

## SERAPIS TASKING FORM

**COMPLETE SQUARE BRACKETS AND REMOVE HIGHLIGHTS BEFORE SENDING TO THE SUPPLIER**

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

|   |   |   |  |
|---|---|---|--|
| <b>To:</b>  | Lot 5 Newman & Spurr Consultancy Ltd  | <b>From:</b>  | CTTP, HoC Trg                          |
| <b>REQUIREMENT</b> Connective Capability Review    within Collective Training Estates (CTEs)  |   |   |  |
| <b>Proposal Required by:</b>  | Anticipated w/c 08/02/21,   | <b>Task ID Number:</b><br>(Provided by the Lot Technical Advisor) | AIISES21                               |
| <b>Project Manager:</b>   |   | <b>Technical Point of Contact:</b>                                |  |
| <b>Task Title:</b>  | <b>Collective Training Environment Connectivity Capability: Mapping and Summary Analysis</b>  | <b>New Task</b> <input checked="" type="checkbox"/>               | <b>Change</b> <input type="checkbox"/> |
| <b>Required Start Date:</b>   | 08/02/21  | <b>Required End Date:</b>   | 06/09/21                               |
| <b>Requisition No:</b>  | <b>60921887 (700990374 Ref on CP&amp;F)</b>   |   |  |
| <b>TASK DESCRIPTION AND SPECIFICATION</b>   |   |   |  |
| <b>Serapis Framework Lot</b>  | <input type="checkbox"/> Lot 1: Collect<br><input type="checkbox"/> Lot 2: Space systems<br><input type="checkbox"/> Lot 3: Decide<br><input type="checkbox"/> Lot 4: Assured information infrastructure<br><input checked="" type="checkbox"/> Lot 5: Synthetic environment and simulation<br><input type="checkbox"/> Lot 6: Understand<br>Please select all that apply |   |  |
| <b>Background</b><br><br>PROJECT CONNECTIVITY is tasked with establishing the connectivity requirement for the Future Collective Training System (FCTS). This includes identifying the information and data to be transferred between all elements of the FCTS. Obtaining a clear picture of the information and data transferred, currently and anticipating growth requirement, will enable Project Connectivity to set the System Requirement for current and future connectivity.<br><br>The aim of this evidence gathering activity (EGA) task is to review 'Connective Capability' within Collective Training Estates (CTE) and determine the associated backhaul and core networks. CTTP has selected three categories of CTE: permanent, expeditionary, and minor training areas; to include Unit Based Virtual-Reality training (UBVT) and deployable connective systems.<br><br><b>Expected Benefits and Exploitation</b> |   |   |  |

The expected benefits of the task are enhanced decision making in MoD by

- Increased MoD knowledge and hence a reduction of project risk

The expected exploitation of the work will be through

- Informing the Concept of Employment (CONEMP),
- Inform the User Requirement Document (URD)
- Aid in setting the Statement Of Requirement (SOR) for Connectivity
- Inform elements of the connectivity System Requirement Document (SRD)

### Requirement

Review '*Connective Capability*' within Collective Training Estates (CTE) and determine the associated backhaul<sup>1</sup> and core<sup>2</sup> networks. CTPP has selected three categories of CTE: permanent, expeditionary, and minor training areas; to include Unit Based Virtual-Reality training (UBVT) and deployable connective systems, these have been identified as:

- a. Permanent<sup>3</sup>: SPTA, BATUS and BATUK.
- b. Expeditionary<sup>4</sup>: RMK, JBL and BATSUB.
- c. Minor Training Areas<sup>5</sup>: Caerwent training area, a unit vehicle shed (Bulford Garrison), and all deployable connective systems.

'*Connective Capability*' will be assessed, within each CTE group respectively. Where applicable, it will be subcategorised to identify the aspects specific to '*CT Connective WAN*<sup>6</sup>' or '*CT Connective Backhaul and Core*'. The EGA will further investigate; existing shortfalls, legacy integration and associated limitations. Finally, a summary analysis; including outline recommended procurement for elements of CTPP Connectivity identified as immediate/near-term requirements.

