

# DHS RFI Compliance Checklist

Member Institution \_\_\_\_\_

Primary Investigator \_\_\_\_\_

**Quad Chart Submission**  On Time  Late Submission Date/Time \_\_\_\_\_/\_\_\_\_\_

- # of pages (One-page max) \_\_\_\_
- Page Size (8 ½ by 11)
- Font Size (10 point or greater)
- PDF Format
- File Size (No Larger than 1024KB)
- File names cannot contain spaces or special characters

## Quad Chart Content

### 1. Header Information

- Agency Name
- Project Reference #
- Proposal Title
- Date
- Member Name

### 2. Top Left Quadrant, Graphical Depiction

- Graphical depiction, photograph, or artist's concept of the proposed solution or prototype
- Labels or brief descriptive text as needed for clarification

### 3. Top Right Quadrant, Operational and Performance Capabilities

- Bullet form, list key aspects of performance, capability, operational use, relevant software or hardware specifications, and planned interface and/or compatibility

### 4. Bottom Left Quadrant, Technical Approach (Bullet list is acceptable)

- Describe the technology involved, how it will be used to solve the problem, actions done to date and any related ongoing efforts. Describe the tasks to be performed for each phase.

### 5. Bottom Right Quadrant, Cost and Schedule

- Rough Order of Magnitude (ROM) and Schedule of Performance proposed by phase
- Cost
- Period of Performance (PoP)
- Exit Criteria for each phase
- A total cost and POP that combines all phases
- Products and Deliverables shall include, by phase, a list of all prototype hardware and software along with the required data as described in "Product and Deliverable Requirements" in section 2.
- Contact Information
  - Submitter's company name
  - Point of Contact (POC)
  - Phone number
  - Email address
- Teaming Partner Contact Information
  - Teaming Partner's company name
  - Point of Contact (POC)
  - Phone number
  - Email address
- Additional Supporting Documentation (5-page max)