

Serapis Tasking Form

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

To:	Lot 2 BAE Systems Applied Intelligence Ltd	From:	The Authority
Any Task placed as a result of your quotation will be subject to the Terms and Conditions of Framework Agreement N			
LOT 2 DSTL/AGR/SERAPIS/SPA/01			
VERSION CONTROL			
V1.0			
REQUIREMENT			
Proposal Required by:	ASAP	Task ID Number:	S48
The Authority Project Manager:	[REDACTED – PERSONAL INFORMATION]	The Authority Technical Point of Contact:	[REDACTED – PERSONAL INFORMATION]
Task Title:	SNUGS – Prototype Design and Specification		
Required Start Date:	ASAP	Required End Date:	[31/11/2022]
Requisition No:	RQ0000012788	Budget Range	N/A
TASK DESCRIPTION AND SPECIFICATION			
Serapis Framework Lot	<input type="checkbox"/> Lot 1: Collect <input checked="" type="checkbox"/> Lot 2: Space systems <input 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		
Statement of Requirements (SOR)			
See attached SoW [REDACTED – SENSITIVE INFORMATION]			
Procurement Strategy			
<input checked="" type="checkbox"/> Lot Lead to recommend <input type="checkbox"/> Single Source / Direct Award			
Pricing:			
<input checked="" type="checkbox"/> Firm Pricing <input type="checkbox"/> Ascertained Costs* <input type="checkbox"/> 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 NIPPY 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)
[REDACTED – SENSITIVE INFORMATION]	Vests ownership with the Authority
[REDACTED – SENSITIVE INFORMATION]	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	
<p>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).</p> <p>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.</p>	

DELIVERABLES

Ref	Title	Due by	Format	TRL	Expected classification (subject to change)	Information required in deliverable	IPR DEFCON
DD-1	SNUGS System Requirements Document	T0+4w	Document		Official	Refer to SoW	[REDACTED – SENSITIVE INFORMATION]
DD-2	SNUGS System Design Description	T0+8w	Document		Official	Refer to SoW	[REDACTED – SENSITIVE INFORMATION]
DD-3	SNUGS Test & Verification Plan	T0+8w	Document		Official	Refer to SoW	[REDACTED – SENSITIVE INFORMATION]
DD-4	SNUGS API Specification / ICD [Draft]	T0+8w	Document		Official	Refer to SoW	[REDACTED – SENSITIVE INFORMATION]

DELIVERABLE: ACCEPTANCE / REJECTION CRITERIA

Unless otherwise stated below, Standard Deliverable Acceptance / Rejection applies. This is 30 business days, in a 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 here.

Government Furnished Assets (GFA)

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

None

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

[REDACTED – SENSITIVE INFORMATION]

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

Yes ☐ No ☒

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

Cyber Risk Level	[REDACTED – SENSITIVE INFORMATION]
Risk Assessment Reference	[REDACTED – SENSITIVE INFORMATION]

ADDITIONAL TERMS AND CONDITIONS APPLICABLE TO THIS CONTRACT

Please ensure all completed forms are copied to 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

Proposal Reference [REDACTED – SENSITIVE INFORMATION] (attached)

1. Background

This Proposal is submitted in response to the Statement of Requirements (the “SOR”) and the individual activities stated within the Call-Off Tasking Form Part A (attached).

This task is being Supply Chain delivered by Goonhilly Earth Station Limited.

2. Deliverables

The Contractor shall deliver the deliverable as set out in Section 8 of the Proposal.

3. Resources

In accordance with the Proposal, we acknowledge this work to be classed as up to OFFICIAL and all staff will have the required security clearances, that is, they will be SC cleared for Official work.

4. Implementation Plan

RQ0000012788 will start on (T0) and complete on T0+ 8 Weeks.

5. Dependencies

Dependencies are listed out in Section 10 of the Proposal.

6. Acceptance

The process and criteria for Acceptance for each deliverable is as detailed in the Proposal.

7. Risks

The risks are detailed in Section 13 of the Proposal.

Should there be any last minute changes to meetings or other activities, we cannot guarantee suitable SQEP will be available due to other commitments, but will work to best endeavours. Should we receive a Purchase Order after the validity date has passed, we cannot guarantee assigned resource will be available and therefore the start and end dates will need reviewing and BAE may wish to withdraw their bid submission.

8. Special Terms

This Call-Off Tasking Form Part B (the “Proposal”) is submitted under the terms of the Framework Agreement for Serapis Framework Agreement Lot 2, #DSTL/AGR/SERAPIS/SPA/01 dated 9th July 2019 (the “Contract”). It is based on the special terms set out in this Proposal, which, notwithstanding clause 3.3 of Section 2 (Special Conditions) of the Contract, shall take precedence over the terms and conditions contained within the said Contract.

Acceptance

For the purposes of DEFCON 524 and DEFCON 525, the express period for the right to reject any deliverable and where Acceptance is deemed to have occurred shall be 30 business days from delivery.

Purpose

For the purposes of Clause 5.2.2 of Section 2 (Special Conditions) of the Contract, the purpose for this Call-Off Task is as set out in the SoR. The Parties agree that any additional purpose which the Authority either expressly or impliedly makes known to the Contractor before or after the date of this Call-Off Task must be either added as an update to this Call-Off Task prior to signature, or amended through the appropriate change control procedure under the Contract. Where such an update or amendment is not made, the purpose identified within this Call-Off Task shall take precedence and the Authority cannot rely on any purpose not formalised in accordance herewith.

Remedy Period

For this Call-Off Task, the Parties agree that for the purposes of Clause 13.2 of Section 2 (Special Conditions) of the Contract, the Contractor shall have a period of 30 business days to remedy a breach (if such a breach is remediable) prior to the Authority terminating the Call-Off Task.