The supplier is required to be security cleared (SC) and ideally have access to MODNET or the capability to exchange OFFICIAL SENSITIVE documents through e-mail.

In order to ensure there is no conflict of interest between individuals supporting this CTPP task and organisation bidding for future delivery activities, the supplier will be required to put in place appropriate firewalls to manage any conflicts of interest (COI). Evidence of the firewall procedures put in place to manage the COI will be requested.

The work is required to be completed and delivered by the 6<sup>th</sup> September 2021.

<sup>1</sup> Backhaul is the interconnected network infrastructure that connects frontline services back to the Core.

<sup>2</sup> Core is the MOD Core Network.

<sup>3</sup> Salisbury Plain Training Area (SPTA), British Army Training Unit Suffield (BATUS) and British Army Training Unit Kenya (BATUK).

<sup>4</sup> Ras Madrasah (RMK, Oman) and Jebel Akdhar (JBL, Oman) and British Army Training and Support Unit Belize (BATSUB).

<sup>5</sup> A non-exhaustive representative list inclusive of the elements defined within para 7.

<sup>6</sup> Collective Training Connective Wide Area Network (WAN) is the infrastructure that currently provisions training data capture.

This EGA activity comprises four distinct phases, with overlap (where possible) to expedite outputs and final deliverables:

**Phase 1 – Categorise.** Conduct a scoping study to plan the key areas for analysis and present the proposed approach. **(Estimated effort 25%)**

**Phase 2 – Evidence Gathering.** Assess each CTE group against Army Data Sub-Strategy to verify conformity regarding ‘*Connective Capability*’, ‘*CT Connective WAN*’ and ‘*CT Connective Backhaul and Core*’. Describe the risks, with specific regard to the vision of a trusted single information environment. Explain their existing shortfalls, justify planned/potential reuse and/or reconstitution of delivery solutions, and substantiate areas that warrant investment (define cost/optimisation drivers). *Review the service catalogue for ISS networks.* **(Estimated effort 30%)**

**Phase 2a – Evidence.** Consider key factors to maximise operational advantage and business efficiency: Defence Lines of Development (DLoDs<sup>7</sup>); particularly legal adherence<sup>8</sup>, regulatory standards<sup>9</sup>, interoperability<sup>10</sup>, contracts<sup>11</sup>, stakeholders<sup>12</sup>, protection<sup>13</sup>, current and potential future data usage<sup>14</sup>, personnel<sup>15</sup> and technology<sup>16</sup>.

**Phase 2b – Threats and Opportunities.** Analyse data exploitation: limitations, factor(s) and how data utility<sup>17</sup> might be improved.

**Phase 2c – Summarise ‘*Connective Capability*’, ‘*CT Connective WAN*’ and ‘*CT Connective Backhaul and Core*’.** Describe **where** and **why** ‘*CT Connective WAN*’ and ‘*CT Connective Backhaul and Core*’ warrant betterment and explain **how** reconstitution of identified aspects of ‘*Connective Capability*’ have the potential to ensure data is valued as a critical Army asset. All considered in relation to protection of future network availability, scalability, security and manageability.

<sup>7</sup> DLoDs: Training, Equipment, Personnel, Information, Concepts and Doctrine, Organisation, Infrastructure and Logistics.

<sup>8</sup> International, UK and local law highlighting Oman specifically.

<sup>9</sup> [International Organization for Standardization \(ISO\)](#), [British Standards Institution \(BSI\)](#), [OASIS](#), [International Electrotechnical Commission \(IEC\)](#), [Association for Information and Image Management](#), [Alliance for Telecommunications Industry Solutions \(ATIS\)](#)

<sup>10</sup> The network design models, software (applications) and standalone ICT currently in use.

<sup>11</sup> The standard of legal cooperation regarding data: ownership, control, access and use.

<sup>12</sup> Identify each stakeholder, the original requirement and the supplier; plus highlight any resulting unintended betterment i.e. bought from reason X, but also now used from reason Y.

