Part 4A

Project Team

Proposal Reference: (reference number)

**Notes for the Use of this Template**

Material presented in this plain style is suggested content for a Full Proposal. This is intended to be an example of a response to the related Agency requirements, which the Tenderer needs to properly complement by activity-specific information. The suggested material may be adopted as is, or modified at the Tenderer’s discretion. It remains the responsibility of the Tenderer to ensure that all of the Agency’s requirements of the present Call for Proposals are properly addressed.

This style is used to identify information that must be modified and/or completed by the Tenderer for the proposed activity. This supplementary information should be presented in plain typeface (i.e. not red) in the final version of the Full Proposal.

This style is used for explanatory notes and guidance to help you to develop the Full Proposal content (e.g. to indicate a selection between mutually-exclusive options). This information should be removed from the final version of the Full Proposal.

Use of this Full Proposal Template is optional. However, the Agency recommends not to change the structure of this Part of the Full Proposal (i.e. the table of contents should remain as indicated in this Full Proposal Template).

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# Entity Outline and Organisation

The following table is a summary of the Tendering Team, showing the number of employees, the annual turnover and the entity ownership for each project team member.

**Entity information**

|  |  |  |  |
| --- | --- | --- | --- |
| **Entity** | **Number of Employees** | **Annual Turnover** | **Ownership** |
| Name of Tenderer | … | … | … |
| Name of Subcontractor 1 | … | … | … |
| Name of Subcontractor 2 | … | … | … |
| … | … | … | … |

provide the following information for each member of the project team  
(e.g. in dedicated sub-sections per entity)

The organisational structure of entity name is shown in the figure below. The positions of the project’s key personnel are indicated in the figure.

insert a organisational chart showing the positions occupied by each of the key personnel for the entity concerned

Further information on the entity can be found in document reference (e.g. a standard entity presentation), which is attached to the proposal.

# Entity Capabilities

provide the following information for each member of the project team

A presentation of entity name’s capabilities, expertise and products in the satellite telecommunication market, and in other relevant markets, is provided in document reference, a copy of which is attached to the proposal.

or

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 team 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

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

or

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)** | **Status (planned/running/ completed)** | **Started 1 (mm/yy)** | **Completed 1 (mm/yy)** |
| ESA | … | planned | … | … |
| … | … | … | … | … |
| … | … | … | … | … |
| … | … | … | … | … |

1 Actual or anticipated dates.

The following table summarises the direct and indirect results that were achieved through the activities identified above, and the lessons learnt, which will be applied in the proposed development.

**Summary of relevant results and lessons learnt**

|  |  |  |
| --- | --- | --- |
| **Funding Entity** | **Activity Title (Contract Number)** | **Main Results and Lessons Learnt** |
| ESA | … | … |
| … | … | … |
| … | … | … |
| … | … | … |

# 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**



The lines of communication and reporting within the project team are as follows: ….

The means for settling disagreements within the project team are: ….

# 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 project 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.

1. Curricula Vitae of the Key Personnel

provide completed CVs for all members of the key personnel using the following template, or equivalent

|  |  |
| --- | --- |
| **Name** | |
| Specific Qualifications and Experience Relevant to the Project Role: | … |
| Entity: | … |
| Present Position and Responsibilities in the Entity: | … |
| Education: |  |
| Year(s) | Educational details |
| Year(s) | Educational details |
| Work Experience: |  |
| Year(s) | Entity, Project, Position, Responsibilities, Achievements |
| Year(s) | … |
| Year(s) | … |