

### Schedule 3 (Tasking Order Form)

**DRAFT**

#### Tasking Identification

Unique Tasking Order Number	FTS/DE/005	Version No. & Date	V2 04.01.2017
FATS Business Case Number	FBC6070	Unique Reference Number	/
Project / Equipment for which task is in support	██████████	UOR	
Task Title	██████████ Specialist Technical Support		
NCA's Selected (in accordance with MKM search)	4000, 4700, 4710, 4720, 5200, 5210, 5230, 5240, 5250, 5330, 5340, 5930, 5960, 5980, 6030, 6040		

Please refer to FATS Customer Guidance for definition of Work Category

Directorate & PT / Organisation Title	Sy Infra – ██████████	Supplier Name	BMT Defence Services Ltd
PT Leader/ Project Manager	██████████	Post	██
Post	████████████████████	Address	Maritime House
Address	Spur F1, Building 405		210 Lower Bristol Road
	MOD Corsham		Bath
	Westwells Road		
Postcode	SN13 9NR	Postcode	BA2 3DQ
Telephone / Fax No	██████████████████	Telephone / Fax No	██████████████████
E-mail	██████████████████████████████████████	E-mail	██████████████████████████████████████
UIN & RAC	██████████████████	CPV Code	71356000

Date Tasking Order Issued 04.01.2017

Deadline for Authority's receipt of Tenderer's response to the Tasking Order

## 1. Schedule of Requirements

ITEM NO	DESCRIPTION	FIRM PRICE £ (Ex VAT)
1	Provision of Specialist Technical Support for ██████ Defence Big Data Architectures, to undertake the Task 1 within the Statement of Requirement for 15 Months of work from 1 Dec 16 to 28 Feb 18.	£248,579.52
OPTION 1	An Option to support the ██████ Team in the development of the technical requirements for an Application Hosting Environment in conjunction with Cy SAFA contract to ensure ██████ continues to evolve at pace. 2 Months of work from Jan 17 – Mar 17.	£45,510.74
OPTION 2	An Option to support the ██████ Team in the development of technical requirements documentation for a Single Sign On solution for ██████ in the absence of an Enterprise IdAM solution. 4 Months of work from Jan 17 – May 17.	£48,515.82
OPTION 3	An Option to support the ██████ Team in the development of a requirements process that will allow the ██████ Team to work on ██████ Projects in an AGILE manner. ██████ is currently the first but is using a hybrid approach as there are still many traditional Waterfall processes in place. 2 Months of work from May 17 – Jul 17.	£48,467.69

## STATEMENT OF REQUIREMENT (SOR)

### ITEM 1

<b>Unique Tasking Order Number:</b>  FTS/DE/005	<b>Issue Number &amp; Date:</b>  V2 04.01.2017	<b>Unique Reference Number:</b>
<b>Task Title:</b> Specialist Technical Support for ██████ Defence Big Data Architectures		
<b>Brief Description of Task:</b>  SME(s) are required to support the ██████ Team in the development of technical requirements documentation for the remainder of the ██████ contract to ensure ██████ continues to evolve at pace. 15 Months of work from 1 Dec 16 – 28 Feb 18.		
<b>Background/Justification:</b>  The ██████ Team are delivering a Big Data Architecture (██████) within accelerated timescales; constantly evolving the capability throughout the contract duration.  SME assistance is required to understand the specific technical requirements from the diverse user community within the Discovery Stage of ██████ Phase 2 (4 weeks).  SME assistance is required to develop and translate user requirements into AGILE compliant User Stories within each Discovery & Alpha Stage of ██████.  SME assistance is required to support the prioritisation of User Stories within each Beta Stage of ██████.  SME assistance is required to produce reports including 'Keymetrics' reports to track requirements completion.  SME assistance is required to provide guidance on cutting edge technologies including open source and open standards to develop the ██████ architecture as it evolves.  Big Data Architectures are new to the MOD, we do not currently have the technical expertise to allow us to develop robust technical requirements that are feasible within Big Data Technologies and that are compatible with AGILE methodologies. The SME will support the technical elements of the requirements; while the ██████ Team Project Manager and Product Owner will provide guidance and decision making.  The ██████ Team require Big Data Subject Matter Expertise with current technical and implementation experience in: <ol style="list-style-type: none"> <li>a. Big Data Architectures</li> <li>b. Complex Integrated Systems</li> </ol>		

- c. Open Architectures, Frameworks, Protocols and Standards
- d. Data Volumes, Voracity and Flow
- e. Big Data Technologies – noSQL
- f. AGILE Systems Engineering
- g. AGILE Requirements Engineering
- h. Test & Evaluation Techniques

As part of this work package the SME(s) will be expected to attend meetings within MOD Corsham and other MOD/Industry Premises.

The SME(s) will be expected to attend a weekly progress meeting and record actions where required.

**Activities to be Undertaken:**

SME(s) are to advise the [REDACTED] Team on the User Requirements gathered within the [REDACTED] within Discovery Stages, this will include visits to the users to glean in-depth technical information to inform direction.

SME(s) are to advise the [REDACTED] Team on the User Stories required to fulfil the User Requirements within the [REDACTED] Alpha Stages to ensure technical feasibility of User Stories.

SME(s) are to advise the [REDACTED] Team on the prioritisation of the User Stories for the requirements backlog to support the Product Owner in his prioritisation role within [REDACTED] Beta Phases.

SME(s) are to review technical specifications to advise on the most feasible architectures for [REDACTED] going forward, in-line with the [REDACTED] guiding principles.

