

# Request for offer

To carry out an OPERATE assessment

[OPERATE](#) is an innovative online software application that supports scientists in evaluating the opportunities and risks of international collaborations. Developed by the DLR Project Management Agency (DLT-PT), OPERATE enables a methodical approach in which scientists and experts actively contribute to evidence-based decision-making.

OPERATE is made freely available as an application by DLR-PT and can be used by validated “Operators”. In addition, DLR-PT also offers the OPERATE application as a service.

Target group: Research institutions and universities, possibly also ministries, funding and intermediary organizations, primarily in Germany and Europe, but also in other countries worldwide after consultation.

## SCOPE OF SERVICES

**Basic OPERATE Assessment** **Price: 2.500 EUR (net)**

Online introductory meeting with project manager on client side, clarification of application specifications, agreement on timeframe, clarification of group of participants, etc. (approx. 2 hours)

Preparation of requirement profile for the application according to the introductory meeting, coordination with the client: topic/sub-topic, time frame, technology readiness level etc. and preparation of a list of participants based (approx. 2 hours)

Set up the online OPERATE assessment, send out invitations to the self-assessment, including reminder emails (approx. 2 hours)

Evaluate replies, select questions for the group-assessment, coordinate with client (approx. 2 hours)

Conduct the approx. 3-hour group assessment workshop: Setting up a Webex conference, sending out invitations to the group assessment, implementation and moderation, (2 senior experts DLR-PT á approx. 4 hours)

Documentation (anonymized results of the self-assessment and group-assessment), graphical evaluation and minutes of the discussion (a total of approx. 10 pages document with various graphics) (approx. 3 hours)

Final online discussion and feedback session with the client (1 hour)

Preferred date for the group assessment workshop:

#### ADDITIONAL SERVICES

- On-site Workshop (3 hours)** **Calculation is made after consultation**  
e.g. one-day trip; two senior experts DLR-PT.  
For calculation please provide the following details:  
Address of the workshop location:  
Preferred date:
- Additional Online Preparatory Seminar** **Calculation is made after consultation**  
to establish a common knowledge base among the participants, including the provision of specific country expertise.  
2 hours seminar; 2 hours preparation; individual calculation of costs depending on the client's requirements (e.g. target country, topic).  
Preferred date:
- Additional support services** **Calculation is made after consultation**  
e.g. preparation of country-specific technical input documents, follow-up advice on mitigation measures, extension of the workshop due to a complex situation.

#### YOUR DETAILS

Institution / Company:

Department:

Contact person:

E-mail address:

Phone number:

Comments:

- I agree to be contacted by telephone to clarify details prior to receiving a final offer.
- I agree to the [data protection policy](#) of OPERATE.

Please send the completed form to [safeguarding-science@dlr.de](mailto:safeguarding-science@dlr.de).

Please note: This is merely an inquiry. Sending the form does not entail any obligations.

We will get back to you as soon as possible.