

## Serapis Tasking Form

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

<b>To:</b>	Lot 3 QinetiQ Plc	<b>From:</b>	The Authority
Any Task placed as a result of your quotation will be subject to the Terms and Conditions of Framework Agreement Number: LOT 3 DSTL/AGR/SERAPIS/DEC/01			
<b>VERSION CONTROL</b>			
V0.1			
<b>REQUIREMENT</b>			
<b>Proposal Required by:</b>	[16/05/2022]	<b>Task ID Number:</b>	D36
<b>The Authority Project Manager:</b>	Redacted under FOIA Section 40 - Personal Information	<b>The Authority Technical Point of Contact:</b>	Redacted under FOIA Section 40 - Personal Information
<b>Task Title:</b>	D36 - Sensemaking and the relevance of positions in philosophy (continued)		
<b>Required Start Date:</b>	[30/05/2022]	<b>Required End Date:</b>	[30/11/2022]
<b>Requisition No:</b>	RQ0000016942	<b>Budget Range</b>	£50k
<b>TASK DESCRIPTION AND SPECIFICATION</b>			
<b>Serapis Framework Lot</b>	<input type="checkbox"/> Lot 1: Collect <input type="checkbox"/> Lot 2: Space systems <input checked="" 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		
<b>Statement of Requirement (SoR)</b> <ol style="list-style-type: none"> <li>1. Conduct an exploratory study through interview, examining how 6-12 volunteers from amongst practitioners (drawn from civilian advisor and command and control (C2) military staff) at PJHQ actually do their sensemaking; and assess the degree to which they perceive it to be successful.</li> <li>2. Identify what intervention/s could most help such practitioners concerning the issues and /or opportunities surfaced by interview (E.g. specific forms of education, training, and / or technical assistance), drawing on the output of Serapis Lot 3 D15 and other relevant work known to the researchers and propose experimentation work to examine this perspective.</li> <li>3. Call off task: Experimentation work (see 2 above) if agreed by the customer</li> <li>4. Call off task: Development of a Beta Test deliverable in collaboration with customer representatives and trialing of applicability, if agreed by the customer.</li> <li>5. Call off task: agreement and delivery of version 1.0 of resolved Beta Test issues, if agreed by the customer.</li> <li>6.</li> </ol>			

### 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

Task IP Conditions (Follow the <a href="#">NIPPY</a> 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)
DEFCON 703 <input type="checkbox"/>	Vests ownership with the Authority
DEFCON 705 Full Rights <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

*Please state in this text box if MOD or the customer has a requirement a) that one or more Other Government Departments is able to share confidentially with their own suppliers, b) to publish but you do not think there is a requirement to own or control the deliverable, or c) to share under a procurement\* Memorandum of Understanding (MOU).*

*If any of these three issues applies, please contact IPG for advice before completing this form. \*Listing research MOUs is not required, but can be a helpful courtesy to the supplier.*

## DELIVERABLES

Ref	Title	Due by	Format	TRL	Expected classification (subject to change)	Information required in deliverable	IPR DEFCON
D-1	Paper: An exploratory study examining the evidence concerning approaches to sensemaking in PJHQ	T0+5 Months	In Microsoft Word		Redacted under FOIA Section 24 - National Security	Write-up of Items 1-2 in SoR above (as a report). This is therefore to include:  1) Anonymised evidence concerning approaches to sensemaking in use at PJHQ and the issues and / or opportunities that these observations raise  2) Approaches to addressing these issues /opportunities based on Serapis Lot D15 and any other evidence the research team is aware of	705
D-2	Presentation: An exploratory study examining the evidence concerning approaches to sensemaking in PJHQ	T0+5 Months	In Microsoft Powerpoint		Redacted under FOIA Section 24 - National Security	Presentation to outline the findings in the paper delivered as D-1 (above).	705

### DELIVERABLE: ACCEPTANCE / REJECTION CRITERIA

Unless otherwise stated below, Standard Deliverable Acceptance / Rejection applies. This is 30 business days, in accordance with DEFCON 524 Rejection, and DEFCON 525 Acceptance.

