Schedule 3 (Tasking Form)

FINAL

Tasking Identification

Unique Tasking Order Number	FTS5/CCT642	Version No. & Date	V2 dated 04/06/2018
FATS Business Case Number	Original FBC 7085 Amendment FBC *(FATS team supplied)*	Supplier Reference Number	
Project / Equipment for which task is in support	ISS Design Architecture	UOR	

Task Title	NSoIT Collaborative and Core Applications Platform Services – Subject Matter Expert

Filter Name and Number:	Filter 26 – Software Acqusition and Support

Please refer to FATS Customer Guidance for definition of Work Category

Directorate & PT / Organisation Title	JFC / ISS / Design Architecture	Supplier Name	LA International
PT Leader/ Project Manager	**[REDACTED]**	Post	
Post	ISS Des Arch 53	Address	
Address	MOD Corsham		
	Building 405, Spur E3		
	Westwells Rd, Corsham		
Postcode	SN13 9NR	Postcode	
Telephone / Fax No	**[REDACTED]**	Telephone / Fax No	**[REDACTED]**
E-mail	**[REDACTED]**	E-mail	**[REDACTED]**
UIN & RAC	**[REDACTED]**	CPV Code	

Date Draft Tasking Issued	23/04/2019	**Deadline for Authority's receipt of Tenderer's response to the Draft Tasking**	13/05/2019

1. Schedule of Requirements

Brief summary of requirement – expand/delete rows as appropriate (full details appear below in the Statement of Requirement)

Item No	Description	Firm Price £ (Ex VAT)
1	NSoIT Collaborative and Core Applications Platform Services – Subject Matter Expert	£156,000.00

1. Schedule of Requirements

STATEMENT OF REQUIREMENT

Unique Tasking Number	Issue Number & Date	Supplier Reference Number:
FTS5/CCT642		

Task Title:	NSoIT Collaborative and Core Applications Platform Services – Subject Matter Expert

Brief Description of Task (or see attached detailed Statement of Requirement):

Highly experienced collaborative and core applications platform architecture subject matter expert with specific and detailed knowledge of legacy Windows XP based systems and underlying software components (e.g. HP Protect), Current Windows 7 and 10 based systems and Microsoft Office 365, is required to provide support for the technical Design Application Architect team in delivering the NSoIT (Base) and other projects in the ISS portfolio as directed by the Architecture Practice Management team.

Background/Justification:

NSoIT (Base) and NSoIT (Deployed) will provide a Defence-wide infrastructure in support of future operational and business needs, on a cloud-based architecture for Official and On Premises for Secret and above and Deployed solutions supported by an extensive migration project to move all legacy data holdings into appropriate data stores in the new environment.

The development of the Architecture function and the Defence Design Authority role within ISS requires contribution of Technical Support for all architecture activities and support to other NSoIT services especially migration of the legacy systems to establish a modern, flexible user-centric platform for Defence. Migration of community data in Secret is due to commence March 2019 and it is imperative that there is technical support for this.

The Collaborative and Core Application Services role is fundamental to this delivery. The Technical Contractor will be expected to offer proactive and innovative suggestions regarding the best and most appropriate uses of technology in defining architecture of this type and scale.

Activities to be Undertake (regarding all Deliverables):
1. As part of ISS Design Authority, assurance of Collaborative Services, EDRMS, Core and Deployed Applications technical designs. Assurance activities include formal review and walkthrough of designs to assure:
    - that the technical design is suitable to meet the requirements
    - compliance of the technical design to MOD policies and standards
    - appropriate and efficient use of technology solutions
    - production of the summary of issues affecting each of the technical designs
    - that the technical design provides value for money
2. Undertake impact assessments of change requests and evaluate technical proposals from the Delivery Partner in response to the changes to ensure that the proposals are technically viable and represent a cost-effective solution.
3. Engage as the informed technical authority with:
    - Stakeholders
    - Customers highlighting the current situation and future developments
    - The DP taking a proactive attitude to the development of current issues and future tasks including migration for NSoIT
    - 3rd Party authorities e.g. ISS, Design, Architecture, Engineering, Security or implementation managers
4. Production of a Report of Assurance issues regarding each design, communicating identified issues to both the Delivery Partner and MOD authority.
5. Perform the Thru-Life Technical Assurance of the design, build, test and trials. Monitoring and participating in Atlas stages like test and trials carrying out MOD technical analysis elements

Governance
Attend the monthly Project Team Briefing
Monthly Highlight Reports
To provide PM cover at Design Boards during absences.

