

TASK AUTHORISATION FORM
PART 1 - REQUEST FOR A QUOTATION

1.	To:	From:							
	ACTSAFE SYSTEMS AB Sagbacksvagen 13 SE-437 31 Lindome Sweden SE-437 31 LINDO	Special Projects Search and Countermeasures Defence Equipment and Support (DE&S) Rowan 0c #8207 MOD Abbey Wood South, Bristol, BS34 8JH							
2.	Contract No:	SPSCM/01088	Task No:	---	Task Sponsor				
	Task Title								
	Platform								
	Priority	Standard /High (delete as appropriate)							
3.	The Contractor is requested to provide a Firm Price Quotation for the activity detailed below:								
A. <u>Description and Scope of Task:</u>									
B. <u>Supporting Evidence:</u> Copies of the following are attached:									
C. <u>Output Required:</u>									
MEETING	INVESTIGATION REPORT	MANUALS	SAFETY	MAINTENANCE AND REPAIR	EQUIPMENT FAILURE REPORT	POST DESIGN SERVICE	TRAINING	OBSOLESCENCE REPORT	OTHER
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
OTHER:									
D. <u>Acceptance Criteria:</u>									
E. <u>Target Date for Completion of Work:</u>									
F. <u>GFE Requirements (Attach separate sheet if applicable):</u>									
No	Description						Due Date		

G. Safety:

If this task results in a modification or change to the configuration or operation of the equipment that effects the operational safety, environmental impact or legislative compliance, the Contractor, shall provide the Project manager and SPSCM Safety Engineer with:-

- a) A safety and environmental impact statement declaring that the operational safety of the equipment complies with statutory UK and EU safety requirements, and that all processes have followed MOD policy and guidelines. It will include full legislative validation documentation appropriately linked to the extant Legislative Compliance Matrix;
- b) Identified hazards and evidence of the actions implemented to eliminate, reduce, isolate or contain the hazards;
- c) A valid 'Claims Argument' to support the current Safety Case Report as required by JSP 454 issue 6, including ALARP justification evidence.

H. Additional Quality Assurance & Technical Standards Applicable to this Task:

No additional QA or Technical standard apply

The following additional QA and/or Technical standards apply:

.....

4. Security Classification of Task: [must be completed].....

5. Date:

6. The Authority authorises the Contractor to complete Part 2 (Firm Price Quotation):

<u>Signed</u>	(SPSCM Project Manager)	Tel:	
<u>Name</u>	(Block Capitals)	Date:	
<u>Signed</u>	(SPSCM QA Representative)	Tel:	Not Applicable <input type="checkbox"/>
<u>Name</u>	(Block Capitals)	Date:	SPSCM Project Manager Initials
<u>Signed</u>	(SPSCM SE Representative)	Tel:	Not Applicable <input type="checkbox"/>
<u>Name</u>	(Block Capitals)	Date:	SPSCM Project Manager Initials
<u>Signed</u>	(SPSCM Commercial Officer)	Tel:	
<u>Name</u>	(Block Capitals)	Date:	

Ministry of Defence

DEFFORM 315 - CONTRACT DATA REQUIREMENT

1. <u>ITT/Contract Number</u> SPSCM/01088	2. <u>CDR Number</u>	3. <u>Data Category</u>	4. <u>Contract Delivery Date</u>
5. <u>Equipment/Equipment Subsystem Description</u>		6. <u>General Description of Data Deliverable</u>	
7. <u>Purpose for which data is required</u>		8. <u>Intellectual Property Rights</u> a. <u>Applicable DEFCONs</u> b. <u>Special IP Conditions</u>	
9. <u>Update/Further Submission Requirements</u>			
10. <u>Medium of Delivery</u>		11. <u>Number of Copies</u>	

Part 2 – FIRM PRICE QUOTATION

1.	To:		From:	
	Special Projects Search and Countermeasures Defence Equipment and Support (DE&S) Rowan 0c #8207 MOD Abbey Wood South, Bristol, BS34 8JH		ACTSAFE SYSTEMS AB Sagbacksvagen 13 SE-437 31 Lindome Sweden SE-437 31 LINDO	
A quotation is provided in Section 4 below in respect of Tasking No on the basis of current programme planning the resources defined in Section 4 are available for the period shown without conflict with existing commitments and your Task can be undertaken. <u>This is a Firm Price.</u>				
Signed:		Name:		Date:
.....	 (Block Capitals)	
2.	Contract No:	SPSCM/01088	Task No:
3.	Assumed Start Date:		Completion Date:	
4.	Cost			Totals
a.	Direct Labour:			
	Grade	Hours	Rate	
			£.....	
			£.....	
			£.....	
			£.....	
Direct labour sub-total:				£
b.	Subsistence:			
	Item		Cost	
	e.g. flights		£.....	
	e.g. hotel		£.....	
	Etc.		£.....	
Material/Subsistence sub-total:				£
c.	Bought out parts			
	Item		Cost	
			£.....	
			£.....	
			£.....	
Bought out parts sub-total:				£
d.	Sub-contracted work:			
	Contractor name:			
	Item		Cost	
	e.g. labour		£.....	
	e.g. material		£.....	
	e.g. subsistence (flights)		£.....	
	Etc.		£.....	
			£.....	
	Contractor name:			
	Item		Cost	
		£.....		
Subcontracted work sub-total:				£
e.	Overheads @% (in relation to items b-d only)			£
f.	Profit @% (in respect of items b-e only)			£

