

**ASTRID – TASKING FORM – Part A**

Once complete please email the Tasking Form to:

- Official – Redacted under FOIA Section 43, Commercial interests
- Official Sensitive – Redacted under FOIA Section 43, Commercial interests

Note to Commercial Staff:

ASTRID has been let and is owned by Defence Science & Technology Laboratory (Dstl) and any work placed under it is subject to UK Govt DEFCONs. Full DEFCON definitions can be found here: <https://www.aof.mod.uk/aofcontent/tactical/toolkit/content/defcons/defcon.htm> (note account required to access but easy to set up)

<b>TASKING FORM</b>	
<b>To:</b> CORDA	<b>From (Organisation):</b> Royal Navy

<b>Framework contract number:</b>	DSTL/AGR/01142/01
<b>Agreed quotation date (if known):</b>	N/A

<b>REQUIREMENT SUMMARY AND AUTHORITY CONTACTS:</b>	
<b>Project Manager (name &amp; telephone)</b>	Redacted under FOIA Section 40, Personal Information
<b>Technical Lead (name &amp; telephone)</b>	Redacted under FOIA Section 40, Personal Information
<b>Commercial Officer (name &amp; telephone)</b>	Elizabeth Meatyard
<b>Task title</b> (for Dstl: max 30 characters inc AST/ prefix)	705398450 Strategic Prioritisation Tooling support (Tasks 198 & 199)
<b>Anticipated start date</b>	14/10/2022
<b>Anticipated end date (core work)</b>	13/04/2023
<b>Anticipated end date (options)</b>	N/A
<b>Requisition or Purchase Order ref</b>	TBC
<b>ASTRID task number</b>	ASTRID Task 199 – FCF Contractual Module
<b>Task description</b>	Please see Statement of Requirements

**SCHEDULE OF REQUIREMENTS:**

Brief list of requirements (core and options) – add rows as appropriate (full details appear in the attached Statement of Requirement)

Item No	Core or Option	Description / Title
1	Core	Development of a programme contractual analysis software tool for the Future Commando Force programme
2	Core	Provide Full Data Set analysis software tool for the Future Commando Force programme technical data may be required to compete for modification, upgrade or other follow-on work.

**Pricing:**

Firm Price	<input checked="" type="checkbox"/>
Ascertained cost* *only at Authority's discretion	<input type="checkbox"/>
Firm Pricing shall be in accordance with DEFCON 127 or DEFCON 643 and DEFCON 648 Ascertained Costs shall be in accordance with DEFCON 653 or DEFCON 802.	

**Cyber Risk:**

Risk level:	MODERATE
Assessment ref:	RAR-680260382
DEFCON 658	<input checked="" type="checkbox"/> (applicable for all risk levels except 'N/A')

**DEFCONS:**

Please confirm which specific DEFCONS are required for the task (Dstl staff click [here](#) for greater DEFCON detail and NIPPY Guidance). If you are unsure, please discuss with your IP contact, or commercial

76	Edn 12/06	Contractor's Personnel at Government Establishments (The Contractor's liability under Condition 3 of DEFCON 76 (Edn 12/06) shall be limited to £50M per incident in accordance with the terms of the agreement between MOD and BAE Systems Plc reference DCS/04/02/32/01/07 dated 17/06/2014).	<input checked="" type="checkbox"/>
91	Edn 11/06	Intellectual Property Rights In Software	<input checked="" type="checkbox"/>
703	Edn 08/13	Intellectual Property Rights - Vesting In the Authority To be specified on the Tasking Form	<input checked="" type="checkbox"/>
705	Edn 11/02	Intellectual Property Rights - Research and Technology To be specified on the Tasking Form	<input type="checkbox"/>

Acceptance or rejection of deliverables

This **MUST** match the number of days stated in the SOR. The default for reports is 'up to 30 days', and the default for software is 'up to 60 days'. Please specify if requesting different and discuss with commercial

