# SERAPIS Tasking Form

# complete square brackets and remove COMMENTS before sending to the supplier

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

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| --- | --- | --- | --- | --- | --- |
| **To:** | Lot 1 Roke Manor Research Ltd | | **From:** | HQ Land Warfare Centre,  Science & Technology | |
| **REQUIREMENT** | | | | | |
| **Proposal Required by:** | | 15/10/2020 | **Task ID Number:** | | C28 |
| **Project Manager:** | | **REDACTED**  Email;  [**REDACTED**](mailto:richard.allen821@mod.gov.uk)  Tel Skype: **REDACTED**  Mob: **REDACTED** | **Technical Point of Contact:** | | **REDACTED**  As per PM details. |
| **Task Title:** | | LWC S&T - 20 AI Bde DarkSky Antenna Experiment | **New Task** | | **Change** |
| **Required Start Date:** | | 02/11/2020 | **Required End Date:** | | 30/07/2021 |
| **Internal No:** | | Ct. Requisition No.: 60933596  Ct No & PO No.: TBC | **Budget Range** | | £35,000 ex VAT |
|  | |  | | | |
| **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): COPY ATTACHED**  SOR Reference:   "Support to Land Warfare Centre Science and Technology Experimentation and Analysis 20 Armoured Infantry Brigade DarkSky Antenna Experiment V0.1 dated 28 Jul 2020". | | | | | |
| **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**  DEFCON 703  or DEFCON 705  DEFCON 91 (Software) | | | | | |
| **DELIVERABLES**: Data collection requirement, analysis and reporting are set out in the SOR. | | | | | |
| **Deliverable: Acceptance / Rejection Criteria** *(30 business days unless agreed otherwise)*  DEFCON 524 Rejection  period [30]days DEFCON 525 Acceptance  period [30] days | | | | | |
| **ISSUE OF EQUIPMENT/MATERIAL/INFORMATION**  As Per the SOR. All requirements for GFE/GFX/GFI should be staffed to **REDACTED,** LWC S&T. | | | | | |
| **QUALITY STANDARDS**  Contractor Working Parties  Any contractor working parties shall be provided in accordance with Def Stan. 05-061 Part 4, Issue 3 – Quality Assurance Procedural Requirements – Contractor Working Parties  Avoidance of Counterfeit Material  Processes and controls for the avoidance of counterfeit material shall be established and applied in accordance with Def Stan. 05-135, Issue 2 – Avoidance of Counterfeit Material  Informative Quality Assurance Standards  For guidance on the application and interpretation of AQAPS refer to the appropriate AQAP Standards Related Document (SRD)  ISO 25051:2014 Software Engineering – Software Product Quality Requirements and Evaluation (SQuaRE) – Requirements for quality of COTS software product and instructions for testing. | | | | | |
| **SECURITY CLASSIFICATION OF THE WORK** *(A Security Aspects Letter (SAL) will be required for each Task above Official-Sensitive, Quotes are covered by the Framework SAL)*  **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 |  |   SAL Attached | | | | | |
| **TASK CYBER RISK ASSESSMENT**. *(In accordance with* [*DEF STAN 05-138*](http://dstan.uwh.diif.r.mil.uk/standards/defstans/05/138/00000100.pdf) *and the* [Risk Assessment Workflow](https://www.gov.uk/government/publications/supplier-cyber-protection-service-risk-assessment-workflow))   |  |  |  |  | | --- | --- | --- | --- | | Cyber Risk Level | LOW | Risk Assessment Reference | RAR-GBCZ42PQ | | | | | | |
| **ADDITIONAL TERMS AND CONDITIONS APPLICABLE TO THIS CONTRACT**  DEFCON 602B (Edn 12/06) Quality Assurance (Without Deliverable Quality Plan)  We would expect this task to be delivered by ROKE Manor Research Ltd as it is aligned with ASC Task 277 which ROKE are delivering for LWC S&T. | | | | | |

**Please ensure all completed forms are copied to** [**DSTLSERAPIS@dstl.gov.uk**](mailto:DSTLSERAPIS@dstl.gov.uk) **when sending to the Lot Lead.**

**Any Task placed as a result of your quotation will be subject to the Terms and Conditions of Framework Agreement Number:**

**LOT 1 DSTL/AGR/SERAPIS/COL/01**

**Tasking Form Part 2:** *(To be completed by the Lot Lead)*

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| --- | --- | --- | --- |
| **To:** | The Authority  FAO:  Tel: | **From:** | The Lot Lead |

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| |  |  |  | | --- | --- | --- | | **Proposal Reference** | **Roke Dark Sky Technical Proposal v2.0 26.10.20** | **(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 Deliverables and Interim Payments (Milestone/stage) due dates. * 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. * Sub-Contractors Personnel Particulars Research Worker Form and security clearances (if applicable) | | | | | |
| **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*. | | | | | |
| **Total Proposal Price in £** | £31,857.25 | | | (ex VAT) | |
| **Start Date:** | 2nd Nov 2020 | | **End Date:** |  | 30th July 2021 | |
| **Lot Leads Representative** | Name | **REDACTED** | | | |
| Tel | **REDACTED** | | | |
| Email | **REDACTED** | | | |
| Date | 21/01/21 | | | |
| **Position in Company** | **REDACTED** | | | | |
| **Signature** |  | | | | |

