

ASTRID – TASKING FORM – Part A

Once complete please email the Tasking Form to:

- Official – ASTRID@baesystems.com.
- Official Sensitive – ASTRID@baesystems.r.mil.uk.

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:

[REDACTED] (note account required to access but easy to set up)

TASKING FORM

To: CORDA

From (Organisation): Dstl Exploration Div

Framework contract number: DSTL/AGR/01142/01

Agreed quotation date (if known): asap

REQUIREMENT SUMMARY AND AUTHORITY CONTACTS:

**Project Manager
(name & telephone)**

Redacted under FOIA Section 40 – Personal information

**Technical Lead
(name & telephone)**

N/A

**Commercial Officer
(name & telephone)**

Redacted under FOIA Section 40 – Personal information

Task title (for Dstl: max 30 characters inc
AST/ prefix)

AST063 - Horion Scanning and Tech Watch Hub

Anticipated start date

ASAP

Anticipated end date (core work)

2023

Anticipated end date (options)

2026

Requisition or Purchase Order ref

TBC

ASTRID task number

063

Task description

Please see attached Statement of Requirement

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	Hub
2	Options	Increase in time or value

Pricing:

Firm Price	<input type="checkbox"/>
Ascertained cost* *only at Authority's discretion	<input checked="" 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:	Redacted under FOIA Section 26 – Defence
Assessment ref:	Redacted under FOIA Section 26 – Defence
DEFCON 658	<input checked="" type="checkbox"/> (applicable for all risk levels except 'N/A')

Limitation of Contractors Liability Risk: *(see attached SOR and Risk Assessment for more detail)***ASTRID Liability Spreadsheet:**

Demanders are required to complete an ASTRID liability spreadsheet that will look at the direct and indirect risks associated with their requirement. Performing this assessment before submitting the Task to CORDA prevents delays post receipt of proposal, which can add circa 4 weeks to the time to award.

The ASTRID liability spreadsheet can be found at the following address:

<http://org/org/ent/CME/ASTRID/SitePages/Home.aspx>

Each risk must be assessed in turn and a score for that risk entered in to the spreadsheet.

A completed copy of the spreadsheet must be attached to this Tasking Form & SOR when submitting to CORDA. A copy must also be placed on ICAS with the requisition

Direct Risk:	Redacted under FOIA Section 43 – Commercial Interest	In the event that a risk is scored as “Green” or “Yellow” the risk will be capped at pre-agreed limits of liability and demanders may continue with the submission of their requirement to CORDA. In the event that a risk is identified as “Amber” or “Red” demanders should discuss their requirement with their Commercial POC before the Task is submitted to CORDA.
Indirect/Consequential Risk	Redacted under FOIA Section 43 – Commercial Interest	In the event that the risk is “Excluded” demanders may continue with the submission of their requirement to CORDA. In the event that the risk is identified as “Included” demanders should discuss their requirement with their Commercial POC before the Task is submitted to CORDA.

DEFCONS (Defence Conditions):

Please confirm which specific DEFCONS are required for the task. If you are unsure, please discuss with your IP contact, or commercial

91	Edn 11/06	Intellectual Property Rights In Software	<input type="checkbox"/>
539	Edn 08/13	Transparency	<input checked="" type="checkbox"/>
703	Edn 08/13	Intellectual Property Rights - Vesting In the Authority To be specified on the Tasking Form	<input type="checkbox"/>
705	Edn 11/02	Intellectual Property Rights - Research and Technology To be specified on the Tasking Form Note: IP will be detailed at Study level, no IP will be generated under the over arching Hub	<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		days
		Acceptance		
525	Edn 10/98	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.		days

Defence Based Simulation and Modelling:

Defence Standard	03- 050	<input type="checkbox"/>
Other		<input type="checkbox"/>

DELIVERABLES: Please see attached SOR for full details

GFX:

Yes

☐

No

☒

GFX will be provided / detailed at Study Level

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

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

Redacted under FOIA Section 26 – Defence

**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

☐

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	Redacted under FOIA Section 40 – Personal information	Redacted under FOIA Section 40 – Personal information
FAO:	Redacted under FOIA Section 40 – Personal information	Redacted under FOIA Section 40 – Personal information	Redacted under FOIA Section 40 – Personal information
Tel:	Redacted under FOIA Section 40 – Personal information	Redacted under FOIA Section 40 – Personal information	Redacted under FOIA Section 40 – Personal information

Proposal Reference AST\CMRCL\Prop\01916\1 (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 **£2,000,000.00** (ex VAT) is submitted for **Task 063 (R167318) – Horizon Scanning and Tech Watch Hub** 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)

The Collaborative sourcing mechanism was utilised for supplier selection. This maximises Value for Money by:

- Deploying the optimum team to deliver the work (maximising quality)
- Promoting discussions with the customer during proposal work up:

Better aligning the supplier's understanding of the requirement,
 Better informing the customer's understanding of their problem and the solution to solving it,
 Eradicating 'gold plating',
 Deploying the appropriate SQEP and;
 Reducing technical (and financial) risk.