Deliverables: (insert here or below Key Deliverables template)

See Key Deliverables template

Acceptance/Rejection criteria / provisions

Acceptance:

All deliverables and Milestones outlined in this Statement of Requirement and Key Deliverables Template will only be considered complete once formal Authority approval has been obtained in writing.

Rejection:

A Deliverable or Milestone as outlined in this Statement of Requirement and Key Deliverables Template, which fails to receive formal Authority approval, will be considered rejected. The Authority will advise the supplier of the rejection in writing; upon receipt of the written rejection the supplier will provide, within two working days, a rectification plan; the rectification plan, upon Authority approval is to be implemented immediately.

Key Project Indicators (KPIs) and Performance Management Requirements

Deliverables are presented for assurance at the rate of 6-8 per week – and that collaborative meetings with ATLAS, CIO and other key MoD Stakeholders are on average about twice per week.

Deliverables need to be provided in accordance with NSoIT contract schedule timescales, at the published checkpoints, within the agreed Architecture Process.

The performance will be measured against the objectives set and a full Project Evaluation written after the work is complete.

Government Furnished Assets (GFA) (List all GFA applicable to the task in accordance with DEFCON 611 (Edn 02/16) & 694 (Edn 03/16))

 Access to workstation(s) at Official and (when required) Secret located at MOD Corsham.

Additional Quality Requirements & Standards:	**Timescale:**
Essential: Security Clearance to SC to be in place for the start of the contract and maintained throughout the duration of the contract.	Task to commence July 2019; completion expected to be June 2020.
Essential Knowledge and Experience as follows:	**Commencement Date:** 1st July 2019
A) 3 years' experience in designing, administrating and implementing Microsoft SharePoint: Must include Microsoft 365 SharePoint Online and MOSS 2007. Could include SharePoint 2016, SharePoint 2013	**Delivery Date**: 30th June 2020
B) Up to 1 Year (as appropriate) in the design, implementation and development of workflows including SharePoint 2010 and 2013 Workflow and/or Microsoft 365 Flow	
C) Up to 2 Years' experience in the design and administration of EDRMS at an Enterprise level specifically HP Records Manager or Meridio would be an advantage.	
D) Provide examples demonstrating knowledge of Microsoft's Data Governance specifically record labels and retention policies in Office 365 to meet records management requirements as described in standards e.g. ISO 15489 or JSP 441	
E) Certification in TOGAF 9.2 (9.1 acceptable) although demonstrative evidence of in-depth knowledge and application of the TOGAF framework would be considered	
Desirable Knowledge and Experience in the following would be highly	

advantageous:
 	
    F) Provide example(s) of design lead for large-scale migrations of Share Point. MOSS 2007 to Share Point Online would be an advantage
 	
    G) Knowledge of Records Management SharePoint add-ins to provide compliance would be an advantage.
 	
    H) Knowledge of other Office 365 apps and governance approach for adoption in a large enterprise i.e.PowerApps, SharePoint Store, Power BI.
 	
    I) Experience in the administration of Office 365 administration specifically SharePoint Global Admin.
 	
    J) Knowledge of the Microsoft 365 Security and Compliance Centre, especially e-Discovery, would be an advantage.
 	
See AOF Quality Assurance Website:
www.aof.dii.r.mil.uk/aofcontent/tactical/ppm/content/quality.htm	

Project Manager: Stuart Jones **Signature**: **Date**:	

Key Deliverables Template		
Task No	**Activities To be Undertaken by Supplier**	**Key Deliverable**	**Required Deliverable Date**

