Place Company Logo here

Organization Name

Organization/Division

Postal Address  
City, State or Province, Country Postal Code

Telephone: +  
Facsimile: +

OGC ArcticSDP RFQ Response

Business POC name Technical POC name

Business POC email Technical POC email

Business POC phone Technical POC phone

Alternate Technical POC Name

Alternate Technical POC email

Alternate Technical POC phone

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# Overview

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**Instructions for each section of the template are included in italic green font.  
Please delete these instructions from your delivered proposal**

This section shall start on a new page and shall not exceed one page

Please review the purpose and technical requirements of the RFQ and provide an overview of your general understanding of the area of interest/expertise.

Introduce the contents of your proposal, its general or specific benefits, and the relevance of your expertise to the requirements.

===

[… insert your text here …]

# Proposed Deliverables

===

Please review the technical requirements and deliverables defined in the RFQ and describe your proposed contribution to the initiative.

Your response should be consistent with the material contained in the RFQ Main Body and all annexes. The emphasis of this initiative is on interoperable solutions to the sponsors' functional requirements. Your RFQ response should be developed from that perspective.

This section must not exceed seven (5) pages. Any language beyond the 5-page limit will be ignored.

===

[… insert your text here …]

### Deliverable ID and Name

===

For each deliverable, indicate

* The exact deliverable ID and number from the RFQ Annex, Section Deliverables
* A list of personnel and brief summary of their qualifications to carry out these tasks.

If the deliverable is a document make sure you include:

* Your view on the document purpose (your view on the architecture, suggested modifications, etc.)
* Your desired role (author, schema editor, model designer, technical contributor, document editor, etc.). Note that all of these roles are expected to review work in progress.

If the deliverable is a software component (client, service, tool, mediator, etc.), make sure you include:

* Specific and relevant information about the component (which standards they implement, which bindings/conformance classes/options a service/client component supports, any constraints or requirements that relate to the proposed development effort, architecture of the component, etc.).
* The development plan (what you plan on augmenting your existing software with to meet the requirements, etc.), SCOTS migration path, interoperability testing, etc.
* Do not assume a single vendor demonstration; rather the demonstration will be showing how your component/technology can interoperate with the components/technologies of other participants.
* The Arctic data that you have available and can load on the component

===

[… insert your text here …]

### Deliverable ID and Name

…

### Deliverable ID and Name

…

### Deliverable ID and Name

…

### Other

===

This may include data, models, etc. that have not been explicitly labeled as deliverables in the RFQ.

If you are proposing to contribute data to the effort, please indicate the format of the data (if applicable) and any proprietary software access requirements (if applicable). Please include the geographic coverage of the data, a thematic description of the data, geodetic context of the data and any other relevant metadata. Please also indicate alternate formats or access capabilities that you are willing to support, if necessary.

If you are proposing facilities, please include as much detail about the configuration of hardware and software at the facility, the network access and restrictions (if any), and the level of operational support in place at the facility. Please provide information about your organizational approach to configuration management.

===

[… insert your text here …]

# Proposed Work Organized by Technical Activity Types

===

Please begin this section on a new page so that it can readily be separated from the rest of your proposal.

Review the Technical Activity Types in the RFQ and map your proposed work to the appropriate types found there. Indicate any proposed work that does not fit one of the existing activity type categories with “Not applicable” or “N/A” and include a concise explanation and justification.

For any activity being proposed, modify the existing language in the second column to include the relevant details. For activities not being proposed, delete the corresponding “starter” language provided in the second column.

===

Insert your responses in the table below, deleting any inapplicable text …

|  |  |
| --- | --- |
| **Technical Activity Type** | **Description of Proposed Work** |
| Component Development | * Prototype Server Software Development activity … * Prototype Client Software Development activity … * Special Adaptations activity … |
| Solution Transfer | * Software Installation activity … * Data Loading activity … |
| Demonstration | * Demonstration Use Case Development activity … * Demonstration Storyboard Development activity … * Demonstration Preparation and Delivery activity … * Assurance of One Year of Availability activity … |
| Documentation | * Engineering Report Development activity … * Independent Change Request Development activity … * Independent Use Case Development activity … * Independent Architectural Overview Development activity … * System Configuration Development activity … * Installation Guide Development activity … * Training Material & User Guide Development activity … |
| N/A | * Insert concise explanation and justification for “not applicable” here … |

# Cost-Sharing Request

===

Please begin this section on a new page so that it can readily be separated from the rest of your proposal.

This section is required only from proposing organizations requesting cost sharing funds. Please provide a summary of the requested amount of cost-sharing funds (in US Dollars) in this document. Please provide an estimate of the value of your proposed contribution, including engineering, management, communications, travel, and so forth. Provide details of the cost estimates in a separate spreadsheet using the Finance Spreadsheet template.

The sponsors intend to provide cost-sharing funds only for those activities uniquely attributable to initiative participation; e.g., a recipient should not request funds to offset costs that would have otherwise been incurred and funded through some other source such as internal research and development funding. This section must include a certification that the proposed reimbursable costs would not be otherwise incurred in support of non-Pilot activities.

Note that it is not customary to reimburse or provide funds for travel to Kickoff or Demonstration events.

===

[… insert your text here …]

# In-Kind Contributions

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Please begin this section on a new page so that it can readily be separated from the rest of your proposal.

Please provide an estimate of the in-kind contributions that your organization will make to the initiative. The in-kind contributions must be relevant to the pilot. Provide a summary of the in-kind contributions (in US Dollars) in this document. This should reflect such contributions as labor, equipment, software, or data. Provide details of the cost estimates in a separate spreadsheet using the Finance Spreadsheet template.

===

[… insert your text here …]