SME(s) are to conduct technology reviews on candidate technologies to be employed within [REDACTED] and report on alternatives to ensure [REDACTED] has a best of breed suite of technologies.

**Deliverables:**

All documentation will be [REDACTED].

All documents are to be produced with all copyright owned by the MOD in compliance with DEFCON 703.

Documents are to be provided in MS Word Format.

**Requirement Document**

The SME is to update the [REDACTED] Systems Requirement Document with updated requirements.

First Draft of User Requirements is to be produced 3 weeks after contract award.

One week will be required to circulate the document.

Final Draft is to be submitted one week after review feedback.

DOORS to be updated with new requirements.

Acceptance of the document will be achieved through endorsement by the MOD Design Authority.

**User Story Report**

The SME is to produce a User Story Report linking the requirements with User Stories.

First Draft of User Story Report is to be produced 3 weeks after contract award.

One week will be required to circulate the document.

Final Draft is to be submitted one week after review feedback.

DOORS to be updated with the User Stories.

Acceptance of the document will be achieved through endorsement by the MOD Design Authority.

**Sprint Review Reports**

The SME is to produce a Sprint Review Report for each Sprint attended.

The Sprint Review Report is to be submitted two days after the sprint review.

This will be reviewed and agreed by the CDT and MOD Design Authority within one week of receipt.

<p><b>Key Project Indicators (KPIs):</b></p> <p>Delivery of the above documents within the timescales detailed and endorsed by the Information Systems and Services Design Authority Architects.</p>	
<p><b>Government Furnished Assets (GFA)</b> (<i>List <u>all</u> GFA applicable to the task in accordance with DEFCON 611 (Edn 07/10)&amp; 694 (Edn 02/12):</i>):</p> <p>██████ System Requirement Document v1.1, 2 Nov 15</p> <p>██████ Architecture Vision Paper, v0.5, 5 May 16</p>	
<p><b>Additional Quality Requirements &amp; Standards:</b></p> <p>No specific Quality Management System requirements are defined. This does not relieve the Supplier of providing conforming products under this contract. CoC shall be provided in accordance with DEFCON 627</p> <p>No deliverable quality management plan Def.Con. 602 b</p> <p>Concessions shall be managed in accordance with Def Stan. 05-61 Part 1, Issue 6 - Quality Assurance Procedural Requirements - Concessions Any contractor working parties shall be provided in accordance with Def Stan. 05-61 Part 4, Issue 3 - Quality Assurance Procedural Requirements - Contractor Working Parties. MOD Teams shall assess and record the risk of counterfeit materiel entering the supply chain. Def-Stan 05-135, Avoidance of Counterfeit Materiel; shall be included in the requirements for all tenders unless it is considered the risk of counterfeit materiel in the equipment being procured is low risk in relation to equipment criticality or safety to life.</p>	<p><b>Timescale:</b></p> <p><b>Commencement Date: 09.01.2017</b></p> <p><b>Delivery Date: 28.02.2018</b></p>
<p><b>Project Manager:</b> ██████████</p>	
<p><b>Signature:</b></p>	<p><b>Date:</b></p>

**OPTION 1**

<b>Unique Tasking Order Number:</b>  FTS/DE/005	<b>Issue Number &amp; Date:</b>  V2 04.01.2017	<b>Unique Reference Number:</b>
<b>Task Title:</b> Specialist Technical Support for ██████████ Defence Application Hosting Environment		
<b>Brief Description of Task:</b>  SME(s) are required to support the ██████████ Team in the development of the technical requirements for an Application Hosting Environment in conjunction with ██████████ contract to ensure ██████████ continues to evolve at pace. 2 Months of work from Jan 17 – Mar 17.		
<b>Background/Justification:</b>  SME assistance is required to provide guidance on delivering and developing user requirements for an Application Hosting Environment.  An AHE is required to ensure any tooling connected to ██████████ is hosted together and in-line with security requirements. As a single AHE is new to the MOD SME is required to support understanding and requirement gathering.  As part of this work package the SME(s) will be expected to attend meetings within MOD Corsham and other MOD/Industry Premises.  The SME(s) will be expected to attend a weekly progress meeting and record actions where required.		
<b>Activities to be Undertaken:</b>  SME(s) are to advise the ██████████ Team on the Requirements / specifications that are necessary to provide an Application Hosting Environment, so that all ██████████ tools can be deployed within one environment.		

**Deliverables:**

All documentation will be [REDACTED] or below.

All documents are to be produced with all copyright owned by the MOD in compliance with DEFCON 703.

Documents are to be provided in MS Word Format.

**Application Hosting Environment**

The SME is to produce a report on the options available to host an Application Hosting Environment for tools utilising the data held within [REDACTED].

First Draft of the report is to be produced 6 weeks after contract award.

One week will be required to circulate the document.

Final Draft is to be submitted one week after review feedback.

Acceptance of the document will be achieved through endorsement by the MOD Design Authority.

**Key Project Indicators (KPIs):**

Delivery of the above documents within the timescales detailed and endorsed by the Information Systems and Services Design Authority Architects.