#### Standard Deliverable Acceptance / Rejection:-

Yes ☒ (DEFCON 524 Rejection, and DEFCON 525 Acceptance)

No ☐ (if no, please state details of applicable criteria below)

#### Deliverable Acceptance / Rejection Criteria:-

If there are any other specific acceptance/rejection criteria you would like to apply to any of the deliverables, please state them here.

### Government Furnished Assets (GFA)

**ISSUE OF EQUIPMENT/RESOURCES/INFORMATION/FACILITIES** (if not applicable, delete table and insert "None" in this text box)

Unique Identifier/ Serial No	Description	Classification	Type	Available Date	Issued by	Return or Disposal Date	Any restrictions?
1	Serapis Task D15 - Sensemaking and the relevance of positions in philosophy D2: Initial Scoping Presentation	Redacted under FOIA Section 24 - National Security	Presntation	16/05/2022	Dstl	End of contract	DEFCON 705
2	SERAPIS D15 - Agile C2 WP3 – D3 Final Report Alternative perspectives to Sensemaking in Command and Control	Redacted under FOIA Section 24 - National Security	Report	16/05/2022	Dstl	End of contract	DEFCON 705
3	Serapis Task D15 – Sense making and the relevance of positions in philosophy Anecdotal Workshop – Technical Note	Redacted under FOIA Section 24 - National Security	Technical Note	16/05/2022	Dstl	End of contract	DEFCON 705
4	MODREC Application Form - Application No : 2130/MODREC/22	Redacted under FOIA Section 24 - National Security	MODREC Application Form	16/05/2022	Dstl	End of contract	DEFCON 705

### QUALITY STANDARDS

- ☐ **ISO9001** (Quality Management Systems)
- ☐ **ISO14001** (Environment Management Systems)
- ☐ **ISO12207** (Systems and software engineering — software life cycle)
- ☐ **TickITPlus** (Integrated approach to software and IT development)
- ☐ **Other:** (Please specify in free text below)

### SECURITY CLASSIFICATION OF THE WORK

**The highest classification of this SOR**

Redacted under FOIA Section 24 - National Security

The highest expected classification of the work carried out by the contractor

Redacted under FOIA Section 24 - National Security

The highest expected classification of Deliverables/Output

Redacted under FOIA Section 24 - National Security

**Is a Security Aspects Letter (SAL) required?** *(A Security Aspects Letter (SAL) will be required for each Task above Official-Sensitive and above)*

Redacted under FOIA Section 24 - National Security

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

Redacted under FOIA Section 26 - Defence

**ADDITIONAL TERMS AND CONDITIONS APPLICABLE TO THIS CONTRACT**

Please ensure all completed forms are copied to [DSTLSERAPIS@dstl.gov.uk](mailto:DSTLSERAPIS@dstl.gov.uk) when sending to the Lot Lead.

