

ARTES ScyLight Full Proposal

Requirements for the Content of the Project Team and Resources Proposal

Part 4A *Project Team*

Statement of Applicability and Proposal Submission Requirements

Applicable Segment(s)	
Space	Ground
yes	yes

Applicable Development Phase(s)			
Definition	Technology	ScyLight Demonstration	Product
yes	yes	yes	yes

Proposal Submission Requirements
A single Part 4A of the Project Team and Resources Proposal shall be included covering all Development Phases for which support is being requested under the ARTES ScyLight Call for Proposals.

Notes on the Content of this Document

- i* This style is used for explanatory notes and guidance to help you to develop the Full Proposal content.
- 1** This numbered style in bold font identifies the sections to be completed in this Part of the Proposal.
- 1.2 This numbered style identifies requirements for the Full Proposal content for each of the main sections of this Part of the Proposal.

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Requirements for the Content of the <i>Project Team Proposal</i>	
1	Entity Outline and Organisation
i	<i>Standard entity presentations meeting the requirement below may be referenced and attached to the Proposal.</i>
1.1	For each member of the Tendering Team, the Tenderer shall present the entity and its organisational structure, including key entity details such as the number of employees, turnover and ownership.
2	Entity Capabilities
i	<i>Standard entity presentations meeting the requirement below may be referenced and attached to this Part of the Proposal.</i>
2.1	For each member of the Tendering Team, the Tenderer shall describe the entity’s capabilities, expertise and products, both in the satellite telecommunication market and, where synergies exist, in other markets (e.g. markets for similar products).
3	Relevant Experience of the Entities
3.1	For each member of the Tendering Team, the Tenderer shall describe the experience of the entity that is relevant for the performance of the proposed work.
3.2	The experience shall be described in terms of the mission/project, the work performed and how it is relevant to the proposed work.
4	Relevant Development Activities
4.1	If any entity of the Tendering Team is, has been, or may be involved in other relevant ESA contracts, a list of the relevant completed, running and planned activities supported by ESA shall be provided.
4.2	In addition, a list of relevant completed, running and planned activities supported by other public or industrial funding shall be provided.
4.3	For each identified activity the status (planned, running or completed) shall be stated, as well as the anticipated or actual start and completion dates.
4.4	The Tenderer shall provide a summary description of the direct and indirect results achieved through such activities, and the lessons learnt, which will be applied in the proposed development.
5	Project Team and Structure of Project Organisation
i	<i>The term “Subcontractor” used herein refers to a project partner who is specifically identified as a Subcontractor and named as such in an ESA contract. A subcontract is a contract to be entered into by the Tenderer with a third party for a clearly defined task related to the Tenderer’s offer and which is sufficiently non-standard to require specifications/task descriptions to be generated specifically. A Subcontractor can himself place subcontracts. A Subcontractor is responsible for one or more work packages.</i>
i	<i>Other industrial partners making a lesser contribution to the project with low risk can be proposed as external service providers. Typically these partners supply fully manufactured items such as assemblies, devices, modules etc., or provide standard services such as satellite capacity, which can be used without major modification. In this case they will not be explicitly named Subcontractors in a contract with ESA. However, the costs associated with these external service providers must be detailed in Exhibit A to form PSS-A2.</i>
5.1	Any entity responsible for one or more work packages shall be treated as a Subcontractor.

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5.2	The Tenderer shall present the project team and the structure of the project organisation and, where it is proposed to subcontract part of the work, the structure of the industrial group, including all key personnel.
5.3	The proposed contractual status of each industrial partner in the project consortium shall be clearly identified (Subcontractor or external service provider).
5.4	Lines of communication and reporting, and means for settling disagreements within the project team shall be described.
6	Project Manager
6.1	The Tenderer shall nominate a Project Manager who shall be responsible for the management and execution of all work to be performed and for the coordination and control of the work within the project team.
6.2	The nominated Project Manager shall be the official point of contact with the Agency during the execution of the work.
7	Key Personnel and Their Roles
7	<i>Key personnel are defined as persons who, because of their individual qualifications and positions, are proposed for the work and indicated as such in the Tenderer's project organisational chart.</i>
7.1	As a minimum, the key personnel shall include every person who is assigned as a work package manager.
7.2	Key personnel should be proposed to one level below the Project Manager, both for the Tenderer and for any Subcontractors.
7.3	For each key person identified, the Tenderer shall indicate their role in the project.
7.4	For work package managers, the work packages for which they are responsible shall be listed.
7.5	The provisions of Clause 9 of the ESA General Clauses and Conditions for ESA Contracts, as amended in the Draft Contract, shall apply to all key personnel.
8	Qualifications and Experience
8.1	For each key person identified, the Tenderer shall provide a comprehensive curriculum vitae (CV), giving, in particular: <ul style="list-style-type: none"> - a summary of the person's work experience; - a brief description of the person's present job and responsibilities; - an identification of the person's specific qualifications and experience that are directly relevant to the work to be carried out by that person in the proposed activity.
8.2	CVs of the key personnel shall be provided in an annex to this Part of the Proposal.
9	Time Allocation to the Project
9.1	The Tenderer shall state the overall time allocation of each key person to the proposed project (total man-hours and percentage of their time dedicated to the project).

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- 9.2 For each key person identified, the Tenderer shall provide a breakdown of their time allocation to the project by work package, indicating:
- the number of man-hours they are devoting to each work package;
 - their relative contribution to each work package, expressed as a percentage of the total man-hours of all personnel contributing to that work package.