<sup>13</sup> Network Security classification, cyber security; user access, restrictions and tracking; legal compliance - [Data Protection Act 2018](#).

<sup>14</sup> Bandwidth (Routine, Peak Demand and Frequently Spare), latency, medium, data types and connections: wireless, fixed or both.

<sup>15</sup> Suitably Qualified and Experienced Personnel (SQEP), required training, administration time and cost.

<sup>16</sup> Effective use for efficiency: process autonomy, error reduction and reallocation of personnel and long-term financial betterment.

<sup>17</sup> Data fields, context and new sources; additional internal and external beneficiaries; and future data exploitation opportunities.

**Phase 3 – Requirement.** Produce a summary analysis of the ‘as-is’ picture in relation to current risk and opportunities. Define the CTTTP Connectivity ‘Needs’, stating which elements could/should/will be enabled through D Info and which elements CTTTP could/should/will procure and/or deliver in accordance with the Army Data Sub-Strategy. Forecast growth; likely connectivity demand and system capabilities out to 2035. **(Estimated effort 35%)**

**Phase 4 – Recommendations.** Provide outline recommendations for the procurement of the identified CTTTP Connectivity elements, stating how these might be delivered optimally, within resource, prioritised for effectiveness and balanced against efficiency and economy. **(Estimated effort 10%)**

#### Procurement Strategy

☒ Lot Lead to recommend ☐ Single Source / Direct Award

(Single Source Justification Approval from GL/DPL must be submitted with this Form, for Commercial approval prior to raising the iCAS requisition)

#### Pricing:

☒ Firm Pricing ☐ Ascertained Costs\* ☐ Other\*

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.

\*only at Authority's discretion

**Task IP Conditions** (Please follow [NIPPY](#) Guidance and if unsure please discuss with IP or Commercial who will advise)

DEFCON 703 ☒ or DEFCON 705 ☐ DEFCON 91 (Software) ☐

Any IPR generated from the reports made are to be owned by the MOD.

#### DELIVERABLES

The EGA will deliver robust information, insights and recommendations required to finalise the Concept of Employment (CONEMP), set the Statement Of Requirement (SOR) for Connectivity and also inform elements of the connectivity System Requirement Document (SRD).

**Deliverable 1 (31/03/21) – Scoping Study.** The scope of the EGA design detailing the data capture plan, analysis approach and reporting methods.

**Deliverable 2 (Date TBD) – Evidence Report.** Presentation of the evidence gather (in appropriate format) on which the analysis will be conducted.

**Deliverable 3 (Date TBD) – Analysis Report.** The comprehensive capture of the evidence, key factors and insights generated from analysis).

**Deliverable 4 (06/09/21) – Requirements Report Document.** To address the question of ownership for delivery/procurement of connectivity needs/requirements.

|  |          |                           |              |
|--|----------|---------------------------|--------------|
| <b>Deliverable 5 – Recommendations Presentation.</b> Comprehensive presentation detailing the activity from all phases of the project, culminating in the prioritised requirements, recommendation and wider insights.   |          |                           |              |
| <b>Deliverable: Acceptance / Rejection Criteria</b> (30 business days unless agreed otherwise)<br>DEFCON 524 Rejection <input checked="" type="checkbox"/> period [30] days      DEFCON 525 Acceptance <input checked="" type="checkbox"/> period [30] days  |          |                           |              |
| <b>ISSUE OF EQUIPMENT/MATERIAL/INFORMATION</b> – Information will be made available by the HoC Trg Project Connectivity RM, this will include; Relevant Defence Documentation, Stakeholder Map, contracts detail and CTPP plans.   |          |                           |              |
| <b>QUALITY STANDARDS</b> In accordance with Trg Defstans and JSP 822   |          |                           |              |
| <b>SECURITY CLASSIFICATION OF THE WORK</b> (A Security Aspects Letter (SAL) will be required for each Task above Official-Sensitive, Quotes are covered by the Framework SAL)<br>OFFICIAL <input type="checkbox"/> OFFICIAL-SENSITIVE <input checked="" type="checkbox"/> S <input type="checkbox"/> TOP <input type="checkbox"/> STRAP <input type="checkbox"/> SAP <input type="checkbox"/><br>SAL Attached <input type="checkbox"/> |          |                           |              |
| <b>TASK CYBER RISK ASSESSMENT.</b> (In accordance with <a href="#">DEF STAN 05-138</a> and the <a href="#">Risk Assessment Workflow</a> )  |          |                           |              |
| Cyber Risk Level   | Moderate | Risk Assessment Reference | RAR-A8MY9233 |

