

## Schedule 3 (Tasking Form) FATS 5 Tasking

FINAL Form

### Tasking Identification

Unique Tasking Order Number	FTS5/CCT627	Version No. & Date	V2 / 04/09/2018
FATS Business Case Number	Original FBC6928 Amendment FBC <i>(FATS team supplied)</i>	Supplier Reference Number	FATS5
Project / Equipment for which task is in support	Chris Blanchett	UOR	No

Task Title: Technical Support for new ISG Options and **REDACTED** Gateways

Filter Name and Number: 6

Please refer to FATS Customer Guidance for definition of Work Category

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UIN & RAC	D8001P,NPD004	CPV Code	71356000

Date Draft Tasking Issued: 23/07/2018

Deadline for Authority's receipt of Tenderer's response to the Draft Tasking: 20/08/2018

## 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	<p>Technical Support</p> <ul style="list-style-type: none"> <li>• Deliverable 1 –Initial Gate Artefacts by July 2019</li> <li>• Deliverable 2- Option analysis and work package definition by Dec 2018</li> <li>• Deliverable 3 – REDACTED Project Approvals and Initiation by July 2019</li> <li>• Deliverable 4 – REDACTED Project Approvals and Initiation by July 2019</li> <li>• Deliverable 5 – Strategic Programme Deliverables by Jul 2019</li> </ul>	REDACTED
2	<p>Technical Support - T&amp;S</p> <p>Travel and Subsistence (Maximum agreed Limit of Liability) – Only with prior agreement of Project Manager prior to travel and in line with ISS travel policy (Actuals at extant MOD rates) up to the maximum limit of £93,625.88k. All receipts to be retained.</p> <p><b>Note travel will be within UK and Overseas to Europe and other Five Eyes Nations.</b></p>	REDACTED
3	<p>Technical Support for:</p> <p>Option 1 –Main Gate by Dec 2020</p>	REDACTED
4	<p>Technical Support for Option 1 –Main Gate by Dec 2020 – T&amp;S</p> <p>For Option 1 under Item 3 of the Schedule of Requirements, a separate LoL will need to be prepared in accordance with the rates proposed in the original tender submission. This will only apply when the options are invoked, and FATS Approval is provided</p>	TBC
5	<p>Technical Support for:</p> <p>Option 2 – Project Delivery due date Dec 2020</p>	REDACTED
6	<p>Technical Support for Option 2 – REDACTED Project Delivery due date Dec 2020 – T&amp;S</p> <p>For Option 2 under Item 5 of the Schedule of Requirements, a separate LoL will need to be prepared in accordance with the rates proposed in the original tender submission. This will only apply when the options are invoked, and FATS Approval is provided</p>	TBC
7	<p>Technical Support for:</p> <p>Option 3 – Project Delivery due date Dec 2020</p>	REDACTED
8	<p>Option 3 – Project Delivery due date Dec 2020 – T&amp;S</p> <p>For Option 3 under Item 7 of the Schedule of Requirements, a separate LoL will need to be prepared in accordance with the rates proposed in the original tender submission. This will only apply when the options are invoked, and FATS Approval is provided</p>	TBC
9	<p>Technical Support for:</p> <p>Option 4 – Strategic Programme Deliverables due date Dec 2020</p>	REDACTED

10	Option 4 – Strategic Programme Deliverables due date Dec 2020 – T&S  For Option 4 under Item 9 of the Schedule of Requirements, a separate LoL will need to be prepared in accordance with the rates proposed in the original tender submission. This will only apply when the options are invoked, and FATS Approval is provided	TBC
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# STATEMENT OF REQUIREMENT

<b>Unique Tasking Number</b> <p style="text-align: center;">FTS5/CCT627</p>	<b>Issue Number &amp; Date</b> <p style="text-align: center;">Version 2 – 04/09/2018</p>	<b>Supplier Reference Number:</b> <p style="text-align: center;">FATS5</p>
<b>Task Title:</b> Technical Support for new ISG Options and REDACTED Gateways		
<b>Brief Description of Task (or see attached detailed Statement of Requirement):</b> Technical support for new Interoperability Services and Gateways ( <ul style="list-style-type: none"> <li>• Design, definition and technical project support to deliver a concept phase and achieve REDACTED Initial Gate</li> <li>• Opportunities for interim Solution definition and support to interim solution delivery approvals into extant gateways</li> <li>• Strategic Programme assistance and Technical leadership</li> </ul> Together with options for: Technical support for new ISG Options and Gateways <ul style="list-style-type: none"> <li>• Design, definition and technical support to deliver an assessment phase and achieve REDACTED Main Gate</li> <li>• Interim delivery of Gateways into extant gateway solutions</li> </ul> Strategic Programme assistance and Technical Leadership		
<b>Background/Justification:</b> <p>ISG have been delivering the extant gateway services for some 7+ years through a combination of UORs, international programmes and other national programmes.</p> <p>From 1 Apr 18 funding has become available for the following new options: REDACTED</p> <p>In addition, Information Systems and Services (ISS) is striving to drive Value for Money (VfM) into the delivery of Interoperability Services by reducing its dependency on single source industry providers through delivery of a new programme. This is supported by government policy to disaggregate services to an appropriate level to encourage diversity of supply in the marketplace, stimulating competition and driving VfM, whilst also enhancing the services provided to the broad user community.</p> <p>Pre-gate activity on the project and preparatory approvals and delivery work is required on the six options listed above to the full spectrum of Technical, Requirements, Design, Delivery, Integration, Transition and Cost Modelling to support the project and options to achieve approval gates. ISG MOD invites tenders to support early design, scope and definition work on the project and options listed above with a view of achieving all approvals by July 19.</p> <p>The delivery of the interoperability project will comply with ISS Capability Introduction (CI) process, utilising standard programme and project management processes, tools and techniques.</p> <p>An outline timeline is presented below (a larger diagram has been provided in the Invitation to Tender documentation): REDACTED</p> <p>ISG needs to ensure the delivery of a suite of projects delivering the following key interoperability services:</p> <ul style="list-style-type: none"> <li>• Infrastructure</li> <li>• Email</li> <li>• Web access and Sharepoint replication</li> <li>• Unified Communications (Voice, VTC and Full Motion Video)</li> <li>• CHAT</li> <li>• Public Key Infrastructure and Identity and Access Management</li> <li>• Directories</li> <li>• Situational awareness visualisation/tracks/COP (Common Operating picture)</li> </ul>		

Technical support is required to:

- Work as an integrated team within ISG
- Mobilise quickly to the programme
- Have longevity once in post
- Be adept at providing skills and knowledge transfer
- Be replaced swiftly should the need arise
- Provide cover for extended absence e.g. holiday periods in excess of one week
- Support the Managed delivery of capability within an integration team of Crown Servants (Civilian and Military), contracted resource and a wider stakeholder environment

Crown Servants will hold Delegated Authority and executive decision-making capability within the Programme. All personnel will be required to hold a minimum SC Clearance and in some cases DV upon engagement. The expertise required to work on the REDACTED project will need to be DV cleared.

All deliverables will feature within Enterprise Project Management 2013 (EPM) schedules along with the associated activities and dependencies required for their production. These deliverables will be monitored by weekly updates being given to the relevant B2, submitting monthly reports describing whether these have been met.

