

10.3 Unsolicited Proposal

An Unsolicited Proposal is a written proposal that is submitted to the Authority on the initiative of the submitter for the purpose of developing a partnership that is not in response to a formal or informal request issued by the Authority.

The Authority will only consider an unsolicited proposal for evaluation and contract award if the criteria below are satisfied:

- It must be innovative and unique;
- It must have been independently originated and developed by the proposer;
- It must have been prepared without Authority direct input, involvement; and
- It must show that the proposed work would benefit the Authority

An Unsolicited Proposal is not any of the following:

- An offer responding to the Authority's previously published expression of need or request for proposals (this does not apply to Reverse Pitch Forums);
- An advance proposal that the Authority could acquire through competitive methods (submitted within the budget year before release of a published request for proposal); or
- A replacement for an existing contract that is already in effect; or
- An opportunity to stipulate the means and methods of an existing contractual relationship.

All Unsolicited Proposals shall be submitted to the CPMM Department, which will log the proposal and distribute to appropriate departments for evaluation of technical and/or financial aspects of the proposal. Distribution of all unsolicited proposals needs to include the Office of the CEO.

When practicable, the Authority will evaluate Unsolicited Proposals using a **two-phased** approach:

Phase One – Conceptual Proposal

This phase is the evaluation of conceptual proposals within 90 calendar days of receipt, at which time a determination will be made as to whether to review additional and detailed information in Phase Two.

If there is interest in a conceptual proposal as evident in a memo to the CPMM Department from the User Department and respective Chief(s), contingent upon approval by the CEO, the proposer may be asked via written notice to submit a detailed proposal for evaluation in Phase Two.

Phase Two – Detailed Proposal

The purpose of Phase Two is for the Authority to receive more detailed technical and financial information to fully understand and evaluate the proposal. At the conclusion of this phase, the Authority will decide whether to forego the proposal, to proceed to a sole source agreement, or to pursue a competitive solicitation. The Authority may, at any time, choose not to proceed further with any Unsolicited Proposal via a written notice.

Processing: Once the detailed proposal is received, the CPMM staff will keep and share with a record of the persons on the evaluation team and record the final disposition of the proposal.

Content – Detailed Proposal: In addition to the information provided in Phase One, a detailed proposal must be submitted by the proposer.

Recommendation: The evaluation team will make a recommendation on the disposition of the detailed proposal to the CEO for review and approval. The Board’s approval may be required if the value exceeds the CEO’s delegation of authority.

Full and Open Competition Requirement: The Authority’s receipt of an Unsolicited Proposal does not justify a contract award. If the Unsolicited Proposal offers a proprietary concept that is essential to contract performance, it may be deemed a Sole Source. If not, at the Authority’s discretion, a competitive procurement will be pursued.

Proof of Concept: The Authority may choose to work with another party to prove a concept as a means of better understanding an offering and its application and value, provided that the work is done at the expense of the other party.

Reverse Pitch Forum: A forum or event where business entities (third party) pitch the Authority on a business plan as a response to a business challenge that could be addressed via technology or innovative approach. The forum may include brief “pitches” from various business entities about specific problems, challenges, and solutions. There should always be a “problem statement” with specific objectives.