

ASTRID – TASKING FORM – Part A

Once complete please email the Tasking Form to:

- Official – [REDACTED]
- Official Sensitive – [REDACTED]

Note to Commercial Staff:

ASTRID has been let and is owned by [REDACTED] 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: [REDACTED]

From (Organisation): [REDACTED]

Framework contract number:

[REDACTED]/AGR/01142/01

Agreed quotation date (if known):

REQUIREMENT SUMMARY AND AUTHORITY CONTACTS:

**Project Manager
(name & telephone)**

[REDACTED]

**Technical Lead
(name & telephone)**

[REDACTED]

**Commercial Officer
(name & telephone)**

TBC by [REDACTED] once proposal received by [REDACTED] Commercial.

Task title (for [REDACTED]: max 30 characters inc AST/ prefix)

AST/Support to OBC Submission

Anticipated start date

Late May, Early June 2021

Anticipated end date (core work)

28th Feb 2022

Anticipated end date (options)

31st Oct 2023

Requisition or Purchase Order ref

1000164835

ASTRID task number

Task 050

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	Concept of Analysis (CoA) for the Outline Business Case (OBC) Concept Phase (Both at S and abridged OS)
2	Core	Operational Analysis Supporting Paper (OASP) for the Concept Phase Strategic Outline Case (SOC to OBC)
3	Core	Concept of Analysis for the OBC to Full Business Case (FBC) Assessment phase (Both at S and abridged OS)
4	Core	Costed proposal to support the submission of an FBC during Q4 FY22/23
5	Option	Post Successful OBC, Support Assessment Phase during FY22/23

Pricing:

Firm Price	<input checked="" type="checkbox"/>
Ascertained cost* *only at Authority's discretion	<input type="checkbox"/>
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:	Moderate
Assessment ref:	RAR-MDZX45FY
DEFCON 658	<input checked="" type="checkbox"/> (applicable for all risk levels except 'N/A')

DEFCONS:

Please confirm which specific DEFCONS are required for the task ([REDACTED] staff click here for greater DEFCON detail and NIPPY Guidance). If you are unsure, please discuss with your IP contact, or commercial

76	Edn 12/06	Contractor's Personnel at Government Establishments (The Contractor's liability under Condition 3 of DEFCON 76 (Edn 12/06) shall be limited to £50M per incident in accordance with the terms of the agreement between MOD and [REDACTED]reference DCS/04/02/32/01/07 dated 17/06/2014).	<input type="checkbox"/>
91	Edn 11/06	Intellectual Property Rights In Software	<input type="checkbox"/>
703	Edn 08/13	Intellectual Property Rights - Vesting In the Authority To be specified on the Tasking Form	<input checked="" type="checkbox"/>
705	Edn 11/02	Intellectual Property Rights - Research and Technology To be specified on the Tasking Form	<input checked="" type="checkbox"/>

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	30	days
525	Edn 10/98	Acceptance 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.	30	days

DELIVERABLES:

Please see attached SOR for full details

GFX:

Yes

No

If yes, please see attached SOR for full details of equipment / information / facilities

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

Top Secret

**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 [REDACTED] contract number [REDACTED]/AGR/01142/01

ASTRID – TASKING FORM – Part B

To:	From: [REDACTED]
FAO:	PoC: [REDACTED]
Tel:	Tel: [REDACTED]

Proposal Reference AST\CMRCL\Prop\01869 (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 **£248,494.90** (ex VAT) is submitted for **Task 050 (R164835) – Support to OBC**

Submission 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 We have assembled an experienced team of Sirius staff and associates together with specialist support from Roke and SVGC. For instance, [REDACTED] is leading the analysis and approvals for Skynet 6 programme, the third largest acquisition in MOD, and will bring that level of experience and expertise to ensure this task is planned and directed efficiently and reusing up-to-date tried and tested techniques and methods.

[REDACTED]from [REDACTED] is working on ASTRID Task 022 which is relevant background to this task.

In particular this proposal contains the following elements:

- Confidence that a supplier will deliver the agreed requirements for an agreed firm price

- Task Lead rates have been scrutinised and actively challenged on framework signup to drive value for money. This challenge has resulted in a reduction to the rates from those originally proposed to The ASTRID framework

Start date:	19/07/2021	End date:	31/12/2021
Signed on behalf of the Contractor:			
Printed name:	[REDACTED]	Date:	30.6.21

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 of Work	Firm	[REDACTED]	19/07/2021	n/a
2	Concept Phase CoA	Firm	[REDACTED]	30/07/2021	703
3	Concept Phase OASP and Assessment Phase Deliverables	Firm	[REDACTED]	31/10/2021	703
4	Costed Proposal for OASP	Firm	[REDACTED]	31/12/2021	703
TOTAL £ Ex VAT			248,494.90		

Request for Limitation of Liability

Risk should sit with the party best placed to manage that risk. If the contractor believes that should be the Authority, they should provide a justification detailing the perceived risk, the limitation of liability requested, and link it to the relevant DEFCON where applicable.

<input type="checkbox"/>	No limitation requested
<input type="checkbox"/>	Limitations requested – to be absorbed by Prime
<input checked="" type="checkbox"/>	Limitations requested – see attached justification 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.

