

Unsolicited Proposals Policy

Council Policy

Policy Reference Number	ECM 6859838
Responsible Department	Executive Services
Related Policies	Procurement Policy, Prudential Management Policy
Related Procedures	Nil
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1. Purpose

The purpose of this Unsolicited Proposals Policy (Policy) is to provide confidence to the Community and potential Proponents that any unsolicited proposal presented to the Campbelltown City Council (Council) will be considered in a consistent, transparent, and lawful manner with the view to delivering the highest standard of Community value and trust.

2. Introduction

New ideas are essential to the ongoing growth of the Council. Council welcomes innovative ideas which place it at the forefront of social, cultural, commercial, technological and environmental progress.

Council's vision is to provide a safe, sustainable, vibrant Community. In delivering this vision Council places a high value on living together, respecting each other's views and building strong partnerships to support the needs of the local Community.

Council recognises that new ideas and partnerships are important to realising its strategic outcomes. The Council is always looking to partner with people and organisations which share its vision.

The Council is often approached with great ideas, and in considering these, it needs to demonstrate transparency and accountability. This Policy outlines the approach that will be used to manage new and innovative ideas being presented to Council.

Whilst Council welcomes unsolicited proposals, the act of receiving and assessing proposals cannot in any way compromise the performance of Council's regulatory functions. Any exclusive negotiation that originates from an unsolicited proposal in accordance with this Policy is conditional upon requisite approvals and compliance with relevant legislation such as the *Local Government Act 1999*, *Planning, Development and Infrastructure Act 2016*, *South Australian Public Health Act 2011*, and any other legislation that Council is responsible for enforcing.

¹ Previously known as Unsolicited Proposals Guidelines

Where an unsolicited proposal involves more than one Council, the relevant Councils may resolve to adopt any one of their unsolicited proposals, or similar, Policy, with any required variations, to apply to that proposal in place of their individual Policy.

3. Power to Make the Policy

The Council is a Council constituted under the *Local Government Act 1999 (LG Act)*. The Council's principal role and functions are detailed in *Sections 6 and 7* of the *LG Act*.

The Council has adopted this Policy for the purpose of *Section 49* of the *LG Act*. This Policy applies to any unsolicited proposal that a proponent submits to the Council.

Where Council receives a proposal under this Policy that is better suited for assessment under an existing program or scheme, then the Proponent will be referred to the relevant program or scheme. An unsolicited proposal is a new and innovative proposal from the private and non-government sector that could assist the Council to achieve its strategic objectives or satisfy a Community need.

An unsolicited proposal is a proposal submitted to the Council that has not been requested by the Council through its regular procurement practices.

This Policy applies to unsolicited proposals valued over \$50,000 (exc GST).

4. Strategic Plan Link

This Policy has the following link to Council's Strategic Plan 2028:

- Deliver Strong Leadership (Goal 4).

5. Principles

The following objectives will guide Council's consideration of unsolicited proposals in accordance with this Policy:

- Promoting the development of innovative ideas by the private and Community sector to support the Council's role and functions and the Council's broad objectives as outlined in its Strategic Plan
- Ensuring that unsolicited proposals are received and assessed via an open, transparent and fair process that involves high standards of probity and public accountability
- Ensuring that the unsolicited proposals process is not used to circumvent the Council's regular procurement processes where appropriate
- Ensuring value for money for the Council is achieved from any unsolicited proposal
- Maximising the benefits from unsolicited proposals for the Council and its constituents
- Ensuring the Intellectual Property of a party submitting an unsolicited proposal is appropriately protected.

6. Definitions

Application Form	The Unsolicited Proposal Application Form (Annexure B).
Unsolicited Proposal	An unsolicited proposal may include a proposal for: • The purchase, lease or development of Council owned or managed land • The delivery of goods or services to or on behalf of the Council • The provision of infrastructure for the Community • An innovation or entrepreneurship with benefits to the Council.
Intellectual Property	Means inventions, original designs and practical applications of ideas protected by law through copyright, patents, registered designs, circuit layout rights and trademarks and it also includes trade secrets, proprietary know-how and other confidential information protected against unlawful use and disclosure by common law and contractual obligations.

7. Policy

7.1 Period of Exclusivity

7.1.1 Criteria for Assessment

The Council may, in its absolute discretion, enter into a period of exclusive negotiation with a Proponent who has submitted an unsolicited proposal. The Council recognises that circumstances may arise where it is beneficial to deal exclusively with one party in relation to a particular proposal that has been submitted to the Council. These circumstances include where a party's Intellectual Property should be protected.

The criteria that the Council will consider determining if a period of exclusivity should be entered into with a particular Proponent includes:

7.1.2 No Competing Proposals

The Council will consider whether the subject matter of an unsolicited proposal is already the subject of an existing or proposed procurement process. If the subject matter of an unsolicited proposal is already being considered or proposed to be considered by the Council in this way, then it is unlikely that an unsolicited proposal will pass Stage 1.

7.1.3 Community Need / Council Priority

An unsolicited proposal must:

- Promote the Council's role and functions
- Be consistent with the Council's objectives outlined in its Strategic Plan
- Provide an economic, social or environmental outcome for the Council.

