**AD-HOC TASKING ORDER PROCESS MAP AND INFORMATION**

Contractor provides a Firm Price for the additional requirement (no. of days & SFIA Level, plus any T&S) on Part 2 and returns

Authority and Contractor work together to amend cost or scope of the requirement

Authority identifies additional requirement and completes Part 1

Authority approves/rejects Firm Price, returns Part 3

Within 2 working days

Repeat as

necessary to

agree terms of

work package

Contractor delivers requirements

Contractor provides invoice for

work to Authority

Authority draws down against Limit of Liability

Authority

Contractor

Joint / Both

within 1 working day

Approved

Rejected

Authority accepts/rejects requirement has been completed to an acceptable standard (*with justification for rejection)*

Accepted

Rejected

within 1 working day

*using Ad-Hoc Tasking Order Form (contained within Appendix 1 to Schedule 1)*

Each Tasking Order is a MAXIMUM value and is to be based on the Firm Priced Man-Day Rates detailed at Annex C.

Supplier to provide a detailed response on how they will deliver the outcome required.

No work shall commence until the Supplier is in receipt of the final Signed Tasking Order.

Once signed by all stakeholders the Authority will raise the necessary Purchase Order via CP&F. Upon completion of the Task and final invoices paid, the Authority will reduce (if necessary) the value of the Purchase Order to ensure unused funding is put back into the Non-Guaranteed Limit of Liability.

Due to the very nature of Ad-Hoc Tasking, Tasks can be cancelled at any time by the Authority. Amendments may be required which could extend the task on the basis that original technical requirement has not changed.

The Contract Terms and Conditions will support all Tasking Order Forms.

**AD-HOC TASK ORDER FORM – PART 1**

ORDER NUMBER: 001 (new number to be utilised for each additional Task)

CONTRACT No: 701203378 – DInfoCom/0145

TO: PA Consulting Services Limited

1. Please provide at PART 2 the details of the resources required to carry out the task described below.

2. TASK REQUIREMENT

To provide interim additional support to ………………………………….…………with effect from ………until……………

Tasks to include (more details are provided within the attached Statement of Requirement (Where applicable)):

1)

2)

3. Detailed Tasks and timescales are to be agreed with Hd Enterprise Architecture. PA Consulting are to report on a weekly basis to agree allocation of service priorities and risks in order to deliver services to meet contract requirements.

4. Resources: In accordance with the roles and rates within the Annex C - Proposal Price with support to be provided from existing or additional PA Consulting resources.

5. Payment will be based on the approved monthly Statement of Work between the customer and D Info Enterprise Architecture. To Note: No T&S costs are to be included if work is to be undertaken at Army HQs/Andover. Any T&S will be in accordance with the Authority’s T&S policy, will be based on actual costs incurred and agreed with the Authority.

6. PA Consulting are to complete PART 2 of this Tasking Order Form with proposed staffing profile (additional resource) and provide a detailed response on who they will deliver the outcome required.

7. LOCATION

8. PERIOD OF TASK…………………. subject to review thereafter.

SIGNATURE ……………………………………………

NAME ………………..…Authority’s Customer

APPOINTMENT ……………………………………………

CONTACT NO ………………………………………..….

**AD-HOC TASK ORDER FORM – PART 2**

**ORDER NUMBER:** 001 (new number to be utilised for each additional Task)

CONTRACT No: 701203378 – DInfoCom/0145

FROM: PA Consulting Services Limited

1. It is advised that PA Consulting shall undertake the task detailed in PART 1 of this Order Form, within the timescale indicated, for the following MAXIMUM PRICE.

a. Please select the appropriate Role(s) required to complete the Task:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **SFIA Level** | **Rate (ex VAT)** | **No of Days** | **No of Pers** | **Selected (X)** | **Total Max Price (£)** |
| Assist EA (SFIA Level 2) |  |  |  |  |  |
| Apply EA (SFIA Level 3) |  |  |  |  |  |
| Enable EA (SFIA Level 4) |  |  |  |  |  |
| Ensure/Advice EA (SFIA Level 5) |  |  |  |  |  |
| Initiate/Influence EA (SFIA Level 6) |  |  |  |  |  |

b. Total MAXIMUM PRICE for the task £

c. Full description of how PA Consulting will deliver this Task is attached.

SIGNATURE ………………………………………………………………………..….

NAME ……………………………………………………………………………

APPOINTMENT ……………………………………………………………..………….…

TELEPHONE NO: ………………………………………………………………………….

DATE ……………………………………………………………………………

**AD-HOC TASK ORDER FORM – PART 3**

ORDER NUMBER: 001 (new number to be utilised for each additional Task)

CONTRACT No: 701203378 – DInfoCom/0145

TO: PA Consulting Services Limited

1. To be completed by Hd Enterprise Architecture (or nominated representative)

**DELETE EITHER A OR B AS APPROPRIATE**

A. The Maximum price offer to undertake Order Number 001 on Contract No 701203378 – DInfoCom/0145 is commensurate with the work involved.

The work should proceed at ……………Hours on……………………………

B. The Maximum price offer to undertake Order Number 001 on Contract No 701203378 – DInfoCom/0145 is not commensurate with the work involved.

SIGNATURE ………………………………………………………………………

NAME ………………………………………………………………………

APPOINTMENT ……………………………………..……………………………….

TELEPHONE NO: …………………………………………………………………….

DATE ………………………………………………………………………

2. In addition to the above confirmation, the following is to be completed by the Authority’s Commercial Branch.

**DELETE EITHER A OR B AS APPROPRIATE**

A. The Maximum price offer to undertake Order Number 001 on Contract No 701203378 – DInfoCom/0145 is accepted as an Ad-hoc Task.

B. The Maximum price offer to undertake Order Number 001 on Contract No 701203378 – DInfoCom/0145 is not accepted as an Ad-hoc task.

SIGNATURE ……………………………………………………………………

NAME

APPOINTMENT D Info Commercial

DATE ………………………………………………………………………