524	Edn 10/98	Rejection	60	days
525	Edn 10/98	Acceptance For the Purposes of schedule of requirements item 2 of this Contract the period for acceptance and rejection of deliverables shall be specified within the Tasking Form at Annex D.	60	days

#### DELIVERABLES:

Please see attached SOR for full details

#### GFX:

Yes

☒

No

☐

If yes, please see attached SOR for full details of equipment / information / facilities

#### Security Classification of the Work: (delete as appropriate\*)

Up to SECRET (UK EYES ONLY)

*\*Failure to delete unnecessary higher classifications will result in delays at the firewall*

The overarching ASTRID contract contains a Security Aspects Letter (SAL) covering tasks up to Official Sensitive at quotation stage. If the Statement of requirement (SOR) is a higher classification, please complete the relevant SAL and send with this tasking form and SOR.

If this is the case, please tick the box to indicate you are attaching a separate SAL for your task

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Any task placed as a result of your quotation will be subject to the Terms and Conditions of Dstl contract number DSTL/AGR/01142/01

# ASTRID – TASKING FORM – Part B

To:	Redacted under FOIA Section 40, Personal Information	From:	Redacted under FOIA Section 40, Personal Information
FAO:	Redacted under FOIA Section 40, Personal Information	PoC:	Redacted under FOIA Section 40, Personal Information
Tel:	Redacted under FOIA Section 40, Personal Information	Tel:	Redacted under FOIA Section 40, Personal Information

## Proposal Reference AST\CMRCL\Prop\02380 (attached)

### The proposal shall include, but not be limited to:

- A full technical proposal that meets the individual activities that are detailed in Statement of Requirement (Part A to Draft Tasking Form)
- 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.

## COST BREAKDOWN (to be completed by the Contractor)

You are to use rates that have been previously agreed within the Analysis for Science & Technology Research in Defence (ASTRID) at Annex E.

Please also provide a price breakdown which should include, but is not limited to: labour costs, transportation, travel and subsistence, overheads and profit. In support of your Proposal you are requested to provide clear details of all Dependencies, Assumptions, Risks and Exclusions that underpin your price

Price quotation of **£745,597.24** (ex VAT) is submitted for **Task 0199 - FCF Contractual Module** and breakdown attached

Ascertained Price ☐

Firm Price ☐

Hybrid\*

☒

\*if hybrid, please specify which pricing mechanism applies to which work packages and/or deliverables in the "Milestones Deliverables and Payments" table

## VALUE FOR MONEY EVIDENCE - KPI 1 (to be completed by the Contractor)

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Start date:	October 2022	End date:	T0 + 6 months
Signed on behalf of the Contractor: Redacted under FOIA Section 40, Personal Information			
Printed name:	Redacted under FOIA Section 40, Personal Information	Date:	19/10/2022

## Contractor's Cost Breakdown

PROVISION FROM PRIME:				
Service (Activity)* indicate whether work is pre or post award	Rate £	Qty	Subtotal	Total
Redacted under FOIA Section 40, Personal Information	Redacted under FOIA Section 43, Commercial interests	Redacted under FOIA Section 43, Commercial interests	Redacted under FOIA Section 43, Commercial interests	Redacted under FOIA Section 43, Commercial interests
Redacted under FOIA Section 40, Personal Information	Redacted under FOIA Section 43, Commercial interests	Redacted under FOIA Section 43, Commercial interests	Redacted under FOIA Section 43, Commercial interests	Redacted under FOIA Section 43, Commercial interests
Redacted under FOIA Section 40, Personal Information	Redacted under FOIA Section 43, Commercial interests	Redacted under FOIA Section 43, Commercial interests	Redacted under FOIA Section 43, Commercial interests	Redacted under FOIA Section 43, Commercial interests
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Redacted under FOIA Section 40, Personal Information	Redacted under FOIA Section 43, Commercial interests	Redacted under FOIA Section 43, Commercial interests	Redacted under FOIA Section 43, Commercial interests	Redacted under FOIA Section 43, Commercial interests
Redacted under FOIA Section 40, Personal Information	Redacted under FOIA Section 43, Commercial interests	Redacted under FOIA Section 43, Commercial interests	Redacted under FOIA Section 43, Commercial interests	Redacted under FOIA Section 43, Commercial interests

