**MARKET-LED PROPOSALS STAGE 1 CONCEPT PROPOSAL TEMPLATE**

This form is designed to help you present a high-level summary of your Market-led Proposal (Proposal) to the Western Australian Government (WA Government / State). To assist you to complete your Proposal, please read the Market-led Proposals Policy (MLP Policy), and Market-led Proposals Supplementary Guidelines (Guidelines).

The Market-led Proposals Terms and Conditions (Terms and Conditions) are also important as they form part of this Proposal and govern the evaluation of this Proposal.

All proponents are required to complete a compulsory pre-submission meeting with the MLP Secretariat prior to the lodgement of a Proposal. Proposals that are lodged without completing the pre-submission meeting will not be accepted.

Prior to submitting this Stage 1 Concept Proposal form to the MLP Secretariat, please ensure you complete the Pre-submission Checklist to help ensure that your Proposal is complete. Please also ensure all sections are adequately addressed and completed to the level commensurate with the level of detail required for the complexity of your Proposal. Even for a complex proposal, a completed template is anticipated to be no more than 10 pages. You may present additional supporting information in the form of cross-referenced attachments, such as maps, designs, and financial modelling, if the information directly supports the Stage 1 concept review of your Proposal.

The MLP Policy, Supplementary Guidelines, Pre-submission Checklist, and Terms and Conditions are located on the WA Government website at:

[Market-led Proposals (www.wa.gov.au)](https://www.wa.gov.au/organisation/department-of-planning-lands-and-heritage/market-led-proposals)

In the interest of saving time and expense for all parties, Proposals that do not meet the scope of the MLP Policy or fail to demonstrate alignment with the WA Government’s priorities, will be declined prior to the full Stage 1 criteria assessment.

Once your proposal is lodged, it will be initially assessed by the MLP Secretariat to ensure you have met the requirements of the MLP Policy and the proposal is completed in its entirety.

**Section 1: Proponent Information**

Provide details about your organisation.

| **Proponent Information** | | |
| --- | --- | --- |
| 1.1 | [Name of Legal Entity](#LegalEntity) |  |
| 1.2 | ACN (if a company) |  |
| 1.3 | Registered address or address of principal place of business if no registered address |  |
| 1.4 | Business name |  |
| 1.5 | ABN |  |
| 1.6 | Tax structure | Choose an item. |
| 1.7 | Organisation Primary Business |  |
| 1.8 | Lead contact person(s), position title(s) and contact detail(s) |  |
| 1.9 | Address and email for service of contractual notices |  |
| 1.10 | Is the Proponent acting as an agent or trustee for another person or persons? | Choose an item. If yes, provide details. |
| 1.11 | Is the Proponent acting jointly or in association with another person or persons? | Choose an item. If yes, provide details. |
| 1.12 | Has the Proponent engaged, or does the Proponent intend to engage, another person or persons as a subcontractor in connection with delivery of the MLP concept outcomes? | Choose an item. If yes, provide details. |
| 1.13 | Is the Proponent a Small Business? (employs less than 20 people) | Choose an item. If yes, provide details. |
| 1.14 | Is the Proponent a Registered Australian Disability Enterprise. (registered means to be listed as an approved ADE on the Australian Disability Enterprises website at: [*http://buyability.org.au/directory/*](http://buyability.org.au/directory/)) | Choose an item. If yes, provide details. |
| 1.15 | Is the Proponent a Registered Aboriginal business. (the business is to be registered on the Aboriginal Business Directory WA at: [*http://www.abdwa.com.au/*](http://www.abdwa.com.au/) and/or on Supply Nation’s Indigenous Business Direct at [*http://supplynation.org.au/*](http://supplynation.org.au/)) | Choose an item. If yes, provide details. |
| 1.16 | Proposal Industry – please select the most relevant | Choose an item. |

**Section 2: Proposal Details**

Provide details of your proposal.

| **Proposal Details** | | |
| --- | --- | --- |
| 2.1 | Full title of proposal |  |
| 2.2 | Short title of proposal |  |
| 2.3 | Abstract of proposal |  |
| 2.4 | Objectives of the proposal |  |
| 2.5 | Methodology |  |
| 2.6 | Assumptions |  |
| 2.7 | Detail what you are requesting from the State |  |
| 2.8 | Outline how the State will benefit from the proposal |  |
| 2.9 | Summarise additional outcomes from the proposal |  |
| 2.10 | Outline how the proposal meets the scope of the MLP Policy |  |

**Section 3: Evaluation Criteria**

Describe how your Proposal will meet each of the five evaluation criteria specified in the MLP Policy and Guidelines.

| **Evaluation Criteria** | | |
| --- | --- | --- |
| 3.1 | Strategic alignment |  |
| 3.2 | Public interest |  |
| 3.3 | Value for money |  |
| 3.4 | Feasible and capable of being delivered |  |
| 3.5 | Risk |  |

**Section 4: Procurement Pathway**

Provide a brief description of how your Proposal meets the Procurement Pathways Assessment characteristics.

| **Procurement Pathway** | | |
| --- | --- | --- |
| 4.1 | Detail any additional information to demonstrate how this proposal is unique and not market standard |  |
| 4.2 | Provide details to justify exclusive negotiation |  |

**Section 5: Financial and Commercial**

Provide a brief description of the financial and commercial details of the Proposal, including the total estimated dollar value.

| **Financial and Commercial Details** | | |
| --- | --- | --- |
| 5.1 | Brief description of the financial and commercial details of the proposal |  |
| 5.2 | Total estimated dollar value of the proposal |  |
| 5.3 | Estimated dollar value of your company’s investment/contribution |  |

**Section 6: Costs and Non-Financial Requirements of WA Government**

Provide details about the costs to WA Government – including the estimated dollar value of WA Government’s investment, an explanation of the model(s) used, a breakdown of whole-of-life costs and any ongoing or indirect costs.

