ascertained	[Redacted under FOI exemption Commercial Interest]	[Redacted under FOI exemption Commercial Interest]	[Redacted under FOI exemption Commercial Interest]
8	Hub Progress Report	Ascertained	[Redacted under FOI exemption Commercial Interest]	[Redacted under FOI exemption Commercial Interest]	[Redacted under FOI exemption Commercial Interest]
TOTAL £ Ex VAT			£2,000,000		

**Please note that the proposed TMS and Technical Lead price only covers till March 2023 and shall be recalculated annually after the highlighted progress reports have been submitted. Following milestones 4 and 6, a revised estimate to cover each subsequent 12 month period shall be provided, discussed and once acceptable, the contract amended by Dstl Commercial, to cover that period.

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 to produce a deliverable quality plan for this task. <u>Liability Clause</u> [[Redacted under FOI exemption Commercial Interest]

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	[Redacted under FOI exemption Commercial Interest]
2	1 Year Extension to the Contract End Date	n/a	[Redacted under FOI exemption Commercial Interest]
3	Up to £8m Increase to the Task Value***	£8,000,000	[Redacted under FOI exemption Commercial Interest]
*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 FOI exemption Personal Information]]	Tel:	[[Redacted under FOI exemption Personal Information]]
Vendor Agreement No (if applicable):	[Redacted under FOI exemption Commercial Interest]		
Purchase Order Number:	[Redacted under FOI exemption Commercial Interest]		
Start date (T0) is deemed to be:	13/10/2021	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 RED and draw attention to them in the 'comments & clarifications' box below.	

Commercial comments and clarifications to proposal:

Commercial Approval Signature:	[[Redacted under FOI exemption Personal Information]]
Date:	14/10/2021
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)*

Name:		Tel:	
Position in Company:			

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

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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
Risk that electronic files, exchanged within the course of this task contain viruses which infect the MOD networks upon which they are installed	Loss of MOD networks. Loss of MOD classified information to adversaries that are able to gain access	Unknown – high multi-millions	MOD to virus check any electronic files and assure they are free from virus infection prior to loading onto any MOD hardware. Subcontractor to virus check files, prior to provision to MOD. MOD to avoid installing software onto large networks where potential impact would be exponentially increased	Unknown – high multi-millions Or 0	[[Redacted under FOI exemption Commercial Interest]]	Unknown – high multi millions Or 0	Low	Very high
TOTAL PROPOSED CONTRACTOR'S LIMIT OF LIABILITY				Unknown	See above	Unknown		

DIRECT LOSS - DEFCON 514 (Material Breach)								
RISK (Situation)	Worst Case Scenario	Worst Case Cost £	Mitigation	Post Mitigation Cost £	Proposed LOL	Contingent Liability	Probability	Impact
Under Clause 2 of DEFCON 514 shall not exceed [[Redacted under FOI exemption Commercial Interest]]in aggregate of the Task Value								
TOTAL PROPOSED CONTRACTOR'S LIMIT OF LIABILITY					the Contractor's liability to the Authority under or in connection with this Contract shall be limited as follows: Under Clause 2 of DEFCON 514 shall not exceed[[Redacted under FOI exemption Commercial Interest]]in aggregate of the Task Value			

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 FOI exemption Commercial Interest]								
TOTAL PROPOSED CONTRACTOR'S LIMIT OF LIABILITY					[Redacted under FOI exemption Commercial Interest]			

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 FOI exemption Commercial Interest]								
TOTAL PROPOSED CONTRACTOR'S LIMIT OF LIABILITY					[Redacted under FOI exemption Commercial Interest]	[Redacted under FOI exemption Commercial Interest]		

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
Negligence for professional liability; Damage as a result of services or advice provided by the contractor (or one of its subcontractors). For example: Damage or Loss due to an act, error and/or omission.	Task Lead may incorrectly analyse the data within the scope of this task, leading to incorrect 'advice' being provided, which could go on to incorrectly inform a strategic or operational decision.	Unknown (depends on the situation in which the outputs of this task are used, which is current unforeseeable).	1. ASTRID PMO and any subcontractor shall ensure that SQEP are used. 2. Ensure that all deliverables and outputs are peer and manager reviewed before formal release. 3. Task Lead will work closely with the Authority SQEP to minimise chance of errors / omissions. MOD are heavily involved with the acceptance testing and assurance of the outputs of this task, mitigating the risk of the worst case scenario.	Unknown (depends on the situation in which the outputs of this task are used, which is current unforeseeable).	Excluded	Unknown (depends on the situation in which the outputs of this task are used, which is current unforeseeable).	Low	Medium
TOTAL PROPOSED CONTRACTOR'S LIMIT OF LIABILITY				Unknown	Excluded	Unknown		

INDIRECT/CONSEQUENTIAL LOSS

RISK (Situation)	Worst Case Scenario	Worst Case Cost £	Mitigation	Post Mitigation Cost £	Proposed LOL	Contingent Liability	Probability	Impact
Consequential Losses excluded in line with the above statement								
TOTAL PROPOSED CONTRACTOR'S LIMIT OF LIABILITY				Not currently foreseeable.	Excluded	Not currently foreseeable.		