SPECIFICATION (core)

GENERAL GUIDANCE FOR ANNEX A

Status: Core

Purpose: To specify the technical requirements for the Supplies.

Guidance: It is essential that the Commonwealth Representative, tenderers and the Contractor have as precise and common understanding as possible of the full scope of work under the Contract. This depends in largely on the Specification of the Supplies.

The Specification is included as Annex A to the draft SOW in the RFT and, after any updates to capture the preferred tendered solution, becomes Annex A to the SOW under the Contract. The Specification sets out the agreed technical requirements for the Supplies, including Support Resources and Training programs.

The *ASDEFCON (Complex Materiel) Volume 1* template is used for off-the-shelf acquisitions, allowing for ‘standard options’ to customise the Supplies, or modified items where the design and development risk is so low that the Commonwealth does not require visibility of the modification activities. As such, the nature of the Specification tends towards an item-level product specification, as opposed to the function and performance specification used in more complex acquisition programs. This approach simplifies the tendering process; however, it still requires the Commonwealth, prior to developing the Specification, to:

1. determine the purpose underpinning the requirement;
2. investigate the marketplace to ensure that off-the-shelf solutions exist or could be easily adapted; and
3. specify the requirements, taking into account the available solutions that may satisfy the Commonwealth’s purpose.

Under *ASDEFCON (Complex Materiel)* *Volume 1*, the Commonwealth determines the ‘form’ of the required solution, and the tenderers propose specific solutions that accord with the identified solution form. This approach (rather than specifying functions and performance) is a significant aspect that differentiates *ASDEFCON (Complex Materiel)* *Volume 1* from larger ASDEFCON acquisition templates.

The Specification may be realised using one or more of the following:

1. a plain English description of the required Supplies, comprising a statement of the functions and performance of the item(s);
2. a list of hardware and Software required;
3. specifications defining mandatory and desirable requirements for the Supplies;
4. specifying one or more recognised Standards (eg, industry standards), with which the Supplies are to comply; and
5. reference to relevant drawings, existing specifications (eg, for interfaces) and samples (including nominating a known product / a product being replaced).

The Specification needs to include specific ‘materiel’ requirements (as opposed to work requirements, which belong in the SOW) for the Support Resources and support processes, including:

1. facilities constraints applicable to the equipment elements of the Supplies;
2. the specification of storage and transportation requirements (eg, methods);
3. requirements for specific types of Support Resources, including for:
   1. Packaging;
   2. Training Equipment and Training Materials;
   3. publications;
   4. engineering drawings;
   5. other Technical Data;
   6. S&TE; and
   7. facilities required, including works / services (eg, electrical power); and
4. requirements for initial Training (which is a service provided under the Contract, not a product / Supply), including:
   1. types of Training (eg, operator, maintainer, train-the-trainer);
   2. types (trade groups) of Personnel to be trained; and
   3. other technical requirements pertaining to the Training.

Note that support services other than initial Training (eg, maintenance services) should not be included in the Specification because *ASDEFCON (Complex Materiel)* *Volume 1* does not include the commercial or work provisions needed for such services to be provided under the Contract.

Specifications for some items of equipment may already exist (ie, DEF(AUST)s, Defence Purchase Descriptions (DPDs), manufacturer’s specifications, industry standard interfaces, etc), which may address some of the requirements for this annex, particularly with respect to the Support Resources. In these circumstances, drafters should reference the standard and include any additional requirements in this annex. Examples of standards / references include:

1. for packaging, DEF(AUST)1000C, *ADF Packaging*;
2. for Training Materials, refer to the Defence Learning Manual Part 1 Chapter 4, *Systems Approach to Defence Learning*, and single Service training manuals;
3. for Interactive Electronic Technical Publications, refer to S1000D™ and DEF(AUST)IPS-5630 (note that business rules may need to be defined);
4. for other publications such as user and maintenance manuals, DEF(AUST)5647B, *Technical Manuals Acquisition Guidelines Handbook*; and
5. for engineering drawings (including both technical drawings and 3-D models), DEF(AUST)CMTD-5085C, *Engineering Design Data for Defence Materiel*.

Extant specifications may also contain mandatory process or product requirements that are not appropriate. When referencing these extant specifications, drafters should review their full implications and if they include inappropriate, excessive or irrelevant requirements, exclude those requirements with qualifying statements within the Specification.

A Specification will often need amendment during Contract negotiations, to include tendered information (eg, the tenderer’s product specifications) when this will enhance the quality of the Specification and support Contract execution.

Guidance on the development of specifications can be found in the Capability Acquisition and Sustainment Group ‘Engineering and Technical’ web pages:

<http://drnet/casg/engineeringtechnical/Pages/Engineering-and-Technical-home.aspx>; or

<http://modelpedia.dpe.protected.mil.au/PublishedWebsite/LatestFinal/%7B5E812EBC-90FE-4E4C-9064-3810D9E9C084%7D/Item/25F53AFA-B56A-4AED-9A2A-571580B6607D>,

including the:

1. CASG Policy (E&T) 12-3-001, *Requirements Engineering*; and
2. CASG Handbook (E&T) 12-3-002, *Requirements Analysis Guide*.

**RFT**: Drafters are to prepare the Specification to be included as Annex A to the draft SOW, to define the requirements for the Supplies and, if applicable, initial Training, as outlined above.

**Contract**: Drafters are to refine the Specification before or during contract negotiations and, in liaison with the preferred tenderer, ensure that the Specification included on the Contract is as precise as practicable, and that it is adequate to support Contract execution.

Related Clauses/Documents:

The **Description of Proposed Solution** clause of the **Technical Information to be Provided by Tenderers**, at Annex D to the COT, requires tenderers to describe their proposed solution, including recommendations for the ranges and quantities of Support Resources and initial Training.

The **Price and Delivery Schedule,** at Attachment B to the draft COC, is to include the quantities and delivery details for all items. Tenderers are to provide the additional information, including the prices and the details for individual Support Resources and Training courses to be delivered under any resultant Contract.

Optional Clauses:

Note to drafters: When applicable to the Supplies, the following generic requirements, or equivalent requirements developed by the drafter, should be included in the Specification.

The Supplies shall not contain ACM.

To the extent consistent with their function, the Supplies shall not emit fumes, liquids, solids, heat, noise, electromagnetic or other radiation that could be detrimental to the health and safety of persons, the environment, or the operation of other equipment.

Note to drafters: The Joint Special Plant Licence (JSPL) allowing Defence to register high-risk plant will not be extended beyond June 2024. Defence’s intent is to have registration by a State / Territory WHS regulator, or Comcare, before delivery (ie, not by Defence making a subsequent application to Comcare). Refer to WHS Regulations Part 5.3 regarding what is registerable plant. Refer to the Directorate of Health Safety and Environment for advice.

If the Supplies include plant that requires registration of design under the WHS Legislation, the relevant item(s) of plant shall:

have a registration of design from a State or Territory WHS regulator, or where this is not possible by the Commonwealth WHS regulator, in accordance with Part 5.3 of the *Work Health and Safety Regulations 2011* (Cth));

have a data plate attached to them with the design registration details (or, in circumstances where it is not practicable to attach the data plate to an installed item of plant, the data plate is to be affixed in a prominent place in the vicinity of the plant), which includes:

the Design Registration Number (DRN);

the date of issue of the DRN;

the name of the Commonwealth, State or Territory regulator that issued the DRN; and

if applicable, a unique plant registration number; and

be accompanied by associated documentation that details all mandatory maintenance activities and inspections required to ensure that the plant is, so far as is reasonably practicable, without risks to health and safety, including those required by the WHS Legislation.