**Serapis Tasking Form**

**Tasking Form Part 1:** *(to be completed by the Authority’s Project Manager)*

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| **To:** | Lot 3 QinetiQ Plc | **From:** | Dstl |
| Any Task placed as a result of your quotation will be subject to the Terms and Conditions of Framework Agreement Number:LOT 3 DSTL/AGR/SERAPIS/DEC/01  |
| **VERSION CONTROL** |
| 1.1 |
| **REQUIREMENT**  |
| **Proposal Required by:** | 25/06/2021 | **Task ID Number:**  | [D15] |
| **The Authority Project Manager:** | [REDACTED UNDER FOIA EXEMPTION] | **The Authority Technical Point of Contact:** | [REDACTED UNDER FOIA EXEMPTION] |
| **Task Title:** | D15 Sense making and the relevance of positions in philosophy |
| **Required Start Date:** | 06/07/2021 | **Required End Date:** |  07/01/2022 |
| **Requisition No:** | 1000157242 | **Budget Range** |  110k |
| **TASK DESCRIPTION AND SPECIFICATION**   |
| **Serapis Framework Lot** |  [ ]  Lot 1: Collect [ ]  Lot 2: Space systems [x]  Lot 3: Decide  [ ]  Lot 4: Assured information infrastructure [ ]  Lot 5: Synthetic environment and simulation [ ]  Lot 6: Understand |
| **Statement of Requirements (SOR)****Explore competing approaches to sensemaking and planning in C2 organisations: by exploiting alternative philosophical perspectives.**The requirement for this research task is to examine the question of what are the most appropriate foundational ideas to drive a new military conception and enactment of sensemaking and planning within future C2 organisations. This includes both how organisations should think about these activities and undertake them in practice, given the nature of the future operating environment and emerging military strategies to address them.We are envisaging this as a two phase piece of work:* Phase 1 a pre-experimental demonstration phase examining foundational concepts and key enablers, drawing on a broadly based multi-disciplinary team, producing: a report; a summary paper with an associated narrated presentation/video/podcast drawing on demonstration artefacts.

1   Clarify the current situation by,* 1. Developing a theoretical/philosophical characterisation of challenges of current C2 sensemaking and planning focussing on cognition, tools and context;
	2. Describing in particular issues related to reductionism, contextualism, uncertainty and plurality of interpretations;
	3. Exploring how challenges in (a) and (b) may be advantageous or disadvantageous given an emerging context of complex, uncertain and subthreshold operational circumstances;

2   Define a potential alternative approach by,1. Developing alternative foundational concepts to underpin C2 sensemaking and planning that may be more appropriate and advantageous to the new context;
2. Describing potential enabling technologies and/or practices to implement or promote selected foundational concepts developed in (2a) at the level of conceptual design and/or low-fidelity prototypes;
 |
| **Procurement Strategy**[x]  Lot Lead to recommend [ ] Single Source / Direct Award |
| **Pricing:**[x]  Firm Pricing [ ]  Ascertained Costs\* [ ]  Other\* Firm Pricing shall be in accordance with DEFCON 127 and DEFCON 643 Ascertained Costs shall be in accordance with DEFCON 653 or DEFCON 802.\*only at Authority’s discretion |
| **Task IP Conditions**

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| **Task IP Conditions** (Follow the [NIPPY](https://wikid.o.dstl.gov.uk/o/Defining_IP_Requirements_using_the_NIPPY_process) guide to identify your information and IP requirements for each deliverable) | **Summary of the Authority’s rights in foreground IP (IP generated by the supplier in performance of the contract)** |
| DEFCON 703  [ ]     | Vests ownership with the Authority |
| DEFCON 705 Full Rights  [x]  | Enables MOD to share in confidence as GFI or IRC under certain types of agreements.Can be shared in confidence within UK Government. |
| OTHER IP DEFCONS: 14\*  [ ] , 15\*  [ ] , 16\*  [ ] , 90\*  [ ] , 91\*  [ ] , 126\*  [ ]  | Generally only suitable for deliverables at TRL 6 and above. |
| BESPOKE IP Clause [ ]  \* | Details to be added and agreed by IP Group |
| \* Do not use without IPG advice and approval  |
| *Please state in this text box if MOD or the customer has a requirement a) that one or more Other Government Departments is able to share confidentially with their own suppliers, b) to publish but you do not think there is a requirement to own or control the deliverable, or c) to share under a procurement\* Memorandum of Understanding (MOU).* *If any of these three issues applies, please contact IPG for advice before completing this form. \*Listing research MOUs is not required, but can be a helpful courtesy to the supplier.* |