Intellectual Property

[REDACTED – SENSITIVE INFORMATION]

Export

The Contractor is not aware of any export requirements for this Call-Off Task. Obligations related to export as set out in the Contract shall therefore not apply to this Call-Off Task, and the Authority shall be responsible for all export control requirements arising under this Call-Off Task.

Assurance Activities

The assurance activities conducted for this task can be found in S48 Assurance Breakdown. The assurance level and subsequent assurance activities are subject to change. The assurance activities undertaken do not guarantee any particular performance, delivery or quality associated with a task. If additional assurance activities are required (this could be due to scope change/ task contract change etc.) they will need to be costed at the time of request and an uplifted purchased order will be required to cover these additional assurance activity costs. Commitment is not guaranteed for additional activities requested post contract award.

Advice

Whilst AI will exercise all reasonable skill, care and diligence in the performance of this service, it remains the responsibility of Dstl to employ its experience and judgement in interpreting the technical information and results generated from the Task. Thus, save as set out in this Tasking Order Form, no liability can be accepted with respect to the accuracy of the technical information and results and their eventual use. Please note AI's advice is limited to technical solutions. AI is not able to give advice, judgement or views as to the legal impact or consequence of any technical solution.

Protection of Personal Data

The Contractor will not be processing any Personal Data under this Call-Off Task.

Limit of Liability

Subject to Clauses:

[REDACTED – SENSITIVE INFORMATION]

1.3 The Contractor shall not be liable for any indirect, special or consequential loss or damage howsoever arising.

Cyber Risk Assessment

Cyber risk level provided is n/a therefore DEFCON 658 does not apply for this call-off task

PRICE BREAKDOWN

The Firm price to the Authority will be invoiced in accordance with the Contract at the times specified in the Milestones Deliverables and Payments schedules below.

The pre-contract TMS to the Authority will be Firm price and will be invoiced in accordance with the Contract at the times specified in the Milestones Deliverables and Payments schedules below.

The assurance TMS to the Authority will be firm price and will be invoiced in accordance with the Contract at the times specified in the Milestones Deliverables and Payments schedules below.

All prices detailed in this Proposal are in £ sterling and exclusive of Value Added Tax, which shall be charged at the prevailing rate.

This Proposal is valid for 3 months.

Offer of Contract: *(to be completed and signed by the Contractor's Commercial or Contract Manager)*

Total Proposal Price in £	[REDACTED – COMMERCIALLY SENSITIVE]		(ex VAT)
Start Date:	T0	EndDate:	T0+8 Weeks
Lot Leads Representative	Name	[REDACTED - PERSONAL INFORMATION]	
	Tel	[REDACTED - PERSONAL INFORMATION]	
	Email	[REDACTED - PERSONAL INFORMATION]	
	Date	[REDACTED - PERSONAL INFORMATION]	
Position in Company	Commercial Officer		
Signature	[REDACTED - PERSONAL INFORMATION]		

Core Work – Breakdown

[REDACTED – COMMERCIAL AND PERSONAL INFORMATION]

Team Member Name	Role	Activity Type	Rate (£)	Total Hours	LMS recovery per role per hour (‘d’ element)	Total LMS recovery due (£) (‘d’ x total hours)	Total Self Delivery Cost (£) (Rate x total hours)

Work Delivered by Sub-Contractor(s) [REDACTED – COMMERCIAL AND PERSONAL INFORMATION]

We recognise that suppliers may fit into multiple categories, please choose the drop down that categorises the supplier by the definition that is lowest on the list (i.e. a Defence Supplier Academic would be treated as an Academic).

Please insert/delete rows as necessary

Name of Sub-Contractor	Supplier Type	Activity Description	Rate (£)	Total Hours	Total Cost (£)

Travel, Subsistence, Materials & Equipment - [REDACTED – COMMERCIAL AND PERSONAL INFORMATION]

Please insert/delete rows as necessary

Supplier Name	Spend Type	Description / Rationale	Unit Cost (£)	Qty	Total Cost (£)

Core Work – Milestone breakdown costs - [REDACTED – COMMERCIAL AND PERSONAL INFORMATION]

Proposed Milestones Payments

Milestone 1						
Description	TMS cost (£)	Self-Delivery cost (£)	Sub-contractor cost (£)	Total milestone cost (£)	Milestone due date	DEFCON
<u>EMR Delivery</u> Systems Requirements Review						
Travel/Subsistence						
Materials/Equipment						
Milestone LMS recovery (£)						

Milestone 2						
Description	TMS cost (£)	Self-Delivery cost (£)	Sub-contractor cost (£)	Total milestone cost (£)	Milestone due date	DEFCON
EMR Delivery Design Review						

Travel/Subsistence						
Materials/Equipment						
Milestone LMS recovery (£)						

Milestone 3

Description	TMS cost (£)	Self-Delivery cost (£)	Sub-contractor cost (£)	Total milestone cost (£)	Milestone due date
<u>Pre-Contract TMS</u>					
Travel/Subsistence					
Materials/Equipment				0	
Milestone LMS recovery (£)					

Milestone 4

Description	TMS cost (£)	Self-Delivery cost (£)	Sub-contractor cost (£)	Total milestone cost (£)	Milestone due date
<u>Post-Contract TMS</u>					
Travel/Subsistence					
Materials/Equipment					
Milestone LMS recovery (£)					

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 - PERSONAL INFORMATION]
	Tel	[REDACTED - PERSONAL INFORMATION]
	Email	[REDACTED - PERSONAL INFORMATION]
	Date	28/10/2022
Requisition Number		RQ0000012788
Contractor's Proposal Number		[REDACTED - SENSITIVE INFORMATION]
Purchase Order Number		DSTL0000009323
Signature		[REDACTED - 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>		