|  |
| --- |
| **CFIS PROPOSAL FORM** Project Name : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Organisation Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**IMDA-MHA** **Call for Innovative Solutions****For Security Sector** |
|  |
|  |  |  | **INFO-COMMUNICATIONS MEDIA DEVELOPMENT AUTHORITY** |  |
|  |  |  | 10 Pasir Panjang Road#03-01 Mapletree Business CitySingapore 117438Tel : (65) 6377 3800Website : www.imda.gov.sg |  |
| **For IMDA Internal Use** |
| Date Received | : |  |  |  |  |  |  |  |  |  |
| Officer-in-charge | : |  |  |  |  |  |  |  |  |  |
|  |

**Notes to Participating Organisation/Consortia**

1. Participants shall participate in this Call for Innovative Solutions (“CFIS”) as a Consortium.
2. Each member of the Consortium is required to obtain a copy of this CFIS Proposal Form. For submission purposes, only one Proposal need be submitted by the Consortium Lead on behalf of all members of the Consortium, duly completed as follows:

i. The Declaration in Part I must be signed by authorized representatives of each and every member in the Consortium.

ii. Parts II, IV and Annexes A and B are to be completed and submitted by the Consortium Lead on behalf of the Consortium it is representing.

iii. Every member of the Consortium, including the Consortium Lead, must each complete a copy of Part III and the Consortium Lead shall submit the copies of Part III completed by each member of the Consortium as part of the Proposal.

4. The Consortium Lead shall be primarily responsible for the submission of the Proposal. In the event that an award of Grant is made to the Consortium in respect of its proposal, the Consortium Lead shall also be primarily responsible for directing and coordinating the implementation of the project and all other matters which are to be performed by the Consortium.

5. For the avoidance of doubt, this CFIS Proposal Form shall be read with and shall be subject to the Important Notices as set out in Annex A of the Public Document for the IMDA-MHA Call for Innovative Solutions (CFIS) for Security Sector.

6. Participants are to submit one (1) hardcopy and one (1) softcopy (in a thumb drive) of the Proposal by **31 MAY 2018 at 12:00 PM** to the following address. All hardcopies and softcopies should be submitted together.

**IMDA-MHA Call for Innovative Solutions for Security Sector**

Info-communications Media Development Authority

10 Pasir Panjang Road

#03-01 Mapletree Business City

Singapore 117438

# 7. For enquiries on submission of the Proposal, please email Jane\_SANMUGUM@imda.gov.sg

#  PART I – DECLARATION

We have read and understood the requirements and notices in the IMDA-MHA Call for Innovative Solutions (CFIS) for Security Sector public document issued by IMDA on 13 February 2018 and this Proposal is submitted in response thereto. We acknowledge that the submission of this Proposal does not impose any obligations or constitute the acceptance of any terms and conditions on the part of IMDA. We hereby declare that the information submitted pursuant to this Proposal is accurate, true and complete.

|  |
| --- |
| **Organisation/Consortium Lead** |
|  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Name, Designation and Organisation, Stamp and DateSignature of Organisation/Consortium Lead’s representative (The signatory should be the Chief Executive Officer, Managing Director or equivalent in the organisation) |
| **Other Members of Consortium (if applicable)** *Note: Please add rows if needed.* |
|  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Name, Designation and Organisation, Stamp and DateSignature of Consortium Member’srepresentative (The signatory should be the Chief Executive Officer, Managing Director or equivalent in the organisation) |
|  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Name, Designation and Organisation, Stamp and DateSignature of Consortium Member’srepresentative (The signatory should be the Chief Executive Officer, Managing Director or equivalent in the organisation) |
|  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Name, Designation and Organisation, Stamp and DateSignature of Consortium Member’srepresentative (The signatory should be the Chief Executive Officer, Managing Director or equivalent in the organisation) |
|  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Name, Designation and Organisation, Stamp and DateSignature of Consortium Member’srepresentative (The signatory should be the Chief Executive Officer, Managing Director or equivalent in the organisation) |

*Note: Please add rows if needed.*

# PART II – CONSORTIUM INFORMATION

## (Not applicable where a Participant is submitting a Proposal as a single organisation; to be completed and submitted by the Consortium Lead only, on behalf of the Consortium it is representing.)

## Contact Person for Future Correspondence (Consortium Lead)

|  |  |
| --- | --- |
| Lead Organisation |  |
| Contact Person  |  |
| Designation |  |
| DID |  | Fax |  |
| Mobile No.  |  | Email  |  |

## Consortium Composition

There are two categories of participating organisations, Type 1 or Type 2:

**Type 1** organisations incur costs directly to complete the proposed project. Therefore, they are eligible to claim costs incurred from IMDA. However, Type 1 organisations are not allowed to charge other Type 1 organisations in the consortium for costs incurred in the project.