### **Coherence and Maintenance of Skills and Knowledge**

Deliverables should be appropriately manned and that continuity of presence is maintained to achieve prescribed deliverables within the required timescale. Skills and knowledge transfer is to take place to ensure continuity of deliverables. The effectiveness of this maintenance of supply will be reviewed at the Monthly Review Meeting, which will also be a forum for any MOD direction regarding the replacement of specific individuals.

### **Conduct**

Specialist Technical Support (STS) to meet planned deliverables are expected to work collaboratively and in close harmony with Crown Servants and other contractors within ISG.

### **Travel**

The location of the work will be ISS Corsham with occasional travel as the need may arise. Certain roles may necessitate a higher travel content including wider UK and Overseas to Five Eyes Nations and Europe.

### **Timeline of Deliverables**

REDACTED

### **Outputs, Milestone and Reports**

Reports: Monthly Progress reports with breakdown of tasks completed and outstanding and T&S budget expenditure to date

Milestones:

- Deliverable 1 – REDACTED IG Artefacts – Jul 2019
- Deliverable 2 – Options Analysis & Definition – Dec 2018
- Deliverable 3 – REDACTED Approvals & initiation – Jul 2019
- Deliverable 4 – Project Approvals & Initiation – Jul 2019
- Deliverable 5 – Strategic Programme Documentation and Technical Products – Jul 2019

### **Activities to be Undertake:**

Activities as details in Deliverables but also include;

- Attendance at ISG and DPS Team meetings
- Attendance and contribution to ISG workshops/team building/team planning events
- Attendance at appropriate ISS Technical/Design governance forums
- Attendance at appropriate ISS/JFC Programme Governance forums

### **Experience and Essential Information:**

## Essential

- For some project work the nominated contractors must be DV – UK single nationals this will require at least one design, security and project manager. Other staff must be SC cleared UK nationals.
- Proposed design team must include knowledge of C2 applications and web services.

The MOD confirms that Subject Matter Experts (SMEs), companies or individuals supporting delivery of this Technical Support (TS) for New Interoperability Services and Gateways (ISG) Options and REDACTED will not be prejudiced in their participation for future ISG procurements. However, participating organisations need to ensure potential conflicts of interest are managed and satisfy themselves and the Authority that appropriate measures are in place.

On contract award the successful supplier must explain how they will establish, maintain, manage and enforce appropriate ethical walls between:

- a) Their work on this Technical Support (TS) for New Interoperability Services and Gateways (ISG) Options and REDACTED requirement (and the resources working on it), **AND**
- b) Other work (and resources) who may be preparing for, considering and responding to the future ISG competition to procure services (that will use output of this work as its requirement).

Any companies performing these functions will be expected to work seamlessly with the existing ISG resources who are currently contracted through numerous mechanisms.

## **Key Project Indicators (KPIs) and Performance Management Requirements:**

### **Deliverable 1 –Initial Gate Business Case to IAC by 1 July 19**

#### **Requirements**

- Undertake continuation Requirements capture, analysis, assessment and evaluation to produce a User Requirements Document in sufficient detail to meet Cat A Initial Gate Approvals and Assurance requirements. URD to be delivered by 3 Dec 18
- Develop initial Key User Requirements. KURs to be delivered by 3 Dec 18
- Facilitate and run Requirement Working Groups. Minimum 3 RWGs (with attendance from all key stakeholders) to run end Sep 18, end Oct 18 and end Nov18, and ongoing as required thereafter.
- Work with Capability Sponsor to assist the development of a CONEMP (Concept of Employment). CONEMP to be completed and delivered by 30 Nov 18.
- Develop outline System Specifications which will start to inform the solution options in assessment and Pre-Assessment industry engagement 31 Mar 19

#### **IGBC Options Analysis**

- Analyse the 'As-Is' / current services & capabilities being provided by the Project, CHAT and TG programmes and produce a map of current services by 12 Oct 18.
- Determine the realistic Options for the future provision of these services. Options to be identified by 9 Nov 18.
- Complete a detailed Options Analysis to the standard required for inclusion in the IGBC. Options Analysis to be completed by 23 Nov 18.

#### **Concept of Analysis and Investment Appraisal**

- Write an outline statement of requirement for possible outsourcing of the Concept of Analysis (dstl) and for the Cost Modelling. By 24 Sep 18.
- If retained in-house, produce an outline Concept of Analysis (approach and criteria for assessing options in the assessment phase. Include the criteria to be used for down-selection at MG). By 15

Nov 18.

- Deliver an Operational Analysis Support Paper (OASP). By 30 Nov 18.
- Deliver an outline COEIA to the standard and quality required by CAAS and ISS Assurance standards. By 10 Dec 18.

### **Security and Accreditation**

- Identify the Accreditation and Security challenges of the concept, using previous Niteworks studies, the proposed services High-Level Designs, the Concept work being undertaken by the Design as a Service team, and the knowledge of the resident the project and Technical /Security SMEs. In consultation with the Security Assurance Coordinator(SAC), produce a high-level Security and Accreditation Requirements document by 1 Nov 18.
- Produce a Security Accreditation Strategy by 29 Nov 18.
- Develop and deliver an initial Security Accreditation Plan (SAP). Plan to be completed by 10 Dec 18.
- Develop the SAP work breakdown structure by 15 Dec 18.
- Deliver, and seek approval for, a new accreditation approach and strategy for an agile, multi-tenancy. X-domain solution by Mar 19. (will be an IaaS platform hosting virtualised, componentised set of discreet services.)

### **Design**

- Act as the Technical client-side intelligent customer to scrutinise, manage and exploit the outputs from the Design as a Service Concept phase work packages (the range of DaaS deliverables include:- high-level service design packs for infrastructure and candidate gateway services; high-level architecture for the range of Security Enforcing Function protocols required for each service; design and build of a Concept Capability Demonstrator for a multi-tenancy Infrastructure Platform; improvements in the MOD's Information Assurance Assessment processes). Intelligent Customer role for the initial DaaS activity required to 30 Jun 19.
- Produce, and have peer reviewed, the Design Passport for assessment at the Defence ICT Design Authority Board. Design Passport to be completed no later than 15 Mar 19.
- Plan and lead necessary 'Design' governance events to ensure coherence and deliverability (PDR, CDR....) at the top level and individual service levels to be completed by 1st July 2019.

### **Test Integration and Acceptance**

- Deliver an outline Assessment Phase Acceptance Strategy by 31 Jan 19.
- Deliver an outline Integrated Test Evaluation and Acceptance Plan (ITEAP) by 10 Dec 18.
- Assess, detail and develop the Service Test and Integration artefacts required during Concept (in full) and Assessment (in outline). By 31 Mar 19.
- Deliver pre-IG an outline approach, strategy and options for system integration. By 31 Jan 19.

