

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: <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: 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)

AST186/Creating Concepts

Anticipated start date

21/10/2022

Anticipated end date (core work)

31/03/2023

Anticipated end date (options)

Requisition or Purchase Order ref

RQ0000017699

ASTRID task number

AST186

Task description

Please see attached Statement of Requirement

Redacted under FOIA Section 26 - Defence

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	Phase 1: Propose an approach to generating new concepts, through collaboration and joint development
2	Core	Phase 2: Hold workshop(s) with Dstl analysts (list to be provided by the Dstl Technical Partner) to pilot approach using 'live' information, review output and findings, and adapt approach as required
3	Core	Phase 3: Use the updated approach to propose three new defence concepts using 'live' information, and involve Dstl analysts (list to be provided by the Dstl Technical Partner). Hold a workshop to review the outputs and approach

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:		
DEFCON 658	<input checked="" type="checkbox"/>	(applicable for all risk levels except 'N/A')

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 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 checked="" type="checkbox"/>

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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 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 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"/>

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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\Prop02374 (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 **£121,712.53** (ex VAT) is submitted for **ASTRID Task 0186 – Creating new Defence Concepts** 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:

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Redacted under FOIA Section 43 - Commercial Interest

Start date:	T0 (assumed w/c 31 st October 2022)	End date:	T0 + 21 weeks
Signed on behalf of the Contracto			
Printed name:	Redacted under FOIA Section 40 – Personal information	Date:	18/10/2022

Contractor’s Cost Breakdown

PROVISION FROM PRIME:

Redacted under FOIA Section 26 - Defence

Service (Activity)* indicate whether work is pre or post award	Rate £	Qty	Subtotal	Total
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Redacted under FOIA Section 43 – Commercial Interest

Redacted under FOIA Section 43 – Commercial Interest

GRAND TOTAL Ex VAT	£121,712.53
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Milestones Deliverables and Payments					
Milestone No	Description	Pricing (Ascertained or Firm)	£ Ex VAT	Due Date	Deliverable DEFCON 703 / 705 (14, 90 & 91)
1	Provision of Contractable Scope of Work and Proposal	Firm	Redacted under FOIA Section 43 – Commercial	T0	n/a
2	Develop proposed Approach	Firm		T0 + 6 weeks	705
3	Final Approach Artefact	Firm		T0 + 21 weeks	705
TOTAL £ Ex VAT			£121,712.53		

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

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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.

Liability Clause

X.1 Subject to Clauses X.2 and X.3, the Contractor's liability to the Authority under or in connection with this Contract shall be limited as follows:

(a). under Clauses 3 and 4 of DEFCON 76 shall not exceed

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(b). under Clause 2 of DEFCON 514 shall not exceed

Redacted under FOIA Section 43 – Commercial Interest

(c). under Clause 8 of DEFCON 611 shall not exceed

(d). under Clause 1 of DEFCON 612 shall not exceed

(e) under DEFCON 658 shall not exceed

Redacted under FOIA Section 43 – Commercial Interest

(f) subject to the Task Lead using reasonable endeavours to ensure that the software deliverables or modelling tools used for completion of the Task are free from any known viruses prior to its delivery, liability for loss arising from viruses shall not exceed

Redacted under FOIA Section 43 – Commercial Interest

(g) liability for breaches excepting breaches under or in connection with X.1(a)-X.1(f) above, shall not exceed

Redacted under FOIA Section 43 – Commercial Interest

X.2. Nothing in this Contract shall operate to limit or exclude the Contractor's liability:

(a). for:

i. any liquidated damages (to the extent expressly provided for under this Contract);

ii. any amount(s) which the Authority is entitled to claim, retain or withhold under clause 7 of DEFCON 670 (Tax Compliance), clause 22 and Annex G (Key Performance Indicators and Service Credits, DEFCON 811 and condition 1.3 of Annex I (Insurance Requirements) of this Contract. For the avoidance of doubt, liabilities arising under DEFCON 514 shall be limited in accordance with clause X.1(b) above;

iii. Any interest payable in relation to the late payment of any sum due and payable by the Contractor to the Authority under this Contract;

iv. Any amount payable by the Contractor to the Authority in accordance with clause 23 and Schedule H of this Contract;

(b) Where the Parties have agreed to assign a risk profile of Green or Yellow to a Task in reliance on information (including in relation to insurance) submitted by or on behalf of the Contractor and the Parties jointly assesses such information to be inaccurate or untrue, the Parties agree that the LoCL provisions on the Task may be amended, and if such amendment cannot be mutually agreed the Authority or Contractor may terminate the Task.

(c). under DEFCONs 91 and 632;

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(d). for death or personal injury caused by the Contractor's negligence or the negligence of any of its personnel, agents, consultants or subcontractors;

(e) for fraud, fraudulent misrepresentation and wilful misconduct;

(f) in relation to the termination of this Contract on the basis of abandonment by the Contractor;

(g). for breach of the terms implied by Section 2 of the Supply of Goods and Services Act 1982; or

(h). for any other liability which cannot be limited or excluded under general (including statute and common) law.

