



## Special Notice HUB-19-AID-001:

### Army Innovation Day 2019

#### Addendum 1

#### Clarification question and answers

##### Question 1

Is the closing date and time for RFP Pack submissions a hard date/time?

##### Answer 1

Respondents must submit a completed proposal via the IHMS Dashboard no later than 3:00pm on the 3<sup>rd</sup> September 2019 (ACT Local Time), the 'Proposal Closing Time'. For guidance on submitting your proposal, please refer to the instructions located on your 'Draft RFP Pack' Dashboard.

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##### Question 2

How do I know if an uploaded RFP Pack has been received by the Innovation Hub?

##### Answer2

Upon lodging a successful submission via the IHMS Dashboard, Respondents will automatically receive an email confirming that the Defence Innovation Hub has received your proposal. Should you not receive the confirmation email, you must contact the Defence Innovation Hub to allow sufficient time for Defence to provide assistance and for the submission to be lodged by the Proposal Closing Time.

Accordingly, if you have any questions in regards to the lodgement of your proposal, please contact the Defence Innovation Hub mailbox at: [innovation.hub@defence.gov.au](mailto:innovation.hub@defence.gov.au)

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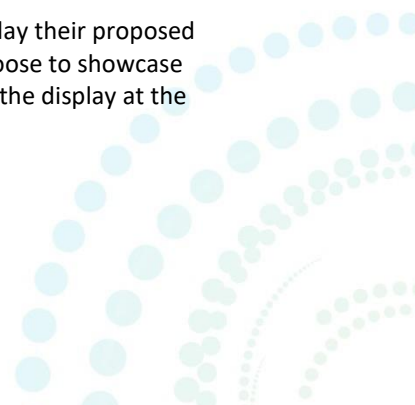
##### Question 3

What is expected of a 'display' of the proposed innovation at Army Innovation Day 2019, noting that innovations are at different levels of maturity?

##### Answer 3

Any display of the proposed innovation at the Army Innovation Day (25 September 2019) should be in accordance with the terms set out in the Deed of Participation which was included in your RFP Pack and is accessible via the IHMS Dashboard.

Operating within the Deed of Participation terms, the manner in which Respondents display their proposed innovation is ultimately at the discretion of each individual Respondent and how they choose to showcase their technology. Please note that a technology demonstration is not expected as part of the display at the Army Innovation Day 2019.



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**Question 4**

Please clarify if the 'display' offers assessors the opportunity to look, touch and feel the proposal, as much as the innovation will allow, in addition to reading the proposal, and whether assessors will request further information?

**Answer 4**

If the display of the proposed innovation allows, then Assessors would have the opportunity to look, touch and feel the proposed innovation. As noted at Attachment A – 'Particulars' 7.3(b) of the Deed of Participation, 'Your Assessor may discuss your proposed innovation(s) with you. The Assessor may ask you clarification questions or seek additional information from you during this session'.

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**Question 5**

Please confirm Question G4 'Unit Cost' in the RFP Response Form refers to estimated cost of a 'unit' in the event the proposed technology goes into production and operational use?

**Answer 5**

This section should indicate the estimated unit cost if the proposed innovation were to be procured under a separate commercial arrangement.

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**Question 6**

How are the proposals submitted under the Special Notice – Network Assurance (HUB-19-AID-001) assessed?

**Answer 6**

The evaluation criteria for the Request for Proposal stage of the Special Notice – Network Assurance (HUB-19-AID-001) can be found under clause 5.1 of the RFP Terms.

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**Question 7**

How much effort is required/expected to be put into the RFP Pack?

**Answer 7**

Ultimately, it is at the discretion of Respondents as to how much effort and time they put in to their RFP proposal. Respondents need to consider their own unique circumstances and business needs. Defence would encourage that Respondents follow the Project Execution Plan (PEP) Template and answer all questions within the RFP Pack to enable a value for money assessment by Defence per clause 5 of the RFP Terms.

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**Question 8**

Can I discuss my proposal or any aspect of the Procurement Process with Defence?

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**Answer 8**

In accordance with the RFP Terms, clause 2.6 identifies that any enquiries or questions about the RFP process should be submitted in writing to the email address identified in the covering letter received as part of the RFP Pack via IHMS. These enquiries can be sent via the Innovation Portal Dashboard or via email ([innovation.hub@defence.gov.au](mailto:innovation.hub@defence.gov.au)).

Please note, while this remains an ongoing open tender procurement process, Defence and its representatives are not able to provide feedback relating to individual proposals or provide specific technical advice to Respondents in support of preparing their RFP submissions. Upon the completion of this competitive procurement process, Respondents will be advised of outcomes and provided the opportunity to request a debrief from Defence.

