

Template for Unsolicited Proposals

Organisation Information	
Legal Entity Name	
Trading/Business Name <i>(if applicable)</i>	
Australian Business Number <i>(ABN)</i>	
Entity Type	<p><i>(delete as appropriate)</i></p> <p>Association Incorporated</p> <p>Proprietary Limited (Pty Ltd)</p> <p>Public Company limited by guarantee</p> <p>Public Company limited by shares</p> <p>Indigenous Corporation</p> <p>Partnership</p> <p>Sole Trader</p>
Business Address <i>(physical)</i>	
Business Address <i>(mailing)</i>	
Telephone	
Email	
Primary Contact details for this proposal	
Name	
Position	
Phone	
Email	

1. Proposal summary

1.1 Provide an overview of the proposed service and how this fit with the CHN strategic objectives.

Word limit – [300] words

1.2 Provide evidence of the demonstrated need for the service.

Word limit – [300] words

1.3 Provide an outline of the target cohort for this proposal.

Word limit – [100] words

1.4 Provide information as to how the proposal has unique characteristics which could support this proposal being considered outside CHN's usual procurement processes, does the proposal have other demonstrably unique elements or innovative ideas?

Word limit - (100 words)

1.5 Outline proposed or suggested partnership arrangements with other organisations in the delivery of the proposed service. (if relevant)

Word limit – [200] words

1.5 Please provide a timeline for the implementation of the proposed service.

1.6 Budget - Please complete the following table outlining your organisation's proposed budget.

Budget line item <i>Please amend below wording and/or delete or add additional lines as required.</i>	\$ Value (excluding GST)
Staffing <i>(including on costs)</i>	
Service delivery costs	
Administration costs <i>(must not exceed 15% of the total budget)</i>	
Other <i>(please specify)</i>	
Other <i>(please specify)</i>	
Other <i>(please specify)</i>	
Other <i>(please specify)</i>	
TOTAL	

1.7 Value for Money - articulate how your proposal and pricing principles demonstrate value for money (Value for Money - Australian government, Department of Finance, Cth Procurement Rules)

2. Assurances and Compliance

2.1 Conflict of Interest

Provide details of any interests, relationships or clients which may or do give rise to a conflict of interest and the area of expertise in which that conflict or potential conflict does or may arise, plus details of any strategies for preventing and/or managing conflicts of interest (actual or perceived). *Word limit – [250] words*

2.2 Risk management and mitigation strategies: Provide details of all risk management strategies and practices that would be applicable or relevant in the context of the supply of goods and/or services. *Word limit – [250] words*