### **Finance/Costs**

- Identify and capture costs (cost estimate) for Assessment Phase in a format, and to a level of detail, suitable to be used for the OCFM Cost Model. Initial cost estimate and peer review to be completed by 9 Nov 18.
- Generate the evidence required to support the figures to be use in the cost model by 23 Nov 18.
- Populate and maintain the Cost Data Assumptions List. Initial assumptions to be captured by 9 Nov 18, and ongoing thereafter.
- OCFM Cost Model feeder sheets to be populated by 30 Nov 18.
- Support the CAAS production of an Optimism Bias Assessment (Cost and Schedule, to test robustness of the application of risk within the modelling) by 10 Dec 18.
- Produce an outline Historical Trend Analysis (to gauge realism of cost estimates) by 10 Dec 18.
- Complete Investment analysis to identify factors that support a Value for Money case. Produce a VfM assessment and an Affordability Annex to the IGBC by 10 Dec 18.
- Provide technical engineering input into project and programme financial planning activities (FOO, QRPC) and monthly reporting through financial governance mechanisms.
- Production of a 'Baseline' cost model and the 'To Be' cost model showing in outline that the approach of disaggregated services is sensible to progress into Assessment. 20 Dec 18

## **Commercial**

- Deliver an outline Procurement Strategy by 15 Nov 18.
- Deliver an outline Market Engagement Strategy by 15 Dec 18, to be developed following an initial Market Interest Day (proposed date is late Nov 18)
- Support the facilitation and coordination of a Market Interest Day. To be delivered by end of Nov 18.
- Refine and develop the Procurement Strategy. Strategy to be completed by 8 Feb 19.
- Working with MOD Commercial lead, assist in the production of the Commercial Strategy. Document to be completed by 15 Dec 19.
- Deliver a Market Analysis paper by 29 Mar 19, drawing upon all existing work done by Niteworks, and test findings with CESG/NCSC

## **Benefits**

- Produce a high-level Benefits map and Management Plan by 29 Nov 18.
- Produce an outline Benefits Realisation Plan by 10 Dec 18.

## **Quality**

- Produce an outline Quality Management Plan by 15 Dec 18.
- Produce an initial Product Description Log and commence population with high-level Product Descriptions and Quality Criteria by 30 Jun 19.

## **Project Governance and Management**

- Set up and administer Quality review process and Configuration & Control management procedure for all documentation and artefacts by 28 Sep 18.
- Develop and Maintain the Project Management plan (high -level index with links to constituent documents). -Ongoing
- Manage the maintenance of all documents within the structured document management system within MODNet SharePoint – ongoing
- Produce a Risk and Opportunities Management Plan (ROMP) by 19 Oct 18.
- Manage and run the RAIDO processes and key documents, including the MDAL, 3OA, Dependencies, & Risks and Issues management. Collaborate and consult with existing MOD SMEs/RAIDO Managers to ensure processes are consistent with MOD Policy. Ensure the Risk data used in all modelling is consistent across all documents. RAIDO process and documents to be reviewed by 15 Oct 18, to identify shortfalls. All shortfalls to be rectified by 5 Nov 18.
- Produce a Project Evaluation Plan (Ref JSP 507, section 7) by 10 Dec 18.
- Support the development of a detailed Communication Plan and Stakeholder Engagement Strategy. To be completed by 30 Oct 18.

## **Service Transition and TLM**

- Deliver an outline Through-Life Management Plan by 15 Dec 18
- Develop an outline Service Transition and Exit Strategy by 1 Mar 19.

## **Business Case Assurance and Approval**

- Produce a draft Initial Gate Business Case with supporting Annexes by 29 Nov 18.

## **Deliverable 2 - Option analysis and work package definition by Dec 18**

- Undertake detailed Requirement Analysis on the 6 ABC Options listed.
- Identify the Requirements that could be delivered as interim solutions within extant legacy projects or as new projects exploiting extant supplier mechanisms.
- Identify the Requirements that are to be included in the URD, as part of Deliverable 1.
- Produce a forward programme and delivery plan for all elements of the Options, in preparation for the initiation of work packages in the legacy capability projects at Deliverables 3 and 4.
- Produce Project start up and definition documentation to support deliverable 3 and 4 e.g. Mandate, Project Brief etc
- Provide High-Level solution overviews and High-Level designs for each element to be delivered as an interim solution within legacy projects.

## **Deliverable 3 – Project Approvals and Initiation by July 19**

### **Requirements**

- Undertake continuation of Project capture, analysis, assessment and evaluation to produce User Requirements Document and System Requirements documents in sufficient detail to achieve approvals by March 19 to enable contracting through extant delivery framework.
- Facilitate and run Requirement Working Groups.
- Production of CONUSE/CONEMP documentation.

### **BC Options Analysis**

- Complete a detailed Options Analysis to the standard required for inclusion in the BC. Options Analysis to be completed by Feb 19.

### **Security and Accreditation**

- In consultation with the Security Assurance Coordinator(SAC), produce a high-level Security and Accreditation Requirements Plan by Mar 19.
- Act as the client-side intelligent customer to scrutinise, manage and exploit the outputs from the design phase work packages.
- Provide Security reviews and input into development and authority approval of supplier contracted document set.
- Provide a SAC service to live Project services including interaction and reporting to ISS operational security working groups.

### **Design**

- Act as the client-side intelligent customer to scrutinise, manage and exploit the outputs from the design phase work packages e.g. High-Level Design, Solution Design, Low level design, Engineering build instructions, Deployment Plan, Technical Release Readiness Plan
- Provide design reviews and input into development and authority approval of supplier contracted document set.
- Produce, and have peer reviewed, the Design Passport and service descriptions if required for assessment at the Defence ICT Design Authority Board. Design Passport to be completed by Feb 19
- Oversee, review and assure 'Design' governance events with ISS and the Prime Contractor to ensure coherence and deliverability of Interim solutions

### **Safety**

- Act as the client-side intelligent customer to scrutinise, manage and exploit the safety aspects of the outputs from the design phase work packages.
- Provide Safety reviews and input into development and authority approval of supplier contracted document set.
- Produce, and have peer reviewed, the inputs into the ISS safety governance regime by Feb 19.

### **Test, Trials and Acceptance**

- Deliver Acceptance Strategy by Mar 19.
- Deliver an outline Integrated Test Evaluation and Acceptance Plans (ITEAP) by Mar 19.
- Manage and conduct trials and production of acceptance case reports in order to facilitate customer and user acceptance of new services.

### **Finance/Costs**

- Identify and capture costs (cost estimate) to support generation of relevant business cases. Initial cost estimate and peer review to be completed by Feb 19.
- Provide technical engineering input into project and programme financial planning activities (FOO, QRPC) and monthly reporting through financial governance mechanisms.

## **Commercial**

- Deliver an outline Procurement/ Sustainment Strategy.
- Working with MOD Commercial lead, assist in the production of the Commercial Documentation required to support competition and delivery.
- Technical and engineering input into negotiations strategy prior to supplier engagement
- Ensuring ISG technical dependencies for external Project services are sustained e.g. BARA, UKDED and BIDES

## **Benefits**

- Maintain a high-level Benefits map and Realisation Plan.

## **Quality**

- Maintain the relevant elements of the Quality Management Plan.

