# SCHEDULE OF INFORMATION REQUIREMENTS

This form is to be completed by organisations in presenting an Unsolicited Proposal to Government (note: must be a registered organisation). Please ensure all sections of this form are adequately addressed. Information may be presented in the form of cross referenced addenda if preferred.

An initial version of this schedule should be prepared prior to the formal “Pre-Lodgement” meeting with DPC.

|  |  |  |  |
| --- | --- | --- | --- |
| **Organisation Name:** |  | **Address:** |  |
| **Identity:** | [Individual, sole trader, company, etc.] | **Type of organisation:** | [Profit / non-profit, educational, small business, etc.] |
| **Contact person(s) details for evaluation purposes:** |  | **Date of submission** |  |
| Concise title and abstract of proposal (approx. 200 words) | | | |
| **Short Title**  Abstract | | | |
| **Proposal details** | | | |
| 1. Objectives of the proposal 2. Method of approach 3. Nature and extent of anticipated outcomes 4. Benefits the proposal will bring to the State | | | |
| **Assessment Criteria** | | | |
| Please provide a brief description of how the proposal would meet each of the assessment criteria. Refer to section 2.3 of the Guide for detailed description of each criteria and items to be addressed.   1. Uniqueness i.e. what are the unique elements of the proposal that would provide justification for Government entering into direct negotiations with the Proponent? Unique elements may include characteristics such as:   - Intellectual property or genuinely innovative ideas  - Ownership of real property  - Ownership of software or technology offering a unique benefit  - Unique financial arrangements  - Unique ability to deliver strategic outcome  - Other demonstrably unique elements.   1. Value for money 2. Whole of Government impact 3. Return on investment 4. Capability and capacity 5. Affordability 6. Risk allocation | | | |
| **Financial and commercial details** | | | |
| Please provide a brief description of the financial and commercial details of the proposal and the proponent’s financial capacity to deliver the proposal. Clearly explain what the proposed commercial proposition is. | | | |
| **Costs and Requirements of Government** | | | |
| Please provide details of costs to Government.  Clearly explain the requirements of Government emerging from the proposal (what are you seeking from Government?). This may include legislative/regulatory amendments, finance or the use of Government assets, facilities, equipment, materials, personnel, resources and land. What would be the cost of Government providing this? (e.g. what would be the value of the Government land?) | | | |
| **Risks** | | | |
| Please provide a list of proponent and Government risks. | | | |
| **Organisation** | | | |
| Please provide a brief description of:   1. Your organisation 2. Previous experience in delivery of similar project 3. Past performance operating similar project 4. Facilities to be used (e.g. land owned by proponent or Government land) | | | |
| **Intellectual property** | | | |
| If applicable please provide a description of the following:   1. Inventory of each item of intellectual property 2. Nature of the intellectual property claimed (e.g. copyright, patent, etc.) 3. The owner(s) of the intellectual property claimed 4. Registration details (where applicable) 5. Details of any items for which confidentiality is wholly or partly claimed. | | | |
| **Other statements** | | | |
| For example, please detail any applicable organisational conflict of interest and environmental impacts. | | | |
| **Preferred contractual arrangements** | | | |
|  | | | |
| **Agency points of contact** | | | |
| If applicable, please provide names and contact information of any other agency and Government points of contact **already** contacted regarding this proposal. | | | |
| **Period of time for which the proposal is valid** | Minimum six months | **Proposed duration of the arrangement** |  |

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

**Name:**

**Position:**

**Signature:**

**Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_