

MSRDC Quad Chart Guidelines

Quad Charts should be limited to ONE PAGE that is 8 ½ by 11 inches. Use font sizes of 10 point or greater. Quad Charts should not have a cover page.

Electronic File Format.

The Quad Chart should be submitted in Microsoft Office (Word or PowerPoint), MSRDC will convert it to Adobe Acrobat (PDF – portable document format). ZIP files and other application formats are not acceptable. The document must be print-capable, without password, and no larger than 1024 KB. File names must contain the appropriate file name extension (.doc/.docx, .ppt/.pptx). File names should not contain spaces or special characters.

Quad Chart Content.

A Quad Chart conveys the essence of the proposed solution for a single requirement. When preparing a submission, ensure that the specific criteria of the requirement are addressed, the solution is clear, and can be accomplished with the proposed technology, cost and schedule. The Quad Chart includes a document header and four quadrants, (See example below).

1. Header Information.

Header information shall include the Proposal Title. The date and company name should be included along with the appropriate document markings.

2. Top Left Quadrant, Graphical Depiction.

The top left quadrant is a graphical depiction, photograph or artist's concept of the proposed solution or prototype. Include labels or brief descriptive text as needed for clarification. Ideally, this will convey the prototype concept, use, capability, and any relevant size or weight relationships based on the published requirement.

3. Top Right Quadrant, Operational and Performance Capabilities.

The top right quadrant contains the operational and performance capabilities summary. Describe any basic, new, or enhanced capabilities the system will provide to meet the published requirement. In bullet form, list key aspects of performance, capability, operational use, relevant software or hardware specifications, and planned interface and/or compatibility. Past performance information is typically included only in response to a request for Full Proposal and not the Quad Chart.

4. Bottom Left Quadrant, Technical Approach.

The bottom left quadrant contains the proposed technical approach. Specifically, describe the technology involved, how it will be used to solve the problem, actions done to date, and any related ongoing efforts. Briefly describe the tasks to be performed for each phase. A bullet list is acceptable.

5. Bottom Right Quadrant, Cost and Schedule.

The bottom right quadrant contains the Rough Order of Magnitude (ROM) and Schedule, Products and Deliverables and Corporate Contact Information. ROM and Schedule shall be proposed by phase and include the cost, period of performance (POP), and exit criteria for each phase. A total cost and POP that combines all phases shall also be included. Products and Deliverables shall include, by phase, a list of all prototype hardware and software along with the required data. Corporate Contact Information shall include the submitter's company name, POC, phone number, and email address. Include any significant teaming partner (contact information) relevant to the evaluation.

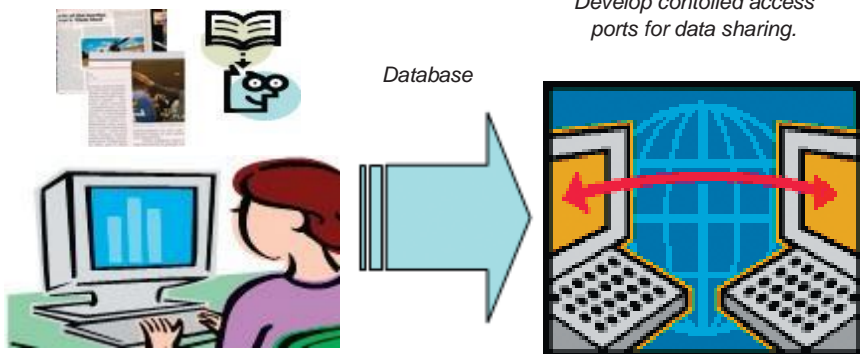


Proposal Title: Consolidated Information Sharing Technical Report Network (CISTRN)

Consolidated Information Sharing Technical Report Network

Analyze, compile and categorize open source data.

(Includes newspapers, organizational publications, magazines, websites)
Develop controlled access ports for data sharing.



Technical Approach

Use state of the market data mining tools developed and in use by ABC Corp with robust search engines to retrieve, analyze, compile and categorize open source data. Develop and demonstrate categorization tool and access controlled secure portal.

Phase 1 Tasks

- Use company data mining tools to gather data from open sources.
- Develop relevance matrix and categorization algorithms and associated specifications.
- Initiate data search for comparative sample and demonstration with a minimum of 1,000,000 records with full categorization and tagging.
- Develop proof of concept database and demonstrate use.

Phase 2 Tasks

- Develop and refine the mathematical computer modeling and algorithm generation tool for document analysis. (relevance and category)
- Develop user friendly data sharing system with manual and training to run on Windows 2003 in a secure portal environment.
- Demonstrate and validate the database and user interface against the system requirements specification.

Operational and Performance Capability – Summary

- Single point for open source data related to combating terrorism (newspapers, organizational publications, magazines, websites)
- Data Categorization tool for easy analysis and retrieval
- Quick Search for relevance to user
- Secure Windows 2003 network solution; Access controlled
- User friendly with configurable analysis tools and reporting
- Input and update by user community to central repository

Rough Order of Magnitude (ROM) and Schedule

Phase 1 - ROM \$20,000, Period of Performance (POP) 4 months

Exit criteria: Demonstrated category tool/data retrieval (1,000,000 records)

Phase 2 - ROM \$100,000, POP 8 months

Exit criteria: Government validation and verification to System Requirements Specification (SRS).

Total POP: 12 months; Total Cost: \$120,000

Products and Deliverables

Phase 1: SRS; Monthly Status Reports (MSRs), Test Strategy/Plan, and Technical Report (Categorization schema and data mining tool).

- Proof of concept database/demonstration.

Phase 2: MSRs; Test Report; SRS updates; Final Technical Report; User Manuals; and Training package.

- Prototype database, associated hardware and software licensing for initial setup.

Corporate Contact Information

ABC Corp, Jane Doe, 111 Main Street, Mytown, VA 22102

Phone: (703) 222-8888, Fax: (703) 222-8889

Email: jane.a.doe@abcinc.com

Partner with Microsoft Inc., Bill Gates, Seattle, WA.

Logo
(Optional)

Quad Chart Content and Format

Document Marking

Submitter Company Name
Date

Proposal Title: **Short title to describe proposed effort/solution**

Title or label as appropriate

Graphic image, photograph, or artist's concept of the proposed solution or prototype.

Use labels or descriptive text as needed for clarification.

Ideally, this will convey the prototype concept, use, capability, and any relevant size or weight relationships.

Operational and Performance Capabilities

Describe any basic, new, or enhanced operational or performance capabilities the system will provide to meet the requirement.

In bullet form, list key aspects of:

- Performance
- Capability
- Operational use
- Relevant software or hardware specifications
- Interface and/or compatibility

Technical Approach:

Specifically, describe the technology involved, how it will be used to solve the problem, actions done to date, and any related on-going efforts.

Briefly describe the tasks to be performed for each phase if applicable. Bullet list acceptable.

ROM and Schedule: List by phase or task; include costs and POP for each.

Total cost and POP.

Proposed exit criteria for each phase.

Deliverables: List, by phase, all prototype hardware and software along with the required data; include cost data for the minimum report requirements and additional data deliverables. Additional reporting that is required in performance of the effort could include test plans, test and technical reports, technical data, specifications, requirements documents, computer programs or software, user manuals, drawings, or other data appropriate for the work to be performed.

Corporate Information:

Provide the submitter's company name, point of contact, address, phone number, and email information. Include significant teaming partners (company or agency name and location) if needed to successfully complete program.

Document Marking