Task No	Activities To be Undertaken by Supplier	Key Deliverable	Required Deliverable Date
1	NSoIT (Base) Community Data (CDM) Migration to MODNET **OFFICIAL** **Provisioning of Site Collections** Monitor Tenant changes and identify any issues which affect provisioning or provisioned Site Collections for migration;	**Provisioning** – Deliver changes as required to Site Collection provisioning to provide technical input to tenant changes (Estimated number of changes; around 4-6 per month).	Within 2 Working Day of Request.
	Technical Architect to the CDM Project •　　Review of SharePoint On Line (SPOL) Roadmap and designs; •　　Update to SPOL design to implement Modern sites format to MOD policy. •　　Support to MODNET Information Architecture development for SPOL / O365 associated functionality (Groups, Teams etc) •　　Technical input to test / trials of new IA. Technical input to migration/re-build activity to move to new SPOL design.	**Technical Architect to the CDM Project** Produce architecture artefacts and project documentation.	31st July 2019
2	NSoIT (Base) Community Data (CDM) Migration to MODNET **SECRET** **Beta and Live Readiness** Provide technical design input for Beta and Live readiness stages	**Beta and Live Readiness** – Conduct rick management, such as producing comment logs and emails. Identify issues, provide technical input to triage and remedial/ mitigation action.	Produce a weekly risk report to Project Manager.
	Provide MOD input to ATLAS Provisioning of Site Collections Attend all monthly design meetings (increasing to 2-weekly during the Live phase) to provide MOD technical input to the ATLAS provisioning	**Provide MOD input to ATLAS Provisioning of Site Collections** – Output of meeting to produce technical documents. 6	Within 2 working days after the meeting.
	Identify interoperability (other MOD Systems, NATO	**Identify interoperability (other MOD Systems, NATO**	

and other Allies) issues resulting from CDM Provide technical input to interoperability work with Pegasus team including inputs to Information Architecture and separation of caveat material in required manner. Attend all Monthly Design Meetings	**and other Allies) issues resulting from CDM** – Actions/outputs will depend on the issues identified but will include; • User Acceptance Testing. • Produce test documentation. • Update the Information Architecture document and input to other documents in the project teams	Within 5 working days after PM Request or after Meeting.
CDM Repository Review requirement for an automated approach to manage migrations akin to the CDM Control Centre (as delivered for UK Official).	**CDM Repository** – Produce and maintain technical Review document.	Produce documentation by 31st July 2019 and maintained monthly.
Pre-Beta Business Data Migration trial Provide technical input to planned testing of first Live migrations by ATLAS. Attend monthly design meetings.	**Pre-Beta Business Data Migration trial** – Produce and maintain technical Review document.	
Provide technical input to Meridio test migrations and compliance testing in pre-prod, Beta and Live Provide technical input to migration team through all activity: identify issues, provide technical input to triage and remedial action. This will be required from both a DIIF and MODNET HPRM perspective. Attend monthly design meetings.	**Provide technical input to Meridio test migrations and compliance testing in pre-prod, Beta and Live** – Produce and maintain technical Review document.	Produce documentation by 31st July 2019 and maintain monthly. 31st July 2019
Provide technical input to Beta CDM Provide input to all Beta activities – planning, communications, testing, triaging issues, identifying fixes, providing technical input to iHub comms materials. Attend Design Meetings, including daily TLB Calls.	**Provide technical input to Beta CDM** – Produce and maintain technical review document.	
Provide technical input to Live CDM Provide technical input to all Live activities – planning, communications, testing, triaging issues, identifying fixes. Attend Design Meetings, including daily TLB Calls.		31st July 2019

	Provide technical input to Meridio Migration in Live Provide technical input to live Migration of Meridio. Including assurance of ATLAS provide technical input to required standards during migration. Attend Design Meetings including daily TLB Calls.	**Provide technical input to Live CDM** – Produce and maintain technical review document.	30th Sept 2019
	Technical Input to TLBs and roadshows Attend periodic TLB Clinic/workshops with TLBs to communicate CDM technical aspects and translate this for the business.	**Provide technical input to Meridio Migration in Live** – Produce and maintain technical review document.	30th Sept 2019
	Technical Architect to the CDM Project Provide architect input to the following, producing architecture artefacts and project documentation as required: DIIF Shared Data – how MOSS, GFS and Meridio are configured, provide technical input to and used today MODNET – all technical areas of Community Data – SPOL, HPRM, On Premise Filestore	**Technical Input to TLBs and roadshow** – Deliver material for presentation to TLBS about CDM. At meeting deliver technical design guidance using expertise to TLB audience. **Technical Architect to the CDM Project** – Produce Architecture artefacts and Project Documentation.	1 Working Day in advance of meeting. At Meeting. 31st Oct 2019
3	NSoIT (Base) Migration: **Overseas for Official and Secret** **Formal technical review of all CDM Overseas Official and Secret documentation from ATLAS** Provide technical input to formal review of documentation, up to 20 formal documents for review for CDM. Attend technical workshop with Atlas Counterparts.	**Formal technical review of all CDM Overseas Official and Secret documentation from ATLAS** – Produce and maintain technical review document.	Produce documentation by 31st Oct 2019 and maintain monthly.