## **Project Governance and Management**

- Set up and administer Quality review process for all documentation and artefacts to ensure ISS project governance gates are successfully achieved.
- Develop and Maintain the Project Management plan (high -level index with links to constituent documents).
- Manage the maintenance of all documents within the structured document management system within MODNet SharePoint.
- Produce a Risk and Opportunities Management Plan (ROMP).
- Manage and run the Risk, Assumptions, Issues, Dependencies and Opportunities (RAIDO) processes and key documents, including the Master Data and Assumptions List (MDAL), 3<sup>rd</sup> Order Assumptions (3OA), Dependencies, & Risks and Issues management. Collaborate and consult with existing MOD SMEs/RAIDO Managers to ensure processes are consistent with MOD Policy. Ensure the Risk data used in all modelling is consistent across all documents. RAIDO process and documents to be reviewed monthly.
- Support the development of a detailed Communication Plan and Stakeholder Engagement Strategy.
- Ensure MOD can meet its contractual obligations in terms of GFA, GFX, GFE if required.

## **Service Management Design, Transition and TLM**

- Develop service operations elements of service design package.
  - Deliver an outline Through-Life Management Plan by Feb 19.
  - Develop an outline Service Transition Strategy by Feb 19.
  - Act as the client-side intelligent customer to scrutinise, manage and exploit the outputs from the design phase work packages.
  - Provide Service Management reviews and input into development of supplier contracted document set.
  - Develop and maintain Configuration & Control management procedure.
  - Develop and maintain ISG service catalogue and associated management procedure. (ISG)
  - Develop Service performance handover documentation and support the in-service assessment capability audit to facilitate the handover of the Project live services to ISS Service performance.
  - Develop and maintain user documentation (User guides, user awareness material including web resources) and facilitate the handover to ISS Service Performance.
  - Provide asset and licence management
- Develop and implement the information management role and procedures by Feb 19 Develop and implement the required governance regime and boards to maintain ancillary services required to support ISG deliveries e.g. E mail labelling tools and mail routing tools – (ISG)

## **Business Case Assurance and Approval**

- Produce Business Case with supporting Annexes by Feb 19.

## **Deliverable 4 – REDACTED Gateways Project Approvals and Initiation – July 19**

## **Requirements**

- Undertake continuation of REDACTED Gateways capture, analysis, assessment and evaluation to produce a User Requirements Document and System Requirements documents in sufficient detail to achieve approvals by March 19 to enable contracting through extant delivery framework.
- Facilitate and run Requirement Working Groups.
- Production of CONUSE/CONEMP documentation.
- Progress for the above will be monitored in accordance with ISG Governance and Management Information.

### **BC Options Analysis**

- Complete a detailed Options Analysis to the standard required for inclusion in the BC. Options Analysis to be completed by Feb 19.

### **Security and Accreditation**

- In consultation with the Security Assurance Coordinator(SAC), produce a high-level Security and Accreditation Requirements Plan by Mar 19.
- Act as the client-side intelligent customer to scrutinise, manage and exploit the outputs from the design phase work packages.
- Provide Security reviews and input into development and authority approval of supplier contracted document set.
- Provide a SAC service to live REDACTED Gateways services including interaction and reporting to ISS operational security working groups.

### **Design**

- Act as the client-side intelligent customer to scrutinise, manage and exploit the outputs from the design phase work packages e.g. High-Level Design, Solution Design, Low level design, Engineering build instructions, Deployment Plan, Technical Release Readiness Plan
- Provide design reviews and input into development and authority approval of supplier contracted document set.
- Produce, and have peer reviewed, the Design Passport and service descriptions if required for assessment at the Defence ICT Design Authority Board. Design Passport to be completed by Feb 19
- Oversee, review and assure 'Design' governance events with ISS and the Prime Contractor to ensure coherence and deliverability of Interim solutions

### **Safety**

- Act as the client-side intelligent customer to scrutinise, manage and exploit the safety aspects of the outputs from the design phase work packages.
- Provide Safety reviews and input into development and authority approval of supplier contracted document set.
- Produce, and have peer reviewed, the inputs into the ISS safety governance regime by Feb 19.

### **Test, Trials and Acceptance**

- Deliver Acceptance Strategy by Mar 19.
- Deliver an outline Integrated Test Evaluation and Acceptance Plans (ITEAP) by Mar 19.
- Manage and conduct trials and production of acceptance case reports in order to facilitate customer and user acceptance of new services.

**Finance/Costs**

- Identify and capture costs (cost estimate) to support generation of relevant business cases. Initial cost estimate and peer review to be completed by Feb 19.
- Provide technical engineering input into project and programme financial planning activities (FOO, QRPC) and monthly reporting through financial governance mechanisms.

**Commercial**

- Deliver an outline Procurement/ Sustainment Strategy.
- Working with MOD Commercial lead, assist in the production of the Commercial Documentation required to support competition and delivery.
- Technical and engineering input into negotiations strategy prior to supplier engagement
- Ensuring ISG technical dependencies for external Gateways services are sustained
- Progress for the above will be monitored in accordance with ISG Governance and Management Information.

**Benefits**

- Maintain a high-level Benefits map and Realisation Plan.

**Quality**

- Maintain the relevant elements of the Quality Management Plan.

**Project Governance and Management**

- Set up and administer Quality review process and for all documentation and artefacts to ensure ISS project governance gates are successfully achieved.
- Develop and Maintain the Project Management plan (high -level index with links to constituent documents).
- Manage the maintenance of all documents within the structured document management system within MODNet SharePoint.
- Produce a Risk and Opportunities Management Plan (ROMP).
- Manage and run the Risk, Assumptions, Issues, Dependencies and Opportunities (RAIDO) processes and key documents, including the Master Data and Assumptions List (MDAL), 3<sup>rd</sup> Order Assumptions (3OA), Dependencies, & Risks and Issues management. Collaborate and consult with existing MOD SMEs/RAIDO Managers to ensure processes are consistent with MOD Policy. Ensure the Risk data used in all modelling is consistent across all documents. RAIDO process and documents to be reviewed monthly.
- Support the development of a detailed Communication Plan and Stakeholder Engagement Strategy.
- Ensure MOD can meet its contractual obligations in terms of GFA, GFX, GFE if required.

**Service Management Design, Transition and TLM**

- Develop service operations elements of service design package.
- Deliver an outline Through-Life Management Plan by Feb 19.
- Develop an outline Service Transition Strategy by Feb 19.
- Act as the client-side intelligent customer to scrutinise, manage and exploit the outputs from the design phase work packages.
- Provide Service Management reviews and input into development of supplier contracted document set.
- Develop and maintain Configuration & Control management procedure.
- Develop and maintain ISG service catalogue and associated management procedure. (ISG)

- Develop Service performance handover documentation and support the in-service assessment capability audit to facilitate the handover of the REDACTED Gateways live services to ISS Service performance.
- Develop and maintain user documentation (User guides, user awareness material including web resources) and facilitate the handover to ISS Service Performance.
- Provide asset and licence management
- Develop and implement the information management role and procedures by Feb 19 – Develop and implement the required governance regime and boards to maintain ancillary services required to support ISG deliveries e.g. E mail labelling tools and mail routing tools – (ISG)

#### **Business Case Assurance and Approval**

- Produce Business Case with supporting Annexes by Feb 19.