Please ensure all completed forms are copied to [DESTLSERAPIS@dstl.gov.uk](mailto:DESTLSERAPIS@dstl.gov.uk) when sending to the Lot Lead.

Any Task placed as a result of your quotation will be subject to the Terms and Conditions of Framework Agreement Number:

Choose an item.

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

|  |                             |
|--|-----------------------------|
| <b>To:</b> The Authority<br>FAO:<br>Tel: | <b>From:</b> The Contractor |
|--|-----------------------------|

|  |                               |                            |
|--|-------------------------------|----------------------------|
| <b>Proposal Reference</b> <u>NSC-820.23-948 V1.1</u> <b>(attached)</b>   |                               |                            |
| <b>Delivery of the requirement:</b>  |                               |                            |
| <b>The proposal shall include, but not be limited to:</b>  |                               |                            |
| <ul style="list-style-type: none"> <li>• A full technical proposal that meets the individual activities that are detailed in Statement of Requirements (Part 1 to Tasking Form).</li> <li>• Breakdown of Deliverables and Interim Payments (Milestone/stage) due dates.</li> <li>• A work breakdown structure/project plan with key dates and Deliverables identified including required delivery dates for Government Furnished Assets.</li> <li>• A clear identification of Dependencies, Assumptions, Risks and Exclusions which underpin your Technical Proposal.</li> <li>• Sub-Contractors Personnel Particulars Research Worker Form and security clearances (if applicable)</li> </ul> |                               |                            |
| <b>PRICE BREAKDOWN</b>   |                               |                            |
| <p><i>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: Contractors 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.</i></p>   |                               |                            |
| <b>COMMERCIAL</b>  |                               |                            |
| As per the Serapis Limitation of Liability Discussion Paper Agreement, this task will fall under the band of a cap on liabilities of.  |                               |                            |
| <b>Total Proposal Price in £</b>   |                               | (ex VAT)                   |
| <b>Start Date:</b>   | 29 Jan 21                     | <b>End Date:</b> 31 Mar 21 |
| <b>Contractor's Representative</b>   | Name                          |                            |
|  | Tel                           |                            |
|  | Email                         |                            |
|  | Date                          |                            |
| <b>Position in Company</b>   | SERAPIS SSE Programme Manager |                            |
| <b>Signature</b>   |                               |                            |

**Contractor's Price Breakdown**

| <b>Lot Lead Rates for Task Management Services (TMS)</b> |                          |                           |                        |                          |
|--|--------------------------|---------------------------|------------------------|--------------------------|
| <b>Name &amp; Role</b>                                   | <b>Corresponding to:</b> | <b>Hourly Rate in GBP</b> | <b>Number of Hours</b> | <b>Total Cost in GBP</b> |
|  | Scoping                  |                           |                        |                          |
|  | Scoping                  |                           |                        |                          |
|  | Scoping                  |                           |                        |                          |
|  | Scoping                  |                           |                        |                          |
|  | Delivery Management      |                           |                        |                          |
|  | Delivery Management      |                           |                        |                          |
|  | Delivery Management      |                           |                        |                          |
|  | Delivery Management      |                           |                        |                          |
|  | Technical Assurance      |                           |                        |                          |
|  | Technical Assurance      |                           |                        |                          |
|  | Technical Assurance      |                           |                        |                          |
|  | Technical Assurance      |                           |                        |                          |
| <b>Contractors Total TMS Manpower</b>                    |                          |                           |                        |                          |

