

RCloud Tasking Form – Part A: Task Overview

1. Project Title and Return Deadline

Top Level Budget (TLB)	Defence, Science and Technology Laboratory (Dstl)
Title of Requirement	Persuasion Planning Framework
Requisition No.	1000166760
Tasking Form Version	0.1
Deadline for Clarification Questions	20/08/2021
Return Deadline	24/08/2021

2. Primary Contact

Name	[REDACTED-PERSONAL INFORMATION]
E-mail Address	[REDACTED-PERSONAL INFORMATION]
Telephone Number	[REDACTED-PERSONAL INFORMATION]

3. Summary of Task Information

Key Dates / Contract Duration	Anticipated Start Date	30/09/2021
	Anticipated End Date	31/03/2022
Highest Security Classification¹	Tasking Form (including supporting documentation)	Official
	Work to be undertaken:	Official
	Deliverables / Outputs:	Official
Pricing Mechanism	Firm	

¹ Further details of security classification and the full requirements can be found at the Gov.UK website at: <https://www.gov.uk/government/publications/security-policy-framework>.

Intellectual Property Rights (IPR)	R-Cloud Annex A IPR T&C's apply. If any non-standard IP rights are required, this is set out in this tasking form, (Part A, section 1.6). See also Annex A par 1.2, 12(d) and 12(g). A Full Rights version is required for each deliverable (par 9). Document marking requirements are set out in this tasking form (par 17). All deliverable information is to be delivered in Full Rights version(s), except information that is clearly identified by the Supplier as being Background IP, and where the Authority agrees in writing that it can be delivered only in Limited Rights version(s).	
Cyber Risk Level	[REDACTED-DEFENCE]	
Cyber Risk Assessment (RA) Reference²	[REDACTED-DEFENCE]	
Research Worker Forms	Required	
Research Worker Form Process	Forms required for any personnel to be allocated not SC Cleared.	

Additional Terms and Conditions (if applicable)

4. Supporting Documentation

Supporting documents	All supporting documentation will be published in the RCloud Portal, unless otherwise stated below.
Statement of Requirement	[See the RCloud Portal]
Security Aspects Letter	[See the RCloud Portal]
Research Worker Form	[See the RCloud Portal]
Overview of Defence Information Activities	[See the RCloud Portal]

² If stated, a Cyber Risk Assessment (RA) must be completed by the successful bidder before a contract can be awarded. Further information can be found at <https://suppliercyberprotection.service.xgov.uk>

SPECIAL NOTES AND INSTRUCTIONS TO TENDERERS

The contents of the RCloud Tasking Form and subsequent instructions must not be disclosed to unauthorised persons and must be used only for the purposes of responding.

In addition to the R-Cloud Agreement Terms and Conditions and R-Cloud Tasking Form, the following shall also apply:

1. Submission of the proposal

- 1.1 Your proposal should be returned via R-Cloud Portal, ensuring individual documents are uploaded to the coherent area of R-Cloud, unless otherwise agreed with the Authority in writing.
- 1.3 Documents should arrive no later than the date stated at Part A (Section 1). Any responses after this time may not be considered for assessment.
- 1.4 As part of the Tenderers response:
 - Tenderers are required to provide a full breakdown of the prices proposed for the requirement as per the SOR, utilising the rates which are to be used under RCloud .(version 4)
 - The Tenderer must clearly state in the response any Third Party or Company owned background Intellectual Property (IP) that is proposed to be used in undertaking this task.
 - The Authority reserves the right to reject any proposal which includes Background IP, or 3rd party IP in the deliverables where that IP may need to be withheld and therefore limiting the Authorities ability to exploit the deliverables.
 - The Tenderers response must detail the proposed split between Contractor, partners and sub-Contractors (if applicable) in terms of both effort and finance (percentage and value).
 - Technical and commercial proposals must be separated into 2 individual documents, ensuring there are no commercial elements contained within technical responses.

2. Communication and Clarification

- 2.1 All communications including approaches for technical and commercial information and clarification must be made via the Task Primary Contact (as identified at Part A (Section 2)).
- 2.2 Responses to clarification questions will be answered in writing as soon as practicable after receipt.
- 2.3 The Authority may wish to seek, where appropriate, further clarification of the proposal, including technical expertise in the form of a written response, presentation and/or Contractor visit.

3. Evaluation Process

- 3.1 The proposal will be assessed for commercial compliance using the criteria set out in Part B of the Tasking Form.
- 3.2 The proposal will be individually reviewed by a Technical Evaluation Panel using the technical evaluation criteria and marking scheme set out in Annex C to the Tasking Form.

4. Task Timetable

- 4.1 All dates associated with this Task may be subject to change, any changes will be communicated using the notification process in the RCloud Portal.

5. Disclaimer

- 5.1 The placing of any contract will depend upon consideration of the proposal received and the Authority reserves the right, if necessary, not to place any contract as a result of this Task. Any expenses incurred by the bidder during the Tasking Procedure will remain the liability of the bidder.

- 5.2 Whilst every care has been taken to ensure that the data and information contained within this Tasking Form is valid, the Authority does not warrant the accuracy of the information and data contained therein. At any time prior to the deadline for receipt, the Authority may amend the Task documents. Any such amendment will be notified via the RCloud Portal. In order to provide reasonable time in which to take the amendment into account in preparing your proposal. The Authority may, at its discretion, extend the deadline for receipt.