Serapis Tasking Form

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

To:	Lot 3 QinetiQ Plc	From:	The Authority

Any Task placed as a result of your quotation will be subject to the Terms and Conditions of Framework Agreement Number:
LOT 3 DSTL/AGR/SERAPIS/DEC/01

VERSION CONTROL
V0.2

REQUIREMENT			
Proposal Required by:	23/07/2021	**Task ID Number:**	D22
The Authority Project Manager:	[REDACTED-PERSONAL INFORMATION]	**Technical Point of Contact:**	[REDACTED-PERSONAL INFORMATION]
Task Title:	EC2SPHD - Human Factors Assessment		
Required Start Date:	06/08/2021	**Required End Date:**	31/01/2022
Requisition No:	1000165746	**Budget Range**	£200k

TASK DESCRIPTION AND SPECIFICATION	
Serapis Framework Lot	☐ Lot 1: Collect ☐ Lot 2: Space systems ☒ Lot 3: Decide ☐ Lot 4: Assured information infrastructure ☐ Lot 5: Synthetic environment and simulation ☐ Lot 6: Understand

Statement of Requirements (SOR)

Technical Activity: Perform HF/HCI Assessment of UI and Undertake Trials that represent the operational context. Report Findings and Recommendations
The team would need to comprise of HF SQEP with strengths in HCI design, Def Stan00-251, UX, Operability Analysis, Mil SMEs; the response would need to reflect thinking in terms of the approach to analysis so we'd expect to see UI inspections, walk-talk throughs, reliability assessments (error and task accuracy, SA meausres). The assessment will combine the HF Science with the Operational/End User viewpoint: OK the description is:

The objective of the Land C2 Spearhead is to enhance the tactical C2 capability through innovation that integrates automation, artificial intelligence and machine learning technology into the hands of C2 practitioners or user. To that end the EC2SPHD programme has developed a 'Microworld'. This is a conceptual framework which brings together data (i.e. all data that is pertinent to C2), architectures and algorithms for any defined area of operation or geographical region on earth. The EC2SPHD programme has recently instantiated the Microworld to produce a useable Operational Concept Demonstrator (OCD) for a region of the world in support of Exercise Spring Storm as part of UK's contribution to NATO's enhanced Forward Presence (eFP). The OCD allows the user to interact with it through a Human Computer Interface which then provides

insights/recommendations/etc. to the user in the context of military C2 functions being carried out. To date, the Microworld development has not benefited from a from a structured Human Factors analysis. The Microworld design process has incorporated some limited C2 SME feedback to date but going forward the work needs to take a more structured approach to Human Factors.

In order to validate the Microworld UI Human Factors assessment activities are required to assess the UI design for compliance to human factors Defence Standards (DStan 00-251) within the operational context using personnel that reflect the target audience from division to sub-unit command posts (CP) then down to dismounted commanders if appropriate.

At this point it is believed that this work does not need to go through MODEC. If MODREC is required the timelines would be extended.

Procurement Strategy

☒ Lot Lead to recommend   ☐ Single Source / Direct Award

Pricing:

☒ Firm Pricing   ☐ Ascertained Costs*   ☐ Other*

Firm Pricing shall be in accordance with DEFCON 127 and DEFCON 643

Ascertained Costs shall be in accordance with DEFCON 653 or DEFCON 802.

*only at Authority's discretion

Task IP Conditions

Task IP Conditions (Follow the 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)
DEFCON 703 ☒	Vests ownership with the Authority
DEFCON 705 Full Rights ☐	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* ☐, 15* ☐, 16* ☐, 90* ☐, 91* ☐, 126* ☐	Generally only suitable for deliverables at TRL 6 and above.
BESPOKE IP Clause ☐ *	Details to be added and agreed by IP Group

* Do not use without IPG advice and approval

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

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

DELIVERABLES

Ref	Title	Due by	Format	TRL	Expected classification (subject to change)	Information required in deliverable	IPR DEFCON
D-1	HF Trials Plan	T0+1Months	Short Plan		Official-	• Describes what happens when so that the plan could be followed logically	703
D-2	HF/HCI/UI Assessment Report	T0+3	Short Report		*Official-*	• Report detailing approach, methodology and process (in brief) with the results and recommendations	703
D-3	HF Trials Report	T0+5	Short Report			• Report detailing the approach, methodology and process (in brief) with the results and recommendations	703
D4	EC2	T0+6	Short Report			• Summaries the findings of the Assessment and Trials drawing conclusions for future development	703

DELIVERABLE: ACCEPTANCE / REJECTION CRITERIA

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

Standard Deliverable Acceptance / Rejection:-

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

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

Deliverable Acceptance / Rejection Criteria:-

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

Government Furnished Assets (GFA)

