



**Agenda Item 4: Revision of Request for Proposal (RFP) activities**

**MEVA III ACTIVITIES SCHEDULE (WBS)**

(Presented by MEVA III Task Force Rapporteur)

<b>SUMMARY</b>	
This Working Paper presents an update to the MEVA III transition activities schedule (WBS) as analysed by the MEVA III Task Force and coordinated with the ICAO TCB Tender Process assistance. The MEVA TMG is expected to review and prove the proposed dates and activities for the RFP Process activities and MEVA III implementation.	
<b>References:</b>	
• MEVA III TF/01 Meeting (ICAO NACC Regional Office, Mexico City, Mexico, 11 to 13 December 2012)	
<i>Strategic Objectives</i>	<i>This working paper is related to Strategic Objectives A and C</i>

**1. Introduction**

1.1 During the 1<sup>st</sup> Task Force meeting held in Mexico City 11 – 13 December 2012 (TF/01), the Meeting looked to achieve the following in order to start the preparation of the RFP and remaining MEVA III transition activities:

- Schedule RFP Technical content development to suitable time compliance with RFP general schedule
- Start tasking MEVA III DOA activities
- Define related MEVA III TF activities to support RFP general process; and
- Prepare these inputs to be presented to the MEVA/TMG/25 Meeting

**2. Discussion**

2.1 The TF/01 held a teleconference with the ICAO TCB Procurement Office to evaluate the timelines proposed by the Technical assistance for the tender process by ICAO. Under this call the Meeting and ICAO reviewed the timeline provided by the ICAO proposal (18 weeks timeframe), and updated the MEVA III Schedule (WBS) accordingly. The Meeting also looked at the MEVA III Task Force activities related to the drafting of the RFP technical specifications and follow-up.

2.2 Under this update the MEVA III TF maintained the following important goals given by the TMG/24:

- a) Three MEVA TMG meetings to be held in 2013
- b) The tentative date for the completion of MEVA III tender process and contract agreement is December 2013.
- c) An estimate of the costs of the different MEVA III options is expected to be available by approximately August 2013 for States' budget purposes.

2.3 The updated WBS includes the relevant dates and activities for MEVA III TF, MEVA TMG; ICAO and others as follows:

- a) Verification of requirements by all MEVA Members – Mid January to beginning of February – Critical activity
- b) 7 teleconferences to draft technical specifications and other RFP sections by MEVA III TF
- c) Draft of MEVA III RFP scheduled for May 2013
- d) MEVA TMG/26 to approve final RFP in June 2013
- e) RFP release/ tender process / Questions and Answers: June to Sep 2013
- f) Sites surveys/visits period in July 2013
- g) ICAO Technical Bidders' Meeting in ICAO Montreal
- h) MEVA III TF Meeting for preselection in Sept 2013
- i) MEVA TMG/27 in October for final selection
- j) Final Winner announcement in 24 October 2013
- k) Contract agreements in October to December 2013
- l) Network implementation in 1 semester 2014

2.4 The updated MEVA III Activities WBS, as presented in TF/01 Report, is presented in the **Appendix** to this working paper.

2.5 For the efficient follow-up and coordination between the MEVA TMG, MEVA Administrations, MEVA III Task Force and ICAO for the different RFP Process activities and MEVA III implementation, the proposed update to the WBS needs to be approved by the MEVA Members. In this regard the following draft conclusion is proposed:

**Conclusion 25/XX                      APPROVAL OF MEVA III ACTIVITIES SCHEDULE (WBS)**

That, for the efficient follow-up and coordination between the MEVA TMG, MEVA Administrations, MEVA III Task Force and ICAO for the different RFP Process activities and MEVA III implementation, the MEVA Members approve the MEVA III Activities Schedule (WBS) as presented in Appendix xx to this part of the report.

**3.                      Suggested action**

3.1 The Meeting is invited to:

- a) take note of the duration and responsibilities for each of the MEVA III activities as detailed in paragraphs 2.2 and 2.3;
- b) review and approve the proposed MEVA III Activities WBS update as presented in appendix to this paper; and
- c) take appropriate action as needed.