[illegible]

Accommodation Day and Night subsistence	Redacted under FOIA Section 43, Commercial interests	Redacted under FOIA Section 43, Commercial interests	Redacted under FOIA Section 43, Commercial interests	Redacted under FOIA Section 43, Commercial interests
Other (Rail/Air) (Provide Detail)	Redacted under FOIA Section 43, Commercial interests	Redacted under FOIA Section 43, Commercial interests	Redacted under FOIA Section 43, Commercial interests	Redacted under FOIA Section 43, Commercial interests
Other e.g. materials (provide detail)	Redacted under FOIA Section 43, Commercial interests	Redacted under FOIA Section 43, Commercial interests	Redacted under FOIA Section 43, Commercial interests	Redacted under FOIA Section 43, Commercial interests
<b>PROVISION FROM SUBCONTRACTORS:</b>				
<b>Service</b>	<b>Cost £</b>	<b>Qty</b>	<b>Subtotal</b>	<b>Total</b>
Hawkrose Limited (Task Lead)	Redacted under FOIA Section 43, Commercial interests	Redacted under FOIA Section 43, Commercial interests	Redacted under FOIA Section 43, Commercial interests	Redacted under FOIA Section 43, Commercial interests
QinetiQ Training and Simulation Limited (Technical Lead)	Redacted under FOIA Section 43, Commercial interests	Redacted under FOIA Section 43, Commercial interests	Redacted under FOIA Section 43, Commercial interests	Redacted under FOIA Section 43, Commercial interests
<b>GRAND TOTAL Ex VAT</b>				<b>£745,597.24</b>

<b>Milestones Deliverables and Payments</b>					
<b>Milestone No</b>	<b>Description</b>	<b>Pricing (Ascertained or Firm)</b>	<b>£ Ex VAT</b>	<b>Due Date</b>	<b>Deliverable DEFCON 703 / 705 (14, 90 &amp; 91)</b>
1	Redacted under FOIA Section 43, Commercial interests	Redacted under FOIA Section 43, Commercial interests	Redacted under FOIA Section 43, Commercial interests	Redacted under FOIA Section 43, Commercial interests	Redacted under FOIA Section 43, Commercial interests
2	Redacted under FOIA Section 43, Commercial interests	Redacted under FOIA Section 43, Commercial interests	Redacted under FOIA Section 43, Commercial interests	Redacted under FOIA Section 43, Commercial interests	Redacted under FOIA Section 43, Commercial interests
3	Redacted under FOIA Section 43, Commercial interests	Redacted under FOIA Section 43, Commercial interests	Redacted under FOIA Section 43, Commercial interests	Redacted under FOIA Section 43, Commercial interests	Redacted under FOIA Section 43, Commercial interests
4	Redacted under FOIA Section 43, Commercial interests	Redacted under FOIA Section 43, Commercial interests	Redacted under FOIA Section 43, Commercial interests	Redacted under FOIA Section 43, Commercial interests	Redacted under FOIA Section 43, Commercial interests
5	Redacted under FOIA Section 43, Commercial interests	Redacted under FOIA Section 43, Commercial interests	Redacted under FOIA Section 43, Commercial interests	Redacted under FOIA Section 43, Commercial interests	Redacted under FOIA Section 43, Commercial interests
6	Redacted under FOIA Section 43, Commercial interests	Redacted under FOIA Section 43, Commercial interests	Redacted under FOIA Section 43, Commercial interests	Redacted under FOIA Section 43, Commercial interests	Redacted under FOIA Section 43, Commercial interests

7	Redacted under FOIA Section 43, Commercial interests	Redacted under FOIA Section 43, Commercial interests	Redacted under FOIA Section 43, Commercial interests	Redacted under FOIA Section 43, Commercial interests	Redacted under FOIA Section 43, Commercial interests
TOTAL £ Ex VAT			£745,597.24		

\* With respect to Milestones 1, 2, 3 and 4 the Task Lead is working on a time and materials basis, and cost incurred by the Task Lead shall be billed on a time and materials basis.