**Type 2** organisations charge Type 1 organisations in the consortium for provision of products and / or services. Type 2 organisations are not eligible to claim costs incurred from IMDA. The written commitment/interest from every Type 2 participating company must be provided as an attachment to this Proposal.  If it is not provided, the Type 2 participating company in question will not be considered in this Proposal.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Organisation** | **Role of Organisation in Consortium** | **Principal Business Activity** | **Type** | **Written commitment/interest attached (Y/N)?** (For Type 2 companies only) |
| 1 | Consortium Lead |  |  |  |  |
| 2 | Participating Organisation 1 |  |  |  |  |
| 3 | Participating Organisation 2 |  |  |  |  |
| 4 | Participating Organisation 3 |  |  |  |  |
| 5 | Participating Organisation 4 |  |  |  |  |

*Note: Please add rows if needed.*

# PART III – ORGANISATION INFORMATION

*(Where a Participant is a consortium,* ***each*** *member of the consortium, including the consortium lead, is required to complete a copy of Part III and all copies of Part III completed by each member of the consortium shall be submitted by the consortium lead as part of the proposal.)*

## Organisation Data

|  |  |
| --- | --- |
| Organisation Name |  |
| Mailing Address (if different from registered address) |  |
| Telephone  |  | Fax  |  |
| Country of Incorporation |  | Corporate Web Site URL |  |
| ACRA Number / Unique Entity Number (UEN) |  | Date of Registration |  |
| Paid -up Capital (S$) |  |

### Organisation Registration: (please tick one)

□ Sole Proprietorship

□ Partnership

□ Private Limited (non-exempt limited by shares)

□ Public Limited (limited by shares)

□ Research Institute / Institute of Higher Learning

□ Others (please specify) :

**Supporting Document to be submitted**

1. **Latest** ACRA search of the Organisation’s business profile or UEN search, if organisation is not ACRA registered (Not more than 3 months)
2. Certified copies of 3 years of FULL set of the **latest** audited financial / management report (if Organisation is exempted from audit under Companies Act)

## Corporate Relations

|  |  |  |  |
| --- | --- | --- | --- |
| Substantial Shareholders | *Name of Stakeholder* | *Country registered / Nationality* | *% Share* |
|  |  |  |
|  |  |  |
|  |  |  |
|  | *Name of Company* | *Business Activities* | *% Share* |
| **Parent Company** |  |  |  |
| **Subsidiaries** |  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| **Other related companies** (For Corporate share ≥ 20%) |  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

Additional information may be provided in separate attachments.

## Organisation Structure

(Please attach organisational chart and operational chart if available)

Total number of full time employees :

Number of technical personnel :

Key Management Personnel (Please attach biography if available):

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Designation** | **Years of Related Experience** | **Professional/Academic Qualification** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

## Other Grants awarded to / Application in process by the Organisation \*\*

|  |  |  |  |
| --- | --- | --- | --- |
| **Awarding Organisation** | **Description of Grants / Awards** | **S$** | **Status (ongoing / completed)** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

*\*\* Please indicate incentives, grants and/or loans awarded to you by Info-communications Media Development Authority (IMDA), and/or other government agencies and other financial institutions.*

## Contact Person for Future Correspondence

|  |  |
| --- | --- |
| Name |  |
| Designation |  |
| DID |  | Fax |  |
| Mobile No.  |  | Email  |  |

# PART IV – PROJECT DETAILS

## (Where a Participant is a consortium, Part IV shall be completed and submitted by the consortium lead only, on behalf of the consortium it is representing.)

## Project Summary

 *Describe how the Proposal is able to achieve the desired outcome of the CFIS.*

## Project Name and Background

1. **Name of Project** :
2. **Project Background**

*Describe the background and context of the Project, relating it to the current state of the industry and the strategic roles of the Participants.*

## Project Objectives

*State the specific objectives of the proposed Project. Please provide a brief overview of the business problem being addressed and how this solution / application resolves it.*

## Project Description

*State how this Project will deliver the scope of the CFIS and any unique features*

* 1. **Technical and Functional Features to be Implemented**

*State the key technical and functional features of the solution, including frequency spectrum used, power level emitted, interoperability issues, adherence to any technical standards, the technology and support roadmap, design considerations, system compatibility, scalability, reliability, maintainability, security and privacy management (where applicable).*

* 1. **Architectural Diagrams**

*Include any technical architectural diagrams and descriptions of the Project.*

* 1. **Technology Innovation**

*Compare this Project with similar projects attempted elsewhere. Highlight and explain any innovative use of technology in this Project.*

* 1. **Research & Development, Training Requirements**

*State any specific research and development and training required to complete the Project*

* 1. **Usage Scenarios**

*Describe and illustrate with diagrams the potential usage scenarios for the solutions to be deployed in the Project. State how the solution resolves the business needs of the users and the benefits.*

## Business Development

* 1. **Industry Environment**

*Briefly describe the background of the industry or sector related to the Project as well as the user organisation’s involvement in the industry.*

