

Market-Led Proposals: Stage 1 submission guidance

This note provides guidance on information requirements if you have been invited to submit a Stage 1 proposal.

If you have not been invited to submit a Stage 1 proposal, please speak to the Market-Led Proposals (MLP) team on 07 3035 3133 about submitting a preliminary assessment proposal or resubmitting a revised preliminary assessment proposal.

The Stage 1 proposal represents your formal submission to government, expanding on the information you provided in the preliminary assessment stage. It must provide sufficient information to inform the government assessment team's consideration of whether your proposal meets, or is likely to meet, the MLP assessment criteria.

Your Stage 1 proposal must include:

- a more detailed explanation of your proposal that builds upon what you provided in your preliminary assessment submission
- the location of your project
- information about you and any consortium partners, and the role you and your consortium partners will play in the project
- how your proposal will be funded
- anticipated timeframes and milestones associated with your project
- information about technical requirements or challenges
- identification of any affected stakeholders and a general plan for addressing their interests
- the responsibilities and requirements of the government under your proposal
- some evidence which supports the claims made about the benefits to government in the preliminary assessment proposal
- high level financial estimates (a full business case is not required, however some estimates of costs and revenues are important for the Stage 1 assessment)
- any letters of support from affected businesses, communities, local councils or other stakeholders you have engaged in relation to your project
- information that directly address the MLP assessment criteria considered during Stage 1:
 - **Government policy, priority and community need**
 - **Justification for direct negotiation** rather than a competitive process
 - **Value for money** – how your proposal is fairly and sustainably priced relative to comparable domestic and international ventures. Only your high level financial estimates are required for Stage 1. To fully address this criterion you can include information about how value for money could be assessed in *Stage 2: Detailed Proposal*
 - **Capacity and capability of the proponent** – evidence that you or your consortia are capable of delivering the project through all stages of project planning and delivery. This could include a description of your prior experience on similar projects, the financial and technical resources that are available to undertake and complete the project, the nature and extent of board approvals and financial support for the project and the extent to which external resources will be required to undertake your project
- high level consideration of any risks associated with your proposal and whether these risks will be borne by you or your consortia, or the government
- identification of any conflicts of interest or environmental impacts
- the proposed structure for any contractual arrangements associated with your proposal
- maps, diagrams, drawings and any other information which supports government understanding of your proposal
- any additional information requested by government when you were invited to submit a Stage 1 proposal.

Usually, you will be asked to present your proposal to the MLP assessment team during the Stage 1 assessment process. The assessment team may also request additional information from you or your consortia at any time during a Stage 1 assessment to assist with their consideration of your proposal against the MLP assessment criteria.

More information on the MLP process is available at www.treasury.qld.gov.au/mlp or by calling the MLP Team on 07 3035 3133.