g.	Annual Service as per Menu Price detailed in Annex E	£
f.	TOTAL FIRM PRICE (Ex VAT)	£
5.	Outline of Work to be Completed: [Please outline here how the work will be completed to fulfil the scope of the task, along with a schedule. If required, attach as an annex and add onto section 6 below]	
6.	Please list below any documents that are annexed to this tasking form:	
	Annex	Name
	A	
	B	
	Etc.	

7.	Affect on Capability Performance	
8.	Risks and Risk Management Describe and quantify (e.g. HIGH, MEDIUM, LOW) any foreseeable risks either technical, commercial, financial, programme or otherwise that could affect cost, deliveries, installation etc. and how these will be managed.	
	Risk Description	High, Medium or Low
		Mitigation

Identify areas that have and will be affected and if this change has been carried out as part of the scope of work.			
Area Affected	Affected: Yes/No	Included in Scope: Yes/No	Comments
Installation Interchangeability			
Functional Interchangeability			
Spares			
Reliability			
Availability			
Maintainability			
Maintenance schedules			
Repair procedures			
Storage			
Packaging			
Codification			
Tools			
Test Equipment Hardware			
Test Equipment Software			
Operational Software			
Diagnostic software			
Training material			

Identify areas that have and will be affected and if this change has been carried out as part of the scope of work.			
Area Affected	Affected: Yes/No	Included in Scope: Yes/No	Comments
Safety			
Equipment Life/Strength			
Weight			
MoD Strike			
Technical Publications			
Specifications			
Design Drawings			
Capability/performance			
HMI			
GFE			
Other supply items			
Environmental Impact			
Protection			
Quality			
Requirements			

Copies to: SPSCM Project Manager, SPSCM QA Representative
SPSCM Commercial Officer

PART 3 - CUSTOMER AUTHORISATION

1.	To: ACTSAFE SYSTEMS AB Sagbacksvagen 13 SE-437 31 Lindome Sweden SE-437 31 LINDO	From: Special Projects Search and Countermeasures Defence Equipment and Support (DE&S) Rowan 0c #8207 MOD Abbey Wood South, Bristol, BS34 8JH
2.	Contract No: SPSCM/01088	Task No:
3.	To be completed by SPSCM Project Manager:	
	a. I can confirm that:	
	i. The man hours effort, material and sub-contractor costs detailed within the Contractor quotation as at Section 2 are commensurate with the work involved.	
	ii. All GFE required in support of this task, as detailed at Box 3c of Section 1 will be made available to the Contractor within the required timescales.	
	iii. The Target date for completion of the task is	
	iv. An RCA/RFA number has been approved.	
	b. I can confirm that Task has been authorised.	
	Signed (SPSCM Project Manager) Tel:	
	Name (Block Capitals) Date:	
	To be completed by SPSCM QA Representative:	
	I am content with the proposed QA and Technical Standards to be applied to the task.	
	Signed (SPSCM QA Representative) Tel:	Not Applicable (see Part 1) <input type="checkbox"/>
	Name (Block Capitals) Date:	SPSCM Project Manager Initials
	To be completed by SPSCM Commercial:	
	I can confirm that:	
	i. Task has been approved at a Firm Price of £.....	
	ii. The RCA/RFA number has been authorised.	
	Payment Terms shall be as follows (Tick appropriate box):	
	Payment on satisfactory completion of all work in accordance with the agreed acceptance criteria detailed at Section 1.	Stage Payments (as attached)
	Signed (Commercial Officer) Tel:	
	Name (Block Capitals) Date:	
4.	Please confirm receipt of this Task Authorisation. Once you have confirmed receipt, you should proceed with performance of the Task. Note: Any emergent work must be fully priced and agreed by the Authority.	