### **Deliverable 5 –Strategic Programme Documentation and Technical Products – July 2019**

#### **Strategic technical outputs**

- Production and update of the strategic System/service Blueprint that defines the ‘to be’ architecture. Establishment and baselining of current as is architecture and identification of the transitional states required to migrate seamlessly from the ‘As Is’ to the ‘To Be’.
- Production of an ISG interoperability technology roadmap highlighting key exploitation opportunities.
- Oversee Solution design and how the design fits coherently into the SC Enterprise Architecture.
- Production and ongoing maintenance of an Enterprise design for the Gateways portfolio, in collaboration with ISS Design staff.
- Set up and Manage an ISG wide interoperability Technical change and configuration control forum/mechanism.
- Identify end to end service construct and technical dependencies between services.
- Identify the transitional states and work with commercial and project stakeholders to devise optimal delivery sequence (implementation strategy), building on the initial work produced as part of the deployed campaign plan.
- Identify all technical dependencies/external interfaces, risks and service touch points with existing legacy systems and emerging wider ISS solutions
- Attendance at senior design forums in order to understand and inform the wider ISS enterprise architecture and ensure coherence.
- Understand and provide briefing on emerging technologies that can be exploited within future programme
- Produce definitive list of services and service design packs and identify how these services will be procured and consumed by customers.
- Identify how existing legacy systems and services will be maintained and transitioned to services
- Overall lead and co-ordination of the ISG technical resources to ensure that legacy service delivery and future delivery is viable and coherent within the internal ISG, DPS programmes and external ISS Programmes ensuring no loss of service to the end customer.
- DV cleared

#### **Strategic Programme outputs**

- Production of the Programme Blueprint and roadmap that outlines as is and to be and transitional states to achieve it including programmatic approach to Legacy contract exit.
- Support production of Programme Briefing material to inform Programme governance events (monthly)
- Production of senior stakeholder briefing packs.
- Initiate, coordinate and delivery of stakeholder meetings and events in order to increase user, customer and wider senior stakeholder engagement and awareness of ISG outputs.
- Identify the transitional programme states and work with project and programme stakeholders to devise work package, project and programme construct to devise optimal project delivery sequence (building from deployed campaign plan)
- Identify and manage all strategic programme dependencies, risks and service touch points with existing legacy projects and programmes and emerging wider ISS programmes
- Produce strategic resourcing strategy to identify all future resource levels and optimal commercial or internal personnel processes to meet demands.
- Produce organisational design options in concert with ISG Dep Hd to support future Gateways programme
- Extract and verify current project financial forecasts and combine with and interim option delivery

projects to produce and manage a detailed 10-year financial plan to support future programme planning and forecasting e.g. QRPC reviews.

- Evolution/Development of a Strategic ISG Programme roadmap which is coherent with and aligned to the ISG technology roadmap and the ISG system/service Blueprint.

### **Option 1 –Main Gate by December 2020**

#### **Requirements**

- Continue development of detailed User Requirements Document in sufficient detail to meet Cat A Main Gate Approvals and Assurance requirements.
- Develop detailed Key User Requirements.
- Produce a Risk Management and Accreditation Document Set (RMADS).
- Produce a Systems Requirement Specification for how User Requirements can be achieved by Dec 2019.

#### **MGBC Options Analysis**

- Complete a detailed Options Analysis to the standard required for inclusion in the MGBC.

#### **Concept of Analysis and Investment Appraisal**

- Produce an outline Concept of Analysis (approach and criteria for assessing options in the assessment phase. Include the criteria to be used for down-selection at MG).
- Deliver an Operational Analysis Support Paper (OASP).
- Deliver a detailed COEIA to the standard and quality required by CAAS and ISS Assurance standards for Main Gate.

#### **Security and Accreditation**

- Produce a detailed Security Strategy.
- Support the production of a detailed Security Accreditation Statement.
- Produce a JSP 604 Compliance Matrix.
- Write a Security Requirements Specification for by Dec 2019.

#### **Design**

- Act as the Technical client-side intelligent customer to scrutinise, develop and exploit opportunities presented in the Competitive Dialogue procurement procedure.
- Oversee the production, and have peer reviewed, the detailed Design Passport for Infrastructure and candidate Services for review at the Defence ICT Design Authority Board.
- Produce a design for a secure accreditable IaaS platform that can host a virtualised, componentised set of discreet services in a x-domain environment by Dec 2019.

#### **Test and Acceptance**

- Produce the detailed Assessment Phase Acceptance Strategy.
- Deliver a detailed Integrated Test Evaluation and Acceptance Plan (ITEAP).

#### **Finance/Costs**

- Identify and capture detailed delivery and through life costs (cost estimate for all options) for Main Gate in a format, and level of detail, suitable to be used for the OCFM Cost model.
- Generate the evidence required to support the figures to be used in the cost model.
- Maintain the Cost Data Assumptions List.
- OCFM Cost Model feeder sheets to be populated.
- Support the CAAS production of an Optimism Bias Assessment Report (Cost and Schedule, to test robustness of the application of risk within the modelling).
- Support the CAAS production of an Independent Cost Estimate (ICE).
- Complete Investment analysis to identify factors that support a Value for Money case. Produce a VfM assessment, an Affordability Annex to the MGBC, and a Financial Assurance Statement.

#### **Commercial**

- Deliver a detailed Procurement Strategy.
- Assess and define the financial implications of the Procurement Strategy.

- Deliver a Sustainable Procurement paper.
- Deliver a detailed Acquisition Strategy.
- Deliver a detailed Industry Engagement Strategy.
- Deliver a detailed Market Analysis paper.
- Working with MOD Commercial lead, assist in the production of the Commercial Strategy.
- Working with MOD Commercial lead, assist in the production of the Contracting Strategy.
- Working with MOD Commercial lead, assist in the production of a Commercial Management Plan.
- Working with MOD Commercial lead, assist in the production of a Commercial Exploitation Paper.
- Produce a Fall-back Strategy/Plan.
- Support the Competitive Dialogue Procedure, producing Tender Assessment documentation, including DPQQ and ITT documents, Tender Evaluation Strategy, Tender Evaluation Criteria, and a Negotiation Strategy.

#### **Benefits**

- Produce a detailed Benefits map and Management Plan.
- Produce an in-depth Benefits Realisation Plan.

#### **Quality**

- Produce an outline Quality Management Plan.
- Produce an initial Product Description Log and commence population with high-level Product Descriptions and Quality Criteria.

#### **Project Governance and Management**

- Maintain and administer the Quality review process and Configuration & Control management procedures for all documentation and artefacts.
- Develop and Maintain the Project Management plan (high -level index with links to constituent documents).
- Manage the maintenance of all documents within the structured document management system within MODNet SharePoint
- Maintain and develop the Risk and Opportunities Management Plan (ROMP).
- Manage and run the RAIDO processes and key documents, including the MDAL, 3OA, Dependencies, & Risks and Issues management. Ensure the Risk data used in all modelling is consistent across all documents.
- Maintain and continue to develop the Project Evaluation Plan.
- Maintain a detailed Communication Plan and Stakeholder Engagement Plan.

#### **Safety and Environmental**

- Produce a detailed Safety and Environmental Strategy
- Produce a detailed Safety and Environmental Management Plan (SEMP).
- Develop and deliver the required Safety Cases.

#### **HR/ Business Change**

- Produce an HR Strategy and HR Plan.
- Produce a Business Change Strategy and Business Transition Plan.