Community Data Migration Plan Review Review of the CDMP for both Overseas Official and Secret. Attend technical workshop with Atlas Counterparts.	**Community Data Migration Plan Review** – Produce and maintain technical review document.	Produce documentation by 31st Oct 2019 and maintain monthly.
Data Discovery Reports Review discovery reports provided by ATLAS – identify issues, provide technical input to review of this with TLBs. Attend technical workshop with Atlas Counterparts.	**Data Discovery Reports** – Produce and maintain technical review document.	Produce documentation by 31st Oct 2019 and maintain monthly.
Test and Trials for Overseas Official and Secret CDM Provide technical input to delivery of test and trials plans. Attend technical workshop with Atlas Counterparts.	**Test and Trials for Overseas Official and Secret CDM** – Produce and maintain technical review document.	Produce documentation by 31st Oct 2019 and maintain monthly.
TLB/iHub Engagement and development of Service Adoption material Develop presentation material for use in TLB workshops re OVS Migration – to enable business to prepare. Attend Technical workshops with Atlas counterparts. Deliver Presentation to TLB Workshops.	**TLB/iHub Engagement and development of Service Adoption material** – Produce and maintain technical review document. Deliver material for presentation to TLBS about CDM. At meeting deliver technical design guidance using expertise to TLB audience.	Produce documentation by 29th Nov 2019 and maintain monthly. 1 Working Day in advance of meeting. At Meeting.
HPRM in Secret: Thick client in DIIF Design way ahead re HPRM thick client requirement in DIIF Secret. Validate the client tooling for integration with the backend services e.g. HPRM client(s). Create trials feedback in review logs and emails. Attend Technical Workshop with Atlas and TLBs.	**HPRM in Secret: Thick client in DIIF** – Produce and maintain technical review document.	Produce documentation by 30th Sept 2019 and maintain monthly.
Interoperability (other MOD Systems, NATO and other Allies) issues resulting from CDM Feed into trials scenarios for interoperability Actions/outputs will depend on the issues identified. Testing that other users can access data migrated to MODNET. Attend Technical workshop with Atlas	**Identify interoperability (other MOD Systems, NATO and other Allies) issues resulting from CDM** – Produce and Maintain Technical Review Document.	Produce documentation by 30th Sept 2019 and maintain monthly.

	Counterparts and TLBs	
	CDM Repository Review requirement for an automated approach to manage migrations akin to the CDM Control Centre (as delivered for UK Official). Attend Design Meetings.	**CDM Repository** – Produce and maintain Technical Review Document.	Produce documentation by 31st Oct 2019 and maintain monthly.
	Provisioning of Site Collections Official LOAP CDM, and provide MOD Information Architecture requirements for Site Collection provisioning in LCS OFFICIAL and all SECRET migration. Identify the requirements for provisioning in Overseas; validation of catalogue services for provisioning of Site Collections for Overseas; Produce technical documentation and attend review meetings at least monthly.	**Provisioning of Site Collections** – Deliver changes as required to Site Collection provisioning to provide technical input to tenant changes (Estimated number of changes; around 4-6 per month).	Within 2 Working Day of Request.
	Ready for Beta and Live Validate the design is as per that specified and delivers the capability expected. Attend Design Meetings.	**Ready for Beta and Live** – Produce and maintain Design Document Update.	Produce documentation by 31st Dec 2019 and maintain monthly.
	Pre-First of Class/Beta Business Data Migration trial Provide technical input to Test & Trial team, Migration Team and TLBs to identify any issues with these migrations, and interface with ATLAS to ensure swift triage and resolution. Attend Design Meetings.	**Pre-First of Class/Beta Business Data Migration trial** – Produce and Maintain Design Document.	Produce documentation by 29th Nov 2019 and maintain monthly.
	Provide technical input to First of Class / Beta CDM Provide technical input to all Beta activities – planning, communications, testing, triaging issues, identifying fixes. Attend Design Meetings.	**Provide technical input to First of Class / Beta CDM** – Produce and Maintain Design Document.	Produce documentation by 29th Nov 2019 and maintain monthly.
	Live CDM Provide technical input to all Live activities – planning, communications, testing, triaging issues, identifying fixes. Attend Design Meetings.	**Live CDM** – Produce and Maintain Design Document.	Produce documentation by 31st Jan 2020 and maintain monthly.

