



## PECS SLOVAKIA PROPOSAL SUBMISSION HIGH LEVEL CHECKLIST – FOURTH CALL

### Technical Criteria

- Is your objective clearly stated, short and to the point?
- Are your requirements quantified and verifiable?
  - Will they show, when fulfilled, that the objective was achieved?
- Is your Baseline concept/ design well described?
- Does your program of work include all the needed design and development steps?
  - Does it include reviews, key testing and validation?
- Are the text, flowchart, Work Package Descriptions 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 workflow?
  - 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?

### 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 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?

### Contractual Criteria

- Have all elements been included (Cover Letter, PSS Forms) and 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?