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| **DELIVERABLES**

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| Ref | Title | Due by | Format | TRL | **Expected classification (subject to change)** | **Information required in deliverable** | IPR DEFCON |
| D1  | **Initial scoping document** | T0+13 | Report |  | Official | Providing an explanation of supplier’s initial understanding of the problem. Deliverable to be available within 1 month of project start. This should focus on providing the suppliers views on the research question(s) and any identified assumptions and hypotheses to be tested during this work or subsequently | *705* |
| D2 | Final Report and Presentation | 07/01/2022 | Report and Powerpoint Presentation |  | Offcial | 1. Documenting all of the developed understanding from the suppliers.

The final report and presentation should be provided in two versions/forms.1. A full report and supporting presentation on the study method, findings and recommendations for use in the research programme, providing the detailed academic/technical thinking with all academic paper references provided.

A simpler explanation of the concept and study rationale and findings, and their implications for wider defence, suitable for consumption by a military audience. This should be provided in the form of a summary paper and associated narrated presentation/video/podcast. The intent of this to assist with potential defence stakeholder exploitation of the work. Whilst full exploitation may be unlikely at this stage, this output should nonetheless aim to obtain their continued interest and engagement. It is expected that this summary will illustrate the pre-experimental work | 705 |

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| **DELIVERABLE: ACCEPTANCE / REJECTION CRITERIA**Unless otherwise stated below, Standard Deliverable Acceptance / Rejection applies. This is 30 business days, in accordance with DEFCON 524 Rejection, and DEFCON 525 Acceptance.**Standard Deliverable Acceptance / Rejection:-**Yes [x]  (DEFCON 524 Rejection, and DEFCON 525 Acceptance)No [ ]  (if no, please state details of applicable criteria below)**Deliverable Acceptance / Rejection Criteria:-***If there are any other specific acceptance/rejection criteria you would like to apply to any of the deliverables, please state them here.* |
| **Government Furnished Assets (GFA)****ISSUE OF EQUIPMENT/RESOURCES/INFORMATION/FACILITIES** (*if not applicable, delete table and insert “None” in this text box)***ISSUE OF EQUIPMENT/MATERIAL/INFORMATION** [REDACTED UNDER FOIA EXEMPTION]**Other useful references:**Ernst von Glasersfeld, LEARNING AS CONSTRUCTIVE ACTIVITY, Proceedings of the 5th Annual Meeting of the North American Group of PME., J.C. Bergeron & N. Herscovics (Eds.), Monteréal: PME-NA, 1983Gerald Zuriff, AGAINST METAPHYSICAL SOCIAL CONSTRUCTIONISM IN PSYCHOLOGY, Behavior and Philosophy, 26, 5-28 (1998). Cambridge Center for Behavioral Studies. |
| **QUALITY STANDARDS** [ ]  **ISO9001**  (Quality Management Systems)[ ]  **ISO14001** (Environment Management Systems)[ ]  **ISO12207** (Systems and software engineering — software life cycle)[ ]  **TickITPlus**  (Integrated approach to software and IT development)[ ]  **Other:**  (Please specify in free text below) |
| **SECURITY CLASSIFICATION OF THE WORK** **The highest classification of this SOR**

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| OFFICIAL | [x]  | OFFICIAL-SENSITIVE | [ ]  | SECRET | [ ]  | TOP SECRET | [ ]  | STRAP | [ ]  | SAP | [ ]  |