X.3 The Contractor shall not be liable, whether in contract, tort (including negligence), statute or otherwise for any indirect or consequential losses.

X.4. The rights of the Authority under this Contract are in addition to, and not exclusive of, any rights or remedies provided by English (including statute and common) law.

X.5 The Parties agree that the following amendment shall be inserted as a last sentence in clause 14.1 of the Special Conditions:

"...For the avoidance of doubt, all information and data of the Authority, and any GFF, shall be treated as Issued Property for the purposes of Defcon 611"

X.6 For the avoidance of doubt, provisions defined in the Contract and used in this Tasking shall have the meaning set out in the Contract.

X.7 For the further avoidance of doubt, the Contract, including any previous variations, will remain effective and unaltered except as amended by this Tasking. If there is an inconsistency between any of the provisions of the Pilot and the provisions of the Contract, the provisions of the Contract shall prevail.

Options and Payments			
Item No	Description / Title from Part A	£ (ex VAT)*	Expiry Date
*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**Vendor Agreement No** (if applicable):**Purchase Order Number:** DSTL0000009401**Start date (T0) is deemed to be:**1st November 2022

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:

As clarified in document AST186_Tender_Clarification_Questions_v2_CORDA_Response dated 27th October 2022.

Commercial Approval:

Redacted under FOIA Section 40 – Personal information

Date:1st November 2022

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:**

Redacted under FOIA Section 40 – Personal information

Position in Company:

Commercial Manager

Signature :

Redacted under FOIA Section 40 – Personal information

Date:

1.11.22

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>Timeliness of deliverables:</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>

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:		

Redacted under FOIA Section 26 - Defence

Date:	
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Redacted under FOIA Section 26 - Defence

DIRECT LOSS - DEFCON 76 (Damage to Government Establishments)								
RISK (Situation)	Worst Case Scenario	Worst Case Cost £	Mitigation	Post Mitigation Cost £	Proposed LOL	Contingent Liability	Probability	Impact
Redacted under FOIA Section 43 – Commercial Interest								
TOTAL PROPOSED CONTRACTOR'S LIMIT OF LIABILITY				Unknown	Redacted under FOIA Section 43 – Commercial Interest	Unknown		

DIRECT LOSS - DEFCON 514 (Material Breach)								
RISK (Situation)	Worst Case Scenario	Worst Case Cost £	Mitigation	Post Mitigation Cost £	Proposed LOL	Contingent Liability	Probability	Impact
Redacted under FOIA Section 43 – Commercial Interest								
TOTAL PROPOSED CONTRACTOR'S LIMIT OF LIABILITY					the Contractor's liability to the Authority under or in connection with this Contract shall be limited as follows: Redacted under FOIA Section 43 – Commercial Interest			

Annex A to ASTRID Tasking Form

DIRECT LOSS - DEFCON 611 (Loss of or damage to Issued Property)

RISK (Situation)	Worst Case Scenario	Worst Case Cost £	Mitigation	Post Mitigation Cost £	Proposed LOL	Contingent Liability	Probability	Impact
Redacted under FOIA Section 43 – Commercial Interest								
TOTAL PROPOSED CONTRACTOR'S LIMIT OF LIABILITY				Redacted under FOIA Section 43 – Commercial Interest				

DIRECT LOSS - DEFCON 612 (Loss of or damage to Articles)

RISK	Worst Case Scenario	Worst Case Cost	Mitigation		Proposed LOL		Probability	Impact
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Annex A to ASTRID Tasking Form

(Situation)		£		Post Mitigation Cost £		Contingent Liability		
Redacted under FOIA Section 43 – Commercial Interest								
TOTAL PROPOSED CONTRACTOR’S LIMIT OF LIABILITY					The Contractor's liability to the Authority under or in connection with this Contract shall be limited as follows: Redacted under FOIA Section 43 – Commercial Interest			

DIRECT LOSS - NEGLIGENCE (that is not included within DEFCON 76, 514, 611 & 612 above)								
RISK (Situation)	Worst Case Scenario	Worst Case Cost £	Mitigation	Post Mitigation Cost £	Proposed LOL	Contingent Liability	Probability	Impact
Redacted under FOIA Section 43 – Commercial Interest								
TOTAL PROPOSED CONTRACTOR’S LIMIT OF LIABILITY								

INDIRECT/CONSEQUENTIAL LOSS								

RISK (Situation)	Worst Case Scenario	Worst Case Cost £	Mitigation	Post Mitigation Cost £	Proposed LOL	Contingent Liability	Probability	Impact
Redacted under FOIA Section 43 – Commercial Interest								
					Redacted under FOIA Section 43 – C			
TOTAL PROPOSED CONTRACTOR’S LIMIT OF LIABILITY				Not currently foreseeable		Not currently foreseeable.		