	TLB Workshops and Roadshows Active Engagement to provide technical design Deliver material for presentation to TLBS about CDM; Attend workshops with TLBs to communicate CDM technical aspects and translate this for the business.	**TLB Workshops and Roadshows** – Prepare material for presentation to TLBs about CDM. Deliver technical design guidance using expertise to TLB audience.	1 Working Day in advance of meeting. At Meeting.
	Technical Architect to the CDM Project Provide architect input to the following, producing architecture artefacts and project documentation as required: DIIF Shared Data – how MOSS, GFS and Meridio are configured, provide technical input to and used today MODNET – all technical areas of Community Data – SPOL, HPRM, On Premise Filestore.	**Technical Architect to the CDM Project** – Produce Architecture artefacts and Project Documentation.	28th Feb 2019
4	**SharePoint 2019 Assessment** Carry out an assessment of SharePoint 2019 to include: • What's new in SharePoint 2019 from SharePoint 2016. • How the platform could be adopted by MOD in the Secret environment. • Upgrade options from SharePoint 2013/16. • Records Management options if any new. • Impact on existing MODNET/Evolve designs. • Create relevant artefacts (TOGAF) to articulate findings of assessment.	Produce SharePoint 2019 Assessment Report for review by peers.	31st Oct 2019
	Design and implement a SharePoint 2019 on Engineering Browse Rig (with team). Create configuration document(s). Attend Monthly Team briefing to provide updates	Configured SharePoint 2019 instance on Architecture Browse Rig.	Progress monthly Aug 2019-Jan 2020 Configured instance 31st Jan 2020
		Produce SharePoint 2019 Installation/ Configuration Document.	31st Jan 2020

5	**MODNET Evolve** Review of MODNET Evolve designs for Productivity & Collaboration (P&C) in Official and Secret Provide Technical Analysis and assessment of technical designs to ensure: • Suitable to meet the requirements. • Conform to MOD standards and policies • Represent appropriate and efficient use of technology solutions. Alignment with the architecture vision	Production and maintenance of Technical Document. Engage with technical counterparts in design workshops/meetings	31st Oct 2019 and maintained monthly. Progress monthly Oct 2019 – Feb 2020.
6	**Records Management in Secret** Provide technical input to the design for Records Management in Secret environment to design a service that complies with UK legislation. Update the existing Options and configuration papers, as applicable as design matures and new options emerge. Attend Monthly Design Meetings to transfer knowledge and skills to crown servants.	Produce Updates to options and configuration documents. Produce and Maintain Technical Review Document. Prepare and deliver skill transfer presentations to crown servants.	31st Oct 2019 29th Nov 2019 and Maintained monthly. Progress monthly Oct – Dec 2019
7	**Technical Support for future Information Architecture** Provide technical artefacts in line with TOGAF framework as required by the project for review by technical peers. Attend Monthly team briefing Skills transfer to crown servants using various communication methods including presentations, briefings and blogs.	Produce TOGAF compliant Information Architecture documentation. Produce written guides. Prepare Presentation for Team Brief Deliver Presentation for Team Brief.	30th Jun 2020. Monthly Aug 2019 – Jun 2020. 1 Working Day in Advance of Meeting. At meeting.
8	**MOD Application Store**		

	Provide the technical lead role for an activity to investigate options for the design of a MOD Application Store. Work with the applications teams and other stakeholders to assess and document options for a MOD application store initially in Official e.g appstore, SharePoint Hosted store or Windows 10 Store. Attend Monthly Team Briefing sessions to transfer skills and knowledge to Architecture team members.	Detailed report to describe options and recommend an approach. Produce TOGAF compliant design; appropriate architecture artefacts. Implement the design on the Architecture Browse Rig with support from team members Attend Skills transfer to team members monthly. Prepare Team Brief Presentation. Deliver Team Brief Presentation.	Options paper draft by 31st Aug 2019 Options Paper final by 31st Oct 2019 31st Jan 2020 31st Mar 2020 Monthly from Aug 2019 – Apr 2020 1 Working Day in Advance of Meeting. At Meeting.

