

PECS CYPRUS PROPOSAL SUBMISSION HIGH LEVEL CHECKLIST FIFTH CALL

Technical Criteria

- Is your objective clearly stated, short and to the point?
- Are your requirements quantified and verifiable with specified success criteria?
 - Will they show, when fulfilled, that the objective was achieved?
- Is your Baseline concept/ design well described and the improvement or benefit toward advancing the state of the art clear? Have key trade-offs been discussed?
- Does your program of work include all the needed design and development steps?
 - Does it include meetings, reviews, key testing plans, procedures and validation?
 - Does it address potential problems or risks and mitigations to ensure success?
- Are the text, work logic flowchart, Work Package Descriptions (WPDs) and Gantt chart consistent?
- Are your experience, key personnel and facilities described and tailored to the needs of your project?
 - In case of gaps in these, has a plan to acquire them been included?
- Is your WBS logically structured following the work flow?
 - Does it include a WP for management?
 - Does each company have separate (sub)Work Packages?
- Do your WPDs include sufficient detail to understand the full scope of the work and correspond well with what is presented in the PSS Forms?

Programmatic Criteria

- Have you chosen the right activity type among those of the cover letter?
- Do you meet the associated programmatic constraints? Have you identified which?
- Is your objective not a duplication of ESA planned or ongoing activity?

Management Criteria

- Is the management plan well defined?
 - Does it show how you manage your project, including subcontractor aspects?
 - Does it identify a single Project Manager in direct communication with ESA?
 - Are the role and responsibilities of all Key Personnel clear?
- Is your planning detailed enough?
 - Are the dependencies between tasks identified?
 - Does it match the WPD?
- Is the costing credible?
 - Are the hours justified by the described scope work in WPD?
 - Are all procurement items and trips well described and justified?
- Are the deliverables complete and well defined (e.g. contents or components clear)?

Contractual Criteria

- Have all elements been included (Cover Letter, PSS Forms) and completely signed?
- Are all the sections of the Proposal Template addressed, with no changes to the template and are you within the page limit?
- Are the IPR well addressed?
 - Is the BIPR described and are the effected deliverables listed?
 - Is it clearly described who will own the foreground IPR?