



Request for Proposal

CERTIFICATION PROGRAM MANAGER/LAB PROGRAM MANAGER (CPM/LPM)

The FiRa Consortium invites you to submit a proposal for its Certification Program Manager/Lab Program Manager position.

If you wish to be considered, please advise of your **intent to submit by Friday, November 22, 2019** and forward your written **submission by Sunday, December 8, 2019 via email to:**

Clint Chaplin, Board of Directors Secretary and Certification & Compliance Task Group co-Chair, FiRa Consortium, c.chaplin@samsung.com.

COMPANY OVERVIEW:

The FiRa Consortium is a global coalition of leading semiconductor manufacturers, consumer electronics manufacturers, physical security companies and technology companies that have aligned to define the next generation location and positioning experiences using UWB ranging/positioning technologies.

The goal of the Alliance is to ensure these technologies, coupled with performance metrics, will deliver a premium entertainment experience throughout the Ultra HD ecosystem from content creation to consumer enjoyment.

The FiRa Consortium is developing a certification program that will certify compliance of devices to a test specification based on IEEE 802.15.4z HRP ranging technologies, and also in the future develop certification programs for use cases built on these ranging technologies.

FiRa Consortium Board members include HID/Assa Abloy, NXP, Samsung Electronics Co., Ltd., and Bosch.

The Consortium web site is at <https://www.firaconsortium.org>

DETAILS:

1) **Scope of Work:**

The FiRa Consortium has separate definitions for a Certification Program Manager and a Lab Program Manager, but during the initial phase is soliciting a single entity to handle both positions.

Your proposal should outline and address your qualifications and experience to support the FiRa Consortium as it relates to the following:

- a) Act as the independent third party to review test results from a candidate Authorized Test Center and make the determination if the candidate Authorized Test Center has met the requirements.
- b) Act as an independent third party to maintain confidentiality of certification applicants and certification results.
- c) Participate in the market inspection audit process: make recommendations of devices to audit, receive the results of testing of the audited devices, determine if the audited device has passed or not.
- d) Participate in the device challenge process: receive challenges from member companies, obtain example of challenged device from marketplace, assign purchased device to authorized test center for testing, receive test results, and determine if challenged device passes or not.
- e) Receive compliance test data and make the determination to issue certification.

- f) Act as the waiver reviewer: receive waiver requests from manufacturers make a determination to grant or refuse the waiver. The CPM may request information from the Technical and Certification & Compliance Working Groups to help make the determination.
- g) Keep track of the status of the tests in the test specifications: verified, validated, implemented, etc.
- h) Update the list of Certified Products on the FiRa Consortium web site
- i) Oversee Test Center Authorizations; visit candidate test centers to verify their capability to carry out the test plans and verify they have the proper equipment.
- j) Work closely with the Technical and Certification & Compliance Working Groups on the test specification development process, verifying that the technical specifications have corresponding test plans, and assist in working through any specification issues.
- k) Participate in the FiRa Consortium Technical and Certification & Compliance Working Groups meetings on a regular basis.
- l) Become the editor of the Certification Program Management Document
- m) Measurement data (of the Certified Products) shall be kept by CPM forever

2) **Qualifications:**

- a. 7+ years of relevant professional work experience
- b. Relevant technical degree or equivalent
- c. Specific experience in product evaluation and testing
- d. Specific experience in product certification or type acceptance regimes
- e. Proficient in reading and writing documentation written in English
- f. Ability to clearly discuss technical issues with clients and other FiRa Consortium stakeholders
- g. Capability to maintain confidential information through the availability of an isolated and secure workspace and a plan for secure data storage
- h. Free of undue internal/external pressures, (commercial, financial or any others) that may adversely impact the quality of work.
- i. Independent of any activities which may influence judgment. If part of a larger organization, there must be a documented separation between their activities and the business goals of the larger organization.
- j. Free from involvement in any activities which might diminish confidence in impartiality or integrity.
- k. When the candidate is part of a larger organization, documentation outlining the arrangements of operational integrity and a statement from the employer committing to the principles outlined in this section are required. The freedom of judgment and organizational commitments must be specifically addressed.

3) **Term of contract:** One year initial, renewable on a yearly basis

4) **Budget:** To be determined.

5) **Additional Requested Information:**

- a. Experience with standards-setting organizations/industry initiatives/consortia
- b. References of previous clients

6) **Timelines (all dates subject to change):**

- a) Confirm intent to submit – November 22, 2019
- b) Submission of written proposal – December 8, 2019
- c) Review of submissions and short list selection by FiRa Consortium – December 9, 2019
- d) Presentation by selected candidates to FiRa Consortium – December 16, 2019. Appointments to be scheduled.
- e) Working Group approval – January 10, 2020
- f) Final approval – January 15, 2020
- g) Starting date – no later than February 1, 2020

Enclosures: FiRa Consortium Certification Program Manager document, FiRa Consortium Lab Program Manager document

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About FiRa Consortium

Headquartered in Beaverton, OR, the FiRa Consortium is a member-driven organization dedicated to the development and widespread adoption of seamless user experiences using the secured fine ranging and positioning capabilities of Ultra-Wideband (UWB) technologies.

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