#### **Service, Integration, Transition and TLM**

- Deliver a detailed Through-Life Management Plan.
- Develop a detailed Service Transition and Exit Strategy.
- Produce the SIAM Strategies documentation commensurate with the Service Integration Model and approach selected.
- Systems integration, deliver detailed approach and integration management and resource plan for MG.
- Develop the artefacts required for the procurement associated with the selected integration approach agreed at IG.

#### **ILS Support**

- Produce an ILS Statement of Work
- Produce an ILS Strategy and ILS Plan.

**Training Needs Analysis (TNA)**

- Deliver a TNA Scoping Study and Statement of Work
- Produce a Training Needs Analysis document
- Produce a Training Strategy and Training Plan.

**Business Case Assurance and Approval**

- Produce a Main Gate Business Case with supporting Annexes.

**Option 2 – REDACTED Project Delivery Due date Dec 2020**

- Continuation of the delivery of the outcomes as detailed within and initiated as part of Deliverable 3 with specific focus on:
  - Completion and approval of all project test and acceptance documentation ensuring all criteria have been met and authority sign off has occurred.
  - Completion and approval of all project transition documentation to ensure capability has transitioned into live service.
  - Completion and approval of all Project closure documentation e.g. post project evaluation report and project closedown report has been produced to ensure project closure.

**Option 3 – Project Delivery Due date Dec 2020**

- Continuation of the delivery of the outcomes as detailed within and initiated as part of Deliverable 4 with specific focus on:
  - Completion and approval of all project test and acceptance documentation ensuring all criteria have been met and authority sign off has occurred.
  - Completion and approval of all project transition documentation to ensure capability has transitioned into live service.
  - Completion and approval of all Project closure documentation e.g. post project evaluation report and project closedown report has been produced to ensure project closure.

**Option 4 – Strategic Programme Documentation and Technical Products due date Dec 2020**

Continuation of Strategic Programme Documentation and Technical Products as per Deliverables 5 above

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

**Additional Quality Requirements & Standards:**

Concessions shall be managed in accordance with Def Stan. 05-061 Part 1, Issue 6 – Quality Assurance Procedural Requirements – Concessions

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.

**Timescale:**

**Commencement Date:**  
17th September 2018

**Delivery Date:** 31<sup>st</sup> July 2019

**Project Manager:**

**Signature:**

**Date:**

## 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

<b>Competitive</b>	<input checked="" type="checkbox"/>
<b>Competitive Award Criteria Weightings</b>	Technical – 70% Financial – 30%
<b>Reverse Auction used?</b>	<input type="checkbox"/>
<b>Single Source</b>	<input type="checkbox"/>

### General Conditions

DEFCON 624 (Edn 04/10) – Use of Asbestos in Arms, Munitions or War Materials	<input type="checkbox"/>	DEFCON 603 (Edn 10/04) – Aircraft Integration and Clearance Procedure	<input type="checkbox"/>
DEFCON 176A (Edn 06/08) - MOD Requirements For Competition In Subcontracting (Non-Competitive Main Contract)	<input type="checkbox"/>	Additional Conditions DEFCON 658 (Edn 10/17) DEFCON 611 (Edn 02/16) DEFCON 76 (Edn 12/06) DEFFORM 702 (Edn 08/07) (Appendix 5 to this Tasking Form)	<input checked="" type="checkbox"/>
DEFCON 514A (Edn 03/16) Failure of Performance under Research and Development Contracts	<input type="checkbox"/>	DEFCON 514 (Edn 08/15) – Material Breach	<input checked="" type="checkbox"/>

### Special Indemnity Conditions

DEFCON 661 (Edn 10/06) – War Risk Indemnity	<input type="checkbox"/>
DEFCON 661A (Edn 05/02) – War Indemnity Risk ( Alternative Version)	<input type="checkbox"/>
DEFCON 684 (Edn 01/04) – Limitation upon Claim in Respect of Aviation Products	<input type="checkbox"/>
DEFCON 638 (Edn 12/08) – Flights Liability and Indemnity	<input type="checkbox"/>
DEFCON 697 (Edn 07/13) – Contractors on Deployed Operations	<input checked="" type="checkbox"/>

### Pricing Conditions Required

Firm Priced at Outset ( <i>this applies to all tasks other than by exception</i> )	<input checked="" type="checkbox"/>
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.	<input type="checkbox"/>

<b>Pricing Conditions Required</b>	
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 <i>(include additional conditions in attachment &amp; complete Appendix 4)</i>	<input type="checkbox"/>

<b>Payment Terms</b> (Use of CP&F and Payment on Completion are the default)			
DEFCON 522 (Edn 18/11/16)	<input checked="" type="checkbox"/>	Milestone/Stage Payments (see DEFCON 649 (Edn 07/99) below)	<input checked="" type="checkbox"/>
DEFCON 5J (Edn 03/15) – Unique Identifiers	<input checked="" type="checkbox"/>	DEFCON 649 (Edn 07/99) – Vesting (applicable to Tasks with deliverables where provision has been made for milestone/Stage payments in advance of completion)	<input type="checkbox"/>
DEFCON 129 (Edn 07/08) – Packaging (For Articles other than Ammunition & Explosives)	<input type="checkbox"/>		
OGD Payment Arrangements <i>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.</i>			<input type="checkbox"/>

Milestone/Stage No	Key Deliverable	Due Date	%	Value £k (ex VAT)
1	Progress Reports, Meetings and Interim Deliverables as required.	31/10/2018	REDACTED	REDACTED
2	Progress Reports, Meetings and Interim Deliverables as required.	30/11/2018	REDACTED	REDACTED
3	Progress Reports, Meetings and Interim Deliverables as required.	31/12/2018	REDACTED	REDACTED
4	Progress Reports, Meetings and Interim Deliverables as required.	31/01/2019	REDACTED	REDACTED
5	Progress Reports, Meetings and Interim Deliverables as required.	28/02/2019	REDACTED	REDACTED
6	Progress Reports, Meetings and Interim Deliverables as required.	29/03/2019	REDACTED	REDACTED
7	Progress Reports, Meetings and Interim Deliverables as required.	30/04/2019	REDACTED	REDACTED
8	Progress Reports, Meetings and Interim Deliverables as required.	31/05/2019	REDACTED	REDACTED
9	Progress Reports, Meetings and Interim Deliverables as required.	28/06/2019	REDACTED	REDACTED
<b>TOTAL</b> (Payment should be subject to a reasonable retention based on % of total cost)	Progress Reports, Meetings and Interim Deliverables as required. Satisfactory delivery of all work under the contract	31/07/2019	REDACTED	REDACTED
TOTAL T&S	Travel and Subsistence (Limit of Liability)	31/07/2019		£ REDACTED (ex VAT)

