|  |  |
| --- | --- |
| **NDA Task Reference** |  |
| **Project Title**: |  |
| **NDA Sponsor** |  |
| **R&D Driver *(Deliver Innovation/Inform Strategy/Maintain Skills)*:** |  |
| **Organisation Proposing Work** |  |
| **Contact Name and E-mail Address** |  |
| **Contractor Task Reference** |  |
| **Basis of Price** | *Fixed price or Reimbursable* |
| **Date** |  |

|  |
| --- |
| **INTRODUCTION**  *Please write a brief (limited to 400 words) overview of the project / service using section headings below* |

**Background**

* *What is the current situation?* e.g. *baseline technology / service*
* *What are the overall aims and objectives of the project?*

**Strategic Alignment**

* *How does the project / service fit within an area of NDA strategic focus?*
* *How does this project align with the NDA 5 year R&D plan?*

|  |
| --- |
| **WORK TO BE CARRIED OUT**  *Scope and**key deliverables and milestones for this project* |

**Proposed Work Scope – Breakdown of activities**

* *What is being proposed?*
* *How is the work organised? e.g. flow diagram,*
* *Task structure, phases, stages, hold points, e.g. Gantt chart*
* *What are you going to do at this phase and what is planned for others (if applicable)?*
* *Further detail of the hours associated with each task/phase should be included in the cost information.*
* *What will be done with any samples/wastes generated as part of the project and who will liable for any such materials*

**Deliverables**

* *Tangible outputs from the project (e.g. Reports, Technical Memorandums, Presentations).*
* *Deliverable dates should be indicated as + X weeks/months from start of project and confirmed once project is approved.*
* *Project Summary and Impact Assessment should be included within deliverables.*
* *Refer to the Work Proposal for specific tender requirements*
* *If the project involves external publications (e.g. Conference Presentation, Journal Paper), then submission to NDA for clearance should be included as well as external submission date. At least two weeks should be allowed for NDA clearance and exact details confirmed with the NDA Sponsor at kick-off.*

**Milestones**

* *Specific dates that indicate the progress of the project but are not associated with a deliverable (e.g. Meeting with SLC, Start of Experimental Work, Completion of Experimental Work, Delivery of Equipment).*
* *Milestone dates should be indicated as + X weeks/months from start of project and confirmed once project is approved.*
* *Refer to the work proposal for specific tender requirements*

|  |
| --- |
| **TECHNICAL FEASIBILITY, ASSUMPTIONS & RISKS**  Can the project be delivered? |

**Technical Feasibility**

* *Is the concept technically credible?*
* *Define the technical competencies required by the project*
* *Identify existing process plant / service / systems affected by this project*
* *What is the maturity of the technology? Technology Readiness Level (TRL)?*

**Assumptions and Risks**

* *What are the key assumptions?*
* *What are the key risks?*
* *How will the risks be managed?*
* *Are any of the risks potential show-stoppers?*

**Meets EH&S and Legal Policies**

* *Are there any significant health, safety or environmental issues associated with the project?*
* *Are there any Intellectual Property (IP) issues?*
* *Are there any other legal considerations relevant to the project / service?*
* *Bidders must be able to provide on request evidence of any necessary permits, licenses or exemptions required for delivery of the project / service.*

**Interactions with Stakeholders**

* *Will the work require interaction with NDA or its subsidiaries?*
* *Will the work require interaction with SLCs?*
* *Will the work require interaction with regulators?*
* *Will the work require interaction with other stakeholders?*
* *If interaction with stakeholders is required, how will the contractor manage this process?*
* *How will the work output be communicated to stakeholders?*

|  |
| --- |
| **BENEFITS & IMPACT**  Please state how your approach will maximise the value/impact of this work |

* *What are the benefits of* ***your*** *approach to delivering this project? How does it guarantee delivery? Does the approach realise cost savings? What do you believe is the unique differentiator in your tender return? How does your approach maximise the benefit to the “category of work” shown in the proposal (Inform Strategy, Deliver Innovation, Maintain or Develop Skills)*
* *What further action could be undertaken to raise the profile of this project further?*

|  |
| --- |
| **PERSONNEL**  Who will deliver the project? |

**Project Organisation**

* *What are the roles and responsibilities of the personnel on the project?*
* *Include a project organogram*

**Project Consortium**

* *What sub-contractors are involved in the project? Include brief description.*
* *How will you manage sub-contractors?*
* *What small and medium-sized enterprises (SME’s) are involved in the project? Include brief description and proportion of cost*

**Key Personnel**

* *Include pen portraits of staff involved. The pen portrait should state what experience they have that is relevant to the project and their grade, inclusive of directly-employed staff and sub-contractors*
* *CV’s are not required but should be available upon request.*

|  |
| --- |
| **ADDITIONAL INFORMATION**  Please state (if appropriate) any further information pertinent to this proposal |

* *E.g. Proposed invoice schedule, additional options for consideration*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **PROJECT DATES** | | | | | |
| Start |  | Finish |  | Duration |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **LABOUR (HOURS) – *Reimbursable projects only*** | | | | | | |
| **Personnel** | **Grade** | **Task 1** | **Task 2** | **Task 3** | **Task 4** | **Task 5** |
| In the unpriced bid, make it clear who is putting effort into which tasks, and give an indication of the level of involvement in each task |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **COST AND PAYMENT SCHEDULE** | | | | | | | | | | | |
| ***Period FYxx-xx*** | | ***April*** | | ***May*** | ***June*** | | ***July*** | | ***August*** | | ***Sept*** |
| Cost Profile (£k) | |  | |  |  | |  | |  | |  |
| Proposed Invoice Schedule (£k)  In the unpriced bid, make it clear what percentage of the work is being invoiced for and at what stage(s) | |  | |  |  | |  | |  | |  |
| ***Period FYxx-xx*** | | ***Oct*** | | ***Nov*** | ***Dec*** | | ***Jan*** | | ***Feb*** | | ***March*** |
| Cost Profile (£k) | |  | |  |  | |  | |  | |  |
| Proposed Invoice Schedule (£k) | |  | |  |  | |  | |  | |  |
| ***Total FYxx-xx (£)*** | | | | | | | |  | | | |
| ***Total FYxx-xx (£)*** | | | | | | | |  | | | |
| ***Total FYxx-xx onwards (£)*** | | | | | | | |  | | | |
| ***Overall Total (£)*** | | | | | | | |  | | | |
| **COST ELEMENT BREAKDOWN – Split between FY if applicable** | | | | | | | | | | | |
| **Non-SME** | | | | | | | | | | | |
| **Labour**  **(Technical)** | **Labour**  **(Project)** | | **Facilities** | | | **T&S** | | **External** | | **Total** | |
|  |  | |  | | |  | |  | |  | |
| **SME** | | | | | | | | | | | |
| **Labour**  **(Technical)** | **Labour**  **(Project)** | | **Facilities** | | | **T&S** | | **External** | | **Total** | |
|  |  | |  | | |  | |  | |  | |

Explanatory Notes For Cost Breakdown

*Please provide information that would support the NDA’s understanding of the cost-element breakdown (e.g. Types of facilities being utilised, equipment being purchased, costs for sample/waste storage and/or disposal).*