**The highest expected classification of the work carried out by the contractor**

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| OFFICIAL | [x]  | OFFICIAL-SENSITIVE | [ ]  | SECRET | [ ]  | TOP SECRET | [ ]  | STRAP | [ ]  | SAP | [ ]  |

**The highest expected classification of Deliverables/Output**

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| OFFICIAL | [x]  | OFFICIAL-SENSITIVE | [ ]  | SECRET | [ ]  | TOP SECRET | [ ]  | STRAP | [ ]  | SAP | [ ]  |

**Is a Security Aspects Letter (SAL) required?** *(A Security Aspects Letter (SAL) will be required for each Task above Official-Sensitive and above)*Yes [ ]  No [ ]   |
| **TASK CYBER RISK ASSESSMENT**. *(In accordance with* [*DEF STAN 05-138*](http://dstan.uwh.diif.r.mil.uk/standards/defstans/05/138/00000100.pdf) *and the* [Risk Assessment Workflow](https://www.gov.uk/government/publications/supplier-cyber-protection-service-risk-assessment-workflow))

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| Cyber Risk Level | Very Low |
| Risk Assessment Reference | RAR-SUW66FUM |

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| **ADDITIONAL TERMS AND CONDITIONS APPLICABLE TO THIS CONTRACT**  |

**Please ensure all completed forms are copied to** **DSTLSERAPIS@dstl.gov.uk** **when sending to the Lot Lead.**

**Tasking Form Part 2:** *(To be completed by the Lot Lead)*

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| To: | The Authority | From: | The Lot Lead |
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| **Proposal Reference** | **QINETIQ/EMEA/CIT/PRO2002654** | **(attached)** |

**Delivery of the requirement:** **The proposal shall include, but not be limited to:*** A full technical proposal that meets the individual activities that are detailed in Statement of Requirements (Part 1 to Tasking Form).
* Breakdown of individual Deliverables, with corresponding Intellectual Property rights applied.
* Breakdown of Interim Milestone Payments, with corresponding due dates.
* A work breakdown structure/project plan with key dates and deliverables identified.
* A list of required Government Furnished Assets from the Authority, including required delivery dates.
* A clear identification of Dependencies, Assumptions, Risks and Exclusions which underpin your Technical Proposal.
* Sub-Contractors Personnel Particulars Research Worker Form and security clearances (if applicable)
 |
| **COMMERCIAL**As per the Serapis Limitation of Liability Discussion Paper Agreement, this task will fall under the band of a cap on liabilities of £500,000.**PRICE BREAKDOWN** *You are to use the costs detailed in Item 2 Table I in the Schedule of Requirement and at Annex E Table 2 of the Serapis Framework Agreement. Please also provide a price breakdown which should include, but is not limited to: Lot Lead Rates, Sub-contractors costs and rates, travel and subsistence. In support of your Proposal you are requested to provide clear details of all Dependencies, Assumptions, Risks and Exclusions that underpin your price*. |
| **Offer of Contract:** *(to be completed and signed by the Contractor’s Commercial or Contract Manager)* |
| **Total Proposal Price in £**  | £103,590.85 | (ex VAT) |
| **Start Date:** | 06/07/2021 | **End Date:** |  | **07/01/2022** |
| **Lot Leads Representative** | Name | [REDACTED UNDER FOIA EXEMPTION] |
| Tel | [REDACTED UNDER FOIA EXEMPTION] |
| Email | [REDACTED UNDER FOIA EXEMPTION] |
| Date | 25/06/2021 |
| **Position in Company** | Assistant Commercial Manager |
| **Signature** | [REDACTED UNDER FOIA EXEMPTION] |