### 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)
<b><u>If DEFCON 703 does not apply then select either:</u></b>			
DEFCON 705 (Edn 11/02)	<input type="checkbox"/>	All <input type="checkbox"/>	<input type="checkbox"/> The following Item Nos. only (insert below)
<b><u>OR:</u></b>			
DEFCON 14 Edn 11/05, 15 21 ,126 Edn 11/06 & DEFFORM 315	<input type="checkbox"/>	All <input type="checkbox"/>	<input type="checkbox"/> The following Item Nos. only (insert below)
DEFCON 14 Edn 11/05, 16 Edn 10/04, 21 & DEFFORM 315	<input type="checkbox"/>	All <input type="checkbox"/>	<input type="checkbox"/> The following Item Nos. only (insert below)
DEFCON 14 Edn 11/05, 90 Edn 11/06 & 126 Edn 11/06)	<input type="checkbox"/>	All <input type="checkbox"/>	<input type="checkbox"/> The following Item Nos. only (insert below)
DEFCON 14 (Edn 11/05), 91 (Edn 11/06) & 126 (Edn 11/06)	<input type="checkbox"/>	All <input type="checkbox"/>	<input type="checkbox"/> The following Item Nos. only (insert below)
Other, as specified in a special IPR condition to be applied to the Tasking Order	<input type="checkbox"/>	All <input type="checkbox"/>	<input type="checkbox"/> The following Item Nos. only (insert below)
No intellectual property conditions apply ( <i>refer to DIPR before ticking this box</i> ).			<input type="checkbox"/>

### Issue of Government Stores

DEFCON 23 (Edn 08/09)* – Special Jigs, Tooling and Test Equipment	<input type="checkbox"/>
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### Controlled Information

Issue of Controlled Information ( <i>subject Condition 50 of Schedule 1</i> )  ( <i>if ticked then list Controlled Information and attach list to Tasking Form</i> )	<input type="checkbox"/>
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### Payment of Customs Duty – select one box only

DEFCON 619A (Edn 09/97) - Customs Duty Drawback	<input type="checkbox"/>	Issue of Certificate in accordance with EU (Council) Regulation 150/2003	<input type="checkbox"/>
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<b>Progress Reports</b>					
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.	<input type="checkbox"/>	DEFCON 642 (Edn 06/14) – Progress Meetings	<input checked="" type="checkbox"/>	Frequency required	
Brief Description					

<b>Transport – select one box only</b>			
DEFCON 621A (Edn 06/97) – Transport (if the Authority is responsible for transport)	<input type="checkbox"/>	DEFCON 621B (Edn 10/04) – Transport (if the Contractor is responsible for transport)	<input type="checkbox"/>

<b>Quality Assurance Conditions</b>	
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	<input type="checkbox"/>
<b>Deliverable Quality Plan requirements</b>	
DEFCON 602A (Edn 12/06) - Quality Assurance with Quality Plan	<input type="checkbox"/>
DEFCON 602B (Edn 12/06) - Quality Assurance without Quality Plan	<input checked="" type="checkbox"/>
AQAP 2105 – NATO Requirements for Delivering Quality Plans	<input type="checkbox"/>
<b>Software Quality Assurance requirements</b>	
AQAP 2210 – NATO Supplementary Software Quality Assurance Requirements to AQAP 2110	<input type="checkbox"/>
<b>Air Environment Quality Assurance requirements</b>	
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)	<input type="checkbox"/>
Relevant MAA Regulatory Publications (See attachment for details)	<input type="checkbox"/>
Additional Quality Requirements (See attachment for details)	<input checked="" type="checkbox"/>

<b>Warranty</b>			
Express Warranty (See attachment for details)	<input type="checkbox"/>	Warranty – remedies implied by general law	<input type="checkbox"/>

<b>Security</b>	
DEFCON 659A (Edn 11/14) – Security Measures The Security Aspects Letter will be in place at time of ITT Award	<input checked="" type="checkbox"/>

## 2.1 General Conditions

DEFCON5J (Edn.12/17) - Unique Identifiers

Where used in conjunction with contracts for services, Clause 4 of the DEFCON shall not apply.

DEFCON658 (Edn.10/17) - Cyber

Further to DEFCON 658 the Cyber Risk Level of the Contract is High, as defined in Def Stan 05-138.

DEFCON697 (Edn.07/13) – Contractors on Deployed Operations

## 2.2 Specifications, Plans

DEFCON602B (Edn.12/06) - Quality Assurance (Without Deliverable Quality Plan)

## 2.3 Price

Not Applicable

## 2.4 Intellectual Property Rights

DEFCON90 (Edn.11/06) - Copyright

## 2.5 Loans

DEFCON611 (Edn.02/16) - Issued Property

DEFCON694 (Edn.03/16) - Accounting For Property of the Authority

## 2.6 Delivery

DEFCON514 (Edn.08/15) – Material Breach

## 2.7 Payment/Receipts

DEFCON522 (Edn.11/17) - Payment and Recovery of Sums Due

## 2.8 Contract Administration

DEFCON642 (Edn.06/14) - Progress Meetings

## 3. Price

TOTAL CONTRACT PRICE	TYPE OF PRICING
£1,925,804.88 Ex VAT (Including T&S LoL of £93,625.88)	Firm Price

## 4. Authority Tasking Order Commercial Officer Authorisation

Name	<b>Debbie Marwood</b>		
Position	<b>ISS Comrcl-C1-28</b>		
Signature			
Date		Telephone Number	<b>0306 770 1534</b>

**5. Acknowledgement by supplier**

Name	<b>Scott Youngson</b>		
Position	<b>COO</b>		
Signature	<i>SYoungson</i>		
Date	<b>07 Sep 2018</b>	Telephone Number	<b>07917 799472</b>

**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](mailto:defcomrclcc-fatscases@mod.uk)

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

## Appendix - Addresses and Other Information

**1. Commercial Officer:**

Name: Thomas Dubberley

Address:  
Spur B, Level 2, Building 405, MOD Corsham, Westwells Road,  
Corsham, SN13 9NR

Email: thomas.dubberley100@mod.gov.uk

☎ 0306 770 7483

**2. Project Manager, Equipment Support Manager or PT Leader**  
(from whom technical information is available):

Name: Chris Blanchett

Address:  
Floorplate D1, Bldg 405 MOD Corsham Westwalls Road, Corsham

Email: ISS DEV-DPS-DepHd-ISG-PPM

☎ 0306 770 0876

**3. Packaging Design Authority:**

Organisation and point of contact:

(where no address is shown please contact the Project Team in Box 2)

**4. (a) Supply/Support Management Branch or Order Manager**  
**Branch/Name:**

(b) U.I.N.

**5. Drawings/Specifications are available from:****7. Intentionally Left Blank****8. Quality Assurance Representative:**

Phil Hopkinson

Commercial staff are reminded that all Quality Assurance requirements  
should be listed under the General Contract Conditions.

