

## MEMORANDUM

**TO:** CTIO BOARD OF DIRECTORS  
**FROM:** SIMON LOGAN, SPECIAL PROJECTS LEAD AND POLICY ANALYST  
**SUBJECT:** CTIO UNSOLICITED PROPOSAL POLICY UPDATES  
**DATE:** APRIL 19, 2023

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### Purpose

This memorandum presents the revised CTIO Unsolicited Proposal Policy (USP) to the CTIO Board of Directors (CTIO Board) for consideration.

### Action

The CTIO Board is asked to approve the proposed updates CTIO included in Attachment A and B.

### Background

As CTIO staff have coordinated the evaluations of proposals received, numerous lessons learned were identified to improve the process. As a result, CTIO staff recommends changes to the current CTIO USP and to address issues that have arisen over the last year.

Proposed changes to the November 2020 Unsolicited Proposal Policy are summarized below. See Appendix A for a redline version.

1. **Name change:** Updating the USP to reflect the recent name change from the High Performance Transportation Enterprise (HPTE) to the CTIO.
2. **Electronic-only submissions:** Amending how all submissions are received (electronic only).
3. **Phase Two (Detailed Proposal):** Adding the option to conduct an abbreviated Value for Money (VfM) analysis as a first step of Phase Two Detailed Proposal Phase, before requesting detailed technical information, and amending the costs associated with this analysis.
4. **Ex Officio Board Member:** CTIO Board member added as an Ex Officio as part of the Review Team if a proposal moves to the Phase Two Detailed Proposal Phase.
5. **Transparency:** Language added to clarify that a Phase Two submission cannot be completely redacted and needs to be surgical in its redactions using the process outlined in section 16.

### Attachments

**Attachment A:** CTIO Unsolicited Proposal Policy (2020) Proposed Updates (Red Line Version)

**Attachment B:** Resolution #415