\*\* With respect to Milestones 5, 6 and 7, the Task Lead is working on a firm price basis, and the above Task Lead values will be invoiced upon acceptance of the associated deliverables.

Request for Limitation of Liability	
Risk should sit with the party best placed to manage that risk. If the contractor believes that should be the Authority, they should provide a justification detailing the perceived risk, the limitation of liability requested, and link it to the relevant DEFCON where applicable.	
<input type="checkbox"/>	No limitation requested
<input type="checkbox"/>	Limitations requested – to be absorbed by Prime
<input checked="" type="checkbox"/>	Limitations requested – see attached justification at Annex A

**Requested Amendments to Framework Conditions**

The Prime should detail below any requests for amendments to the terms and conditions of the Framework if deemed necessary for this particular task

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**Options and Payments**

Item No	Description / Title from Part A	£ (ex VAT)*	Expiry Date

\*Price(s) quoted to be held valid until end date of options ☐  
(If unticked a requote will be required)

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ASTRID – TASKING FORM – Part C

**1. Offer of Contract:** *(to be completed by Authority Commercial Services)*

<b>Commercial Officer:</b>	Redacted under FOIA Section 40, Personal Information	<b>Tel:</b>	Redacted under FOIA Section 40, Personal Information
<b>Vendor Agreement No (if applicable):</b>	N/A		
<b>Purchase Order Number:</b>	TBC		
<b>Start date (T0) is deemed to be:</b>	21 Nov 2022	If preferred, CORDA has given permission for you to amend the table in Part B to show actual due dates. If you make any changes, please change the font to RED and draw attention to them in the 'comments & clarifications' box below.	

**Commercial comments and clarifications to proposal:**

<b>Commercial Approval:</b>	Redacted under FOIA Section 40, Personal Information
<b>Date:</b>	16/11/2022
Please Note: Task Authorisation to be issued by Authority Commercial Services Department once the Vendor Agreement and Purchase Order numbers have been inserted. Any work carried out prior to issue is at the Contractor's own risk	

**2. Unqualified Acceptance of Offer made in Part C.1 above:** *(to be completed by the Prime Contractor and returned to Authority's Commercial Services)*

<b>Name:</b>	Redacted under FOIA Section 40, Personal Information	<b>Tel:</b>	Redacted under FOIA Section 40, Personal Information
<b>Position in Company:</b>	Redacted under FOIA Section 40, Personal Information		
<b>Signature :</b>	Redacted under FOIA Section 40, Personal Information	<b>Date:</b>	

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OFFICIAL-SENSITIVE COMMERCIAL

**ASTRID – TASKING FORM – Part D**

**COMPLETION OF TASK** *(to be completed by the Prime Contractor and returned to the nominated Authority Task owner as detailed in Part A - failure to return could result in payment being delayed)*

For the avoidance of doubt, Section D confirms the final value of the task. The value stated in this section will be the contracted value for the task and will take precedence over any previous values referred to in sections above.

**Confirmation of Deliverables as per Part A:**

Yes ☐

No ☐

**Actual Task start date:**

**Actual Task completion date:**

**Final invoice submitted on:**

**For firm price of:**

£

**For the final LoL price of:**

£

**Comments from Contractor on the task:**

an item.