**Contractor’s Price Breakdown**

|  |  |  |  |
| --- | --- | --- | --- |
| **Lot Lead Rates for Task Management Services (TMS) Please refer to Annex A** | | | |
| **Name & Role** | **Corresponding to** | **Number of Hours** | **Total Cost in GBP** |
|  | Choose an item. |  |  |
|  | Choose an item. |  |  |
|  | Choose an item. |  |  |
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| **Lot Lead Rates for Self-Delivery D** | | |
| **Name & Role** | **Number of Hours** | **Total Cost in GBP** |
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| **Work Delivered by Sub-Contractor(s)** | | |
| **Name of Sub-Contractor** | **Service Provided** | **Total Cost in GBP** |
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**N.B. The Contractor should provide a more detailed breakdown of Sub-Contractor costs in its supporting proposal.**

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| **Proposed Milestones Deliverables and Payments** *(The final Milestone must reflect the actual cost of the deliverable and be greater than 20% of the total price unless otherwise agreed with your Commercial POC)* | | | | |
| Please insert/delete Milestones as necessary | **Description** | **Amount in GBP** | **Due Date** | **Deliverable**  **DEFCON** |
| MS1 | Deliverables D1 & D2 complete | **REDACTED** | **Contract Award + 1 week** | **703** |
|  |  |  |  |  |
| Final Deliverable | D3 & D4 Delivery of Analysis Report | **REDACTED** | **Exercise Deployment End Date + 2 weeks**  **(Deliverable**  **D3 will be provided 1 day after exercise end date** | **703** |
|  | Lot 1 PMO TMS | **REDACTED** | **Exercise Deployment End Date + 2 weeks** | **n/a** |
| **Total Cost** | | **£31,857.25** | | |

**Lot 1 PMO Management Requirements (for information)**

**Monitoring**

1. The Supplier shall arrange the following formal meetings to enable the Roke Lot 1 PMO and the Authority to monitor the contract:

* The Supplier shall arrange a kick-off meeting (PMO will supply a task template pack) to take place within 1 week of Contract Award (CA). The purpose of this meeting is to confirm plans, risks, and issues. The Supplier shall confirm the dates and locations for all subsequent meetings and reviews. The Supplier shall send the PMO a completed kick-off presentation (template to be provided by the PMO) at least 2 working days prior to the kick-off meeting.
* The Supplier shall arrange a close-down meeting (template in task pack previously supplied) to take place no later than 1 week prior to the end of the contract. This shall also serve as a formal close down meeting at which lessons identified, future exploitation, and benefits, shall be captured.

1. The Supplier shall supply minutes and materials presented at each meeting to the Lot 1 PMO within 1 week of each formal meeting.
2. All meetings should be assumed to take place at the Authority’s premises (LWC) unless otherwise agreed. Due to the current situation regarding COVID-19, an alternative method of delivery (i.e. teleconference with slides) should also be proposed by the Supplier.

**Communications**

1. Formal communications shall be between the supplier’s Project Manager and the PMO Project Manager.
2. Informal technical communications between the supplier and the Authority’s Technical Partner should copy in their respective Project Managers and the PMO if of a contractual nature.

**Health and Safety**

1. The PMO has a responsibility to ensure that all activities carried out by sub-contractors is done so safely and in compliance with all relevant HSE legislation and industry good practice. Any activity associated with this task falling outside of the sub-contractors normal working practices shall require a risk assessment.

All risk assessments shall be made available to the PMO for review and approval prior to any activity being carried out.  It is the responsibility of the sub-contractor to provide a HSE point of contact to the PMO and to provide all documentation in good time.

**Annex**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| **DELIVERABLES**   |  |  |  |  | | --- | --- | --- | --- | | **Deliverable** | **Due** | **Description** | **DEFCON** | | **D1** | **Mature draft to PMO 03 Nov Due to Authority 05 Nov** | **Experimental Design Document (EDD) developed in collaboration with the Authority.** | ***703*** | | **D2** | **Mature draft to PMO 03 Nov Due to Authority 05 Nov** | **Data Collection Management Plan (DCMP) developed in collaboration with the Authority** | **703** | | **D3** | **1 day after exercise end date, direct to the Authority cc PMO** | **Input into the After-Action Review. The analysis presented must quantify the impact of the DarkSky technology** | **703** | | **D4** | **Mature draft to PMO Exercise Deployment End Date + 1 week**  **Final draft due to Authority Exercise Deployment End Date + 2 weeks** | **Post Exercise Report in PowerPoint format. This document must contain technical detail but be amenable for redaction by the Authority in order to be shared with a range of stakeholders.** | **703** | |

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| **OUTPUTS**   |  |  |  |  | | --- | --- | --- | --- | | **Output** | **Due** | **Description** | **DEFCON** | | **O1** | **Event + 1 week** | **Kick off meeting presentation and minutes** | **703** | | **O2** | **Event + 1 week** | **Close down meeting presentation and minutes** | **703** | | | | | | | |
| **Type of GFX** | **Unique Identifier** | **Description** | **Available Date** | **Issued by** | **Return Date / Confirmation of Disposal** | |
| GFI | #1 | Exercising Activity Safety Plan | CA | Authority | End of contract | |
| GFI | #2 | SPTA Standing Orders | CA | Authority | End of contract | |
| GFI | #3 | SPTA Generic Risk Assessment | CA | Authority | End of contract | |
| GFI | #4 | LWC SPTA Risk Assessment including any specific COVID risks & mitigations | CA | Authority | End of contract | |

**Tasking Form Part 3:**

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| 1. **Offer of Contract:** *(to be completed by the Authority’s Commercial Officer or Contract Manager and copied to the Authority’s Project Manager)* | | |
| **Authority’s Commercial Officer** | Name | **REDACTED** |
| Tel | **REDACTED** |
| Email | **REDACTED** |
| Date | 11th February 2021 |
| **Internal Number** | | TBC |
| **Contractor’s Proposal Number** | | 72/20/P/218/U |
| **Purchase Order Number** | | TBC |
| **Signature** | | **REDACTED** |
| *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.* | | |

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