Outputs from D16 – Available at award

Other to be decided

Unique Identifier/ Serial No	Description	Classification	Type	Available Date	Issued by	Return or Disposal Date	Any restrictions?
Serial no	*Description*	*Official-Sensitive*	*Equipment*	*00/00/0000*	*Issuer*	*00/00/0000*	*Include details here*

QUALITY STANDARDS

☐ **ISO9001**   (Quality Management Systems)

☐ **ISO14001**   (Environment Management Systems)

☐ **ISO12207**   (Systems and software engineering — software life cycle)

☐ **TickITPlus**   (Integrated approach to software and IT development)

☐ **Other:**   (Please specify in free text below)

SECURITY CLASSIFICATION OF THE WORK

The highest classification of this SOR
OFFICIAL   ☒   OFFICIAL-SENSITIVE   ☐   SECRET   ☐   TOP SECRET   ☐   STRAP   ☐   SAP   ☐

The highest expected classification of the work carried out by the contractor
OFFICIAL   ☐   OFFICIAL-SENSITIVE   ☒   SECRET   ☐   TOP SECRET   ☐   STRAP   ☐   SAP   ☐

The highest expected classification of Deliverables/Output
OFFICIAL   ☐   OFFICIAL-SENSITIVE   ☒   SECRET   ☐   TOP SECRET   ☐   STRAP   ☐   SAP   ☐

Is a Security Aspects Letter (SAL) required? *(A Security Aspects Letter (SAL) will be required for each Task above 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	Very Low
Risk Assessment Reference	963421135

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	QINETIQ/EMEA/CIT/PRO2101761 Version: 1.1 _____	**(attached)**

Delivery of the requirement:

The proposal shall include, but not be limited to:

- A full technical proposal that meets the individual activities that are detailed in Statement of Requirements (Part 1 to Tasking Form).
- Breakdown of individual Deliverables, with corresponding Intellectual Property rights applied.
- Breakdown of Interim Milestone Payments, with corresponding due dates.
- A work breakdown structure/project plan with key dates and deliverables identified.
- A list of required Government Furnished Assets from the Authority, including required delivery dates.
- A clear identification of Dependencies, Assumptions, Risks and Exclusions which underpin your Technical Proposal.
- Sub-Contractors Personnel Particulars Research Worker Form and security clearances (if applicable)

COMMERCIAL

[REDACTED-COMMERCIAL INTERESTS]

PRICE BREAKDOWN

You are to use the costs detailed in Item 2 Table I in the Schedule of Requirement and at Annex E Table 2 of the Serapis Framework Agreement. Please also provide a price breakdown which should include, but is not limited to: Lot Lead Rates, Sub-contractors costs and rates, travel and subsistence. In support of your Proposal you are requested to provide clear details of all Dependencies, Assumptions, Risks and Exclusions that underpin your price.

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

Total Proposal Price in £	238,910.26	(ex VAT)

Start Date:	04/09/2021	**End Date:**	T0 + 6 months

Lot Leads Representative	Name	[REDACTED-PERSONAL INFORMATION]
	Tel	[REDACTED-PERSONAL INFORMATION]
	Email	[REDACTED-PERSONAL INFORMATION]
	Date	19th August 2021
Position in Company	Assistant Commercial Manager	
Signature	[REDACTED-PERSONAL INFORMATION]	

Core Work – Breakdown

[PRICING TABLES REDACTED IN ENTIRETY-COMMERCIAL INTERESTS]

[PRICING TABLES REDACTED IN ENTIRETY-COMMERCIAL INTERESTS]

[SUB CONTRACTOR PRICING TABLES REDACTED IN ENTIRETY-COMMERCIAL INTERESTS]

[T&S PRICING TABLES REDACTED IN ENTIRETY-COMMERCIAL INTERESTS]

Core Work – Milestone breakdown costs

Proposed Milestones Payments

Your TMS bid costs shall be included in milestone 1.

The final Milestone must reflect the actual cost of the deliverable, and be greater than 20% of the Task value, unless otherwise agreed with your Commercial POC

Please duplicate the template per milestone table format below as necessary, and rename milestone number accordingly.

[MILESTONE PRICING TABLES REDACTED IN ENTIRETY-COMMERCIAL INTERESTS]

[MILESTONE PRICING TABLES REDACTED IN ENTIRETY-COMMERCIAL INTERESTS]

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[MILESTONE PRICING TABLES REDACTED IN ENTIRETY-COMMERCIAL INTERESTS]

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	06/09/2021
Requisition Number		R1000165746
Contractor's Proposal Number		QINETIQ/EMEA/CIT/PRO2101761 Version: 1.1
Purchase Order Number		DSTLX-1000162456
Signature		[REDACTED-PERSONAL INFORMATION]
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.		