# DEW Unsolicited Proposals Application Form

This Application Form must be completed by entities, organisations or consortiums (proponents) when lodging an unsolicited proposal to the Department for Environment and Water (DEW).

However, all proponents are encouraged to contact the DEW Unsolicited Proposals Executive Officer to discuss their proposal concept prior to lodgement. This will assist in identifying whether the proposal meets the definition of an unsolicited proposal and whether it should be lodged with DEW or the Department of Treasury and Finance (DTF).

DEW may also recommend conducting a pre-lodgement meeting with proponents to discuss any other information or requirements prior to the proponent committing significant resources to the development of their proposal.

For further information, please visit [www.environment.sa.gov.au/get-involved/unsolicited-proposals](http://www.environment.sa.gov.au/get-involved/unsolicited-proposals) or contact the DEW Unsolicited Proposals Executive Officer by phone (08) 8204 1218 or email DEW.UnsolicitedProposals@sa.gov.au

**Before you start**

1. Read the DTF Guidelines for Assessment of Unsolicited Proposals at [www.treasury.sa.gov.au/Growing-South-Australia/unsolicited-proposals](http://www.treasury.sa.gov.au/Growing-South-Australia/unsolicited-proposals)
2. Read the DEW Unsolicited Proposals Information for Proponents, including the Terms and Conditions, at [www.environment.sa.gov.au/get-involved/unsolicited-proposals](http://www.environment.sa.gov.au/get-involved/unsolicited-proposals)
3. Email the DEW Unsolicited Proposals mailbox on DEW.UnsolicitedProposals@sa.gov.au to make arrangements to discuss your proposal and requirements.
4. If your proposal meets the definition of a DEW unsolicited proposal, complete all relevant shaded fields in this Application Form (deleting all instructions prior to submission), complete and sign the Acknowledgement and email the completed Application Form and any supporting attachments to DEW.UnsolicitedProposals@sa.gov.au
5. Retain copies of the completed Application Form and supporting attachments for your records.
6. DEW will acknowledge receipt of your application within two (2) business days. If you do not receive an acknowledgement, or you require further information or assistance, please contact the DEW Unsolicited Proposals Executive Officer.

**Proponent details**

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| --- | --- |
| Organisation/consortium name: | Enter text. |
| Organisation address: | Enter text. |
| Identity (eg individual, sole trader, company): | Enter text. |
| Organisation type (eg profit, not-for-profit, community, educational) | Enter text. |
| Contact name: | Enter text. |
| Contact position: | Enter text. |
| Contact organisation name: | Enter text. |
| Phone number: | Enter text. |
| Email: | Enter text. |
| Date of submission: | Enter text. |

**Proposal title**

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| Please provide the title of the proposal - maximum 10 words. |

**Preferred contractual arrangements** (select all that apply)

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| [ ]  Government to purchase my goods/services[ ]  Purchase Government land[ ]  Lease Government land[ ]  Access Government land (licence, permit) | [ ]  Purchase Government building[ ]  Lease Government building[ ]  Access Government building (licence, permit)[ ]  Other (please specify below) |
| If applicable, please provide additional details (e.g. preferred lease duration, whether there will be an ongoing relationship with Government or if this is a once-off transaction). |

**Proposal overview**

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| Please provide a high-level summary of the proposal - maximum 500 words. |

**Land tenure**

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| If the project proposes to access or purchase assets or land, please specify the location and if known, the title reference of the parcel/s (e.g. Certificate of Title - private/freehold/fee simple land or land held under Crown Condition Agreement or Trust endorsement; Crown Record - land held by Government agency, parks or registered as council community land; Crown Lease - land leased with terms and conditions). |

**Assessment criteria** (briefly describe how the proposal will meet each of the following criteria - approximately 300 words per criteria)

1. **Community need and DEW/Government priority**

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| The proposal must promote economic, social and/or environmental outcomes for the South Australian community and be consistent with the achievement of Government strategic priorities. For more information about Government’s strategic priorities, visit [www.premier.sa.gov.au/our-plan/delivering-for-south-australia](http://www.premier.sa.gov.au/our-plan/delivering-for-south-australia). Please describe the benefits of your proposal in terms of:* providing additional economic activity and estimated number of FTE jobs;
* meeting unmet community needs; and
* assisting with the achievement of Government strategic priorities.
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1. **Uniqueness of the proposal**

