**Market-led Proposals**

**Proponent self-assessment**

This checklist is to assist prospective proponents in the preparation of proposals to ensure the type and level of detail required in the submission is sufficient to enable government to make an informed assessment.

|  |  |
| --- | --- |
| 1. Have you familiarised yourself with the MLP Policy, MLP Supplementary Guidelines, MLP Terms and Conditions, and referred to this information in the development of your proposal? | Y / N |
| 2. Does your proposal contain sufficient information, as outlined in the MLP Policy and MLP Supplementary Guidelines, to be assessed? | Y / N |
| 3. Is your proposal within the scope of the policy? | Y / N |
| 4. Does your proposal align to a published priority? | Y / N |
| 5. Is your proposal in response to a Problem and Opportunity Statement? If so, please ensure this is clear in your submission | Y / N |
| 6. Have you indicated if this proposal has been previously considered by Government? | Y / N |
| 7. Have you clearly articulated what support is being requested of government – financial, regulatory or other? | Y / N |
| 8. Have you addressed the key assessment criteria? | Y / N |
| 9. When considering the key assessment criteria, is there sufficient supporting information? | Y / N |
| 10. Does the overview of the proposal include a detailed description, the objectives and intended outcomes (including the benefits to the State)? | Y / N |
| 11. How will the proposal be funded and have you included evidence to support that approach? | Y / N |
| 12. Where the proposal will be privately financed, have you included evidence of financial capacity? | Y / N |
| 13. Have you described the commercial aspects including contractual / sub - contracting strategy and key risks, and risk allocation? | Y / N |
| 14. Have you included evidence of capability to deliver what is proposed technically? | Y / N |
| 15. Is there an outline of the proposed timelines and key milestones? | Y / N |
| 16. Have you considered your proposal’s characteristics against the Procurement Pathways as outlined in the MLP Policy and MLP Supplementary Guidelines? | Y / N |

|  |  |
| --- | --- |
| 17. Does the proposal include details of consultation undertaken with key stakeholders? | Y / N |
| 18. Do you have a potential, or actual, conflict of interest to declare, including all contact between proponents and the Government and/or the public officials in respect of the proposal? | Y / N |
| 19. Have you acknowledged that some proposal details will be published if the proposal progresses to Stage 2? | Y / N |
| 20. Have you clearly identified content that could not be publicly disclosed at Stage 2? | Y / N |
| 21. Have you clearly identified any parts of the proposal considered as Intellectual Property (IP)? | Y / N |
| 22. Have you clearly identified the name of the proponent and included contact details? | Y / N |
| 23. Has sign-off been provided from the appropriate senior representative of your organisation? | Y / N |

Thank you for taking the time to complete a self-assessment.

Your answers to the above questions should provide you with an indication of your level of readiness.

If you answered ‘Yes’ to most, or all, questions at your convenience, please contact the MLP Secretariat marketledproposals@dplh.wa.gov.au to arrange your compulsory pre-submission meeting. Although not essential, it could be helpful to bring this checklist along to the meeting.

If you answered ‘No’ to some or most of the questions, it is possible that your proposal is not sufficiently aligned to the policy or the relevant information has not been provided.

For more information, please read the [MLP Policy, MLP Supplementary Guidelines and MLP Terms and Conditions](https://www.wa.gov.au/organisation/department-of-planning-lands-and-heritage/market-led-proposals), however if you have any further questions please contact the MLP Secretariat for advice on your proposal ataugust

 marketledproposals@dplh.wa.gov.au