Liability Clause

1.1 Subject to Clauses 1.2 and 1.3, the Contractor's liability to the Authority under or in connection with this Contract shall be limited as follows:

- (a). under Clauses 3 and 4 of DEFCON 76 shall not exceed £50m per incident; and
- (b). under Clause 2 of DEFCON 514 shall not exceed 150% in aggregate of the Task Value; and
- (c). under Clause 8 of DEFCON 611 shall not exceed 150% in aggregate of the Task Value; and
- (d). under Clause 1 of DEFCON 612 shall not exceed 150% in aggregate of the Task Value; and
- (e) under DEFCON 658 shall not exceed £5m per occurrence or series of connected occurrences; and
- (f) subject to the Task Lead using reasonable endeavours to ensure that the software deliverables or modelling tools used for completion of the Task are free from any known viruses prior to its delivery, liability for loss arising from viruses shall not exceed £5M; and
- (g) liability for breaches excepting breaches under or in connection with 1.1(a)-1.1(f) above, shall not exceed £5M in aggregate of the Task Value.

1.2. Nothing in this Contract shall operate to limit or exclude the Contractor's liability:

(a). for:

- i. any liquidated damages (to the extent expressly provided for under this Contract);
- ii. any amount(s) which the Authority is entitled to claim, retain or withhold under clause 7 of DEFCON 670 (Tax Compliance), clause 22 and Annex G (Key Performance Indicators and Service Credits, DEFCON 811 and condition 1.3 of Annex I (Insurance Requirements) of this Contract . For the avoidance of doubt, liabilities arising under DEFCON 514 shall be limited in accordance with clause 1.1(b) above;
- iii. Any interest payable in relation to the late payment of any sum due and payable by the Contractor to the Authority under this Contract;
- iv. Any amount payable by the Contractor to the Authority in accordance with clause 23 and Schedule H of this Contract;

1.3 The Contractor shall not be liable, whether in contract, tort (including negligence), statute or otherwise for any indirect or consequential losses.

Options and Payments

Item No	Description / Title from Part A	£ (ex VAT)*	Expiry Date
1	Cat B Costed Proposal	£121,895.72	30/07/21

*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]	Tel:	[REDACTED]
Vendor Agreement No (if applicable):			
Purchase Order Number:	1000161089		
Start date (T0) is deemed to be:	16/07/2021	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:	[REDACTED] [REDACTED]
Date:	16/07/2021

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:	

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:

Task completed to Authority's satisfaction (to be completed by nominated Task owner)

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	£5m	Unknown – high multi millions Or 0	Low	Very high
Under Clause 3 & 4 of DEFCON 76 the contractor's liability to the authority shall not exceed 150% in aggregate of the task value								
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 150% 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 150% 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
under Clause 8 of DEFCON 611 shall not exceed 150% 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 8 of DEFCON 611 shall not exceed 150% in aggregate of the Task Value			

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
Clause 1 of DEFCON 612 shall not exceed 150% in aggregate of the Task Value								
TOTAL PROPOSED CONTRACTOR'S LIMIT OF LIABILITY						<p>The Contractor's liability to the Authority under or in connection with this Contract shall be limited as follows:</p> <p>Clause 1 of DEFCON 612 shall not exceed 150% in aggregate of the Task Value</p>		

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
<p>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.</p>	<p>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.</p>	<p>Unknown (depends on the situation in which the outputs of this task are used, which is current unforeseeable).</p>	<ol style="list-style-type: none"> 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. 	<p>Unknown (depends on the situation in which the outputs of this task are used, which is current unforeseeable).</p>	<p>Excluded</p>	<p>Unknown (depends on the situation in which the outputs of this task are used, which is current unforeseeable).</p>	<p>Low</p>	<p>Medium</p>
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
<p>There is a risk that there is an error within the Analysis or the MOD provided GFI or that information is entered incorrectly within one of the Models, which leads to an error within the analysis and in turn an incorrect budgetary decision.</p> <p>We would expect MOD to take responsibility for any future procurement decisions and also the impact of any resultant changes to Navy Budgets, wider Navy Capability and Strategic Risk; which are informed by this analysis and other decision support interventions.</p>	<p>MOD proceed to procure a platform/equipment which is based on incorrect cost analysis.</p> <p>There is an impact to Navy Budgets, wider Navy Capability and an increase in Strategic Risk, due to inaccurate or incorrect analysis.</p>	<p>Not currently foreseeable.</p>	<p>MOD should not solely rely upon the outputs of this Task to inform a procurement decision.</p> <p>The analysis provided via this Task forms part of a larger MOD strategic budget and capability analysis which leads to the decision to alter budgets.</p> <p>In addition to the rigorous process within the Task Lead's organisation to review the outputs of the Task, the MOD will be directly involved with reviewing the analysis.</p>	<p>Not currently foreseeable.</p>	<p>Excluded</p>	<p>Not currently foreseeable.</p>	<p>Not currently foreseeable.</p>	<p>Not currently foreseeable.</p>
TOTAL PROPOSED CONTRACTOR'S LIMIT OF LIABILITY				Not currently foreseeable.	Excluded	Not currently foreseeable.		