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| Please describe how your proposal has unique characteristics which could support Government’s decision to provide an exclusive mandate. For example:* Can your proposal be readily delivered by competitors? If so, what advantage is to be gained from Government granting an exclusive mandate to deal with you over a standard procurement or market-based process?
* Are there intellectual rights (e.g. software or technology), without which your proposal could not proceed to implementation?
* Do you own strategic assets (e.g. contractual rights or real property) that would place you in a unique position to deliver the aims of the proposal and which other parties could not deliver?
* Do you have unique partnership (e.g. with community or Aboriginal groups) or financial arrangements that support the delivery of your project?
* Do you have a unique ability to deliver outcomes that support the achievement of Government strategic priorities?
* Does your proposal have any other demonstrably unique or innovative elements that cannot be delivered by another party?
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1. **Value for money**

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| Please describe how your proposal delivers value for money to Government. For example:* How is your proposal priced relative to comparable projects?
* Does your proposal share costs and risks between you and Government?
* What are the benefits of your proposal to South Australians?
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1. **Capacity and capability of the proponent**

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| Please describe your organisational capacity and capability to deliver your project. For example:* Your organisation/consortium;
* Your previous experience or performance in delivering or operating a similar project;
* Your relevant commercial and trading history, financial capacity and prior dealings with Government;
* Other relevant skills, experience and competencies required to deliver the project;
* How your proposal will meet applicable commercial and industry standards; and
* Any reliance on third parties.
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**Financial and commercial details**

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| Please clearly explain the financial and commercial details of your proposal and how you intend to fund or support the proposal. |

**Costs and requirements of Government**

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| Please clearly explain any costs or requirements of Government emerging from your proposal. For example:* Are you seeking financial support from Government? If so, why submit an unsolicited proposal and not participate in an existing grants program?
* What else do you require from Government to deliver your proposal (e.g. legislative/regulatory amendments, finance or the use of Government land, assets, facilities, equipment, materials, personnel or resources) and what is the estimated cost of Government providing this?
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**Risks**

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| Please describe any identified or perceived risks that might negatively affect your organisation, Government or the success of your proposal. Describe whether these are reputational, financial, physical, social, environment, community, administrative or implementation risks and how you plan to manage these risks. |

**Intellectual property details**

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| Please describe any intellectual property details developed for your proposal (e.g. the business idea, designs, equipment, manufacturing, software or programs). If applicable, describe the:* Inventory of each item of intellectual property;
* Nature of the intellectual property claimed (e.g. copyright, patent, etc);
* Owner(s) of the intellectual property claimed;
* Registration details (where applicable); and
* Details of any items for which confidentiality is wholly or partly claimed.
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**Other statements**

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| Please describe any other information, not already addressed, that may be relevant to DEW considering your proposal (e.g. any perceived or actual organisational conflicts of interest, potential environmental impacts, etc). |

**Agency points of contact** (if applicable, please list any Government points of contact already contacted regarding your proposal)

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| --- | --- |
| Department name: | Enter text. |
| Contact name: | Enter text. |
| Contact position: | Enter text. |
| Phone: | Enter text. |
| Email: | Enter text. |

**Previous submissions**

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| Please detail if you have made any previous submissions to Government in relation to this proposal and the dates and outcomes of those submissions. |

**Period of exclusivity**

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| If DEW progresses your proposal to Stage 2: Detailed Assessment, please advise if you require a period of exclusivity to develop a detailed business case or if there is a preferred duration for which your proposal is valid. |

**List of attachments**

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| If applicable, please list any supporting documents provided with your proposal (e.g. land title register searches, valuations, building quotes, maps, concept plans, explanatory documents, organisational financial statements, letters of support from partnering businesses or community or Aboriginal groups, etc). |

**Acknowledgement**

I, the undersigned, confirm that I am a representative of the proponent and am authorised to contractually bind the proponent. I confirm that I have read and understood the DTF Guidelines for Assessment of Unsolicited Proposals ([www.treasury.sa.gov.au/Growing-South-Australia/unsolicited-proposals](http://www.treasury.sa.gov.au/Growing-South-Australia/unsolicited-proposals)) and DEW Unsolicited Proposals Information for Proponents ([www.environment.sa.gov.au/get-involved/unsolicited-proposals](http://www.environment.sa.gov.au/get-involved/unsolicited-proposals)) and understand the terms and conditions of my participation in the DEW unsolicited proposals process.

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| Representative name: | Enter text. |
| Representative organisation: | Enter text. |
| Representative position: | Enter text. |
| Proponent: | Enter text. |
| Short title of proposal: | Enter text. |
| Representative signature: |  |
| Date: | Enter text. |