

**ASTRID – TASKING FORM – Part A**

Once complete please email the Tasking Form to:

- Official – [REDACTED – PERSONAL INFORMATION]
- Official Sensitive – [REDACTED – PERSONAL INFORMATION]

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> Dstl

<b>Framework contract number:</b>	DSTL/AGR/01142/01
<b>Agreed quotation date (if known):</b>	Not known

<b>REQUIREMENT SUMMARY AND AUTHORITY CONTACTS:</b>	
<b>Project Manager (name &amp; telephone)</b>	[REDACTED – PERSONAL INFORMATION]
<b>Technical Lead (name &amp; telephone)</b>	[REDACTED – PERSONAL INFORMATION]
<b>Commercial Officer (name &amp; telephone)</b>	[REDACTED – PERSONAL INFORMATION]
<b>Task title</b> (for Dstl: max 30 characters inc AST/ prefix)	AST069/PTAW
<b>Anticipated start date</b>	October 2021
<b>Anticipated end date (core work)</b>	31 Mar 2022
<b>Anticipated end date (options)</b>	31 Mar 2025
<b>Requisition or Purchase Order ref</b>	1000168209
<b>ASTRID task number</b>	AST/069
<b>Task description</b>	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	Task 1 – Historical analysis
2	Core	Task 2 – Identify potential PTAW methods outside Defence
3	Core	Task 3 – Identify potential concepts and technologies outside Defence
4	Core	Task 4 – Engagement with technology companies outside Defence
5	Option	Option 1 – further work in FY21/22
6	Option	Option 2 – work in FY22/23
7	Option	Option 3 – work in FY23/24
8	Option	Option 4 – work in FY24/25

<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 – DEFENCE]
Assessment ref:	[REDACTED – DEFENCE]
DEFCON 658	<input checked="" type="checkbox"/>

<b>Limitation of Contractors Liability Risk:</b> <i>(see attached SOR and Risk Assessment for more detail)</i>			
Direct Risk:	[REDACTED – DEFENCE]		
Indirect/Consequential Risk	[REDACTED – DEFENCE]		
<b>DEFCONS (Defence Conditions):</b>			
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 checked="" type="checkbox"/>

Acceptance or rejection of deliverables				
524	Edn 10/98	Rejection	10	working 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.	10	working days

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

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

<b>GFX:</b>	
Yes	<input checked="" 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 – NATIONAL SECURITY]
<p>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.</p> <p>If this is the case, please tick the box to indicate you are attaching a separate SAL for your task <input type="checkbox"/></p>

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**

<b>To:</b>	Dstl	<b>From:</b>	CORDA
<b>FAO:</b>	[REDACTED – PERSONAL INFORMATION]	<b>PoC:</b>	[REDACTED – PERSONAL INFORMATION]
<b>Tel:</b>	[REDACTED – PERSONAL INFORMATION]	<b>Tel:</b>	[REDACTED – PERSONAL INFORMATION]

**Proposal Reference AST\CMRCL\Prop\01992 (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 **£249,099.00** (ex VAT) is submitted for **ASTRID Task 69 (R168209) – Technological Advantage** 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 [REDACTED – COMMERCIAL INTERESTS] have developed a plan to conduct this study in an efficient manner that offers the best value for money to the Dstl client. This will include re-using or adapting existing approaches from previous work such as [REDACTED – COMMERCIAL INTERESTS] so as to avoid duplication of previous effort and to free up resource to focus on adding value on other aspects of Dstl's

requirement. We will also use existing data and analysis, such as [REDACTED – COMMERCIAL INTERESTS]. However, where appropriate [REDACTED – COMMERCIAL INTERESTS] will develop innovative approaches and seek new data sources to ensure we provide a comprehensive analysis, in line with the requirements of the client. Through our technical leadership and project management we will work with Dstl to ensure we strike the right balance between re-use or adaptation and innovation.

In particular this proposal contains the following elements:

- A team that has a reduced learning curve due to their collective experience; improving efficiency
- A level of innovation judged to have the potential to improve technical quality and/or reduce cost
- Confidence that a supplier will deliver the agreed requirements for an agreed firm price
- Task Lead rates have been scrutinised and actively challenged on framework signup to drive value for money.

Start date:	08/11/2021	End date:	31/03/2022
Signed on behalf of the Contractor: [REDACTED – PERSONAL INFORMATION]			
Printed name:	[REDACTED – PERSONAL INFORMATION]	Date:	02/11/2021

### Contractor's Cost Breakdown

[CONTRACTOR'S PRICING TABLES REDACTED IN THEIR ENTIRETY- COMMERCIAL INTERESTS]

**[MILESTONE PRICING TABLES REDACTED IN THEIR ENTIRETY- COMMERCIAL INTERESTS]**

<b>Request for Limitation of Liability</b>	
[REDACTED – COMMERCIAL INTERESTS]	
	[REDACTED – COMMERCIAL INTERESTS]

**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

It is assumed that there is no requirement to produce a deliverable quality plan for this task.

[REDACTED – COMMERCIAL INTERESTS]

**Options and Payments**

<b>Item No</b>	<b>Description / Title from Part A</b>	<b>£ (ex VAT)*</b>	<b>Expiry Date</b>
1	FY 22/23	£500k (ROM)	N/A
2	FY23/24	£500k (ROM)	N/A
3	FY24/25	£500k (ROM)	N/A

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

**ASTRID – TASKING FORM – Part C**

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

<b>Commercial Officer:</b>	[REDACTED – PERSONAL INFORMATION]	<b>Tel:</b>	[REDACTED – PERSONAL INFORMATION]
<b>Vendor Agreement No</b> (if applicable):	DSTL/AGR/01142/01/TA0015		
<b>Purchase Order Number:</b>	DSTLX-1000164458		
<b>Start date (T0) is deemed to be:</b>	12/11/2021	If preferred, CODA 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:**

1. Ref: email, [REDACTED – PERSONAL INFORMATION], 10/11/2021, 16.56, minor changes to the contractor's proposal have been discussed and agreed between the Authority and the task lead [REDACTED – COMMERCIAL INTERESTS] and shall take precedence, negating the need to formally submit a revised proposal.

<b>Commercial Approval:</b>	[REDACTED – PERSONAL INFORMATION]
<b>Date:</b>	12/11/2021

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)*

<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:**

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***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>
<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.

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

**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.

<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	

**Any additional comments / Notes:**

<b>Signed:</b>	
<b>Date:</b>	

[REDACTED – COMMERCIAL INTERESTS]

[REDACTED – COMMERCIAL INTERESTS]

[REDACTED – COMMERCIAL INTERESTS]