



GUIDELINES FOR PROPOSERS

Capability & Technology Demonstrator Proposals

Important Note

These Guidelines aim to assist those wishing to submit Capability & Technology Demonstrator proposals to the Department of Defence for evaluation under the Capability & Technology Demonstrator Program. Whilst all reasonable care has been taken to ensure that the Guidelines accurately reflect Defence policy on Capability & Technology Demonstrators, these Guidelines are for information purposes only and the information which they contain is given without liability or responsibility on the part of Defence. These Guidelines do not constitute any legal obligation on the part of Defence including by way of a contract, a pre-contractual representation or commercial arrangement of any kind and should not be relied upon for any of these purposes. Defence is not bound to evaluate any Proposal under the CTD Program and reserves the right to reject any Proposal without consideration. The time frames contained in the policy and these Guidelines are indicative only and will not bind Defence in any way. The submission of Proposals under the CTD Program is voluntary. Proposers are responsible for any costs incurred in the preparation and evaluation of Proposals.

Defence Science and Technology Organisation
Capability and Technology Demonstrator Program Office
Phone: (02) 6128 6488
Email: ctdpo@dsto.defence.gov.au



Contents

What is a Capability Technology Demonstrator?.....	3
Two Step Proposal Process.....	3
What do I submit?.....	4
Step One - Initial Proposal	4
Step Two – Detailed Proposal	4
How do I Submit my Proposal?	5
How can I develop a successful Proposal?	5
Protection of Confidential Information and Intellectual Property	6
Further Information	6
Annex A.....	7
Code of Practice for the Handling and Evaluation of Capability and Technology Demonstrators...	7
Annex B.....	8
Defence Capability and Technology Demonstrator Proposal Templates	8
Annex C.....	10
Round 21 Defence Priority Areas for 2016.....	10



What is a Capability Technology Demonstrator?

A Capability and Technology Demonstrator (CTD) is a project that demonstrates how technology might enhance Defence capability in a previously unexplored manner. The focus of the Capability and Technology Demonstrator Program is on technology-driven capability. The program provides opportunities to demonstrate how advanced technology can provide significant enhancement in priority Defence capability areas. A project typically lasts 2 to 3 years.

These Guidelines aim to provide guidance to proposers on the submission process, the steps involved and to help with developing proposals.

Further advice on how to submit a CTD Proposal can be found at the CTD website: www.dsto.defence.gov.au/partner-with-us/demonstrate-your-technology/about-ctd-program

Two Step Proposal Process

There are two steps to the CTD proposal process.

Step One - Initial Proposals are sought.

These are intended to be short, perhaps around two-five pages in length. They should describe the proposal and how it relates to Defence's priorities and provide indicative cost estimates for both you and us. A template is provided to assist you with this step.

Step Two – Detailed Proposals are sought from the Initial Proposal short-listed applicants.

With assistance from Defence a more detailed submission will be sought. A template will be provided to assist you with this step.

Times will vary slightly from year to year; the following timeline gives a general indication of when each step takes place:

- **May** - New CTD Round Advertised
- **July – Step One Initial Proposals** - Due for submission
- **August** – Applicants Notified - Short-listed applicants invited to submit a Detailed Proposal
- **October – Step Two Detailed Proposals** – Due for submission
- **April** - Minister for Defence announces CTD Winners



What do I submit?

Step One - Initial Proposal

Initial Proposals are to be developed using the [Initial Proposal Template](#), found at previously outlined CTD website address. Additional notes on how to complete the Template are provided at **Annex B**.

All Initial Proposals are first screened to see if they meet the requirements for more detailed consideration and shortlisting based on capability needs, priorities and potential. The screening is conducted by the CTD Program Office, in consultation with other relevant Defence personnel.

Defence is open to all proposals that can enhance defence capability. However, proposers should be aware of the main areas of defence capability interest for each Round. Specific areas of interest for Round 21 are noted at Annex C.

Where a Proposal is declined, the Proposer will be advised of the reasons for that assessment. Proposals that are declined can be amended and re-submitted in future annual rounds of the CTD Program.

Step Two – Detailed Proposal

If your Initial Proposal is assessed to justify further consideration and is of sufficient priority to be afforded sponsorship, the Proposal may move to the next stage. The CTD Program Office will request the Proposer to prepare, with advice from Defence, a more detailed submission. A template for a Detailed Proposal will be provided as part of a formal Request for Proposal (RFP) package.

The Detailed Proposal must meet certain criteria in order to be considered for funding and address the following evaluation criteria:

- a. Capability Development – the degree to which the proposal has the potential to provide a new or enhanced capability to Defence and/or inform the capability development process.
- b. Capability Transition - the likelihood of the proposal or the technology of transitioning into service.
- c. Technology and Innovation - the degree of technical innovation and its strategic importance to Defence.
- d. Industry Capability Enhancement - the degree to which Australian industry will benefit from receiving Defence assistance in demonstrating the technology.
- e. Project Management - the likelihood of the proposal being completed in accordance with the stated outcomes, schedules and costs.

The Proposers will be advised of the outcome of the CTD Review Group as soon as reasonably practicable. Where a Proposal is declined, the Proposer will be advised of the reasons for that assessment. Proposals that are declined can be amended and re-submitted in future rounds of the CTD Program.