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MEVAIITF01-09Agendattem3-AppendixA-WBS

ID	Task Name	Duration	Start	Finish	H1 '13			H2 '13			H1 '14			H2 '14		
					Jan	Mar	May	Jul	Sep	Nov	Jan	Mar	May	Jul	Sep	Nov
1	MEVA TMG/22	2 days	Thu 26/05/11	Fri 27/05/11												
2	<b>MEVA III Letter Of Intent</b>	<b>244 days</b>	<b>Thu 26/05/11</b>	<b>Tue 01/05/12</b>												
21	MEVA TMG/23	2 days	Tue 06/03/12	Wed 07/03/12												
22	<b>Request For Information (RFI)</b>	<b>473 days?</b>	<b>Wed 23/03/11</b>	<b>Fri 11/01/13</b>												
23	RFI Announcement Period	114 days	Tue 03/04/12	Fri 07/09/12												
24	<b>RFI Drafting</b>	<b>344 days</b>	<b>Wed 23/03/11</b>	<b>Mon 16/07/12</b>												
25	1st TF Teleconference	1 day	Ved 23/03/11	Wed 23/03/11												
26	2nd TF Teleconference	1 day	Tue 17/04/12	Tue 17/04/12												
27	3rd TF Teleconference	1 day	Tue 08/05/12	Tue 08/05/12												
28	4th TF Teleconference	1 day	Thu 24/05/12	Thu 24/05/12												
29	5th TF Teleconference	1 day	Tue 12/06/12	Tue 12/06/12												
30	6th TF Teleconference	1 day	Thu 28/06/12	Thu 28/06/12												
31	7th TF Teleconference	1 day	Mon 16/07/12	Mon 16/07/12												
32	RFI Draft Release to Members	1 day	Fri 20/07/12	Fri 20/07/12												
33	RFI Period of Review by Members	22 days	Mon 23/07/12	Tue 21/08/12												
34	8th TF Teleconference	1 day	Tue 17/07/12	Tue 17/07/12												
35	<b>MEVA TMG/24</b>	<b>3 days</b>	<b>Tue 21/08/12</b>	<b>Thu 23/08/12</b>												
36	Other Business	1 day	Tue 21/08/12	Tue 21/08/12												
37	ICAO Presentation	1 day	Ved 22/08/12	Wed 22/08/12												
38	RFI Draft TMG Member's Revision	1 day	Thu 23/08/12	Thu 23/08/12												
39	MEVA TMG/24	0 days?	Tue 21/08/12	Tue 21/08/12												
40	MEVA TMG/24	0 days?	Thu 23/08/12	Thu 23/08/12												
41	9th TF Teleconference	1 day	Fri 31/08/12	Fri 31/08/12												
42	RFI Final revision and approval by TMG	3 days	Mon 03/09/12	Wed 05/09/12												
43	RFI Cover Letter & preparation issuance	2 days	Thu 06/09/12	Fri 07/09/12												
44	RFI Release	0 days	Fri 07/09/12	Fri 07/09/12												
45	<b>RFI Vendor's Response</b>	<b>61 days</b>	<b>Tue 11/09/12</b>	<b>Tue 04/12/12</b>												
48	<b>MEVA III TF/01 Meeting</b>	<b>3 days</b>	<b>Tue 11/12/12</b>	<b>Thu 13/12/12</b>	<b>100%</b>											
56	TF / TCB Approval of WBS	0 days	Wed 19/12/12	Wed 19/12/12	<b>19/12</b>											
57	<b>MEVA TMG/25</b>	<b>4 days?</b>	<b>Tue 08/01/13</b>	<b>Fri 11/01/13</b>												
58	MEVA TMG/25	0 days?	Tue 08/01/13	Tue 08/01/13												
59	MEVA TMG/25	0 days?	Fri 11/01/13	Fri 11/01/13	<b>11/01</b>											