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.

Type of Contract

Competitive	☒
Competitive Award Criteria	Technical: 70%
Weightings	Financial: 30%
	Most Economically Advantageous Tender
	Commercial Pass/Fail
Reverse Auction used?	☐
Single Source	☐

General Conditions

DEFCON 624 *(Edn 04/10)* – Use of Asbestos in Arms, Munitions or War Materials	☐	DEFCON 603 *(Edn 10/04)* – Aircraft Integration and Clearance Procedure	☐
DEFCON 176A *(Edn 06/08)* - MOD Requirements for Competition in Subcontracting (Non-Competitive Main Contract)	☐	Additional Conditions *A sheet is to be attached detailing any conditions that have been added*	☐
DEFCON 514A (Edn 03/16) Failure of Performance under Research and Development Contracts	☐		

Special Indemnity Conditions

DEFCON 661 *(Edn 10/06)* – War Risk Indemnity	☐
DEFCON 661A *(Edn 05/02)* – War Indemnity Risk (Alternative Version)	☐
DEFCON 684 *(Edn 01/04)* – Limitation upon Claim in Respect of Aviation Products	☐
DEFCON 638 *(Edn 12/08)* – Flights Liability and Indemnity	☐

Pricing Conditions Required

Firm Priced at Outset *(this applies to all tasks other than by exception)*	☒
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 DEFCON 800 (Edn 12/14) – Qualifying Defence Contract DEFCON 801 (Edn 12/14) – Amendments to Qualifying Defence Contracts – Consolidated Versions. DEFCON 802 (Edn 12/14) – QDC – Open Book on sub-contracts that are not Qualifying Sub-Contracts.	☐

Pricing Conditions Required	
DEFCON 803 (Edn 12/14) – QDC: Disapplication of Protection against Excessive Profits and Losses (PEPL) DEFCON 804 (Edn 12/14) – QDC: Confidentiality of Single Source Contract Regulations Information. DEFCON 811 (Edn 12/14) – Single Source: Profit and Loss sharing on FIRM/FIXED Price Contracts. DEFCON 812 (Edn 04/15) – Single Source Open Book DEFCON 815 (Edn 04/15) – Contract Pricing Statement – Single Source Non-qualifying contracts	
Exceptionally, if other than Firm Priced at Outset *(include additional conditions in attachment & complete Appendix 4)*	☐

Payment Terms				
(Use of CP&F and Payment on Completion are the default)				
DEFCON 522 (Edn 18/11/16)	☐	Milestone/Stage Payments *(see DEFCON 649 (Edn 07/99) below)*		☒
DEFCON 5J *(Edn 03/15)* – Unique Identifiers	☒	DEFCON 649 *(Edn 07/99)* – Vesting *(applicable to Tasks with deliverables where provision has been made for milestone/Stage payments in advance of completion)*		☐
DEFCON 129 *(Edn 07/08)* – Packaging (For Articles other than Ammunition & Explosives)	☐			
OGD Payment Arrangements *For tasks placed by other Government departments, please provide full details of the payment procedure to be followed, as an attachment to this tasking form.*				☐

Milestone/Stage Payments *(Expand table as appropriate)*		Due Date	%	Value £k (ex VAT)
Milestone/Stage No	**Key Deliverable**			
1	**[REDACTED]**	**[REDACTED]**	[REDACTED]	[REDACTED]
2	**[REDACTED]**	**[REDACTED]**	[REDACTED]	[REDACTED]
3	**[REDACTED]**	**[REDACTED]**	[REDACTED]	[REDACTED]
4	**[REDACTED]**	**[REDACTED]**	[REDACTED]	[REDACTED]
5	**[REDACTED]**	**[REDACTED]**	[REDACTED]	[REDACTED]
6	**[REDACTED]**	**[REDACTED]**	[REDACTED]	[REDACTED]
7	**[REDACTED]**	**[REDACTED]**	[REDACTED]	[REDACTED]
8	**[REDACTED]**	**[REDACTED]**	[REDACTED]	[REDACTED]
9	**[REDACTED]**	**[REDACTED]**	[REDACTED]	[REDACTED]
10	**[REDACTED]**	**[REDACTED]**	[REDACTED]	[REDACTED]
11	**[REDACTED]**	**[REDACTE**	[REDACT	[REDACTED]

		D]	ED]	
12	**[REDACTED]**	**[REDACTE D]**	**[RED ACT ED]**	**[REDACTED]**
FINAL *(Payment should be subject to a reasonable retention based on % of total cost)*	**[REDACTED]**	**[REDACTE D]**	**[RED ACT ED]**	**[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)
If DEFCON 703 does not apply then select either:			
DEFCON 705 (Edn 11/02)	☐	All ☐	☐ The following Item Nos. only (insert below)
OR:			
DEFCON 14 Edn 11/05, 15 21 ,126 Edn 11/06 & DEFFORM 315	☐	All ☐	☐ The following Item Nos. only (insert below)
DEFCON 14 Edn 11/05, 16 Edn 10/04, 21 & DEFFORM 315	☐	All ☐	☐ The following Item Nos. only (insert below)
DEFCON 14 Edn 11/05, 90 Edn 11/06 & 126 Edn 11/06)	☐	All ☐	☐ The following Item Nos. only (insert below)
DEFCON 14 (Edn 11/05), 91 (Edn 11/06) & 126 (Edn 11/06)	☐	All ☐	☐ The following Item Nos. only (insert below)
Other, as specified in a special IPR condition to be applied to the Tasking Order	☐	All ☐	☐ The following Item Nos. only (insert below)
No intellectual property conditions apply (*refer to DIPR before ticking this box*).			☐

Issue of Government Stores

DEFCON 23 *(Edn 08/09)** – Special Jigs, Tooling and Test Equipment	☐

Controlled Information

Issue of Controlled Information *(subject Condition 50 of Schedule 1)* *(if ticked then list Controlled Information and attach list to Tasking Form)*	☐

Payment of Customs Duty – select one box only

DEFCON 619A *(Edn 09/97)* - Customs Duty Drawback	☐	Issue of Certificate in accordance with EU (Council) Regulation 150/2003	☐

Progress Reports					
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.	☐	DEFCON 642 *(Edn 06/14)* – Progress Meetings	☐	Frequency required	
Brief Description					

Transport – select one box only			
DEFCON 621A *(Edn 06/97)* – Transport (if the Authority is responsible for transport)	☐	DEFCON 621B *(Edn 10/04)* – Transport (if the Contractor is responsible for transport)	☐

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	☐

Security	
DEFCON 659A *(Edn 11/14)* – Security Measures	☒

3. Price

TOTAL CONTRACT PRICE	TYPE OF PRICING
£156,000 ex VAT	Firm

4. Authority Tasking Order Commercial Officer Authorisation

Name	**[REDACTED]**
Position	**[REDACTED]**
Signature	
Date **30/5/2019**	Telephone Number **[REDACTED]**

5. Acknowledgement by supplier

Name	**[REDACTED]**
Position	**[REDACTED]**
Signature	
Date	Telephone Number

6. Record of Authorised Changes

CHANGE ISSUE NUMBER	DATE OF ISSUE	COMMENTS / REASON FOR CHANGE

7. Final Administration

On receipt of the tasking acknowledgement from the Contractor, the **Authority's Commercial Manager (who placed the task)** must send a copy of the acknowledged final tasking order form together with a completed DEFFORM 57 AND DEFFORM 111 (Edn 07/12) to:

DBS Finance
Walker House
Exchange Flags
Liverpool
L2 3YL

For OGDs Only

A copy of the acknowledged final tasking form must be sent by the **Authority's Commercial Manager (who placed the task)** and by the Contractor electronically to the FATS Team at the following address:

defcomrclcc-fatscases@mod.uk

Def Comrcl CC-TechSpt1c
Poplar 1 #2119
MOD Abbey Wood South
Bristol
BS34 8JH

Appendix 2 to Schedule 3 (Confidentiality Agreement)

The provisions of this Clause are supplemental to DEFCON 531

1.   Both DEFCON 531 and the provisions of this Clause apply to:

(A) This Tasking;

(B) Any Information disclosed by either party prior to the issue of a draft Tasking and in contemplation of Work being placed by the Authority under a Tasking; and

(C) Any Tasking placed under this Agreement, provided that Information provided to a party for the purpose of Tendering for a Tasking shall only be used for that Tendering purpose, and Information provided to a party for performing a Task placed on it under this Agreement shall only be used for the performance of that Task.