**Government Furnished Assets (GFA)** (List all GFA applicable to the task in accordance with DEFCON 611 (Edn 07/10)& 694 (Edn 02/12)):

(insert here or see below Key Deliverables template)

**Additional Quality Requirements & Standards:**

No specific Quality Management System requirements are defined. This does not relieve the Supplier of providing conforming products under this contract. CoC shall be provided in accordance with DEFCON 627  
 No deliverable quality management plan Def.Con. 602 b  
 Concessions shall be managed in accordance with Def Stan. 05-61 Part 1, Issue 6 - Quality Assurance Procedural Requirements - Concessions  
 Any contractor working parties shall be provided in accordance with Def Stan. 05-61 Part 4, Issue 3 - Quality Assurance Procedural Requirements - Contractor Working Parties.  
 MOD Teams shall assess and record the risk of counterfeit materiel entering the supply chain.  
 Def-Stan 05-135, Avoidance of Counterfeit Materiel; shall be included in the requirements for all tenders unless it is considered the risk of counterfeit materiel in the equipment being procured is low risk in relation to equipment criticality or safety to life.

**Timescale:**

**Commencement Date: TBC**

**Delivery Date: TBC**

**Project Manager:** [REDACTED]

**Signature:**

**Date:**

**OPTION 2**

<b>Unique Tasking Order Number:</b>  FTS/DE/005	<b>Issue Number &amp; Date:</b>  V2 04.01.2017	<b>Unique Reference Number:</b>
<b>Task Title:</b> Specialist Technical Support for ██████ Defence Identity and Access Management (IdAM)		
<b>Brief Description of Task:</b>  SME(s) are required to support the ██████ Team in the development of technical requirements documentation for a Single Sign On solution for ██████ in the absence of an Enterprise IdAM solution. 4 Months of work from Jan 17 – May 17.  <i>(or see attached detailed Statement of Requirement)</i>		
<b>Background/Justification:</b>  As ██████ evolves and external tools are connected a Single Sign On capability will be required. ██████ will require support to understand the requirement to collate and understand the IdAM requirement.  This will also ensure ██████ IdAM solution is federated with the Enterprise IdAM solution that will be developed in slower time.  As part of this work package the SME(s) will be expected to attend meetings within MOD Corsham and other MOD/Industry Premises.  The SME(s) will be expected to attend a weekly progress meeting and record actions where required.		
<b>Activities to be Undertaken:</b>  SME(s) are to advise the ██████ Team on the Requirements / specifications that are necessary to provide an Identity and Access Management solutions, so that all ██████ tools can be deployed within one environment.		

**Deliverables:**

All documentation will be up-to [REDACTED].

All documents are to be produced with all copyright owned by the MOD in compliance with DEFCON 703.

Documents are to be provided in MS Word Format.

**IdAM Report**

The SME is to produce a IdAM Report detailing the requirements for a [REDACTED] IdAM solution.

The IdAM Report is to be submitted 8 weeks after contract award.

This will be reviewed by the CDT and MOD Design Authority within one week of receipt and comments submitted.

Final draft of document to be submitted 12 weeks after contract award.

**Key Project Indicators (KPIs):**

Delivery of the above documents within the timescales detailed and endorsed by the Information Systems and Services Design Authority Architects.

**Government Furnished Assets (GFA)** (*List all GFA applicable to the task in accordance with DEFCON 611 (Edn 07/10)& 694 (Edn 02/12):*

*(insert here or see below Key Deliverables template)*

**Additional Quality Requirements & Standards:**

No specific Quality Management System requirements are defined. This does not relieve the Supplier of providing conforming products under this contract. CoC shall be provided in accordance with DEFCON 627  
 No deliverable quality management plan Def.Con. 602 b  
 Concessions shall be managed in accordance with Def Stan. 05-61 Part 1, Issue 6 - Quality Assurance Procedural Requirements - Concessions  
 Any contractor working parties shall be provided in accordance with Def Stan. 05-61 Part 4, Issue 3 - Quality Assurance Procedural Requirements - Contractor Working Parties.  
 MOD Teams shall assess and record the risk of counterfeit materiel entering the supply chain.  
 Def-Stan 05-135, Avoidance of Counterfeit Materiel; shall be included in the requirements for all tenders unless it is considered the risk of counterfeit materiel in the equipment being procured is low risk in relation to equipment criticality or safety to life.

**Timescale:**

**Commencement Date: TBC**

**Delivery Date: TBC**

**Project Manager:** [REDACTED]

**Signature:**

**Date:**

**OPTION 3**

<b>Unique Tasking Order Number:</b>  FTS/DE/005	<b>Issue Number &amp; Date:</b>  V2 04.01.2017	<b>Unique Reference Number:</b>
<b>Task Title:</b> Specialist Technical Support for ██████ Defence AGILE Requirements Process		
<b>Brief Description of Task:</b>  SME(s) are required to support the ██████ Team in the development of a requirements process that will allow the ██████ Team to work on ██████ Projects in an AGILE manner. ██████ is currently the first but is using a hybrid approach as there are still many traditional Waterfall processes in place. 2 Months of work from May 17 – Jul 17.  <i>(or see attached detailed Statement of Requirement)</i>		
<b>Background/Justification:</b>  SME assistance is required to provide guidance on developing a requirements process which will allow the ██████ Team to use AGILE going forward without extensive SME support.  The development of a new process that can be endorsed by the Sylnfra Team will benefit the immediate team and could also be rolled out across ISS in the future.  As part of this work package the SME(s) will be expected to attend meetings within MOD Corsham and other MOD/Industry Premises.  The SME(s) will be expected to attend a weekly progress meeting and record actions where required.		
<b>Activities to be Undertaken:</b>  SME(s) are to advise the ██████ Team on the processes needed to work in an AGILE manner to deliver ██████ Projects within accelerated timescales.		

**Deliverables:**

All documentation will be [REDACTED] or below.

All documents are to be produced with all copyright owned by the MOD in compliance with DEFCON 703.

