



## DEFENCE UNSOLICITED PROPOSALS POLICY

### INTRODUCTION

1. The Australian Defence Organisation ('Defence') receives a large number of unsolicited proposals from industry and individuals each year. These proposals range from promotional offers of goods and services through to innovative proposals offering capability, business process or resource utilisation enhancements.

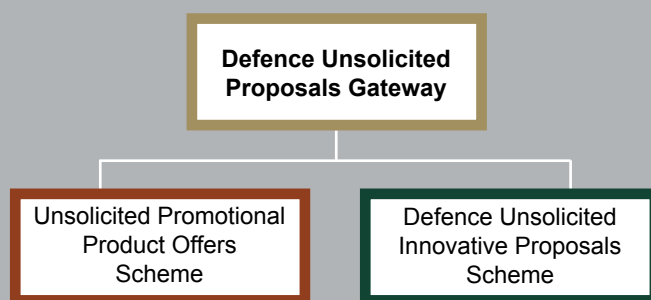
2. The contribution from industry towards the development of leading-edge Defence technologies and a sustainable Defence industry base has been recognised as a vital component in our national security. In order to facilitate an open dialogue between Defence, industry and the wider public, Defence has established a central point of contact to receive and process all unsolicited proposals.

### BENEFITS FOR DEFENCE & INDUSTRY

3. The establishment of a central gateway for unsolicited proposals provides benefits for both Defence and industry. It provides industry and individuals with a pathway to submit proposals to Defence for assessment, offering the potential for future rewards under a contractual arrangement with Defence. It provides Defence with enhanced opportunities to achieve value for money outcomes through better exploitation of industry capability and know-how.

### CONSIDERATION OF UNSOLICITED PROPOSALS

4. Unsolicited proposals received by Defence will be processed in a number of different ways.



- Advertising Materials
- Product & Corporate Promotions
- For concepts that propose an innovative solution that has the potential for Defence capability, business processor resource and utilisation enhancements.

5. The Unsolicited Proposals Gateway does not provide an avenue to circumvent the normal Defence procurement process.



## UNSOLICITED PROMOTIONAL PRODUCT OFFERS

6. The Unsolicited Promotional Product Offer (UPPO) Scheme is designed to deal with proposals that promote basic products and services, such as advertising materials, product and corporate promotions, commercially available products or services, catalogues and glossy brochures.

7. Unsolicited proposals received through this Scheme will be acknowledged.

8. If an appropriate single area within Defence is known, the proposal will be referred to that area for consideration, and the proposer notified. Should the area be interested in the product or service submitted under the Scheme, they will contact the proposer directly.

9. For proposals outside these circumstances, no further action will be taken.

## UNSOLICITED INNOVATIVE PROPOSALS

10. Innovative unsolicited proposals that fall within the requirements of the Defence Unsolicited Innovative Proposals Scheme will be processed and evaluated under that Scheme. Detailed guidelines for the Defence Unsolicited Innovative Proposals Scheme are contained in the *Guidelines for Proposers - Defence Unsolicited Innovative Proposals Scheme*. The Guidelines are available electronically in the Industry Resources area of the Defence Materiel Organisation (DMO) website at <http://www.defence.gov.au/dmo>.

11. In addition to receiving unsolicited innovative proposals from industry through the Defence Unsolicited Innovative Proposals Scheme, Defence actively solicits innovative proposals under its Capability and Technology Demonstrator (CTD) Program. Information on the CTD Program can be found in the Industry area of the Defence Science and Technology Organisation website at <http://www.dsto.defence.gov.au>.

12. All unsolicited innovative proposals that have been submitted through alternative channels within Defence will be redirected through the Defence Unsolicited Proposals Gateway. Innovative unsolicited proposals received by Defence may also be forwarded for consideration under other more appropriate Defence programs, such as the CTD Program.

## PROTECTION OF CONFIDENTIAL INFORMATION & INTELLECTUAL PROPERTY

13. All information provided in an unsolicited proposal will be treated as confidential unless the information:

- a. is already in the public domain;
- b. is already known to Defence and is not restricted in use; or
- c. is required to be disclosed by law, or statutory or portfolio duties, including disclosure to Parliament and its committees.

14. Defence will liaise with the proposer, prior to disclosing any confidential information in a proposal to a party external to Defence. In order to ensure information within a proposal is appropriately protected, proposers are encouraged to clearly mark all confidential elements of their proposals.

15. Dependent on the nature of the information contained in a proposal, Defence may assign a national security classification to the proposal. Proposals that are assigned a national security classification will be handled in accordance with relevant Defence security policies.

## AUDIT REQUIREMENTS

16. Defence will maintain a central record of all unsolicited innovative proposals received through the Defence Unsolicited Innovative Proposals Scheme. Additionally, Defence will publish an annual report on the DMO website listing the numbers of unsolicited innovative proposals received and how they have been dealt with.