- Enforcing use of suppliers lowest UK Government rates
- Reviewing effort levels to ensure that they are commensurate with the required level of work
- The Technical Lead will provide assurance that the Statement of Work is delivered as per the specification

To provide best value for money on each task, we will tailor ASTRID PMO and ASTRID Technical Lead management activities where possible. Our involvement will primarily be determined by:

- The number and scale of studies mobilised within the task
- How much support and/or hands-on study involvement is required

In particular this proposal contains the following elements:

- Task Lead rates have been scrutinised and actively challenged on framework signup to drive value for money.

The Task may include support from the following suppliers;

RAND
 PA Consulting
 Roke Manor Research
 Cranfield
 SVGC
 TP Group
 BAE Systems CORDA
 Aleph
 FNC
 Vedette
 QinetiQ
 BAE Systems Applied Intelligence
 LMUK
 BMT
 Rowden Technologies
 UDSS
 NSC
 Arke
 Mass
 KTN
 AEUK
 Outsmart Insight
 RED Scientific
 RINA
 Social Machines

Start date:	1 st October 2021	End Date:	31 st March 2025
Redacted under FOIA Section 40 – Personal information			
Printed name:	Redacted under FOIA Section 40 – Personal information	Date:	7 th October 2021

Contractor's Cost Breakdown

PROVISION FROM PRIME:

[illegible]

[illegible]

	Commercial Interest	Commercial Interest	Commercial Interest	
GRAND TOTAL Ex VAT				£2,000,000.00

[illegible]

****Please note that the proposed TMS and Technical Lead price only covers till March 2023 and shall be recalculated annually after the highlighted progress reports have been submitted. Following milestones 4 and 6, a revised estimate to cover each subsequent 12 month period shall be provided, discussed and once acceptable, the contract amended by Dstl Commercial, to cover that period.**

Request for Limitation of Liability	
The Authority has performed a review of the risk profile for this Task and the proposed limitation of contractors liability is summarised in part A of this Tasking Form, and detailed in the ASTRID Liabilities spreadsheet attached to the Statement of Requirement. If required to do so by the Liabilities spreadsheet, or if the the Contractor believes that the risk profile is incorrect, they should complete Annex A providing details of the identified risk, the mitigations in place, and the revised limitation of contractors liability requested.	
<input checked="checked" type="checkbox"/>	Additional limitations included – see attached completed form 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
Redacted under FOIA Section 43 – Commercial Interest

Options and Payments			
Item No	Description / Title from Part A	£ (ex VAT)*	Expiry Date
1	Redacted under FOIA Section 43 – Commercial Interest	n/a	Redacted under FOIA Section 43 – Commercial Interest
2	Redacted under FOIA Section 43 – Commercial Interest	n/a	Redacted under FOIA Section 43 – Commercial Interest
3	Redacted under FOIA Section 43 – Commercial Interest	£8,000,000	Redacted under FOIA Section 43 – Commercial Interest
*Price(s) quoted to be held valid until end date of options <input type="checkbox"/> (If unticked a requote will be required)			

ASTRID – TASKING FORM – Part C**1. Offer of Contract:** *(to be completed by Authority Commercial Services)*

Commercial Officer:	Redacted under FOIA Section 40 – Personal information	Tel:	Redacted under FOIA Section 40 – Personal information
Vendor Agreement No (if applicable):	Redacted under FOIA Section 43 – Commercial Interest		
Purchase Order Number:	1000163768		
Start date (T0) is deemed to be:	13/10/2021	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:

Commercial Approval Signature:	Redacted under FOIA Section 40 – Personal information
Date:	14/10/2021
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)*

Name:		Tel:	
Position in Company:			
Signature :		Date:	

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:

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<i>Task completed to Authority's satisfaction (to be completed by nominated Task owner)</i>
Comments from Task owner on the task:

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Anticipated exploitation inc timescales:	
Follow-up date with End User if necessary:	

Key Performance Indicators (KPIs):
Timeliness of deliverables: 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.
Total number of deliverables within task: _____

Of which on time:	
Of which deemed late:	
Comments / Notes:	

Quality of Deliverables: 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.		
Mark:	Measure:	Number of deliverables in this category:
Accepted	Technically and editorially acceptable. Minor changes may be needed to improve exploitability of the output or to tailor the output for the end customer.	
Minor revisions	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.	
Major revisions	Deliverables require significant editorial and/or technical revisions and further review by the Authority.	
Rejected	Deliverables do not meet the requirement and are rejected	
Any additional comments / Notes:		
Signed:		
Date:		