**Core Work – Breakdown**

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| **Lot Lead Rates for Task Management Services (TMS)** *Please insert/delete rows as necessary* |
| **Team Member Name** | **Role** | **Activity Type** | **Rate (£)** | **Total Hours** | **LMS recovery per role per hour**(‘d’ element) | **Total LMS recovery due (£)**(‘d’ x total hours)  | Total TMS Cost (£) (Rate x total hours) |
| [REDACTED UNDER FOIA EXEMPTION] | [REDACTED UNDER FOIA EXEMPTION] | [REDACTED UNDER FOIA EXEMPTION] | [REDACTED UNDER FOIA EXEMPTION] | [REDACTED UNDER FOIA EXEMPTION] | [REDACTED UNDER FOIA EXEMPTION] | [REDACTED UNDER FOIA EXEMPTION] | [REDACTED UNDER FOIA EXEMPTION] |
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| **Lot Lead Rates for Self-Delivery** (only complete if applicable – otherwise delete table)*Please insert/delete rows as necessary* |
| **Team Member Name** | **Role** | **Activity Type** | **Rate (£)** | **Total Hours** | **LMS recovery per role per hour**(‘d’ element) | **Total LMS recovery due (£)**(‘d’ x total hours)  | Total Self Delivery Cost (£) (Rate x total hours) |
| [REDACTED UNDER FOIA EXEMPTION] | [REDACTED UNDER FOIA EXEMPTION] | [REDACTED UNDER FOIA EXEMPTION] | [REDACTED UNDER FOIA EXEMPTION] | [REDACTED UNDER FOIA EXEMPTION] | [REDACTED UNDER FOIA EXEMPTION] | [REDACTED UNDER FOIA EXEMPTION] | [REDACTED UNDER FOIA EXEMPTION] |
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| **Work Delivered by Sub-Contractor(s)**We recognise that suppliers may fit into multiple categories, please choose the drop down that categorises the supplier by the definition that is lowest on the list (i.e. a Defence Supplier Academic would be treated as an Academic.*Please insert/delete rows as necessary* |
| **Name of Sub-Contractor** | **Supplier Type**  | **Activity Description** | **Rate (£)** | **Total Hours** | **Total Cost (£)** |
| University of Birmingham | Academia | [REDACTED UNDER FOIA EXEMPTION] | [REDACTED UNDER FOIA EXEMPTION] | [REDACTED UNDER FOIA EXEMPTION] | [REDACTED UNDER FOIA EXEMPTION] |
| Middlesex University | Academia | [REDACTED UNDER FOIA EXEMPTION] | [REDACTED UNDER FOIA EXEMPTION] | [REDACTED UNDER FOIA EXEMPTION] | [REDACTED UNDER FOIA EXEMPTION] |
| Middlesex University | Academia | [REDACTED UNDER FOIA EXEMPTION] | [REDACTED UNDER FOIA EXEMPTION] | [REDACTED UNDER FOIA EXEMPTION] | [REDACTED UNDER FOIA EXEMPTION] |
| Trimetis | SME | [REDACTED UNDER FOIA EXEMPTION] | [REDACTED UNDER FOIA EXEMPTION] | [REDACTED UNDER FOIA EXEMPTION] | [REDACTED UNDER FOIA EXEMPTION] |
| **Total** | [REDACTED UNDER FOIA EXEMPTION] | [REDACTED UNDER FOIA EXEMPTION] |

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| **Travel, Subsistence, Materials & Equipment***Please insert/delete rows as necessary* |
| **Supplier Name** | **Spend Type** | **Description / Rationale** | **Unit Cost (£)** | **Qty** | **Total Cost (£)** |
| **Trimetis** | **Road Travel** | Mileage ( 2 trips to interview) | [REDACTED UNDER FOIA EXEMPTION] | [REDACTED UNDER FOIA EXEMPTION] | [REDACTED UNDER FOIA EXEMPTION] |
| **Trimetis** | [REDACTED UNDER FOIA EXEMPTION] |       | [REDACTED UNDER FOIA EXEMPTION] | [REDACTED UNDER FOIA EXEMPTION] | [REDACTED UNDER FOIA EXEMPTION] |
| **Total** | [REDACTED UNDER FOIA EXEMPTION] |

