ARTES AGILE

ARTES 4.0 Technology & Product Developments

Full Proposal

Part 3

Management Proposal

Proposal title

Proposal Reference: reference number

Notes for the use of this template (to be removed from the Proposal)

**INTRODUCTION:**

ARTES AGILE supports development activities within the ARTES 4.0 Technologies and Products in the Strategic and Generic programme Lines: C&G, Scylight, 4S and 5G. It is intended to facilitate short duration technical de-risking activities critical to the definition and development of future products and services for the SatCom sector.

ARTES AGILE activities are intended for NewSpace developments (allowing for fast to fail, iterative or agile developments) that are limited in duration and limited to an ESA Firm Fixed Price of less than €250,000.

ARTES AGILE activities address high technology risk developments which are necessary to confirm the viability of a product development plan. Therefore ARTES AGILE activities are limited to an agreed derisking plan, with no provision for increasing the scope of work via a contract change note (CCN).

The procurement process is described in the cover letter for ARTES AGILE.

(<https://artes.esa.int/documents>).

**NOTES:**

1. Material presented in this plain style must not be removed nor modified, unless stated otherwise by an explanatory note.
2. Parts highlighted in yellow in this template should be modified as appropriate for your proposed activity.
3. Text in blue and in a smaller font size (*example*) is for guidance and can be removed from the completed outline proposal document.
4. Text in grey (example) do not need to be filled in for the Outline Proposal, but may need to be filled in for the Full Proposal

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*The Management Proposal shall provide the background for the management of the proposed development activities. It shall detail the relevant capabilities and backgrounds of the prime and sub-contractors, any relevant prior experiences. Additionally it shall provide details of the overall team, the key personnel and the facilities needed for the development.*

# Company Background

Please list the companies involved in the proposed activity, indicating the role (Prime/Sub-contractor)

Please briefly describe the companies background (This can be an excerpt from the companies webpage)

# Entity Capabilities

Provide the following information for each member of the project consortium

A summary presentation of entity name’s capabilities, expertise and products in the satellite telecommunication market, and in other relevant markets, is provided in the paragraphs below. ……

# Relevant Experience of the Entity / Entities

The following table summarises the specific experience of each member of the project consortium that is relevant to the work to be performed.

**Experience relevant to the work to be performed**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Project Team Template** | **Year** | **Mission/ Project** | **Subsystem/ Unit** | **Work Performed** | **Relevance to the Proposed Work** |
| Name of Tenderer | … | … | … | … | … |
| … | … | … | … | … |
| Name of Subcontractor 1 | … | … | … | … | … |
| … | … | … | … | … |
| Name of Subcontractor 2 | … | … | … | … | … |
| … | … | … | … | … |

# Relevant Development Activities

This section refers to past, present or future activities that are not directly linked to the proposed development but may be of relevance (i.e. demonstrating similar technical expertise). Consequently, activities already listed in section 5 of Part 3 **must not** be listed here.

The members of the Bidding Team have no involvement, past, present or future, in other ESA, public or industrial activities that are relevant to the proposed activity.

or

(delete the inapplicable paragraph)

The following planned/running/completed development activities are considered relevant in the context of the work to be performed in the proposed activity.

**Relevant development activities**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Funding Entity** | **Activity Title (Contract Number)** | **Started 1 (mm/yy)** | **Completed 1 (mm/yy)** | **Main Results and Lessons Learnt** |
| ESA | … | … | … | … |
| … | … | … | … | … |
| … | … | … | … | … |
| … | … | … | … | … |

1 Actual or anticipated dates.

# Project Team and Structure of Project Organisation

The project team is presented in the figure below, which identifies the roles of the project team members and the names of the individuals fulfilling those roles, as well as all the key persons.

Provide a similar diagram for the proposed project

**Project team and project organisation**



# Project Manager

The nominated project manager for the proposed work is ……. He/She will be responsible for the management and execution of all work to be performed and for the coordination and control of the work within the industrial team.

He/She will be the official point of contact with the Agency during the execution of the work.