How do I Submit my Proposal?

Proposals should be submitted to:

The Capability and Technology Demonstrator Program Office

by email in Word format to ctdpo@dsto.defence.gov.au

or by mail

CTD Program Office, Department of Defence

F2-1-096

P O Box 7931

Canberra BC ACT 2610

Australia

The CTD Program Office will maintain a central database of Proposals and will monitor and oversight the progress of all Proposals received by Defence through the selection process.

How can I develop a successful Proposal?

Initial Proposals should be brief and concentrate on substantive material that is essential for a complete understanding of the Proposal. Detailed information such as graphs or designs should be included where necessary. Use of original or unique attachments should be avoided, as Defence will take no responsibility for lost or unreceipted Proposals.

Proposers should ensure that Proposals include all information that is required to permit an evaluation of the following aspects:

- a. a clear and explanatory title
- b. an explanation of the innovative concept of the Proposal;
- c. a statement on the relevance of the innovation to Defence with a clear statement of the perceived Defence requirement/current operation and how this could be better achieved;
- d. a definition of the innovative features and various potential applications of the innovation, and the perceived benefits;



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- e. details of any relevant intellectual property (IP) considerations that the Proposer would apply to any successful arrangement, including licencing or ownership intentions for IP brought to the project (background) and IP developed during the project (foreground);
- f. a description of the key drivers/variables in any proposed commercial arrangements including partnerships or subcontractors, any prior disclosure agreements and, licences or commercial contracts;
- g. details on financial aspects of the Proposal;
- h. additional data such as:
 - a. any perceived management, environmental or security risks or considerations; and
 - b. any facilities and/or equipment requirements; and
 - c. contact information for notifications to be given under the CTD Program.

Proposers are strongly encouraged to use the templates for Proposals included at Annex B to these Guidelines.

Protection of Confidential Information and Intellectual Property

Defence will use the information contained in Proposals for evaluation purposes only. All information provided will be treated by Defence as commercially sensitive.

Proposers should appropriately mark pages of Proposals in order to maximise protection of Confidential Information.

Further Information

Further information on the CTD Program can be obtained by contacting the Innovation Programs on (02) 6128 6488, or via email to: ctdpo@dsto.defence.gov.au



Annex A

Code of Practice for the Handling and Evaluation of Capability and Technology Demonstrators

This Code of Practice is intended to ensure that Proposals submitted under the CTD Program are dealt with fairly and quickly by Defence. It does not bind Defence and should not be relied upon as part of any pre-contractual or contractual representation or basis for a commercial undertaking of any kind.

Provided that Proposals are lodged in accordance with the CTD Program, guidelines Defence will use its best endeavours to observe the following procedures:

- a. An acknowledgment of receipt of all Proposals submitted under the CTD Program will be sent to the Proposer within approximately 10 working days. Defence will then evaluate the Initial Proposal, and if successful, the detailed proposal under a two-stage process comprising the CTD Review Group and the Defence Capability Committee.
- b. All Proposals will be given equitable consideration at an appropriate level within Defence by personnel with appropriate skills and experience.
- c. A response will be provided to the Proposer as soon as reasonably practicable.
- d. A regime of commercial confidentiality will be maintained in respect of all information provided unless the information:
 - (1) is already in the public domain; or
 - (2) is already known to Defence and is not restricted in use; or
 - (3) is required to be disclosed by law, or statutory or portfolio duties.
- e. Defence will have regard to representations and relevant obligations of confidentiality.
- f. The Minister will be kept informed of major Proposals of particular interest.



Annex B

Defence Capability and Technology Demonstrator Proposal Templates

How to use the Capability and Technology Demonstrator Templates

1. For an initial proposal, complete the initial proposal template only.
2. If sponsorship has formally been given by Defence, you will then need to complete the detailed proposal template.
3. Throughout the document, there are questions and explanatory points written in text boxes. The prompts/note boxes can be deleted from your Proposal. You should be guided by the title of each section and the questions / explanatory points in that section. For example:

Title What is the title of the proposal? The title should be concise with the key technology and/or Defence environment information in it to assist Defence in evaluation of the proposal

4. The information requested is in the shaded boxes. For example:

Title:

5. Please attach more detailed and technically complex material (such as patent specifications claims and formula, samples etc) as attachments to your proposal.
6. Please provide the information succinctly (dot points are sufficient) but avoid using terminology which is technically obscure. Please define any technical terminology that cannot be simplified in an attachment to the Proposal.
7. Upon completion, please forward the Proposal to:

The Capability and Technology Demonstrator Program Office

by email to ctdpo@dsto.defence.gov.au (preferred)

or by mail to

Defence Science and Technology Organisation

F2-1-096

P O Box 7931

Canberra BC ACT 2610



Other Material

8. To avoid loss, any other material supplied with the Proposal must clearly identify the:

Proposer

Proposer's Address

Contact details for the Proposer

Title of the Proposal

Date



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Annex C

Round 21 Defence Priority Areas for 2016

The following Priority Areas are not in priority order and the CTD Proposals can address **ANY** Defence capability area, not just those listed below.

To be advised.