**Task completed to Authority's satisfaction** (*to be completed by nominated Task owner*)  
**Comments from Task owner on the task:**

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<b>Anticipated exploitation inc timescales:</b>	
<b>Follow-up date with End User if necessary:</b>	

<b>Key Performance Indicators (KPIs):</b>
<p><b>Timeliness of deliverables:</b>  This KPI is a pass or fail question and each deliverable will be given a score of either 1 for meeting the required date or 0 for failure to meet the required date.  Where any agreed contract amendments or changes to the delivery dates have been made, the revised delivery date will supersede the previous agreed date. Where a Deliverable is late as a result of the Authority's actions, and this is agreed to by the Authority, the deliverable shall be marked as on-time.</p>

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<b>Total number of deliverables within task:</b> _____	
<b>Of which on time:</b>	
<b>Of which deemed late:</b>	
<b>Comments / Notes:</b>	

<b>Quality of Deliverables:</b> Deliverables are deemed to be accepted once the Authority has reviewed them and has confirmed that they are of an acceptable standard and is willing to pay the invoice associated with the deliverable. Deliverables can be rejected on the grounds of technical, financial and grammatical errors.		
<b>Mark:</b>	<b>Measure:</b>	<b>Number of deliverables in this category:</b>
<b>Accepted</b>	Technically and editorially acceptable. Minor changes may be needed to improve exploitability of the output or to tailor the output for the end customer.	
<b>Minor revisions</b>	Deliverables require minor editorial and/or technical revisions prior to acceptance. Minor changes may also be needed to improve exploitability of the output or to tailor the output for the customer.	
<b>Major revisions</b>	Deliverables require significant editorial and/or technical revisions and further review by the Authority.	
<b>Rejected</b>	Deliverables do not meet the requirement and are rejected	
<b>Any additional comments / Notes:</b>		
<b>Signed:</b>		

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<b>Date:</b>	
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DIRECT LOSS - DEFCON 76 (Damage to Government Establishments)								
RISK (Situation)	Worst Case Scenario	Worst Case Cost £	Mitigation	Post Mitigation Cost £	Proposed LOL	Contingent Liability	Probability	Impact
TOTAL PROPOSED CONTRACTOR'S LIMIT OF LIABILITY								

DIRECT LOSS - DEFCON 514 (Material Breach)								
RISK (Situation)	Worst Case Scenario	Worst Case Cost £	Mitigation	Post Mitigation Cost £	Proposed LOL	Contingent Liability	Probability	Impact
TOTAL PROPOSED CONTRACTOR'S LIMIT OF LIABILITY								

DIRECT LOSS - DEFCON 611 (Loss of or damage to Issued Property)								
RISK (Situation)	Worst Case Scenario	Worst Case Cost £	Mitigation	Post Mitigation Cost £	Proposed LOL	Contingent Liability	Probability	Impact
TOTAL PROPOSED CONTRACTOR'S LIMIT OF LIABILITY								

DIRECT LOSS - DEFCON 612 (Loss of or damage to Articles)								
RISK (Situation)	Worst Case Scenario	Worst Case Cost £	Mitigation	Post Mitigation Cost £	Proposed LOL	Contingent Liability	Probability	Impact
TOTAL PROPOSED CONTRACTOR'S LIMIT OF LIABILITY								

<b>DIRECT LOSS - NEGLIGENCE (that is not included within DEFCON 76, 514, 611 &amp; 612 above)</b>								
RISK (Situation)	Worst Case Scenario	Worst Case Cost £	Mitigation	Post Mitigation Cost £	Proposed LOL	Contingent Liability	Probability	Impact
<b>TOTAL PROPOSED CONTRACTOR'S LIMIT OF LIABILITY</b>								

<b>INDIRECT/CONSEQUENTIAL LOSS</b>								
RISK (Situation)	Worst Case Scenario	Worst Case Cost £	Mitigation	Post Mitigation Cost £	Proposed LOL	Contingent Liability	Probability	Impact

TOTAL PROPOSED CONTRACTOR'S LIMIT OF LIABILITY				
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