Documents are to be provided in MS Word Format.

**Application Hosting Environment**

The SME is to produce a Requirements Process Paper.

First Draft of the paper is to be produced 6 weeks after contract award.

One week will be required to circulate the document.

Final Draft is to be submitted one week after review feedback.

Acceptance of the document will be achieved through endorsement by the MOD Design Authority.

**Key Project Indicators (KPIs):**

Delivery of the above documents within the timescales detailed and endorsed by the Information Systems and Services Design Authority Architects.

**Government Furnished Assets (GFA)** (List all GFA applicable to the task in accordance with DEFCON 611 (Edn 07/10)& 694 (Edn 02/12)):

(insert here or see below Key Deliverables template)

**Additional Quality Requirements & Standards:**

No specific Quality Management System requirements are defined. This does not relieve the Supplier of providing conforming products under this contract. CoC shall be provided in accordance with DEFCON 627  
 No deliverable quality management plan Def.Con. 602 b  
 Concessions shall be managed in accordance with Def Stan. 05-61 Part 1, Issue 6 - Quality Assurance Procedural Requirements - Concessions  
 Any contractor working parties shall be provided in accordance with Def Stan. 05-61 Part 4, Issue 3 - Quality Assurance Procedural Requirements - Contractor Working Parties.  
 MOD Teams shall assess and record the risk of counterfeit materiel entering the supply chain.  
 Def-Stan 05-135, Avoidance of Counterfeit Materiel; shall be included in the requirements for all tenders unless it is considered the risk of counterfeit materiel in the equipment being procured is low risk in relation to equipment criticality or safety to life.

**Timescale:**

**Commencement Date: TBC**

**Delivery Date: TBC**

**Project Manager:** [REDACTED]

**Signature:**

**Date:**

**2. Order Conditions**

All conditions of the framework shall apply as supplemented by the terms selected below. The two sets of conditions become a binding contract at the time of signature on the Schedule.

<b>Type of Contract</b>	
<b>Competitive</b> <b>Competitive Award Criteria &amp; Weightings</b>	<input checked="" type="checkbox"/> Technical 70% Finance 20% Commercial 10%

<b>General Conditions</b>			
DEFCON 624 (Edn 11/13) – Use of Asbestos in Arms, Munitions or War Materials	<input type="checkbox"/>	DEFCON 603 (Edn 10/04) – Aircraft Integration and Clearance Procedure	<input type="checkbox"/>
DEFCON 176A (Edn 06/08) – MOD Requirements For Competition In Subcontracting (Non-Competitive Main Contract)	<input type="checkbox"/>	Additional Conditions– See Appendix 7  <i>A sheet is to be attached detailing any conditions that have been added</i>	<input checked="" type="checkbox"/>
<b><i>Choose one of the following:</i></b>			
DEFCON 92 (Edn 08/90) – Failure of Performance	<input checked="" type="checkbox"/>	DEFCON 614 (Edn 09/03) – Default	<input type="checkbox"/>
<b>Special Indemnity Conditions</b>			
DEFCON 661 (Edn 10/06) – War Risk Indemnity			<input type="checkbox"/>
DEFCON 661A (Edn 05/02) – War Indemnity Risk ( Alternative Version)			<input type="checkbox"/>
DEFCON 684 (Edn 01/04) – Limitation upon Claim in Respect of Aviation Products			<input type="checkbox"/>
DEFCON 638 (Edn 11/14) – Flights Liability and Indemnity			<input type="checkbox"/>
Professional Indemnity Insurance			<input type="checkbox"/>
<b>Pricing Conditions Required</b>			
Firm Priced at Outset ( <i>this applies to all tasks other than by exception</i> )			<input checked="" type="checkbox"/>
For single source tasks valued below £5M, the following conditions shall apply: DEFCON 127 (Edn 12/14) – Price Fixing Condition for Contracts of a Lesser Value			



[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

**Intellectual Property Rights**

Completion of this section is **mandatory**. Select the appropriate condition(s) by ticking the boxes below after consulting FTS/STS Customer Guidance or with DIPR, if appropriate. In the event that no boxes are ticked in this section (Intellectual Property Rights), all intellectual property generated under the Task shall be subject to the terms of DEFCON 703.

DEFCON	Tick As Applicable		Tasking Order Line Item ( tick as appropriate)
<b><u>If DEFCON 703 does not apply then select either:</u></b>			
DEFCON 705 (Edn 11/02)	<input type="checkbox"/>	All <input type="checkbox"/>	<input type="checkbox"/> The following Item Nos. only (insert below)
<b><u>OR:</u></b>			
DEFCON 14 (Edn 11/05), 15 (insert edition that applies) 21 (insert edition that applies), 126 (Edn 11/06) & DEFFORM 315	<input type="checkbox"/>	All <input type="checkbox"/>	<input type="checkbox"/> The following Item Nos. only (insert below)
DEFCON 14 (Edn 11/05), 16 (Edn 10/04), 21 (insert edition that applies) & DEFFORM 315	<input type="checkbox"/>	All <input type="checkbox"/>	<input type="checkbox"/> The following Item Nos. only (insert below)
DEFCON 14 (Edn 11/05), 90 (Edn 11/06) & 126 (Edn 11/06)	<input type="checkbox"/>	All <input type="checkbox"/>	<input type="checkbox"/> The following Item Nos. only (insert below)
DEFCON 14 (Edn 11/05), 91 (Edn 11/06) & 126 (Edn 11/06)	<input type="checkbox"/>	All <input type="checkbox"/>	<input type="checkbox"/> The following Item Nos. only (insert below)

Schedule 3

(Tasking Order Form)

Other, as specified in a special IPR condition to be applied to the Tasking Order	<input type="checkbox"/>	All <input type="checkbox"/>	<input type="checkbox"/> The following Item Nos. only (insert below)
No intellectual property conditions apply ( <i>refer to DIPR before ticking this box</i> ).			<input type="checkbox"/>

<b>Issue of Government Stores</b>	
DEFCON 23 ( <i>Edn 08/09</i> )* – Special Jigs, Tooling and Test Equipment	<input type="checkbox"/>

<b>Controlled Information</b>	
Issue of Controlled Information ( <i>subject Condition 50 of Schedule 1</i> )  ( <i>if ticked then list Controlled Information and attach list to Tasking Form</i> )	<input type="checkbox"/>

<b>Payment of Customs Duty – select one box only</b>			
DEFCON 619A ( <i>Edn 09/97</i> ) – Customs Duty Drawback	<input type="checkbox"/>	Issue of Certificate in accordance with EU (Council) Regulation 150/2003	<input type="checkbox"/>

<b>Progress Reports</b>					
If ticked, progress reports must utilise the current version of DRRS Format Standards for Scientific and Technical Reports Prepared for the United Kingdom Ministry of Defence.	<input type="checkbox"/>	DEFCON 642 ( <i>Edn 06/97</i> ) – Progress Meetings	<input checked="" type="checkbox"/>	Frequency required	Weekly
Brief Description	The SME(s) will be expected to attend a weekly progress meeting and record the minutes and actions				

<b>Transport – select one box only</b>			
DEFCON 621A ( <i>Edn 06/97</i> ) – Transport (if the Authority is responsible for transport)	<input type="checkbox"/>	DEFCON 621B ( <i>Edn 10/04</i> ) – Transport (if the Contractor is responsible for transport)	<input type="checkbox"/>

<b>Liquidated Damages applicable? Tick box if “Yes”</b> ( <i>Refer to Condition 46 of Schedule 1</i> )		<input type="checkbox"/>
Task Item 1	£	per day/week/month up to a maximum of £
Task Item 2	£	per day/week/month up to a maximum of £
Task Item 3	£	per day/week/month up to a maximum of £
Task Item 4	£	per day/week/month up to a maximum of £
Task Item 5	£	per day/week/month up to a maximum of £
<b>Force Majeure</b> Maximum period of extension of time in the case of a Force Majeure Event		

**Quality Assurance Conditions**

According to the product or scope of the work to be carried out, the Contractor shall meet the requirements of:

AQAP 2110 – NATO Quality Assurance Requirements for Design, Development and Production

**Deliverable Quality Plan requirements**

DEFCON 602A (Edn 12/06) – Quality Assurance with Quality Plan  DEFCON 602B (Edn 12/06) – Quality Assurance without Quality Plan

AQAP 2105 – NATO Requirements for Delivering Quality Plans

**Software Quality Assurance requirements**

AQAP 2210 – NATO Supplementary Software Quality Assurance Requirements to AQAP 2110

**Air Environment Quality Assurance requirements**

Def. Stan. 05-100 – Ministry of Defence Requirements for Certification of Aircraft for Authorised Flight and Ground Running (Mandatory where flying and/or ground running of issued aircraft is a requirement of the Task)

Relevant MAA Regulatory Publications (See attachment for details)

Additional Quality Requirements (See attachment for details)

**Warranty**

Express Warranty (See attachment for details)  Warranty – remedies implied by general law

<b>Security</b>	
DEFCON 659a (11/14) – Security Measures and DEFCON 660 (12/15) – Official-Sensitive Security Requirements.	<input checked="" type="checkbox"/>

**3. Price**

TOTAL CONTRACT PRICE	TYPE OF PRICING
██████████	FIRM

**4. Authority Tasking Order Commercial Officer Authorisation**

Name	██████████
Position	████████████████████
Signature	

Name	██████████
Position	██████████████████
Signature	
Date	Telephone Number ██████████

### 5. Acknowledgement by supplier

Name	██████████
Position	██████████████████
Signature	
Date	Telephone Number ██████████

### 6. Record of Authorised Changes

CHANGE ISSUE NUMBER	DATE OF ISSUE	COMMENTS / REASON FOR CHANGE

### 7. Final Administration

Where the output of any research or study is a Technical Report, the Report is to be completed in accordance with the current version of the ATHENA Defence Research Reports Specification - 'Format Standards for Scientific and Technical Reports Prepared for the United Kingdom Ministry of Defence'. MOD Customers may obtain this document via the [www.dstl.gov.uk](http://www.dstl.gov.uk). **The Contractor** shall send a copy of the report on CD ROM in unlocked pdf.format to:

Dstl Knowledge & Information Services,  
 Bldg 247,  
 Dstl Porton Down,  
 Salisbury  
 Wilts SP4 0JQ.  
 Tel: 01980 613971

Any staff on DII can search the ATHENA system via the online science gateway to ascertain if particular research or a study already exists. Access can be requested utilising a password (supplied) via this link: <http://osg.dstl.r.mil.uk/SignIn/SignIn.aspx/>

Schedule 3  
*(Tasking Order Form)*

Appendix 1 to Schedule 3 (Tasking Order Form) – DEFFORM 111

DEFFORM 111  
(Edn 08/14)

Appendix – Addresses and Other Information

1. Commercial Officer

[Redacted]  
[Redacted]

2. Project Manager, Equipment Support Manager or PT Leader

[Redacted]  
[Redacted]

3. Packaging Design Authority

(Where no address is shown please contact the Project Team in Box 2)

4. (a) Supply/Support Management Branch or Order Manager:

Tel No:

(b) U.I.N. P0025A

5. Drawings/Specifications are available from

6. For contracts containing DEFCON 5, mauve Copies of MOD Form 640 are to be sent to

(where no address is shown the mauve copy should be destroyed)

7. Quality Assurance Representative:

AQAPS and DEF STANs are available from UK Defence Standardization, for access to the documents and details of the helpdesk visit <http://dstan.uwh.diif.r.mil.uk/> [intranet] or <https://www.dstan.mod.uk/> [extranet, registration needed].

8. Public Accounting Authority

1. Returns under DEFCON 694 (or SC equivalent) should be sent to DBS Finance ADMT – Assets In Industry 1, Level 4 Piccadilly Gate, Store Street, Manchester, M1 2WD ☎ 44 (0) 161 233 5397

2. For all other enquiries contact DES Fin FA-AMET Policy, Level 4 Piccadilly Gate, Store Street, Manchester, M1 2WD ☎ 44 (0) 161 233 5394

9. Consignment Instructions

The items are to be consigned as follows:

10. Transport. The appropriate Ministry of Defence Transport Offices are:

A. **DSCOM**, DE&S, DSCOM, MoD Abbey Wood, Cedar 3c, Mail Point 3351, BRISTOL BS34 8JH

Air Freight Centre

IMPORTS ☎ 030 679 81113 / 81114 Fax 0117 913 8943

EXPORTS ☎ 030 679 81113 / 81114 Fax 0117 913 8943

Surface Freight Centre

IMPORTS ☎ 030 679 81129 / 81133 / 81138 Fax 0117 913 8946

EXPORTS ☎ 030 679 81129 / 81133 / 81138 Fax 0117 913 8946

B. **JSCS**

JSCS Helpdesk No. 01869 256052 (select option 2, then option 3)

JSCS Fax No. 01869 256837

[www.freightcollection.com](http://www.freightcollection.com)

11. The Invoice Paying Authority (see Note 1)

Ministry of Defence ☎ 0151-242-2000

DBS Finance

Walker House, Exchange Flags  
2809

Fax: 0151-242-

Liverpool, L2 3YL

Website is:

<https://www.gov.uk/Government/organisations/ministry-of-defence/about/procurement#invoice-processing>

12. Forms and Documentation are available through \*:

Ministry of Defence, Forms and Pubs Commodity Management  
PO Box 2, Building C16, C Site  
Lower Arncott

Bicester, OX25 1LP (Tel. 01869 256197 Fax: 01869 256824)

Applications via fax or email: [DESLCSLS-](mailto:DESLCSLS-)

[OpsFormsandPubs@mod.uk](mailto:OpsFormsandPubs@mod.uk)

NOTES

1. **Forms.** Hard copies, including MOD Form 640 are available from address in Box 12., All other invoicing forms e.g. AG Forms 169 and 173, are available from the website address shown at Box 11.

2.\* Many DEFCONs and DEFFORMs can be obtained from the MOD Internet Site:

<https://www.aof.mod.uk/aofcontent/tactical/toolkit/index.htm>

For Official Use Only Recoverable YES  NO

Issue of Government Property YES  NO

VAT Contractor – Country of Origin (delete those not applicable)

Finance Branch

RAC / LPC No / Project No

Requisition No

<input type="checkbox"/> UK	<input type="checkbox"/> Overseas (non-EC Country)	<input type="checkbox"/> Overseas (EC Country)	Project Management/ Production branch reference	ISS/ [REDACTED] /STS/04
If EC specify country: <input type="text"/>			Place of manufacture	<input type="text"/>
Outside the scope	<input type="checkbox"/>	Item Nos	<input type="text"/>	Place of packaging
Exempt	<input type="checkbox"/>	Item Nos	<input type="text"/>	Contractor's Tel No
Taxable Zero Rate	<input type="checkbox"/>	Item Nos	<input type="text"/>	<input type="text"/>
Taxable – Standard Rate	<input checked="" type="checkbox"/>	Item Nos	<input type="text"/>	

(where a contract is with an overseas contractor JSP 916 should be consulted)

## Appendix 2 to Schedule 3 (Montreal Protocol Substances)

**CFCs** - Production of controlled CFCs has stopped.

CFC-11(trichlorofluoromethane)	CFC-211
CFC-12(dichlorodifluoromethane)	CFC-212
CFC-13	CFC-213
CFC-111	CFC-214
CFC-112	CFC-215
CFC-113 (trichlorotrifluoroethane)	CFC-216
CFC-114 (dichlorotetrafluoroethane)	CFC-217
CFC-115 (chloropentafluoroethane)	

The above substances are also used in blends: e.g.

CFC-500 (CFC-12/HFC-152a)  
CFC-502 (CFC-115/HCFC-22).

**Halons** - Production of controlled Halons has stopped.

Halon-1211 (bromochlorodifluoromethane – BFC)  
Halon-1301 (bromotrifluoromethane – BTM)  
Halon-2402

**HBFCs** - Production has stopped.

CHBr <sub>2</sub>	C <sub>2</sub> H <sub>2</sub> F <sub>2</sub> Br <sub>2</sub>	C <sub>3</sub> HF <sub>4</sub> Br <sub>3</sub>	C <sub>3</sub> H <sub>3</sub> F <sub>2</sub> Br <sub>3</sub>
CHF <sub>2</sub> Br	C <sub>2</sub> H <sub>2</sub> F <sub>3</sub> Br	C <sub>3</sub> HF <sub>5</sub> Br <sub>2</sub>	C <sub>3</sub> H <sub>3</sub> F <sub>3</sub> Br <sub>2</sub>
CH <sub>2</sub> FBr	C <sub>2</sub> H <sub>3</sub> FBr <sub>2</sub>	C <sub>3</sub> HF <sub>6</sub> Br	C <sub>3</sub> H <sub>3</sub> F <sub>4</sub> Br
	C <sub>2</sub> H <sub>3</sub> F <sub>2</sub> Br	C <sub>3</sub> H <sub>2</sub> FBr <sub>5</sub>	C <sub>3</sub> H <sub>4</sub> FBr <sub>3</sub>
C <sub>2</sub> HFBr <sub>4</sub>	C <sub>2</sub> H <sub>4</sub> FBr	C <sub>3</sub> H <sub>2</sub> F <sub>2</sub> Br <sub>4</sub>	C <sub>3</sub> H <sub>4</sub> F <sub>2</sub> Br <sub>2</sub>
C <sub>2</sub> HF <sub>2</sub> Br <sub>3</sub>		C <sub>3</sub> H <sub>2</sub> F <sub>3</sub> Br <sub>3</sub>	C <sub>3</sub> H <sub>4</sub> F <sub>3</sub> Br
C <sub>2</sub> HF <sub>3</sub> Br <sub>2</sub>	C <sub>3</sub> HFBr <sub>6</sub>	C <sub>3</sub> H <sub>2</sub> F <sub>4</sub> Br <sub>2</sub>	C <sub>3</sub> H <sub>5</sub> FBr <sub>2</sub>
C <sub>2</sub> HF <sub>4</sub> Br	C <sub>3</sub> HF <sub>2</sub> Br <sub>5</sub>	C <sub>3</sub> H <sub>2</sub> F <sub>5</sub> Br	C <sub>3</sub> H <sub>5</sub> F <sub>2</sub> Br
C <sub>2</sub> H <sub>2</sub> FBr <sub>3</sub>	C <sub>3</sub> HF <sub>3</sub> Br <sub>4</sub>	C <sub>3</sub> H <sub>3</sub> FBr <sub>4</sub>	C <sub>3</sub> H <sub>6</sub> FBr

**HCFCs** - Production to be run down and phased out by 2015.  
Certain use controls apply.

HCFC-21	HCFC-141	HCFC-225ca	HCFC-243
HCFC-22	HCFC-141b	HCFC-225cb	HCFC-244
HCFC-31	HCFC-142	HCFC-226	HCFC-251
HCFC-121	HCFC-142b	HCFC-231	HCFC-252
HCFC-122	HCFC-151	HCFC-232	HCFC-253
HCFC-123	HCFC-221	HCFC-233	HCFC-261
HCFC-124	HCFC-222	HCFC-234	HCFC-262
HCFC-131	HCFC-223	HCFC-235	HCFC-271
HCFC-132	HCFC-224	HCFC-241	
HCFC-133	HCFC-225	HCFC-242	

**CARBON TETRACHLORIDE (CCl<sub>4</sub>)** – Production has stopped.

**1,1,1-TRICHLOROETHANE (C<sub>2</sub> H<sub>3</sub> Cl<sub>3</sub>)** – Production has stopped.

**METHYL BROMIDE (CH<sub>3</sub>Br)** – Production limits apply.

**Appendix 3 to Schedule 3 (DEFFORM 539A (Edn 08/13) Tenderer's Commercially Sensitive Information)**

ITT Ref No:
Description of Tenderer's Commercially Sensitive Information:
Cross Reference(s) to location of sensitive information in Tender:
Explanation of Sensitivity:
Details of potential harm resulting from disclosure:
Period of Confidence (if applicable):
Contact Details for Transparency / Freedom of Information matters: Name: Position: Address: Telephone Number: Email Address:

## **Appendix 4 to Schedule 3**

### **Additional Conditions**

#### **1. SCOPE**

- a. The Contractor shall provide the services as shown in the Schedule of Requirements to the satisfaction of the Authority's Project Manager and shall only carry out those tasks which are defined in the Statement of Requirements and that are within the Firm Prices shown in the Schedule of Requirements.
- b. Any work undertaken by the Contractor or Contractor's personnel that is not covered by the Tasking Order or authorised by the Authority's Commercial Officer by an amendment to the Contract in accordance with DEFCON 503, shall be done so at the Contractor's own risk for which the Authority shall not be liable and will not pay the Contractor.

#### **2 DURATION**

All work under Item 1 of the Tasking Order FTS/DE/005 shall be completed by 28 Feb 18.

#### **3 OPTIONS**

- a. In consideration of the award of the Contract, the Contractor hereby grants to the Authority the irrevocable options of Option Items 1, 2 and 3 of the Schedule of Requirements (SOR), to note that the options may be taken up in any order. The same daily charging rates and in accordance with the Terms and Conditions of the Contract shall apply.
- b. The Authority undertakes to notify the Contractor in writing no less than 2 weeks prior to its intention to exercise an option as prescribed.
- c. The Authority shall not be obliged to exercise the Options and reserves its right to compete the requirement in whole or in part.

