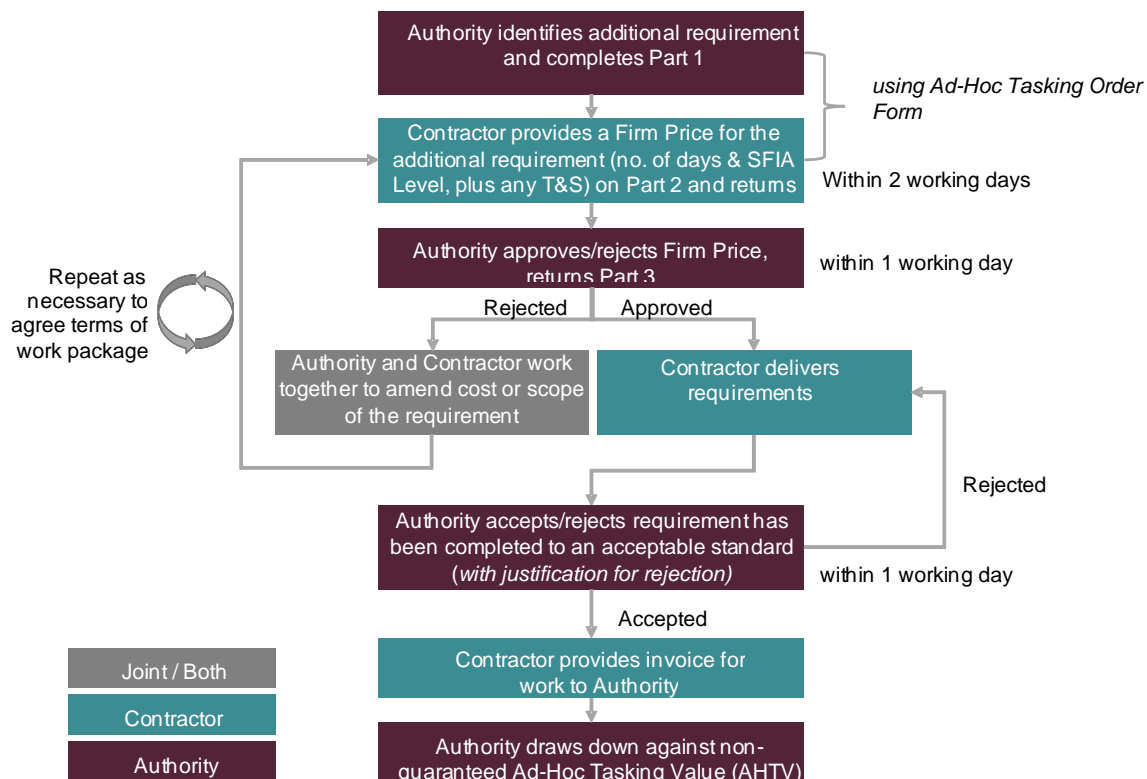


AD-HOC TASKING ORDER PROCESS MAP AND FORM

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

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: DInfoCom/0237

TO: TBC

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 towith effect fromuntil.....

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 SO2 ADS Service Operations. **Supplier** 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 - Price Proposal with support to be provided from existing or additional **Supplier** resources.

5. Payment will be based on the approved monthly Statement of Work between the customer and D Info. 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. **Supplier** 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

NAMEAuthority'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: DInfoCom/0237

FROM: TBC

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

a.	List of roles and SFIA Level Price	No of Days	Rate
	(as detailed in the Call-Off Order Form)		

b.	Travel Expenses (if applicable) Price	No of Arisings	Rate
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c.	Total MAX FIRM PRICE for the task (a+b)	£
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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: DInfoCom/0237

TO: TBC

1. To be completed by POC TBC (or nominated representative)

DELETE EITHER A OR B AS APPROPRIATE

A. The Maximum price offer to undertake Order Number 001 on Contract No DInfoCom/0237 is commensurate with the work involved.

The work should proceed atHours on.....

B. The Maximum price offer to undertake Order Number 001 on Contract No DInfoCom/0237 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 DInfoCom/0237 is accepted as an Ad-hoc Task.

B. The Maximum price offer to undertake Order Number 001 on Contract No DInfoCom/0237 is not accepted as an Ad-hoc task.

SIGNATURE

NAME

APPOINTMENT D Info Commercial

TELEPHONE NO:

DATE