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ID	Task Name	Duration	Start	Finish	H1 '13			H2 '13			H1 '14			H2 '14		
					Jan	Mar	May	Jul	Sep	Nov	Jan	Mar	May	Jul	Sep	Nov
60	Vendors Presentation	2 days	Tue 08/01/13	Wed 09/01/13	Vendors											
61	TMG Review of TF Report	0.5 days	Thu 10/01/13	Thu 10/01/13	TMG											
62	MEVA III WBS Approval	0.5 days	Thu 10/01/13	Thu 10/01/13	TMG											
63	TMG Regular business	1 day	Fri 11/01/13	Fri 11/01/13	TMG											
64	<b>Request For Proposals (RFP)</b>	<b>204 days?</b>	<b>Mon 14/01/13</b>	<b>Thu 24/10/13</b>												
65	RFP Release Announcement	40 days	Mon 14/01/13	Fri 08/03/13	0%											
66	<b>RFP Technical Req Drafting</b>	<b>53 days</b>	<b>Mon 14/01/13</b>	<b>Wed 27/03/13</b>	0%											
67	Verify Requirements	20 days	Mon 14/01/13	Fri 08/02/13	TMG											
68	1st Teleconference	1 day	Wed 16/01/13	Wed 16/01/13	TF											
69	2nd Teleconference	1 day	Wed 30/01/13	Wed 30/01/13	TF											
70	3rd Teleconference	1 day	Wed 13/02/13	Wed 13/02/13	TF											
71	4th Teleconference	1 day	Wed 27/02/13	Wed 27/02/13	TF											
72	5th Teleconference	1 day	Wed 13/03/13	Wed 13/03/13	TF											
73	6th Teleconference	1 day	Wed 27/03/13	Wed 27/03/13	TF											
74	Tender Package Preparation	15 days	Mon 01/04/13	Fri 19/04/13	TCB											
75	TF Review of Tender Package	6 days	Mon 22/04/13	Mon 29/04/13	TF											
76	7th Teleconference	1 day	Tue 30/04/13	Tue 30/04/13	TF											
77	Tender Package Update	5 days	Mon 06/05/13	Fri 10/05/13	TCB											
78	TMG Comment period	10 days	Mon 13/05/13	Fri 24/05/13	TMG											
79	MEVA TMG/26	3 days	Tue 04/06/13	Thu 06/06/13	TMG											
80	Tender Package Finalization	5 days	Mon 10/06/13	Fri 14/06/13	TCB											
81	RFP Release ICAO TCB	0 days	Fri 14/06/13	Fri 14/06/13	14/06											
82	<b>RFP Response Period</b>	<b>60 days?</b>	<b>Mon 17/06/13</b>	<b>Fri 06/09/13</b>	0%											
83	RFP Response Period	0 days?	Mon 17/06/13	Mon 17/06/13	17/06											
84	RFP Response Period	0 days?	Fri 06/09/13	Fri 06/09/13	06/09											
85	Questions / Answers Period	40 days	Mon 17/06/13	Fri 09/08/13	TCB,TF											
86	Site visits	15 days	Mon 01/07/13	Fri 19/07/13	0%											
87	ICAO HQ Technical Bidder's Meeting	1 day	Mon 29/07/13	Mon 29/07/13	0%											
88	RFP Proposal Writing	20 days	Mon 12/08/13	Fri 06/09/13	06/09											
89	RFP Vendor's Proposals Due	0 days	Fri 06/09/13	Fri 06/09/13	06/09											
90	MEVA III TF/02	4 days	Tue 10/09/13	Fri 13/09/13	TF,TCB											
91	<b>MEVA TMG/27</b>	<b>4 days?</b>	<b>Tue 01/10/13</b>	<b>Fri 04/10/13</b>	0%											

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ID	Task Name	Duration	Start	Finish	H1 '13			H2 '13			H1 '14			H2 '14			
					Jan	Mar	May	Jul	Sep	Nov	Jan	Mar	May	Jul	Sep	Nov	
92	MEVA TMG/27	0 days?	Tue 01/10/13	Tue 01/10/13													
93	MEVA TMG/27	0 days?	Fri 04/10/13	Fri 04/10/13													
94	Vendors Presentations	2 days	Tue 01/10/13	Wed 02/10/13													
95	Final Grading of Proposals	1 day	Thu 03/10/13	Thu 03/10/13													
96	Final Selection	0.5 days	Fri 04/10/13	Fri 04/10/13													
97	Other Business	0.5 days	Fri 04/10/13	Fri 04/10/13													
98	TCB Tender Evaluation Report	14 days	Mon 07/10/13	Thu 24/10/13													
99	Winner announcement ICAO	0 days	Thu 24/10/13	Thu 24/10/13													
100	<b>MEVA III Document of Agreement</b>	<b>202 days</b>	<b>Mon 14/01/13</b>	<b>Tue 22/10/13</b>													
119	<b>Contractual Agreement</b>	<b>46 days</b>	<b>Fri 25/10/13</b>	<b>Fri 27/12/13</b>													
135	<b>Network Implementation</b>	<b>128 days</b>	<b>Mon 30/12/13</b>	<b>Wed 25/06/14</b>													