N.B. These costs are only applicable for Services being charged under Item 2 of Table I of the Schedule of Requirement.

| <b>Work Delivered by Sub-Contractor(s)</b> |                         |                          |
|--|-------------------------|--------------------------|
| <b>Name of Sub-Contractor</b>              | <b>Service Provided</b> | <b>Total Cost in GBP</b> |
| Simutec Systems Limited                    | Task Delivery           |                          |
|  |                         |                          |

N.B. The Contractor should provide a more detailed breakdown of Sub-Contractor costs in its supporting proposal.

| <b>Resource Name</b>                        | <b>Sub-Contractor</b> | <b>Resource Grade</b> | <b>Hourly Rate in GBP</b> | <b>Qty (Hours)</b> | <b>Sub Total</b> | <b>Total</b> |
|---|-----------------------|-----------------------|---------------------------|--------------------|------------------|--------------|
| <b>Task Delivery</b>                        |                       |                       |                           |                    |                  |              |
|   |                       |                       |                           |                    |                  |              |
|   |                       |                       |                           |                    |                  |              |
|   |                       |                       |                           |                    |                  |              |
|   |                       |                       |                           |                    |                  |              |
| <b>Sub-Contractor Total Manpower Costs</b>  |                       |                       |                           |                    |                  |              |
| <b>Travel and Subsistence / Other costs</b> |                       |                       |                           |                    |                  |              |
|   |                       |                       | <b>Unit Cost in GBP</b>   | <b>Quantity</b>    | <b>Sub-Total</b> | <b>Total</b> |
| <b>Travel and Subsistence</b>               |                       |                       |                           |                    |                  |              |
| N/A   |                       |                       |                           |                    |                  |              |
|   |                       |                       |                           |                    |                  |              |

|   |  |  |  |  |  |  |
|---|--|--|--|--|--|--|
|   |  |  |  |  |  |  |
|   |  |  |  |  |  |  |
| <b>Other/Materials</b>                            |  |  |  |  |  |  |
| N/A   |  |  |  |  |  |  |
|   |  |  |  |  |  |  |
| <b>Sub-Contractor Total T&amp;S / Other Costs</b> |  |  |  |  |  |  |

**Proposed Milestones Deliverables and Payments** *(The final Milestone must reflect the actual cost of the deliverable and be greater than 20% of the total price unless otherwise agreed with your Commercial POC)*

| Milestone         | Description                  | Total Amount in GBP | Due Date (T0 +) | Deliverable DEFCON |
|-------------------|------------------------------|---------------------|-----------------|--------------------|
| Milestone 1       | Customer Review Presentation |                     | T0 + 1.5 months | DEFCON 705         |
| Final Deliverable | Main Study Proposal          |                     | T0 + 2 months   | DEFCON 705         |
| <b>TOTAL</b>      |                              |                     |                 |                    |



**Tasking Form Part 3:**

- 1. Offer of Contract: Subject to the following**
- 2.** Uncosted Option covering Deliverables 2 to 5
- 3.** Security Classification of the work. SAL attached box checked
- 4.** Task Cyber Risk Assessment. Cyber Risk Level Low. Risk Assessment Ref: RAR-3BFT2KVB
- 5.** Proposed Milestones Deliverables and Payments. Milestone 1, Final Deliverable are both under Deliverable DEFCON 703

*(to be completed by the Authority's Commercial Officer or Contract Manager and copied to the Authority's Project Manager)*

|                                       |       |   |
|---------------------------------------|-------|---|
| <b>Authority's Commercial Officer</b> | Name  |   |
|                                       | Tel   |   |
|                                       | Email |   |
|                                       | Date  | 05 March 2021                                   |
| <b>Requisition Number</b>             |       | <b>60921887 (CPA 700990374 Ref on CP&amp;F)</b> |
| <b>Contractor's Proposal Number</b>   |       | <b>NSC-820.23-948 V1.1</b>                      |
| <b>Purchase Order Number</b>          |       | TBC   |
| <b>Signature</b>                      |       |   |

*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.*