# Key Personnel and Their Roles

The key personnel are identified in the table below.

**Key personnel**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Entity** | **Project Role** | **Work Package Manager for** |
| … | … | … | (work package IDs) |
| … | … | … | … |
| … | … | … | … |
| … | … | … | … |

The above list of key personnel includes all people who have been assigned work package management responsibilities.

The provisions of Clause 9 of the ESA General Clauses and Conditions for ESA Contracts, as amended in the Draft Contract, will apply to all key personnel.

# Qualifications and Experience

The CVs for all key personnel are provided in Annex 1 to this Part of the Proposal. Each CV provides:

* a summary of the work experience of the person concerned;
* a brief description of their present job and responsibilities;
* their specific qualifications and experience of direct relevance to their role in the project.

# Time Allocation to the Project

The time allocations of the key personnel to the project are summarised in the table below.

**Time allocation of the key personnel to the project 1**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Name** | **WP …  hours (%)** | **WP …  hours (%)** | **WP …  hours (%)** | **WP …  hours (%)** | **WP …  hours (%)** | **Overall hours (%)** |
| … | 30 (5%) | … | … | … | … | 150 (10%) |
| … | … | … | … | … | … | … |
| … | … | … | … | … | … | … |
| … | … | … | … | … | … | … |

1. Percentage time allocations for work packages are expressed relative to the total man-hours of all personnel contributing to that work package. For the overall time allocation, it is the percentage of the individual’s time that is dedicated to the project, i.e. the ratio of the total number of hours spent on the project and the total number of hours worked over the planned project duration.

# Facilities to be used for the Work Proposed

Include this section if facilities are planned to be used in the proposed activities.

## List of facilities

The following internal and external facilities are planned to be used in the proposed activity.

**Facilities to be used in the proposed activity**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Facility ID** | **Facility Type1** | **Description/ Capabilities** | **Availability (Internal/External)** | **Status2** |
| 1 | RF Test | … | Internal | Existing |
| 2 | … | … | … | … |
| … | … | … | … | … |
| … | … | … | … | … |

1For example, hardware, software, manufacturing equipment, test equipment, production and integration lines.

2 For example, “existing”, “requires modification”, “still to be developed/built”, “purchased”.

## Use of ESA Technical Assets

For the purpose of supporting contractual activities, ESA can provide, on a best effort basis, access to a pool of Technical Assets that can be used by projects originated from the present tender action. More information about such ESA Technical Assets and the associated conditions of access and utilisation can be found at: <https://artes.esa.int/esa-technical-assets>. Whenever the use of such ESA Technical Assets is compatible with the technical, operational and strategic objectives of the proposal the Tenderer is invited to consider the utilisation of the ESA Technical Assets as an alternative to the procurement of corresponding external services. Tenderers who plan to use the ESA Technical Assets are requested to perform a preliminary verification of their availability before including the option within its Proposal. Decisions whether to grant access to the ESA Technical Assets will be notified to the Tenderer at the time of the Kick off Meeting.

None of the facilities identified in the above Section are ESA Technical Assets.

or

(delete the inapplicable paragraph)

Include the following paragraphs for each ESA Technical Asset

Facility ID is an ESA Technical Asset. Its intended use in the project is ….

We have been in contact with the User Support Office and have obtained a preliminary verification of the availability of these ESA Technical Assets. We have/have not yet obtained confirmation that the proposed utilisation is compatible with their global utilisation plan.

If the ESA Technical Assets cannot be made available to the project when needed the backup plan is to use facility ID for the same purpose.

The commercial procurement of these alternative facilities is presented as a back-up option in Part 6 of our proposal.

Part 7 of our proposal includes a formal statement on the use of the ESA Technical Assets.

# Product Assurance Plan / Quality Plan

Include this section only if the Full Proposal includes development activities targeting a Readiness Level (RL) higher than 6.

The product assurance / quality plan is attached to this proposal. We consider it to be in line with our customer’s quality requirements and commensurate with the current maturity of the product development.