#### **4 LOCATION OF WORK**

- a. Work under the Tasking Order shall be carried out at the Authority's premises at MOD Corsham and at the Contractors Premises, a minimum of 2 days a week at MOD Corsham.
- b. In the event that the Contractors personnel have to travel off site to conduct work, they shall seek written approval, from the Authority's Project Manager prior to travelling.
- c. Contractors should note that MOD Corsham operate a desk booking system. Contractors personnel engaged to work under this Tasking Order shall be responsible for informing the team as to when they will be at MOD Corsham to ensure desks can be booked. There is splash screen access wi-fi and power access in the MOD Corsham shared areas, these can be utilised if desks are not available. The Authority shall not be held liable should no facilities be available, and in the event that Contractors personnel are unable to work in MOD Corsham due to no facilities being available, the Contractor personnel should either work from home or at the Contractor's site at no additional cost to the Authority.
- d. In the event that the Contractor's personnel are not able to work due to either sickness, annual leave or in the event that they have not booked a desk at MOD Corsham, and can neither work from home or at the Contract's site, the Contractor shall notify in writing, the Authority's project Staff at the address/email shown in Box 2 of the Appendix to Contract no later than 10 am on the day the personnel is not able to work. All annual leave planned to be taken by Contractor personnel working under the Contract, should be reported to the Authority's Project Manager at the address/email shown in Box 2 in Appendix 1 to Contract.

## **5 TERMINATION**

- a. In addition to any other rights and remedies under the Tasking Order, the Authority at its sole discretion, may determine the Tasking Order Form upon giving 10 working days written notice to the Contractor of its intention. On expiration of the notice the Tasking Order shall be determined without prejudice to the rights of the parties accrued to the date of determination.
- b. Upon receipt of written notification of an intention to determine the Tasking Order the Contractor shall:
- i. instruct his personnel engaged on the task to continue to work on tasks until the date of determination, and write a report on work completed and outstanding actions, which shall be completed no later than the date of determination.
  - ii. take all steps necessary to mitigate the liabilities for which the Authority may be liable.
  - iii. provide details to the Authority's Commercial Officer of the final payment due under the Tasking Order or amounts owing.
- c. The Authority's liability to the Contractor under this condition shall be limited to payment, within the provisions of the Tasking Order, for work done up to and including the date of determination, including the provision of a report of all work done up to the date of the notice of determination.

## **6 CO-OPERATION BY THE CONTRACTOR DURING HANDOVER**

- a. In the event that the Authority takes over the services provided by the Contractor under the Tasking Order or engages a third party to take over the services provided by the Contractor, the Contractor shall ensure that the Contractor's personnel or any Sub Contractor's personnel, co-operate with the Authority and where applicable a third party, to such an extent that they are required to do so, to ensure an orderly and effective transition from the management by the Contractor to the management by the Authority or third party (referred to at the handover).
- b. The handover shall include, but not be limited, to:
- i. Briefings on all tasks and processes undertaken.
  - ii. Preparation of hand over notes for all active tasks including procedures, processes, background information and Learning From Experience (LFE).
  - iii. Introduction of the incoming third party's personnel to all key stakeholders applicable to the work stream or area of work. The period of handover shall be for a period of no more than two weeks, unless otherwise agreed by the Authority.
  - iiiv. Handover to the Authority or third party of all documentation and information held relating to the work stream or area of work.

## **7 PUBLICITY AND COMMUNICATIONS WITH THE MEDIA**

The Contractor shall not, and shall ensure that any employee or Subcontractor shall not, communicate with representatives of the press, television, radio or other media on any matter concerning the Contract unless the Authority has given its prior written consent.

## **8 TRANSPARENCY**

- a. The Contractor understands that the Authority may publish the Transparency Information to the general public. The Contractor shall assist and cooperate with the Authority to enable the Authority to publish the Transparency Information.
- b. Before publishing the Transparency Information to the general public, the Authority shall redact any Information that would be exempt from disclosure if it was the subject of a request for Information under the Freedom of Information Act 2000 or the Environmental Information

Regulations 2004, and any Information which has been acknowledged by the Authority at Appendix 6 to Schedule 3 of the TOF (Contractor's Commercially Sensitive Information).

c. The Authority may consult with the Contractor before redacting any Information from the Transparency Information. The Contractor acknowledges and accepts that its representations on redactions during consultation may not be determinative and that the decision whether to redact Information is a matter in which the Authority shall exercise its own discretion, subject always to the provisions of the Freedom of Information Act 2000 or the Environmental Information Regulations 2004.

## **9 ENTIRE AGREEMENT**

This Tasking Order constitutes the entire agreement between the Parties relating to the subject matter of the Tasking Order. This Tasking Order supersedes, and neither Party has relied upon, any prior negotiations, representations and undertakings, whether written or oral, except that this condition shall not exclude liability in respect of any fraudulent misrepresentation.

## **10 SECURITY**

a. As of the 2<sup>nd</sup> April 2014 the new Government Security Classifications Policy (GSC) was introduced. A key aspect of this policy is the reduction in the number of security classifications used. This Tender and any subsequent contract that may be awarded to you as a result, is subject to protection under GSC. You are therefore encouraged to make yourself aware of the changes through the [Gov.uk GSC website](#)

b. The Authority hereby reserves the right to amend any security related term or condition of the draft contract accompanying this ITT to reflect any changes introduced by national law or government policy. Where this Tasking Order is accompanied by any instructions on safeguarding classified information (e.g. a security aspects letter), the Authority reserves the right to amend the terms of these instructions as a result of any changes in national law or government policy whether in respect of the applicable protective marking scheme, specific protective markings given, the aspects to which any protective marking applies, or otherwise. This may relate to the instructions on safeguarding classified information as they apply to the contract awarded to you.