|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| |  |  | | --- | --- | |  |  | | Project Title | FRIP Data Storage and Distribution Solution |     **Submission Deadline: November 21, 2024 – 2pm MST**  **Forest Resource Improvement  Association of Alberta**  P.O. Box 11094, Main Post Office,  Edmonton, Alberta T5J 3K4 | | | | | | | | | |
| **FRIAA FOREST RESOURCE IMPROVEMENT PROGRAM**  **Attn: FRIAA Administrator**  **Submissions Portal:** [**https://friaa.ab.ca/program-submissions/**](https://friaa.ab.ca/program-submissions/)  **Website:** [**https://friaa.ab.ca**](https://friaa.ab.ca/programs/friaa-firesmart/)  **Telephone: 780-429-5873**  **Email:** [**admin@friaa.ab.ca**](mailto:admin@friaa.ab.ca)  **Website:** [**https://friaa.ab.ca**](https://friaa.ab.ca/programs/friaa-firesmart/)  **Request for Expressions of Interest - Application Form & Template**  **FRIAA-FRIP Data Storage and Distribution Solution** | | | | | | | | | |
| **Applicant Information** | | | | | | | | | |
| Applicant Organization (Legal name): | |  | | | | Phone: |  | | |
| Mailing Address: | |  | | | | Fax: |  | | |
| Authorized Representative (name and title of signing authority) | |  | | | | Email: |  | | |
| Project Manager (name and organization / company) | |  | | | | Phone: |  | | |
| Email: |  | | |
| **Project Information** | | | | | | | | | |
|  | | | | **Amount of Funding Applied for** | | | | | |
| One time costs (ie Start up) | | | |  | | | | | |
| Monthly subscription costs | | | |  | | | | | |
| Total for 5 years of service | | | |  | | | | | |
| Long-term sustainment options | | | |  | | | | | |
| **Indicate if the Applicant participated in the Information Session on October 16, 2024.** | | | | | | | | |  |
| Yes / No | | | | | | | | |  |
| **Briefly describe the project proposed – (this description may be posted on FRIAA’s website and in other communication material)** | | | | | | | | |  |
|  | | | | | | | | |  |
| **Acknowledged by Applicant** | | | | | | | | | |
| The Applicant acknowledges having read and agreed to the terms and conditions described in the Forest Resource Improvement Program, Project Grant Agreement Template July 19 2022 – to which this Application under the FRIAA FRIP (the “**Program**”)and the Request for Expressions of Interest (the “**RFEOI**”) is made subject. The Applicant acknowledges and agrees that by its submission of this Application it shall be bound by the terms and conditions of the Program, and FRIAA’s policies, procedures, protocols and guidelines. The Applicant also acknowledges and agrees that this Application may be accepted by FRIAA on further terms or conditions, which shall be binding on the Applicant and that acceptance of this Application does not represent a commitment by FRIAA to fund the activities proposed herein. | | | | | | | | | |
|  | **Authorized Representative (as named above)** | |  | | **Date** | | |  | |

\*Please replace all red text with information relevant to your application

# Project Approach

Describe your project delivery approach to demonstrate your understanding of the project scope, objectives, priorities, and requirements presented in this RFEOI.

# Project Assumptions and Risks

Describe any assumptions as to the scope or nature of the work, or any significant factors upon which changes in resource effort may result.

# Project Work Plan

Prepare a brief work plan that includes a description of the following:

* Data storage method;
* How data will be catalogued and indexed;
* Means for distributing and sharing the data;
* How data sharing agreements will be processed with FRIAAs involvement;
* Ongoing maintenance and long-term sustainment options;
* Additional work and considerations.

# Project Management and Quality Control

Prepare a brief description on the approach to project management and quality control in managing the data.

# Project Team

Please provide a summary of up to three key team members who will be involved on the project and their relevant experience (max 1 page/team member).

# Previous Experience

Please provide a brief summary of up to three similar projects that have been executed by the project team.

# Price and Budget

Please provide a budget that includes - one time costs, ongoing subscription or monthly costs and any additional expenses for managing the data over a 5 year term. Please also provide long-term sustainment options.

## 

# Price and Budget

Describe the project budget with sufficient detail to demonstrate your understanding of the various steps to complete the project. Include any anticipated revenue streams to offset expenses within the monthly or long-term solution options. Please add or remove items as needed.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Activity Type** | **Description** | **Unit Quantity** | **Unit Type** | **Unit Price** | **Total** |
| **One time expenses** |  |  |  |  |  |
|  | Item/Task 1 | x.x | Hour | $ x.x | $ x.x |
|  | Item/Task 2 | x.x | Day | $ x.x | $ x.x |
|  | Item/Task 3 | x.x | Per unit | $ x.x | $ x.x |
|  |  | x.x |  | $ x.x | $ x.x |
|  | **Subtotal** | **x.x** |  | **$ x.x** | **$ x.x** |
|  |  |  |  |  |  |
| **Monthly Expenses** |  |  |  |  |  |
|  | Project Management | x.x | Hour/day | $ x.x | $ x.x |
|  | Quality Control | x.x | hour | $ x.x | $ x.x |
|  | Task 1 | x.x | ea | $ x.x | $ x.x |
|  | Task 2 | x.x | Hour/day | $ x.x | $ x.x |
|  |  |  |  |  |  |
| Long-term Sustainment Options |  |  |  |  |  |
|  |  |  |  |  |  |
| **Total Project Budget** |  |  |  |  | **$ x.x** |
|  |  |  |  |  |  |

# In-Kind Activities

Describe and estimate the value of any in-kind resources that apply directly to the proposed activities.

# Project Outcomes and Deliverables

Describe your understanding of the expected outcomes and deliverables for the project.