As per Statement of Requirement

**AQAPS** and **DEF STANs** are available from UK Defence  
Standardization, for access to the documents and details of the  
helpdesk visit <http://dstan.uwh.diif.r.mil.uk/> [intranet] or  
<https://www.dstan.mod.uk/> [extranet, registration needed]**8. Public Accounting Authority:**1. Returns under DEFCON 694 (or SC equivalent) should be sent  
to DBS Finance ADMT – Assets In Industry 1, Level 4  
Piccadilly Gate, Store Street, Manchester, M1 2WD  
☎ 44 (0) 161 233 53972. For all other enquiries contact DES Fin FA-AMET Policy, Level  
4 Piccadilly Gate, Store Street, Manchester, M1 2WD  
☎ 44 (0) 161 233 5394**9. Consignment Instructions:**

The items are to be consigned as follows:

See Schedule of Requirement

**10. Transport.** The appropriate Ministry of Defence Transport  
Offices are:A. **DSCOM**, DE&S, DSCOM, MoD Abbey Wood, Cedar 3c, Mail  
Point 3351, BRISTOL BS34 8JHAir Freight Centre

IMPORTS ☎ 030 679 81113 / 81114 Fax 0117 913 8943

EXPORTS ☎ 030 679 81113 / 81114 Fax 0117 913 8943

Surface Freight CentreIMPORTS ☎ 030 679 81129 / 81133 / 81138 Fax 0117 913  
8946

EXPORTS ☎ 030 679 81129 / 81133 / 81138 Fax 0117 913 8946

B. **JSCS**JSCS Helpdesk ☎ 01869 256052 (option 2, then option 3); JSCS Fax  
No 01869 256837 [www.freightcollection.com](http://www.freightcollection.com)**11. The Invoice Paying Authority:**

Ministry of Defence ☎ 0151-242-2000

DBS Finance

Walker House, Exchange Flags

Fax: 0151-242-2809

Liverpool, L2 3YL

**Website is:**<https://www.gov.uk/government/organisations/ministry-of-defence/about/procurement#invoice-processing>**12. Forms and Documentation are available through\*:**Ministry of Defence, Forms and Pubs Commodity Management  
PO Box 2, Building C16, C Site

Lower Arcott

Bicester, OX25 1LP (Tel. 01869 256197 Fax: 01869 256824)

**Applications via fax or email:** [DESLCCLS-](mailto:DESLCCLS-)[OpsFormsandPubs@mod.uk](mailto:OpsFormsandPubs@mod.uk).**\* NOTE**1. Many **DEFCONs** and **DEFFORMs** can be obtained from the  
MOD Internet Site:<https://www.aof.mod.uk/aofcontent/tactical/toolkit/index.htm>2. If the required forms or documentation are not available on the  
MOD Intranet site requests should be submitted through the  
Commercial Officer named in Section 1.

## 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): \_\_\_\_\_

3. Unique Reference Number: \_\_\_\_\_

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

**Sub-contractor Price**

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 (bromochlorodifluoromethane - BFC)  
Halon-1301 (bromotrifluoromethane - BTM)  
Halon-2402

**HBFCs** - Production has stopped.

CH <sub>2</sub> FBr <sub>2</sub>	C <sub>2</sub> H <sub>2</sub> F <sub>2</sub> Br <sub>2</sub>	C <sub>3</sub> HF <sub>4</sub> Br <sub>3</sub>	C <sub>3</sub> H <sub>3</sub> F <sub>2</sub> Br <sub>3</sub>
CHF <sub>2</sub> Br	C <sub>2</sub> H <sub>2</sub> F <sub>3</sub> Br	C <sub>3</sub> HF <sub>5</sub> Br <sub>2</sub>	C <sub>3</sub> H <sub>3</sub> F <sub>3</sub> Br <sub>2</sub>
CH <sub>2</sub> FBr	C <sub>2</sub> H <sub>3</sub> FBr <sub>2</sub>	C <sub>3</sub> HF <sub>6</sub> Br	C <sub>3</sub> H <sub>3</sub> F <sub>4</sub> Br
C <sub>2</sub> HFB <sub>4</sub>	C <sub>2</sub> H <sub>3</sub> F <sub>2</sub> Br	C <sub>3</sub> H <sub>2</sub> FBr <sub>5</sub>	C <sub>3</sub> H <sub>4</sub> FBr <sub>3</sub>
C <sub>2</sub> HF <sub>2</sub> Br <sub>3</sub>	C <sub>2</sub> H <sub>4</sub> FBr	C <sub>3</sub> H <sub>2</sub> F <sub>2</sub> Br <sub>4</sub>	C <sub>3</sub> H <sub>4</sub> F <sub>2</sub> Br <sub>2</sub>
C <sub>2</sub> HF <sub>3</sub> Br <sub>2</sub>	C <sub>3</sub> HFB <sub>6</sub>	C <sub>3</sub> H <sub>2</sub> F <sub>3</sub> Br <sub>3</sub>	C <sub>3</sub> H <sub>4</sub> F <sub>3</sub> Br
C <sub>2</sub> HF <sub>4</sub> Br	C <sub>3</sub> HF <sub>2</sub> Br <sub>5</sub>	C <sub>3</sub> H <sub>2</sub> F <sub>4</sub> Br <sub>2</sub>	C <sub>3</sub> H <sub>5</sub> FBr <sub>2</sub>
C <sub>2</sub> H <sub>2</sub> FBr <sub>3</sub>	C <sub>3</sub> HF <sub>3</sub> Br <sub>4</sub>	C <sub>3</sub> H <sub>2</sub> F <sub>5</sub> Br	C <sub>3</sub> H <sub>5</sub> F <sub>2</sub> Br
		C <sub>3</sub> H <sub>3</sub> FBr <sub>4</sub>	C <sub>3</sub> H <sub>6</sub> 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<sub>4</sub>)** - Production has stopped.

**1,1,1-TRICHLOROETHANE (C<sub>2</sub>H<sub>3</sub>Cl<sub>3</sub>)** - Production has stopped.

**METHYL BROMIDE (CH<sub>3</sub>Br)** - Production limits apply.

**Employee's Acknowledgement to Employer of Obligations  
Relating to Confidentiality**

Employee:

Name of Employer:

MOD Contract/Task No:

Title:

1. I, the above named employee, confirm that I am fully aware that, as part of my duties with my Employer in performing the above Contract, I shall receive confidential information of a sensitive nature (which may include particularly commercially sensitive information), whether documentary, electronic, aural or in any other form, belonging to or controlled by the Secretary of State for Defence or third parties. I may also become aware, as a result of my work in connection with the Contract, of other information concerning the business of the Secretary of State for Defence or third parties, which is by its nature confidential.
2. I am aware that I should not use or copy for purposes other than assisting my Employer in carrying out the Contract, or disclose to any person not authorised to receive the same, any information mentioned in paragraph 1 unless my Employer (whether through me or by alternative means) has obtained the consent of the Secretary of State. I understand that "disclose", in this context, includes informing other employees of my Employer who are not entitled to receive the information.
3. Unless otherwise instructed by my Employer, if I have in the course of my employment received documents, software or other materials from the Secretary of State or other third party for the purposes of my duties under the above Contract then I shall promptly return them to the Secretary of State or third party (as the case may be) at the completion of the Contract via a representative of my Employer who is an authorised point of contact under the Contract and (in the case of information referred to under paragraph 1 above) is also authorised under paragraph 2. Alternatively, at the option of the Secretary of State for Defence or the third party concerned, I shall arrange for their proper destruction and notify the above authorised point of contact under the Contract to supply a certificate of destruction to the Secretary of State. Where my Employer may legitimately retain materials to which this paragraph applies after the end of the Contract, I shall notify the authorised representative of my Employer to ensure that they are stored and access is

controlled in accordance with my Employer's rules concerning third party confidential information.

4. I understand that any failure on my part to adhere to my obligations in respect of confidentiality may render me subject to disciplinary measures under the terms of my employment.

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Signed:

Date: