

## RCloud Tasking Form – Part A: Task Overview

### 1. Project Title and Return Deadline

Top Level Budget (TLB)	Redacted Under FOI Exemption
Title of Requirement	Redacted Under FOI Exemption
Requisition No.	RQ0000013447
Tasking Form Version	1.1
Deadline for Clarification Questions	23/09/2022
Return Deadline	30/09/2022

### 2. Primary Contact

Name	Redacted Under FOI Exemption
E-mail Address	Redacted Under FOI Exemption
Telephone Number	Redacted Under FOI Exemption

### 3. Summary of Task Information

Key Dates / Contract Duration	Anticipated Start Date	01/01/2023
	Anticipated End Date	31/07/2026
Highest Security Classification <sup>1</sup>	Tasking Form (including supporting documentation)	Redacted Under FOI Exemption
	Work to be undertaken:	Redacted Under FOI Exemption
	Deliverables / Outputs:	Redacted Under FOI Exemption
Pricing Mechanism	Redacted Under FOI Exemption	

<sup>1</sup> Further details of security classification and the full requirements can be found at the Gov.UK website at: <https://www.gov.uk/government/publications/security-policy-framework>.

## Intellectual Property Rights (IPR)

	<p>acknowledge any such restriction unless so notified using DEFFORM 711 or as otherwise agreed under any resultant Contract. You must also provide, on request, any information required for authorisation to be given under Section 2 of the Defence Contracts Act 1958.</p> <p>4. You should refer to the DEFFORM 711 Explanatory Notes for further information on how to complete the form.</p>
<b>Cyber Risk Level</b>	Redacted Under FOI Exemption
<b>Cyber Risk Assessment (RA) Reference<sup>2</sup></b>	Redacted Under FOI Exemption
<b>Research Worker Forms</b>	Required
<b>Research Worker Form Process</b>	Research worker forms to be uploaded with tasking forms

<b>Additional Terms and Conditions (if applicable)</b>
<p>Redacted Under FOI Exemption</p> <p>Redacted Under FOI Exemption</p> <p>Redacted Under FOI Exemption</p> <p>Redacted Under FOI Exemption</p> <p>Redacted Under FOI Exemption</p> <p>Redacted Under FOI Exemption</p> <p>Redacted Under FOI Exemption</p> <p>Redacted Under FOI Exemption</p> <p>Redacted Under FOI Exemption</p>

#### 4. Supporting Documentation

<b>Supporting documents</b>	<b>All supporting documentation will be published in the RCloud Portal, unless otherwise stated below.</b>
<b>Statement of Requirement</b>	[See the RCloud Portal]
<b>Security Aspects Letter</b>	Not Applicable
<b>Research Worker Form</b>	[See the RCloud Portal]

<sup>2</sup> If stated, a Cyber Risk Assessment (RA) must be completed by the successful bidder before a contract can be awarded. Further information can be found at <https://suppliercyberprotection.service.xgov.uk>

Statement Relating to Good Standing	[See the RCloud Portal]
DEFFORM 711	[See the RCloud Portal]

## ANNEX 1: SPECIAL NOTES AND INSTRUCTIONS TO TENDERERS

The contents of the RCloud Tasking Form and subsequent instructions must not be disclosed to unauthorised persons and must be used only for the purposes of responding.

In addition to the R-Cloud Agreement Terms and Conditions and R-Cloud Tasking Form, the following shall also apply:

### 1. Submission of the proposal

- 1.1 Your proposal should be returned via R-Cloud Portal, ensuring individual documents are uploaded to the coherent area of R-Cloud, unless otherwise agreed with the Authority in writing.
- 1.2 Documents should arrive no later than the date stated at Part A (Section 1). Any responses after this time may not be considered for assessment.
- 1.3 Your Technical Proposal should be submitted in the normal **Redacted Under FOI Exemption** format and should provide a detailed description of the work to be undertaken to meet the Statement of Requirements detailed in RCloud Tasking Order Form Part B. Tenderers shall provide their Technical Proposal which should demonstrate how the activities detailed in Statement of Requirement (RCloud Tasking Order Form Part B) will be met and provide the information that will allow **Redacted Under FOI Exemption** to undertake the specific elements of evaluation as detailed in Section 2.2 and 2.3 of RCloud Tasking Order Form Part B. Tenderers should clearly identify any Dependencies, Assumptions, Risks and Exclusions which underpin the Technical Proposal
- 1.4 As part of the Tenderers response:
  - Tenderers are required to provide a full breakdown of the prices proposed for the requirement as per the SOR, utilising the rates which are to be used under RCloud .(version 4)
  - The Tenderer must clearly state in the response any Third Party or Company owned background Intellectual Property (IP) that is proposed to be used in undertaking this task by completing and returning DEFFORM 711. The Authority reserves the right to reject any proposal which includes Background IP, or 3rd party IP in the deliverables where that IP may need to be withheld and therefore limiting the Authorities ability to exploit the deliverables.
  - Technical and commercial proposals must be separated into 2 individual documents, ensuring there are no commercial elements contained within technical responses.
  - Complete and submit Research Workers Forms

### 2. Communication and Clarification

- 2.1 All communications including approaches for technical and commercial information and clarification must be made via the Task Primary Contact (as identified at Part A (Section 2)).
- 2.2 Responses to clarification questions will be answered in writing as soon as practicable after receipt.
- 2.3 The Authority may wish to seek, where appropriate, further clarification of the proposal, including technical expertise in the form of a written response, presentation and/or Contractor visit.

### 3. Evaluation Process

- 3.1 The proposal will be assessed for Commercial and Technical compliance using the criteria set out in Part B of the Tasking Form.

### 4. Task Timetable

- 4.1 All dates associated with this Task may be subject to change, any changes will be communicated using the notification process in the RCloud Portal.

## 5. Disclaimer

- 5.1 The placing of any contract will depend upon consideration of the proposal received and the Authority reserves the right, if necessary, not to place any contract as a result of this Task. Any expenses incurred by the bidder during the Tasking Procedure will remain the liability of the bidder.
- 5.2 Whilst every care has been taken to ensure that the data and information contained within this Tasking Form is valid, the Authority does not warrant the accuracy of the information and data contained therein. At any time prior to the deadline for receipt, the Authority may amend the Task documents. Any such amendment will be notified via the RCloud Portal. In order to provide reasonable time in which to take the amendment into account in preparing your proposal. The Authority may, at its discretion, extend the deadline for receipt.



## ANNEX 2: MARKING REQUIREMENTS FOR DELIVERABLES COMPRISING TECHNICAL INFORMATION

The table below sets out the required markings for the front page of all deliverable reports, presentations and other deliverable documents. This is in addition to ending the document with the **Redacted Under FOI Exemption** and other requirements set out in the **Redacted Under FOI Exemption**. For software and data files, the text should be included in a licence.txt file in a top level folder alongside those files.

Please also refer to Schedule 3, Annex A (IPR Terms) of the RCloud Agreement Terms and Conditions.

Markings required for Full Rights version	Markings required for Limited Rights version
<p><b>Conditions Of Supply – Full Rights</b></p> <p>This document is supplied in confidence to the Authority in accordance with Contract Ref [ABC/1234, task XYZ/9876]. (See Note 1) The document comprises information proprietary to [Supplier name(s)] and whose unauthorised disclosure may cause damage to the interests of [Supplier name(s)]. (see note 2)</p> <p>The document is supplied to <b>Redacted Under</b> as a <b>FULL RIGHTS VERSION</b> and, except with the prior written permission of [Supplier name(s)], <b>Redacted Under</b> rights of use and dissemination in the document are limited to those set out in that Condition and the Contract for the use of Full Rights Versions of Technical Deliverables.</p> <p>Requests for permission for wider use or dissemination should be made to the relevant [Supplier name(s)] Account Manager. (see note 3)</p> <p>The Authority, for the purposes of clause 12 of Schedule 3, <b>Redacted Under FOI Exemption</b> <b>Redacted Under</b> (see note 4)</p> <p>(include the following text <u>only if it is applicable</u> – see note 5)</p> <p><b>Right to Publish:</b> The Authority has the right to share or publish any material from this document in accordance with Schedule 3, Annex A, clauses 12(g) and 18.1 of the RCloud Agreement Terms and Conditions.</p>	<p><b>Conditions Of Supply – Limited Rights</b></p> <p>This document is supplied in confidence to <b>Redacted Under</b> in accordance with Contract Ref [ABC/1234, task XYZ/9876]. (See note 1) The document comprises information proprietary to [Supplier name(s)] and whose unauthorised disclosure may cause damage to the interests of [Supplier name(s)]. (see note 2)</p> <p>The document is supplied to <b>Redacted Under</b> as a <b>LIMITED RIGHTS VERSION</b> and, except with the prior written permission of [Supplier name(s)], <b>Redacted Under</b> rights of dissemination of the document are limited to UK government departments and to service providers under the terms of Schedule 3, Annex A, Clause 14 of the RCloud Agreement Terms and Conditions.</p> <p>Requests for permission for wider use or dissemination should be made to the relevant [Supplier name(s)] Account Manager. (see note 3)</p>

### Notes:

1. This must always be the Authority's contract reference.
2. Include name of the rights owner(s), for example: supplier name, sub-contractor name(s) or a combination, as appropriate.
3. If conditions other than the RCloud Agreement Terms and Conditions apply to third party information included in reports subject to the RCloud Agreement Terms and Conditions, then this should be clearly indicated.
4. The **Redacted Under** always has full rights in Full Rights versions, however in some cases the Tasking Form may indicate that for one or more deliverables, specified other government department(s) (or indeed all of them) also have rights. In this situation, as set out in Schedule 3, Annex A clause 1.2 of

the RCloud Agreement Terms and Conditions, the recipient of Full Rights includes those other UK government department(s), and they have rights under Schedule 3, Annex A, clause 12 (as well as several other clauses). The statement identifying the Authority must always include or encompass the MOD.

5. In some cases the Tasking Form may indicate that for one or more deliverables, the Authority requires the right to publish the Full Rights version. In this situation, as set out in Schedule 3, Annex A clauses 12(g) and 18.1 of the RCloud Agreement Terms and Conditions, the Authority has the right to freely share, publish, licence and open source the document or any information within it, subject to acknowledging the supplier's copyright. In most cases, this situation will not apply, and this paragraph should be omitted.