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

To: The Authority	From: The Lot Lead						
<b>Proposal Reference</b> <u>QINETIQ/22/02892</u> (attached)							
<b>Delivery of the requirement:</b> <b>The proposal <u>shall</u> include, but not be limited to:</b> <ul style="list-style-type: none"> <li>• A full technical proposal that meets the individual activities that are detailed in Statement of Requirements (Part 1 to Tasking Form).</li> <li>• Breakdown of individual Deliverables, with corresponding Intellectual Property rights applied.</li> <li>• Breakdown of Interim Milestone Payments, with corresponding due dates.</li> <li>• A work breakdown structure/project plan with key dates and deliverables identified.</li> <li>• A list of required Government Furnished Assets from the Authority, including required delivery dates.</li> <li>• A clear identification of Dependencies, Assumptions, Risks and Exclusions which underpin your Technical Proposal.</li> <li>• Sub-Contractors security clearances (if applicable)</li> </ul>							
<b>PRICE BREAKDOWN</b> <div style="color: red; font-weight: bold; font-size: 1.2em;">Redacted under FOIA Section 43 - Commercial Interests</div> <p>Phase I is offered as a Firm Price Quotation of £72,697.11 (Seventy Two Thousand, Six Hundred and Ninety Seven Pounds and Eleven Pence).</p> <p>Phase II is offered as a Firm Price Quotation of £598,775.23 (Five Hundred and Ninety Eight Thousand and Seven Hundred and Seventy Five Pounds and Twenty Three Pence).</p> <p><b>COMMERCIAL</b></p> <div style="color: red; font-weight: bold; font-size: 1.2em;">Redacted under FOIA Section 43 - Commercial Interests</div>							
<b>Offer of Contract:</b>							
<b>Total Proposal Price in £</b>	<div>Phase I – £72,697.11</div> <div>Costed Option Phase II - £598,775.23</div> <div>(ex VAT)</div>						
<b>Start Date:</b>	<div>Phase I: 15/08/2022</div> <div>Phase II: January 2023</div>						
<b>End Date:</b>	<div>Phase I: 15/12/2022</div> <div>Phase II: January 2024</div>						
<b>Lot Leads Representative</b>	<table border="1"> <tr> <td>Name</td> <td rowspan="4">Redacted under FOIA Section 40 - Personal Information</td> </tr> <tr> <td>Tel</td> </tr> <tr> <td>Email</td> </tr> <tr> <td>Date</td> <td>02/08/2022</td> </tr> </table>	Name	Redacted under FOIA Section 40 - Personal Information	Tel	Email	Date	02/08/2022
Name	Redacted under FOIA Section 40 - Personal Information						
Tel							
Email							
Date		02/08/2022					
<b>Position in Company</b>	Assistant Commercial Manager						
<b>Signature</b>	Redacted under FOIA Section 40 - Personal Information						

**Redacted under FOIA Section 43 - Commercial Interests**

Redacted under FOIA Section 43 - Commercial Interests

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**Phase I – Detailed Self Delivery Breakdown**

Redacted under FOIA Section 43 - Commercial Interests



Redacted under FOIA Section 43 - Commercial Interests

**Phase I – Detailed Sub-Contractor Breakdown**

Redacted under FOIA Section 43 - Commercial Interests

Redacted under FOIA Section 43 - Commercial Interests

Redacted under FOIA Section 43 - Commercial Interests

**Phase I – QinetiQ Travel and Subsistence Detailed Breakdown**

Redacted under FOIA Section 43 - Commercial Interests

**Phase I – Trimetis Travel and Subsistence Detailed Breakdown**

Redacted under FOIA Section 43 - Commercial Interests

Phase I – Milestone breakdown costs

Redacted under FOIA Section 43 - Commercial Interests

Redacted under FOIA Section 43 - Commercial Interests

**Costed Option Phase II – Breakdown**

Redacted under FOIA Section 43 - Commercial Interests

**Redacted under FOIA Section 43 - Commercial Interests**

**Costed Option Phase II – Detailed Self Delivery Breakdown**

Redacted under FOIA Section 43 - Commercial Interests

Redacted under FOIA Section 43 - Commercial Interests

Redacted under FOIA Section 43 - Commercial Interests

Redacted under FOIA Section 43 - Commercial Interests

**Costed Option Phase II – QinetiQ Travel and Subsistence Detailed Breakdown**

Redacted under FOIA Section 43 - Commercial Interests

**Costed Option Phase II – Milestone breakdown costs**

**Proposed Milestones Payments**

Redacted under FOIA Section 43 - Commercial Interests



Redacted under FOIA Section 43 - Commercial Interests

Redacted under FOIA Section 43 - Commercial Interests

**Costed Option Phase II – Detailed Milestone breakdown costs**

Redacted under FOIA Section 43 - Commercial Interests

**End of Costed Proposal**

## Tasking Form Part 3:

*To be completed by the Authority's Commercial Officer and copied to the Authority's Project Manager.*

1. Acceptance of Contract:		
Authority's Commercial Officer	Name	Redacted under FOIA Section 40 - Personal Information
	Tel	
	Email	
	Date	30/09/2022
Requisition Number		RQ0000016942
Contractor's Proposal Number		QINETIQ/22/02892 (Version 4)
Purchase Order Number		DSTL0000008272
Signature		Redacted under FOIA Section 40 - Personal Information
<p><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></p>		