* Clearly explain what you will require/expect WA Government to provide/do if your Proposal is successful (what are you seeking from WA Government?)
* What would be the cost of WA Government providing this? (E.g. what would be the value of the WA Government land?)
* Are there any additional ongoing or indirect costs to WA Government?

| **Costs and Non-Financial Requirements of WA Government** | |
| --- | --- |
| 6.1 |  |

**Section 7: Organisational Capacity**

Provide additional details about your organisation.

| **Organisational Capacity** | | |
| --- | --- | --- |
| 7.1 | Previous experience in delivery of similar projects and/or past performance in operating similar projects |  |
| 7.2 | Location of land or facilities to be used for proposal |  |

**Section 8: Intellectual Property**

Provide a brief description of any intellectual property that forms part of your Proposal.

| **Intellectual Property** | | |
| --- | --- | --- |
| 8.1 | Inventory of each item of intellectual property |  |
| 8.2 | [Nature of the intellectual property claimed](#NatureofIPclaimed" \o "E.g. copyright, patent etc.) |  |
| 8.3 | The owner(s) of the intellectual property claimed |  |
| 8.4 | Registration details (where applicable) |  |
| 8.5 | Details of any items for which confidentiality is wholly or partly claimed |  |

**Section 9: Other Considerations**

Outline any other important issues for WA Government to consider.

| **Other Considerations** | | |
| --- | --- | --- |
| 9.1 | Conflicts of interest. Provide details of any actual, potential or perceived conflict of interest |  |
| 9.2 | Has the Proponent or any person responsible for performance of key roles or tasks in the delivery of the outcomes of the MLP been convicted of a criminal offence that is punishable by imprisonment or detention? | Choose an item. If yes, provide details. |
| 9.3 | Has the Proponent engaged a registered lobbyist in connection to this MLP proposal? | Choose an item. If yes, provide details. |
| 9.4 | Environmental impacts |  |
| 9.5 | [Preferred contractual arrangements](#Preferredcontractualarrangements) |  |
| 9.6 | Previous WA Government point(s) of contact |  |
| 9.7 | Proposed duration of the arrangement |  |
| 9.8 | Disclosure of any other information the State must be aware of to assess the Proposal |  |

**Proposal Acknowledgement**

This Proposal is to be signed by the Proponent or a duly authorised representative of the Proponent authorised to represent and contractually bind the Proponent.

In signing this Stage 1 Concept Proposal the Proponent:

* acknowledges that the representative of the Proponent has read the MLP Policy, Supplementary Guidelines, and Terms and Conditions;
* declares that it agrees to the Terms and Conditions, and acknowledges that these terms and conditions will remain in force until a formal and binding agreement is executed;
* declares the Proposal remains valid for the duration of the Process.
* is aware that if the Proposal does not comply with the MLP Policy the Proposal will not be considered;
* declares and warrants that it has the authority to deal with the intellectual property identified in Section 8 or contained within the Proposal, and in dealing with the intellectual property in this Proposal the Proponent is not infringing on the intellectual property rights or moral rights of any third party;
* declares:
  + that the Proponent; or if the Proponent is a body corporate its related entities or a director or office holder of the Proponent or a related entity:
    - is not and has not been in liquidation, receivership, or external
    - administration; and
    - no State tax, duty, interest, penalties or charges are outstanding or have been written off either in whole or in part, and no arrangement for the payment of any State tax has been entered into by the Proponent;

If this declaration cannot be made in respect of the matters set out above the Proponent must provide details and all relevant documents relating to the matters set out above.

Enter declaration here. Attach additional relevant documents as required.

* consents to the following for the duration of this Proposal:
  + the Department of Planning, Lands and Heritage’s MLP Secretariat, namely the Executive Director, Market-led Proposals and Project Manager, making enquiries with the Western Australian Commissioner of State Revenue or her delegate concerning information held by the Commissioner in respect of the Proponent; and
  + the Western Australian Commissioner of State Revenue or her delegate disclosing information held in respect of the Proponent to the Department of Planning, Lands and Heritage’s MLP Secretariat, namely the Executive Director, Market-led Proposals including:
    1. the number and value of any State tax, duty, interest, penalties, or charges which are outstanding or overdue or which are subject to a deferred payment plan or any such debts for which the Proponent is jointly and severally liable;
    2. the status and details of any State taxation obligations including assessment, returns lodgement, payment, and audit history; and
    3. whether the Proponent has been a party to an arrangement whereby any State taxes, duty, interest, penalties, or charges were sought to be recovered or determined not to be recoverable or written off in whole or in part and details of those arrangements.

|  |  |
| --- | --- |
| **Full name:** |  |
| **Position:** |  |
| **Signature:** |  |
| **Date:** |  |