

ASTRID – TASKING FORM – Part A

Once complete please email the Tasking Form to:

- Official – [REDACTED UNDER FOIA SECTION 40 - PERSONAL INFORMATION]
- Official Sensitive – [REDACTED UNDER FOIA SECTION 40 - 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)

TASKING FORM	
To: CORDA	From (Organisation): Dstl

Framework contract number:	[REDACTED UNDER FOIA SECTION 26 – DEFENCE]
Agreed quotation date (if known):	

REQUIREMENT SUMMARY AND AUTHORITY CONTACTS:	
Project Manager (name & telephone)	[REDACTED UNDER FOI SECTION 40 - PERSONAL INFORMATION]
Technical Lead (name & telephone)	[REDACTED UNDER FOI SECTION 40 - PERSONAL INFORMATION]
Commercial Officer (name & telephone)	[REDACTED UNDER FOI SECTION 40 - PERSONAL INFORMATION]
Task title (for Dstl: max 30 characters inc AST/ prefix)	AST077/Defence Technology Matrix (DTM) software support
Anticipated start date	31/10/21
Anticipated end date (core work)	31/03/23
Anticipated end date (options)	31/03/24
Requisition or Purchase Order ref	[REDACTED UNDER FOIA SECTION 26 – DEFENCE]
ASTRID task number	AST/077
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	DTM Software Support FY 2021-22
2	Core	DTM Software Support FY 2022-23
3	Option	DTM Software Support FY 2023-24

Pricing:

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.	

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: [REDACTED UNDER FOIA SECTION 43 – COMMERCIAL INTEREST]

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 26 – DEFENCE]	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 26 – DEFENCE]	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 (Dstl staff click [here](#) for greater DEFCON detail and NIPPY Guidance). If you are unsure, please discuss with your IP contact, or commercial

91	Edn 11/06	Intellectual Property Rights In Software	<input checked="" 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

Defence Based Simulation and Modelling:

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

DELIVERABLES: Please see attached SOR for full details

GFX:

Yes	<input checked="" type="checkbox"/>
No	<input type="checkbox"/>

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 24 – NATIONAL SECURITY]

**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:	Dstl	From:	CORDA
FAO:	[REDACTED UNDER FOI SECTION 40 - PERSONAL INFORMATION]	POC:	[REDACTED UNDER FOI SECTION 40 - PERSONAL INFORMATION]
Tel:	[REDACTED UNDER FOI SECTION 40 - PERSONAL INFORMATION]	Tel:	[REDACTED UNDER FOI SECTION 40 - PERSONAL INFORMATION]

Proposal Reference AST\CMRCL\Prop\01973 (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 **£340,751.98** (ex VAT) is submitted for **Task 77 (R168472) – Defence Technology Matrix Software Support** 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 Targeted 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

- Removal of the cost associated with running and evaluating a competition
- Shortening the time to obtain a Supplier proposal

Value for money is achieved through:

- Effectiveness: Providing continuity of resource from prior work on the project
- Efficiency: Working in an agile manner in response to user feedback
- Economy: Adjusting the resource profile in line with the demands and needs of the business.
- IP: Build upon and leverage the pre-existing code base owned by Dstl.

In particular this proposal contains the following elements:

- 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:	1 st November 2021	End date:	31 st March 2023
Signed on behalf of the Contractor: [REDACTED UNDER FOI SECTION 40 - PERSONAL INFORMATION]			
Printed name:	[REDACTED UNDER FOI SECTION 40 - PERSONAL INFORMATION]	Date:	22.10.21

Contractor's Cost Breakdown

[REDACTED UNDER FOIA SECTION 43 – COMMERCIAL INTEREST]

Request for Limitation of Liability

[REDACTED UNDER FOIA SECTION 43 – COMMERCIAL INTEREST]

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 UNDER FOIA SECTION 43 – COMMERCIAL INTEREST]

Options and Payments

Item No	Description / Title from Part A	£ (ex VAT)*	Expiry Date
1	FY23/24 – Extension to Support	180k ROM	31st March 2023

*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)*

Commercial Officer:	[REDACTED UNDER FOI SECTION 40 - PERSONAL INFORMATION]	Tel:	[REDACTED UNDER FOI SECTION 40 - PERSONAL INFORMATION]
Vendor Agreement No (if applicable):	[REDACTED UNDER FOIA SECTION 26 – DEFENCE]		
Purchase Order Number:	DSTLX-1000164502		
Start date (T0) is deemed to be:	01/11/2021	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:	[REDACTED UNDER FOI SECTION 40 - PERSONAL INFORMATION]
Date:	27/10/2021

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:	

[REDACTED UNDER FOIA SECTION 43 – COMMERCIAL INTEREST]

[REDACTED UNDER FOIA SECTION 43 – COMMERCIAL INTEREST]

[REDACTED UNDER FOIA SECTION 43 – COMMERCIAL INTEREST]