
Modello di Proposta di Gestione – Management Proposal Template

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Procedura Aperta ai sensi dell'Art.71 del D.Lgs. 36/2023, per l'affidamento della 'Progettazione, realizzazione e consegna presso l'INAF-OAAb del Sistema Optomeccanico e materiale accessorio dell'Unità di Calibrazione (CU) dello strumento ELT-MORFEO"

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PROPOSTA DI GESTIONE – MANAGEMENT PROPOSAL

The Management and Administrative proposal shall comprise at least the following sections:

1. Background experience

Presentation of the Tenderer / Subcontractor(s) and their organisational structure (e.g. key company details, turnover, ownership...).

Background description and relevant experience of the tenderer, subcontractors, users, partners (if applicable). Certifications of the company (technical, Quality, etc.) are listed here.

The "Criteri di premialità" mentioned in the Disciplinare (§18.1) are listed and justified here.

2. Organisation and management

Presentation of the project team and of the structure of the project organisation (including users / stakeholders). Include identification of the nominated Project Manager and Contractual Manager.

Lines of communication and reporting must be described.

3. Facilities

Description of all facilities to be used including those facilities which are still to be developed / built and / or purchased, with a statement on whether the costs of developing / building / purchasing the facility are to be directly or indirectly charged to the Contract. Modifications to existing facilities are also to be described. For this purpose, facilities may include, as applicable, hardware, computer software, manufacturing equipment, test equipment, production and integration lines, service centres and infrastructures hosting the user communities.

4. Key personnel

Key personnel are identified as persons who, because of their individual qualifications and positions are proposed for the work and indicated as such in the tenderer's Organisation Breakdown Structure. As a minimum, each person assigned as Work Package Manager shall be nominated as Key Personnel. Key representative(s) of the customers/users shall also be presented.

A table is provided with at least the following information per each proposed person:
Name, role in the project, WP(s) in which he/she has responsibility or participation.

CVs must be provided in annex.

5. Configuration and Quality

The Configuration Management System and the tools used to implement it are described.

The Product/Quality Assurance System is described.

6. Implementation proposal

- a. List of deliverables - The list of deliverables must cover at least the ones described in the Call documentation.
- b. Work Breakdown Structure - The WBS starts from the one described in the Call documentation and goes in further detail.
- c. Work Package Description - The work package descriptions comply with the following requirements:
 - There is a single work package manager for each work package, who is a member of the key personnel.
 - Work packages start and end on milestone events and do not span the entire duration of the activity (except for the project management work package and the closely associated management functions).
 - Inputs from other work packages are clearly identified.
 - The work to be performed is described in sufficient detail for INAF to be able to judge the value for money.
 - Each task is traceable with a corresponding work package output.
 - Each work package has at least one traceable work package output (hardware, software and/or documentation item, deliverable to INAF).
 - All deliverable hardware, software and documentation items are traceable to the identified work packages.

7. Planning

A Gantt chart showing the temporal evolution of all the WPs of the WBS is provided. All intermediate milestones are clearly identified, both the ones already indicated in the Call documentation and the ones defined by the bidder.

8. Risk Management

The risks related to the project (technical, managerial, environmental) are analysed and ranked according to pre-defined metrics of probability and impact. Mitigation measures and contingency plans are defined and applied as needed. Risk monitoring activities and responsibilities are described.

9. Warranty and Assistance

Proposed warranty and assistance are described here: duration of warranty, times and modes for assistance interventions.

10. Training

Training activities are described here: topics, duration, attendance, technical means used.

11. Declaration of compliance to all parts of the Statement of Work.