

UNSOLICITED PROPOSAL APPLICATION FORM



INTRODUCTION

This form has been developed in accordance with clause 6.1 of the Moira Shire Council *Guidelines for Unsolicited Proposals* which were adopted on 30 June 2025, in order to provide guidance and to assist with the preparation of the information required for Council's Unsolicited Proposals Coordinator to undertake an initial assessment of a *Stage 1 – Initial Proposal*.

By completing and submitting this form, the submitter agrees to be bound by the terms and conditions of the *Guidelines for Unsolicited Proposals* which are available via moira.vic.gov.au.

GENERAL INFORMATION

Consortium or company details (if applicable)	
Legal name/s of proponents or consortium or company participants	
Address	
Date	

PROPOSAL TITLE AND ABSTRACT

Title	
Abstract (approximately 200 words)	

PROPOSAL DETAILS

Provide information on:

- The objectives of the proposal;
- The method of the approach;
- The nature and extent of expected outcomes; and
- The benefits that the proposal will deliver for Council.

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ASSESSMENT CRITERIA

Provide a brief description of how the proposal would meet each of the assessment criteria detailed in clause 7.1 of the Unsolicited Proposal Guidelines (and as detailed below).

7.1.1 No competing proposals

If the proponent is aware of any existing proposal or procurement process currently under consideration by Council or under active consideration by another proponent, then the proponent should clearly demonstrate how their proposal is distinct from these other proposals.

7.1.2 Community need/Council priority

The proponent should demonstrate how its proposal:

- *promotes Council's role and functions discussed in clause 2 of the guidelines;*
- *is broadly consistent with Council's objectives outlined in its Council Plan and other relevant documents; and*
- *provides a clear economic, social or environmental benefit for 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 Council's strategic objectives.*

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7.1.3 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 from 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.*

7.1.4 Value for Money

The proponent should provide information that demonstrates how its proposal represents value for money for 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 Council and the proponent; and*
- *the benefits to Council of the proposal.*

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7.1.5 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 dealing with 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*

FINANCIAL AND COMMERCIAL DETAILS

The 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.

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COSTS AND REQUIREMENTS OF COUNCIL

A proponent should identify what you are seeking from 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 Council in providing what is sought.

RISKS

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

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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.

OTHER INFORMATION

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

PREFERRED CONTRACT ARRANGEMENT

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

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PRIMARY CONTACT PERSON

Name	
Postal address	
Email address	
Phone number	

COUNCIL CONTACT DETAILS

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

Name/s	
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VALIDITY PERIOD

Period of time for which the proposal is valid (this must be a minimum of six months).

Timeframe

PROPOSED DURATION OF THE PROPOSED ARRANGEMENTS

Proposed Duration

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

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:

COLLECTION NOTICE

Council is collecting personal information on this form for the consideration and assessment of your unsolicited proposal. The information collected will be used for the purpose of assessing your proposal in accordance with Council's Guidelines for Unsolicited Proposals and/or a directly related purpose. If you do not provide the information required, we may not be able to assess your application. Information collected may be disclosed if required or authorised by law. You can find out more about how we use and protect your information by viewing our Privacy Policy which is available on our website - www.moira.vic.gov.au. If you require access to the information you have provided, please contact Council.