Part 4B

Project Resources

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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# Facilities to be used for the Work Proposed

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”.

include the following if external facilities are planned to be used

The following table provides further details on the external facilities that are planned to be used.

**External facility owners and their project roles**

|  |  |  |
| --- | --- | --- |
| **Project Resources Template** | **Facility Owner** | **Project Role**  **(Subcontractor/external service provider)** |
| 1 | … | … |
| 2 | … | … |
| … | … | … |
| … | … | … |

# Development of the Facilities

No need has been identified for the purchase, development or upgrade of facilities for the proposed activity. The available facilities are considered adequate and complete for this purpose.

or

As identified previously, the following facilities need to be developed for use in the proposed activity.

**Details of facility developments**

|  |  |  |
| --- | --- | --- |
| **Facility ID** | **Description of the Development or Modifications** | **Cost Charged to Contract (none/ directly/ indirectly)** |
| … | … | … |
| … | … | … |
| … | … | … |
| … | … | … |

The facilities are considered adequate and complete for the proposed activity once the developments detailed in the table above have been successfully completed.

# Availability of Facilities

None of the facilities identified previously will be shared with other projects and will be available for the exclusive use of the proposed project.

or

The table below identifies facilities that will be shared with other projects. The table indicates how the facilities will be managed so that they are available for use in the proposed activity when required.

**Access to shared facilities**

|  |  |  |
| --- | --- | --- |
| **Facility ID** | **Other Facility Users** | **Scheduling and Access Management Principles** |
| … | … | … |
| … | … | … |
| … | … | … |
| … | … | … |

# Use of ESA Technical Assets

None of the facilities identified in Section 1 above are ESA Technical Assets.

or 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 for the Definition/Technology/Product/Demonstration Phase(s).

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