2.   Subject to its requirements of continued access to Information necessary to exercise its rights of disclosure and use hereunder including under any Tasking Order, and to the obligations set out herein in respect of any Controlled Information (Definition in Clause 42 Schedule 1), the recipient of any Information shall:

(A) Upon the expiry or termination of the Agreement; or

(B)   Upon the expiry or termination of any Tasking Order (for the purposes of which Information is disclosed); or

(C) If the Authority decides not to proceed with the issue of a Tasking Order (for the purposes of which Information is disclosed),

in accordance with any reasonable directions given and/or a reasonable request made by the other party promptly:

(1) Return to the other party the Information and all copies thereof; or

(2) Take such other measures in respect of the Information and all copies thereof as may be required elsewhere in the Tasking Order.

3.   The provisions of DEFCON 531 and of this Clause shall survive the expiry or termination of the Agreement or any Tasking Order in accordance with 2(A) or 2(B) or the decision not to proceed in accordance with 2(C).

Appendix 3 to Schedule 3 (Price Summary)

Supplier price summary: To be completed by the supplier in support of a quotation provided in response to an ITT for the requirement captured on the above Draft Tasking Order Form. Rates used shall be on accordance with the provisions of Clauses 13-14 of Schedule 1.

1. To: 2. From:

Date of submission:

In response to your request for a quotation
reference FTS5/   Dated

*The work can be undertaken and our detailed response is attached. ☐

*We are unable to provide the resources/deliverables identified on this occasion. ☐

(* Check box as appropriate)

Signed: Name: (Block Capitals)
Date:

---

2.   Task title):

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3.   Unique Reference Number:

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4.   Start Date: Completion Date:

5a. Quotation Broad Capability Area No.	Grade	Hourly rate **quoted at ITT**	Hourly rate **quoted for this task**	Reduction on original ITT rate	No of Hours	Total

5b. Travel		Unit cost	Number of Journeys / Miles			Total
	Rail					
	Motor Mileage (max price per mile)	£ (inc VAT)				
	Air					
	Sea					

5c. Subsistence	Estimated expenditure on:	Unit cost	Number of Night/Days	Total
	Accommodation			
	Meals			
	Misc (please state below)			
	The above T&S costs relate to the period		to	

<table>
<tr><td colspan="3" align="center">**Sub-contractor Price**</td></tr>
</table>

5d.Other Costs	Sub-Contractor Details	
	Materials	
	Other (Please provide details below)	
	Description	Cost
	Total Price	(excl. VAT)

Appendix 4 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   (bromochlorodifluromethane - BFC)
Halon-1301   (bromotrifluoromethane - BTM)
Halon-2402

HBFCs -   Production has stopped.

$CHFBr_2$	$C_2 H_2 F_2 Br_2$	$C_3 HF_4 Br_3$	$C_3 H_3 F_2 Br_3$
$CHF_2 Br$	$C_2 H_2 F_3 Br$	$C_3 HF_5 Br_2$	$C_3 H_3 F_3 Br_2$
$CH_2 FBr$	$C_2 H_3 FBr_2$	$C_3 HF_6 Br$	$C_3 H_3 F_4 Br$
	$C_2 H_3 F_2 Br$	$C_3 H_2 FBr_5$	$C_3 H_4 FBr_3$
$C_2 HFBr_4$	$C_2 H_4 FBr$	$C_3 H_2 F_2 Br_4$	$C_3 H_4 F_2 Br_2$
$C_2 HF_2 Br_3$		$C_3 H_2 F_3 Br_3$	$C_3 H_4 F_3 Br$
$C_2 HF_3 Br_2$	$C_3 HFBr_6$	$C_3 H_2 F_4 Br_2$	$C_3 H_5 FBr_2$
$C_2 HF_4 Br$	$C_3 HF_2 Br_5$	$C_3 H_2 F_5 Br$	$C_3 H_5 F_2 Br$
$C_2 H_2 FBr_3$	$C_3 HF_3 Br_4$	$C_3 H_3 FBr_4$	$C_3 H_6 FBr$

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_4) - Production has stopped.
1,1,1-TRICHLOROETHANE ($C_2 H_3 Cl_3$) - Production has stopped.
METHYL BROMIDE (CH_3Br) - Production limits apply.