

Statement of Work (SoW) for Technical Support for UK partnership on MicroCarb.

Requirement

The successful bidder for this contract will manage the portfolio of agreed UK activity for the MicroCarb mission, monitoring milestones and ensuring delivery of work to budget and within timescales

Background

The UK Space Agency and Centre National d'Etudes Spatiales (CNES) signed an implementation arrangement in April 2017 setting out their partnership on the MicroCarb satellite mission. The science objective of the MicroCarb mission is to monitor and characterize CO₂ surface fluxes, that is, the exchanges between sources (natural or anthropogenic) and sinks (atmosphere, ocean, land and vegetation). The instrument will be flown on a microsatellite built around CNES's Myriade spacecraft.

Under the implementation arrangement with CNES, the UK Space Agency shall contract for and support the realization of the Assembly, Integration and Test (AIT) activities applied to the platform and to the satellite, with a technical delegation given to CNES. The UK Space Agency shall also finance UK industrial contributions to the development of the instrument calibration unit, Ground Support Equipment (GSE) necessary for the integration or the calibration of the instrument, subsystems of the platform, development of parts of the Payload Ground Segment (PLGS), and subsystems of the instrument.

The UK Space Agency is seeking technical support from an organisation with the relevant expertise and experience to ensure these activities are delivered on time and within budget, with maximum value for money and economic return achieved for UK plc.

Package of Work

This shall include:

- Provide oversight of the technical management of the AIT activities, liaising closely with the AIT contractor and CNES, and provide support to UK Space Agency's management of the contractual and financial aspects of the AIT contract.
- Participate jointly with CNES and UK Space Agency in progress meetings and reviews of the AIT contract-providing robust assessment of progress against agreed milestones, identifying any issues which may affect the schedule or cost. These reviews are expected to take place between 1-4 times per year.
- Provide technical advice in support of UK Space Agency decision making in relation to the completion of agreed milestones by the AIT contractor.
- Provide technical advice to UKSA in support of the awarding of contracts to the most technically sound and best value for money proposals from UK institutions for the science preparatory, calibration and validation activity.
- Provide technical advice to UKSA in support of the awarding of contracts to the most technically sound and best value for money proposals from UK subcontractors supplying agreed activities under a CNES contract or through ADS France (Airbus Defence and Space have been selected as sole source for the

development, and the qualification of the MicroCarb Instrument). There will be approximately 5-10 Invitations To Tender (ITT) of this nature for UK institutions to respond to.

- Provide technical advice in support of UK Space Agency decision making in relation to the completion of agreed programme milestones by UK subcontractors that are supplying agreed activities under a CNES contract or through ADS France.
- Where required, represent UK Space Agency on the evaluation panel for procurement of UK activities for the MicroCarb mission. Ensure contracts for agreed UK activity are awarded to the most technically sound proposals which provide the best value for money and economical return to the UK in line with the relevant procurement rules and regulations.
- Provide regular updates to UK Space Agency and quarterly progress reports on the progress of the AIT and other activities funded by the UK Space Agency, identifying and tracking any issues which may affect the schedule or cost.
- Provide technical support in the form of a briefing document and briefing meeting, to the UK representatives of the MicroCarb Steering Committee, which will meet at least twice a year, to enable them to make effective decisions regarding the mission progress against agreed milestones and allow them to resolve any issues concerning the interpretation or the implementation of the present MicroCarb Implementation Arrangement.

Essential Skills specification

- Applicants shall supply CVs for project management personnel within their organisation that could conduct the activity outlined in this statement of work providing a detailed CV which demonstrates their extensive (at least 5 years) and direct experience of providing programme support to a satellite mission, in particular the satellite AIT process.
- Applicants shall demonstrate that their organisation have highly developed technical communication skills, specifically a proficiency in understanding and clearly communicating complex technical matters to a range of audiences- both technical and non-technical in both written and oral formats.
- Applicants shall demonstrate that their organisation has an awareness of the risks and issues that may arise on a satellite mission, in particular the AIT process, that affect schedule and cost, and have demonstrable experience in mitigating against and/or managing these.
- Applicants shall demonstrate how work will be managed and delivered, including any quality assurance and risk assessment procedures.
- Applicants shall demonstrate an awareness of the UK Government's Space Growth Strategy and Industrial Strategy and demonstrate how their approach shall ensure that the UK's partnership on the MicroCarb mission remains aligned with high level Government strategies.
- Key personnel shall be named at contract award and named member/s of the successful applicants programme team shall be required to complete a No Conflict of Interest statement and Confidentiality agreement. If and when required, Named Member/s of the successful company's programme team shall also consent to obtaining any security clearance level necessary for carrying out the required work.

- Applicants shall provide assurances as to the availability of personnel and resources to deliver this programme over the full duration of the MicroCarb mission and show how any potential changes , such as unforeseen absence, in personnel or resource will be managed.
- **Desirable-** The successful bidder will have a working level understanding of the French language, allowing them to read French specifications and documents and to contribute to some technical meetings which may be all or partly conducted in French.

Costings

- Procurement activity for MicroCarb has already begun, with the AIT contract scheduled to be awarded in July 2017. The MicroCarb mission is currently scheduled to launch at the end of 2020, and technical support and oversight of UK activities and contributions will be required across the 4 year period up to the launch. There will be peaks and troughs of activity within this period, it is not envisaged that activity will require more than 2-5 days per month- including attendance of meetings, preparatory work and general support.
- Bidders should provide a day rate with their proposal and if successful will be required to periodically invoice UK Space Agency under the terms of the contract for work conducted under the instruction of UK Space Agency.
- The applicant's programme team shall be required to travel to Toulouse at least twice a year for technical review meetings with CNES. Travel to UK Space Agency headquarters in Swindon will be required on a monthly basis to provide progress reports and to brief members of the MicroCarb steering committee in advance of committee meetings. Travel and subsistence for these events will be costed and paid for by UK Space Agency, in line with the BEIS Travel & Subsistence Policy, as and when they occur.