For further information about the application process, please refer to Council's Unsolicited Proposal Policy.

1. General Information

Consortium or company details	
Legal name/s of proponents or consortium or company participants:	
Address:	
Date:	

2. Proposal Title and Abstract

Title	
Abstract:	Approx 200 words

3. Proposal Details

Provide information on	
The objectives of the proposal:	
The method of the approach:	

The nature and extent of expected outcomes:	
The benefits that the proposal will deliver for the Council:	

4. Assessment Criteria

Provide a brief description of how the proposal would meet each of the assessment criteria as per item 2.3 in the procedure

No Competing proposals If the proponent is aware of any existing proposal or procurement process currently under consideration by the Council or under active consideration by another proponent then the proponent should clearly demonstrate how their proposal is distinct from these other proposals.	
Community need/Council priority **The proponent should demonstrate how its proposal:** • promotes the Council's role and functions; • is broadly consistent with the Council's objectives outlined in its Strategic Plan and/or Growth Strategy; • provides an economic, social or environmental outcome for the Council.	
The information that a proponent provides should include: • details of benefits of the proposal; • details of any economic activity or jobs that would be created by the proposal; • details of any unmet community need that would be met by the proposal; and • how the proposal is aligned with the Council's strategic objectives.	
Uniqueness The proponent should provide information	

that demonstrates that its proposal is unique. This may be demonstrated by showing that: • the proposal cannot be readily delivered by competitors at all or within the timeframes proposed by the proponent; • the proponent owns something that would limit other parties form being able to deliver the proposal (for example, Intellectual Property, strategic landholdings). • the proponent has unique finance arrangements that enable it to deliver the proposal where other parties would not be able to; or • a combination of factors which may not stand alone as being unique together create a unique proposal.	
Value for Money The proponent should provide information that demonstrates how its proposal represents value for money for the Council. 'Value' can include: • financial benefits; • economic benefits; and • community benefits. The information that a proponent provides should include: • how the proposal is priced relative to competitors; • the proposed sharing of costs and risks between the Council and the proponent; and • the benefits to the Council of the proposal.	
Capacity and capability of proponent Proponents should provide information that demonstrates that it has the capacity and capability to deliver the proposal. Proponents should provide: • a description of their organisation or consortium; • details of previous experience in delivering similar projects; • details of past performance on similar projects; • details of relevant experience in prior dealings with the Council or another council; • details of its skills, experience and competencies to deliver the project; and	

• details of any third parties that would be proposed to be involved in the delivery of the project.	

5. Financial and Commercial Details

A proponent should provide a brief description of the financial and commercial details of the proposal and the proponent's financial capacity to deliver the proposal.

6. Costs and Requirements of the Council

A proponent should identify what you are seeking from the Council for the proposal. This may include:

- land;
- use of assets, facilities, equipment, materials, personnel or other resources;
- finance; or
- assistance to obtain statutory approvals or legislative or regulatory amendments.

A proponent should state what the cost would be for the Council in providing what is sought.

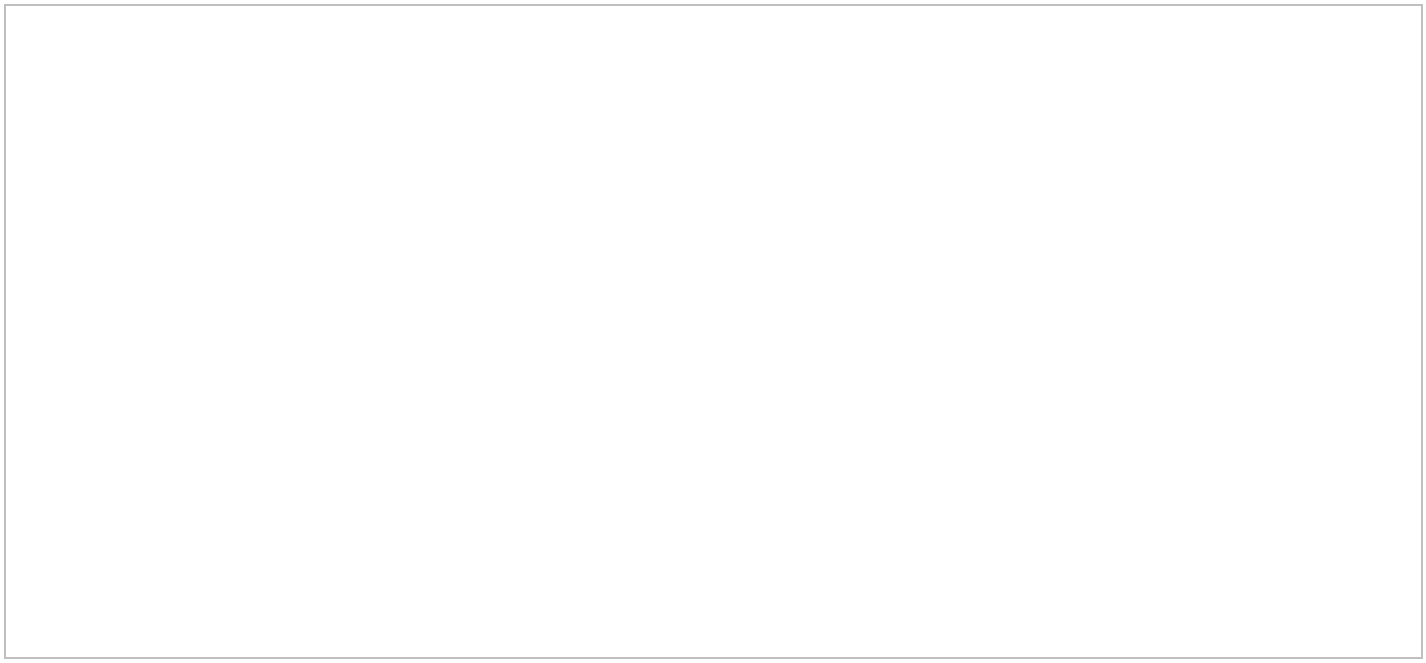
7. Risks

Proponents should list risks arising from the proposal for the proponent and the Council.

8. Intellectual Property

Proponents should provide a brief description of:

- each item of Intellectual Property involved in the proposal;
- the nature of any Intellectual Property claimed;
- details of the owner of Intellectual Property claimed;
- registration details (where applicable); and
- details of any items for which commercial confidentiality is claimed in whole or in part.



9. Other Information

A proponent may provide any other information that is relevant to its proposal for Stage 1 assessment.

10. Preferred Contract Arrangement

A proponent should provide details of its proposed contractual arrangements for the proposal if it is successful.

11. Contact Person

A proponent must nominate a contact person to be the only point of contact for this proposal. All communications from the Unsolicited Bids Coordinator about the proposal will be sent to this person.

Name:	
Postal Address:	
Email Address:	
Phone:	

12. Council Contact Details

A proponent should provide details of any person at the Council who has already been contacted regarding the proposal.

13. Validity Period

Period of time for which the proposal is valid (minimum of six months): _____

14. Proposed Duration of the Proposed Arrangements

**Please note that additional information or pages may be attached to this form.*

15. Signed

The proposal is to be signed by a representative of the proponent who is authorised to represent and contractually bind the proponent.

Name:	
Position:	
Signature:	
Date:	