* 1. **Opportunities and Gaps**

*Describe the opportunities and gaps identified in the industry and how the Project addresses these issues. Please articulate by applying the SWOT analysis.*

* 1. **Marketing Strategy**

*Describe the Consortium’s plans to market, distribute and promote the solutions developed in this Project. Include the pricing, target customers, an estimate of the potential market size and customer base, and how the Project will enable the Participants to increase their edge over their competitors and capture greater market share, and estimate the market share that will potentially be captured.*

* 1. **Business Model**

*Describe the business model between the consortium partners when the Project is deployed.*

* 1. **Critical Success Factors**

*Describe the factors that may affect the success of the Project and the measures the Consortium intends to take to manage the risk.*

* 1. **Project Plans and Strategy**

*Describe the development, implementation and support strategy and plans of the Consortium to ensure scalability to other users and sustainability of the Project within the project period. Describe any plans to export the solutions developed in this Project to other markets and estimate the potential export revenue. Please provide the sales revenue forecasts for 3 years.*

* 1. **POST Project Plans and Strategy**

*Describe the long term implementation plans of the organisation AFTER the completion of this Project to ensure long-term survivability and sustainability of the content and services developed in this Project. For example, roll-out to entire organisation/subsidiaries and link-up with other business partners along the supply chain, or within the industries.*

*Describe any plans to export the solutions developed in this Project to other markets and estimate the potential export revenue. Please provide the sales revenue forecasts for 3 years.*

## Project Deliverables and Outcomes

* 1. **Project Schedule**

Estimated date of commencement# : Duration: mths

Estimated date of completion# :

*# in dd/mm/yy format*

(The proposed Project should not exceed twenty-four (24) months in duration. For Projects that exceed twenty-four (24) months, please provide justification for the length of the Project here.)

* 1. **Key Deliverables**

*Provide a schedule of the key dates for the major project milestones and deliverables.*

|  |  |
| --- | --- |
|  **Date** | **Milestone/Deliverable** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

*Note: Please add rows if needed.*

* 1. **Assumptions/ Restrictions/ Conditions**

*State any assumptions used to qualify the proposed deliverables and outcomes outlined above. Also include any conditions needed in order to ensure the success of the Project.*

|  |  |  |
| --- | --- | --- |
|  | **Assumptions / Restrictions / Conditions** | **Impact on Project** |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |
| 4 |  |  |
| 5 |  |  |

*Note: Please add rows if needed.*

* 1. **Quantitative Outcomes**

*State the relevant quantitative outcome indicators for the Project such as the cost savings in reduction of labour, response time to customers, amount of goods movement data captured, number of jobs created, etc. Provide an estimate of any long-term performance targets related to the Project that falls outside the Project period. Examples include number of organisations/users along the value chain linked up, cost savings realised when the system is rolled-out to the rest of the organisation and/or particular sector, potential revenue increase due to new capabilities developed, or any patents targeted to be filed.*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Performance Indicators** | **Upon Completion of Project**  | **1st Year after** **end of Project** | **2nd Year after** **end of Project** | **3rd Year after** **end of Project** |
| 1. |  |  |  |  |  |
| 2. |  |  |  |  |  |
| 3. |  |  |  |  |  |
| 4. |  |  |  |  |  |
| 5. |  |  |  |  |  |
| 6. | ***Value Added*** *[To compute the value add, fill up the attached Appendix A and submit it with the application form]* |  |  |  |  |

* 1. **Qualitative Outcomes**

*Describe any qualitative outcomes or benefits to the Participants resulting from the Project.*

* 1. **New Capabilities/ Competencies Developed**

*Describe new capabilities/ competencies that will be developed by the Participants in the course of pursuing this Project.*

* 1. **Contribution to Industry**

*Describe how the project will contribute to Security sector and also to the ICM industry.*

## Project Resource Requirement

*Enumerate the resource requirements for development as well as deployment of the Project in terms of the following:*

1. *Manpower*
2. *Training*
3. *Equipment – Hardware*
4. *Equipment – Software*
5. *Materials and ICT Services*
6. *Intellectual Property*
7. *Professional Services*
8. *Marketing and Publicity*
9. *Subscriptions (e.g. SaaS based application)*
10. *Others*

*Please provide details in format stated in* ***Annex A***

## Project Team

Please attach a Project Organisation chart in addition to completing the following table:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Name** | **Organisation** | **Designation** | **Role in Project** |
| 1 | << Provide details on the persons to be involved in the project. Please attach their resumes in **Annex B.**>> |  |  | *<< e.g. Project Manager >>**<< e.g. which module of project involvement >>* |
| 2 |  |  |  |  |
| 3 |  |  |  |  |

*Note: Please add rows if needed.*

**ANNEX A – COMPUTATION OF PROJECT COST**

Please attach the Microsoft Excel Worksheet for the computation of Project cost breakdown:



#

# ANNEX B – RESUMES

Please attach the resumes of the Project Team.

- End of Document -