**PART 4 - TASK ACCEPTANCE, DOCUMENTATION CHANGE DETAILS
AND CLOSURE FORM**

1.		To:	From:		
		Special Projects Search and Countermeasures Defence Equipment and Support (DE&S) Rowan 0c #8207 MOD Abbey Wood South, Bristol, BS34 8JH	ACTSAFE SYSTEMS AB Sagbacksvagen 13 SE-437 31 Lindome Sweden SE-437 31 LINDO		
2.		Contract No:	SPSCM/01088	Task No:
To be completed by the Contractor:					
3.		#	Acceptance Criteria	Criteria Compliance offered	Evidence Supplied Y/N
		1			
		2			
		3			
		4			
		5			
		6			
		7			
4.		Document Title	Description of change	Updated version	Date Update
5.		I can confirm that Task is completed in its totality.			
		Name:	Position:	Signature:	Date
6.		To be completed by the SPSCM Project Manager:			
		I am content Taskis complete and can be closed down. I can confirm that all deliverables have been received, that all payments have been made and, where appropriate, all GFE has been returned to the Authority.			
		Name:	Position:	Signature:	Date

Copies to: SPSCM Project Manager
SPSCM Commercial Officer

TASKING PROCESS

1. The Authority's Project Manager shall identify a requirement from information received from various sources, e.g. Land, the Field Army, Defence Equipment & Support (DE&S) or the Design Authority (DA).
2. Where there is a requirement for tasking activity the Authority's Project Manager shall complete the Tasking Form (TF) Part 1 – Request for Quotation, which shall include:
 - a. Description/Scope of Work
 - b. Any Supporting evidence
 - c. Output required including deliverables
 - d. Target Date for completion of Work
 - e. Quality Assurance and technical standards
 - f. Acceptance Criteria
 - g. Any Government Furnished Equipment (GFE)
 - h. Any Safety Requirements
 - i. Reference to existing Contract deliverable and price matrix
 - j. Certificate of Conformity on completion of service/ repair/ Project.
3. The Project Manager shall allocate the task with a Contract specific task number completing Section 1 – Requirement, which shall be issued to the Contractor via the Authority's Commercial Branch.
4. The Project Manager shall complete a DEFFORM 315 – Contract Data Requirement (CDR) for all tasks generating a data deliverable. This will be issued with the TF Part 1 and will be included in the Contract at Annex H CDR List, at the next amendment.
5. Within three (3) working days of receiving the item from the Authority, the Contractor shall submit a cost proposal using the TF Part 2 – Firm Price Quotation. This shall identify:
 - a. Timescales to complete, including Work Breakdown Schedule/
 - b. Breakdown of costs including rates, hours, materials and sub-contracts.
 - c. Outline of work to be completed, and where applicable provision of ROM Costs for any modification kits, parts, retrofit, or other deliverables as defined, which will be agreed (or not) by the Authority.
 - d. A Statement on the affect on Capability Performance.
 - e. Risks and Mitigation.
 - f. Identification of areas affected.

No work shall be undertaken by the Contractor in anticipation of a task being approved by the Authority's Commercial Branch.

6. Following the receipt of the TF Part 2 and within five (5) working days, the Authority's Project Manager will review the Contractor's proposal ensuring the at the Scope of Task fully meets the Authority's requirement.
7. The Project Manager shall confirm acceptance of the proposed task by completing Sections 1, 2 and 3 a-b of the TF Part 3 – Customer Authorisation. If applicable the Project Manager shall then submit Part 3 to both the SPSCM Quality Assurance (QA) and Safety Representatives. The TF Part 3 will then be submitted to the Commercial Branch.
8. SPSCM commercial shall review the cost breakdowns and, if acceptable, complete Section 3.e. and issue to the Contractor to proceed with the task.
9. SPSCM commercial shall issue an amendment to the Contract to include approved tasks within the Annex C Approved Task List and also the relevant CDR, if applicable (see para 4 above). The Contractor is to note that payment for tasks via CP&F can only be made when the task is included within the Annex C Approved Task List. Amendments will be issued on a case by case basis, however, the Authority will endeavour to group tasks together on a single amendment when possible in order to reduce the administrative burden.
10. The Contractor's progress against the task shall be monitored by the Project Manager and more formally recorded within the KPIs detailed in Annex C.
11. Upon Completion of the task the Contractor shall complete the TF Part 4 boxes 2, 3 and 4 confirming compliance against the agreed Acceptance Criteria as stated at Part 1 of the TF and where appropriate providing supporting evidence of their compliance.
12. The Project Manager shall evaluate the evidence provided against the work completed and once content shall sign the TF Part 4 box 5.
13. Subject to satisfactory completion of the task the Authority's Project Manager shall authorise payment in accordance with the terms of the Contract (See Para 9 for further information).