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# Technical Proposal Guidelines

## USER UPTAKE ACTIVITIES

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CALL FOR TENDER

COPERNICUS MARINE ENVIRONMENT MONITORING SERVICE

EN-34-UU-CMEMS-INV1

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## 1 PREAMBLE

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The Bidder shall submit a Technical Proposal which describes the proposed technical approach for meeting the different requirements set out in the Statement of Work (SoW)<sup>1</sup>.

This document provides the Bidder with recommendations for the Technical Proposal. These recommendations are indicative; their objective is to support the Bidder in the presentation of its proposal, and Mercator Océan in its evaluation.

The Statement of Work includes requirements directly linked to the proposal content; they shall be considered by the Bidder; these recommendations do not supersede these specific requirements.

## 2 FORMAT OF THE TECHNICAL PROPOSAL

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There is no template imposed to the Bidder for the Technical Proposal: the final form is left to the bidder's discretion but the document shall be clear, informative and concise.

### *Reference to the Statement of Work*

The Technical Proposal shall be structured in such a way that it is possible for Mercator Océan to trace its contents to and compatibility with the SoW and especially the different requirements (identified REQ XX in section 4).

### *Main document and Annexes*

Section 4 of the Statement of Work identifies a series of deliverables due with this proposal; they shall be considered as separate documents and presented as annexes to the Technical Proposal main document.

It is thus anticipated that the Technical Proposal is composed of one main document where Mercator Océan shall find the necessary information to evaluate the proposal, with annexes addressing specific issues.

### *Readability*

The Bidder shall take appropriate actions to ensure proper readability of the document, and provide a list of all used acronyms and abbreviations used in the Technical Proposal.

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<sup>1</sup>Available in French as the "Cahier des Clauses Techniques Particulières" (CCTP)

### 3 CONTENT OF THE TECHNICAL PROPOSAL

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It is recommended to consider at least the following chapters in the Technical Proposal:

1. GENERAL UNDERSTANDING AND OVERALL APPROACH
2. DESCRIPTION OF THE METHOD AND DISPLAY

#### 3.1 GENERAL UNDERSTANDING AND OVERALL APPROACH

Before entering in more comprehensive descriptions, the Bidder is invited to present in a few pages

- its general understanding of Mercator Océan's expectation for the work to be performed, its key factors of success regarding Copernicus, the overall purpose and objectives of the activity, and the corresponding tasks to be undertaken within this activity.
- a short overview of its technical proposal, providing Mercator Océan with a consistent description of the overall approach, main technical choices, organization, ... to serve as an introduction to the technical details provided in the other chapters,

#### 3.2 DESCRIPTION OF THE METHOD AND DISPLAY

The Bidder is invited to describe in a chapter named "DESCRIPTION OF THE METHOD AND DISPLAY" the method that he/she will use to make the inventory and the way it will be presented.

Mercator Océan shall find here the insurance of the relevance of the technics used and of the display chosen. The Bidder is invited to demonstrate its capacity to carry out the tasks required by the SoW.

The Bidder may use reference to the Annexes to this Technical Proposal (i.e. deliverables described in SoW / section 4) to support its description.

The Bidder may use reference to other known initiatives in marine sciences that could provide structuring contributions to the Copernicus Marine Service development.