

## ASTRID – TASKING FORM – Part A

Once complete please email the Tasking Form to:

Redacted under FOIA Section : Redacted under FOIA Section 43 – Commercial Interest

Redacted under FOIA Section 26 – Defence Redacted under FOIA Section 43 – Commercial Interest

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:

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TASKING FORM			
To:	CORDA	From (Organisation):	Dstl

Framework contract number:	DSTL/AGR/01142/01
Agreed quotation date (if known):	

REQUIREMENT SUMMARY AND AUTHORITY CONTACTS:	
Project Manager (name & telephone)	Redacted under FOIA Section 40 - Personal Information
Technical Lead (name & telephone)	Redacted under FOIA Section 40 - Personal Information
Commercial Officer (name & telephone)	Redacted under FOIA Section 40 - Personal Information
Task title (for Dstl: max 30 characters inc AST/ prefix)	AST/153 OFC – Cost and Investment Trends
Anticipated start date	01/08/2022
Anticipated end date (core work)	31/01/2023
Anticipated end date (options)	
Requisition or Purchase Order ref	RQ0000014759
ASTRID task number	AST/0153
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
	Core	To build or convert existing offshore infrastructure to operate and support a large population of people.
	Core	Wide reaching research to discover investment trends and current values in OFC life support, infrastructure and industry covering- current capital expenditure, projected operating costs and which areas are the most volatile to changes in demand and global economic drivers.
	Option	To review any future trends from Core 2

<b>Pricing:</b>	
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.	

<b>Cyber Risk:</b>	
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')

<b>Limitation of Contractors Liability Risk:</b> <i>(see attached SOR and Risk Assessment for more detail)</i>
<b>ASTRID Liability Spreadsheet:</b>  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: <b>Redacted under FOIA Section 43 - Commercial Interest</b>  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:	<div>Redacted under FOIA Section 43 – Commercial Interest</div>	<p>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.</p> <p>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.</p>
Indirect/Consequential Risk	<div>Redacted under FOIA Section 43 – Commercial Interest</div>	<p>In the event that the risk is “Excluded” demanders may continue with the submission of their requirement to CORDA.</p> <p>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.</p>

**DEFCONS (Defence Conditions):**

Please confirm which specific DEFCONS are required for the task 

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91	Edn 11/06	Intellectual Property Rights In Software	<input type="checkbox"/>
539	Edn 08/13	Transparency (automatically included unless removed by Authority Commercial staff for exemption reasons)	<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	<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	30	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.	30	days

<b>Defence Based Simulation and Modelling:</b>		
Defence Standard	03- 050	<input checked="" type="checkbox"/>
Other		<input type="checkbox"/>

**DELIVERABLES:** Please see attached SOR for full details

<b>GFX:</b>	
Yes	<input type="checkbox"/>

No	<input type="checkbox"/>
If yes, please see attached SOR for full details of equipment / information / facilities	

<b>Security Classification of the Work:</b> (delete as appropriate*)	
Redacted under FOIA Section 26 – Defence	
<i>*Failure to delete unnecessary higher classifications will result in delays at the firewall</i>	
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	<input type="checkbox"/>

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:	From:       CORDA
FAO:	PoC:       Redacted under FOIA Section 40 - Personal Information
Tel:	Tel:       Redacted under FOIA Section 40 - Personal Information

**Proposal Reference AST\CMRCL\Prop\02287. (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 **£148,400.66** (ex VAT) is submitted for **ASTRID Task 153 – Offshore Floating Complex Cost and Investment Trends** and breakdown attached

Ascertained Price	<input type="checkbox"/>	
Firm Price	<input checked="" type="checkbox"/>	
Hybrid*	<input type="checkbox"/>	*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:

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Start date:	T0 (assumed as 12 <sup>th</sup> September 2022)	End date:	10 <sup>th</sup> February 2023
Signed on behalf of the Contractor: Redacted under FOIA Section 40 - Personal Information			
Printed name:	Redacted under FOIA Section 40 - Personal Information		/8/22

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PROVISION FROM SUBCONTRACTORS:				
Service	Cost £	Qty	Subtotal	Total
TP Group Limited (Technical Lead)	Redacted under FOIA Section 43 – Commercial Interest			
Sirius Analysis (Task Lead)				
GRAND TOTAL Ex VAT				£148,400.66

Milestones Deliverables and Payments					
Milestone No	Description	Pricing (Ascertained or Firm)	£ Ex VAT	Due Date	Deliverable DEFCON 703 / 705 (14, 90 & 91)

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TOTAL £ Ex VAT	£148,400.66
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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="" type="checkbox"/>	Additional limitations included – see attached completed form at Annex A



Requested Amendments to Framework Conditions
<p>The Prime should detail below any requests for amendments to the terms and conditions of the Framework if deemed necessary for this particular task</p> <p>It is assumed that there is no requirement to produce a deliverable quality plan for this task.</p> <p><u>Liability Clause</u></p>

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Options and Payments			
Item No	Description / Title from Part A	£ (ex VAT)*	Expiry Date
1	Delivery of FY23/24 Update*	Redacted under FOIA Section 43 – Commercial Interest	24/02/23
*Price(s) quoted to be held valid until end date of options <input type="checkbox"/> (If unticked a requote will be required)			

\*Proposal and Price will need to be revalidated prior to being contracted.

## ASTRID – TASKING FORM – Part C

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

<b>Commercial Officer:</b>	<div>Redacted under FOIA Section 40 - Personal Information</div>	<b>Tel:</b>	<div>Redacted under FOIA Section 40 - Personal Information</div>
<b>Vendor Agreement No</b> (if applicable):	Dstl CPA Reference: PA0000000621		
<b>Purchase Order Number:</b>	DSTL0000007888		
<b>Start date (T0) is deemed to be:</b>	03 <sup>rd</sup> Oct 22	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 <b>RED</b> and draw attention to them in the 'comments & clarifications' box below.	

### Commercial comments and clarifications to proposal:

Following commercial clarification the assumed start date is 3<sup>rd</sup> October , we are content to shift all the deliverables and milestones by 2 weeks from the original proposed date, as follows:

Deliverable number	Deliverable	Date/ Time Period (T0+)	NEW Proposed Date/Period
D-1	Initial CDAL	28 Oct 2022	12 Nov 22
D-2	Initial Cost and Investment Trend Presentation	25 Nov 2022	10 Dec 22
D-3	Final CDAL	27 Jan 2023	10 Feb 23
D-4	Final Cost Report	10 Feb 2023	24 Feb 23
D-5	Final Investment Trend Report	10 Feb 2023	24 Feb 23
D-6	Final Presentation	10 Feb 2023	24 Feb 23

<b>Commercial Approval:</b>	<div>Redacted under FOIA Section 40 - Personal Information</div>
<b>Date:</b>	22/09/2022
<p>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</p>	

### 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>		<b>Tel:</b>	
<b>Position in Company:</b>			
<b>Signature :</b>		<b>Date:</b>	

**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:**

***Task completed to Authority's satisfaction*** (to be completed by nominated Task owner)

**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):
<p><b>Timeliness of deliverables:</b></p> <p>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.</p> <p>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>

<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>		
<b>Date:</b>		

Choose an item.

Annex A to ASTRID Tasking Form

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Choose an item.

Annex A to ASTRID Tasking Form

# Redacted under FOIA Section 43 – Commercial Interest

Redacted under FOIA Section 26 – Defence

Choose an item.

Annex A to ASTRID Tasking Form

# Redacted under FOIA Section 43 – Commercial Interest

Choose an item.

Annex A to ASTRID Tasking Form