

The preparation phase in NAVISP Website (Element 3):

Submission of the outline Proposal:

The Outline Proposal will be assessed by ESA, and feedback will be provided to the Tenderer.

Outline Proposals shall be prepared in accordance with Guidelines provided as Annex 1 of this document.

They shall be submitted to ESA via its Open Space Innovation Platform (OSIP) at

[Open Space Innovation Platform - OSIP - Channel: NAVISP Element 3: Support Member States](#)

and in parallel to the National Delegation of the Prime- and any Sub-contractors.

The Outline Proposal will be assessed by the Project, and feedback will be provided by e-mail to the potential bidder by a target time of 10 working days from the date of submission.

After a positive assessment of an outline proposal, the Project will invite the potential bidders to provide a Letter of Support signed by the respective National Delegation of the State(s) the Prime- and Sub-contractors belong to. Furthermore, the sole responsibility lays with potential bidders to check whether sufficient funding from the Member State they belong to is provided to the NAVISP Programme. To check the above potential bidders can contact the project at navisp@esa.int,

To optimise the procurement process, the Tenderer is invited to:

- follow the Guidelines established for the preparation of the Outline Proposal in Annex 1 herebelow;
- optimize the time for the Full Proposal preparation aiming at submitting it earlier than the deadline of 30 working days from the positive assessment of the Outline Proposal;
- interact with the relevant National Delegations for the acquisition of the Letter of Support from the very beginning of the Tendering process. A template for the Letter of Support is provided in Annex 1 to the Cover Letter of the Standard Call for Proposals for Element 3, ref.: xxx. National Delegations Contact information is attached in the same Annex.

The potential bidder is encouraged to notify the Project, by email to navisp@esa.int, of the intended date of Full Proposal submission at least two (2) weeks prior to the intended submission date. This will allow planning purposes.

Annex 1:

GUIDELINES FOR THE PREPARATION OF THE OUTLINE PROPOSAL

The Outline Proposal is the means for the Tenderer to initiate the interaction with the Agency.

Tenderers are invited to submit an Outline Proposal containing at least the information described in this document.

Outline Proposals are to be submitted to ESA via its Open Space Innovation Platform (OSIP) at

[Open Space Innovation Platform - OSIP - Channel: NAVISP Element 3: Support Member States](#).

The typical length of an Outline Proposal should be approximately 6-8 pages, excluding supporting documents such as diagrams, charts, tables and institution or company information brochures.

The Outline Proposal shall be written in English.

The Outline Proposal shall include the following elements

- A description of the project, its objectives and its relevance at national level (see section 1 below);
- A description of the development activities, including planning and costs (see section 2 below);
- The Tenderer('s)(s') profile (see section 3 below).

In addition, the Outline Proposal shall include an Executive Summary (one page long) summarising the scope of the activity and including high-level descriptions of the deliverables, costs and duration of the project, that will be shared for the purpose of coordination with the European Commission and/or European Agency for the Space Programme as mentioned above.

1. THE PROJECT

1.1 Rationale and background

This section shall present the rationale and give the relevant background information for the proposed project development.

It shall briefly introduce the context, illustrate the problem and the needs that the project intends to address, highlighting how the project contributes to a better exploitation of GNSS/PNT technologies, techniques and services. It shall present the major stakeholders involved and their role in the project.

1.2 Objectives and expected outcome

This section shall identify the objectives of the project and the expected results, summarising key features and/or key functionalities and/or performance to be achieved.

1.3 The relevance in the national context

This section shall highlight how the initiative is framed in the national context and responds to a national strategy/priority/interest.

It shall give elements and information such as for example:

- Link to national objectives and any other major programmes in the specific domain;
- Coherence with national strategies/priorities, possibly referencing which national strategies/priorities the project responds to:
 - o Social priorities (e.g. safety, environment, etc.);
 - o Economic development (e.g. promotion of spin off/start-ups, relevance of the specific economic sector);
 - o Territory (e.g. area development plans);
 - o Cross fertilisation (e.g. cooperation and interaction among national agencies, industries, universities and research centres from the space and non-space sector);
 - o European or international level: link to European or international actions and plans.
- Any other elements of institutional, strategic or political nature.

2. THE PROJECT DEVELOPMENT

2.1 Proposed activities and high-level development plan

This section shall describe the proposed activities and give a high-level development plan with identification of major milestones and key decision points.

2.2 Criticalities and risks

This section shall identify any major risks and criticalities/obstacles for the implementation of the project.

2.3 ESA Support

This section shall describe the specific support, if needed, to be provided by ESA. The support may be of different nature, namely:

- Technical support for the implementation of the national project and activities;
- Exploitation and use of labs, test beds and technical facilities at ESA or at ESA partners sites.

2.4 Costs

This section shall present the total costs of the project and the distribution of the funding among the partners of the consortium.

2.5 Way forward after completion of the proposed activities

This section shall address the way forward after the completion of the proposed activities (i.e. it shall specify if any further development phases are needed, or propose plans and a potential organisation model for the exploitation, etc.).

2.6 Other

This section shall include:

- A statement that the proposed work does not overlap with any currently running ESA, European Institution, national or international contracts awarded to any entity of the Proposal consortium (Prime and/or Sub-contractor(s)).
- A statement as to whether the relevant National Delegation(s) of Prime and Sub-contractor(s) have been informed regarding the proposed project.

3. THE TENDERER

This section shall present the Tenderer(s), summarising the profile and experience, competence and resources related to the proposed project of the Tenderer and of each member of the consortium.

IMPORTANT DISCLAIMERS:

Any information received by the Project will be treated in confidence.

It shall be understood that what is described in this document, is a separate process, that will be handled by people of the Project not having a prominent role in the evaluation of the Full Proposal once it is submitted. The procurement process starts as of the Full Proposal submission onwards and is regulated thereof in line with the ESA Standard Call for Proposals, ref. XXX

The Full Proposal shall be a fully self-contained set of documents and will be the sole basis of the Agency's evaluation. Any information in the Outline Proposal and any correspondence prior to the submission of the Full Proposal will not be considered in the evaluation.