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| **Sub-Contractors Price Breakdown by Work Package** |   |   |   |   |   |   |
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| **Travel and Subsistence / Other costs** |   |   |   |   |
| [REDACTED UNDER FOIA EXEMPTION] | **Unit Cost in GBP** | **Quantity** | **Sub-Total** | **Total** |
| **Travel and Subsistence** |   |   |  |  |  |  |
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**Core Work – Milestone breakdown costs**

**Proposed Milestones Payments**

*Your TMS bid costs shall be included in milestone 1.*

*The final Milestone must reflect the actual cost of the deliverable, and be greater than 20% of the Task value, unless otherwise agreed with your Commercial POC*

*Please duplicate the template per milestone table format below as necessary, and rename milestone number accordingly.*

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| **Milestone D0** |  |  |  |  |  |  |
| **Description** | **TMS cost (£)** | **Self-Delivery cost (£)** | **Sub-contractor cost (£)** | **Total milestone cost (£)** | **Milestone due date**  | **DEFCON** |
| EMR Delivery **Month 1 Progress Report** | [REDACTED UNDER FOIA EXEMPTION] | [REDACTED UNDER FOIA EXEMPTION] | [REDACTED UNDER FOIA EXEMPTION] | [REDACTED UNDER FOIA EXEMPTION] | T0+4 Weeks | 705 |
| Travel/Subsistence |  |  |  |       |  |  |
| Materials/Equipment  |  |  |  |       |  |       |
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| **Milestone LMS recovery (£)** | [REDACTED UNDER FOIA EXEMPTION] |  |  |  |  |  |

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| **Milestone D1** |  |  |  |  |  |  |
| **Description** | **TMS cost (£)** | **Self-Delivery cost (£)** | **Sub-contractor cost (£)** | **Total milestone cost (£)** | **Milestone due date**  | **DEFCON** |
| EMR Delivery **Initial Scoping Document** | [REDACTED UNDER FOIA EXEMPTION] | [REDACTED UNDER FOIA EXEMPTION] | [REDACTED UNDER FOIA EXEMPTION] | [REDACTED UNDER FOIA EXEMPTION] | T0+13 Weeks | 705 |
| Travel/Subsistence |  |  |  |       |  |  |
| Materials/Equipment  |  |  |  |       |  |       |
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| **Milestone LMS recovery (£)** | [REDACTED UNDER FOIA EXEMPTION] |  |  |  |  |  |

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| **Milestone D2** |  |  |  |  |  |  |
| **Description** | **TMS cost (£)** | **Self-Delivery cost (£)** | **Sub-contractor cost (£)** | **Total milestone cost (£)** | **Milestone due date**  | **DEFCON** |
| EMR Delivery **Final Report and Presentation** | [REDACTED UNDER FOIA EXEMPTION] | [REDACTED UNDER FOIA EXEMPTION] | [REDACTED UNDER FOIA EXEMPTION] | [REDACTED UNDER FOIA EXEMPTION] | 07/01/2022 | 705 |
| Travel/Subsistence |  |  |  | [REDACTED UNDER FOIA EXEMPTION] |  |  |
| Materials/Equipment  |  |  |  |       |  |       |
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| **Milestone LMS recovery (£)** | [REDACTED UNDER FOIA EXEMPTION] |  |  |  |  |  |

**Tasking Form Part 3:**

*To be completed by the Authority’s Commercial Officer and copied to the Authority’s Project Manager.*

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| 1. **Acceptance of Contract:**
 |
| **Authority’s Commercial Officer** | Name | [REDACTED UNDER FOIA EXEMPTION] |
| Tel | [REDACTED UNDER FOIA EXEMPTION] |
| Email | [REDACTED UNDER FOIA EXEMPTION] |
| Date | 01/07/2021 |
| **Requisition Number** | 1000157242 |
| **Contractor’s Proposal Number** | QINETIQ/EMEA/CIT/PRO2002654 |
| **Purchase Order Number** | 1000160775 |
| **Signature** | [REDACTED UNDER FOIA EXEMPTION] |
| *Please Note: Task authorisation to be issued by the Authority’s Commercial Officer or Contract Manager. Any work carried out prior to authorisation is at the Contractor’s own risk.* |