7.1.4 Innovativeness

It is imperative that an unsolicited proposal demonstrates how and why it is innovative to justify the Council considering the proposal under this Policy rather than via its usual procurement process. A Proponent may be able to establish the innovativeness of its proposal by demonstrating that:

- Its 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 innovative finance arrangements that enable it to deliver the proposal where other parties would not be able to
- The Proponent has a genuinely innovative idea
- A combination of factors which may not stand alone as being innovative but which together create an unsolicited proposal.

7.1.5 Value for Money

The unsolicited proposal must represent value for money for the Council. 'Value' can include:

- Financial benefits
- Economic benefits
- Community benefits.

7.1.6 Capacity and Capability of Proponent

The Proponent must have the skills, experience and resources required to enable it to deliver the proposal.

7.2 The Exclusivity Period

If the Council decides to enter into a period of exclusive negotiation with a Proponent, the following broad terms will apply:

- During the exclusivity period, the Council will not enter into negotiations with another party in relation to another proposal that is substantially like the subject matter of the proposal
- The exclusivity period will be limited to the development of the specific proposal submitted by the Proponent to the Council
- The exclusivity period will be for a set period as advised by the Council to the Proponent

- The Council may set specific terms and conditions for the exclusivity period which it will advise the Proponent of in writing
- The Council may end the exclusivity period at any time and withdraw from exclusive or all negotiations with the Proponent
- All correspondence between the Council and the Proponent will be kept confidential, subject to any legislative requirements.

7.3 Process for Receipt and Consideration of Unsolicited Proposals

7.3.1 Pre-lodgement Meeting

Before formally submitting an unsolicited proposal via the process detailed below, the Proponent may request a pre- lodgement meeting with Council's Chief Executive Officer (CEO) (or nominee). This meeting is not mandatory, however it may assist Council to determine if the proposal should be considered under this Policy.

Proponents are encouraged to bring a completed Application Form with them to this meeting. Nothing that is discussed at the pre-lodgement meeting binds the Council or the Proponent and the Proponent may continue with lodgement of its proposal notwithstanding any feedback that it may receive at or following the pre- lodgement meeting.

7.3.2 Receipt and Assessment Process

The process by which the Council will receive and consider unsolicited proposals is a 3 Stage process. The 3 Stages are:

- Stage 1 – Initial Proposal
- Stage 2 – Detailed Proposal
- Stage 3 – Contract Negotiation.

7.3.2.1 Stage 1: Initial Process

The objective of the Initial Proposal stage is to enable a Proponent to provide the Council with a high-level overview of its proposal which enables the Council to form a preliminary view as to whether:

- The proposal may be considered under this Policy
- Whether the proposal should be considered further.

A proposal should comprise a completed Application Form (which can be downloaded from the Council's website) and may also include further information that the Proponent wishes to provide at this stage.

A proposal must be lodged electronically to:

mail@campbelltown.sa.gov.au

A proposal will not involve negotiation at this stage. This opportunity will arise in later stages if the Council determines that the proposal should proceed.

Once a proposal has been submitted in accordance with this Policy and the Council's CEO (or nominee) determines that there is sufficient information about the proposal to consider it, then the Council's CEO (or nominee) will convene a meeting with appropriate Staff to review and consider the proposal (Steering Committee).

The Steering Committee will determine whether the proposal meets the criteria for it to be considered under this Policy. To make its decision, the Steering Committee may consult with other Council departments and external providers as it deems necessary.

If the Steering Committee determines that the proposal should proceed to the next stage of the process, a report on this basis will be prepared for consideration of the Audit & Risk Advisory Committee (ARAC) or Council.

If the Steering Committee recommends that the proposal not be accepted or ARAC or Council do not endorse the proposal, the Proponent will be notified in writing of this outcome by the CEO (or nominee). This notice may also notify the Proponent that the subject matter of the proposal may form the basis of a competitive bidding process.

Where ARAC or the Council endorse the proposal through a Confidential Report, the proposal will proceed to Stage 2 and the Proponent will be provided with the following:

- Notification that the proposal has been approved by ARAC or the Council to proceed to Stage 2
- A copy of ARAC or the Council's resolution
- The broad terms and timeframes for Stage 2 consideration of the proposal including the period of exclusivity (if any) for discussions with the Proponent
- Information on any other matters relevant to the proposal and the Council's further consideration of it that the Council considers to be appropriate.

The anticipated timeframe for the completion of Stage 1 is 90 days and commences from when the CEO (or nominee) has all the information that is needed to consider the proposal.

Any endorsement of a proposal at Stage 1 is "In Principle" endorsement only so that the proposal may proceed to Stage 2 consideration.

7.3.2.2 Stage 2: Detailed Proposal

Stage 2 involves further consideration of the feasibility of the proposal, how it will be delivered, whether it represents value for money for the Council and what outcomes it will deliver for the Council and the Community.

Stage 2 will be an interactive process between ARAC or the Council and the Proponent within a framework established by ARAC or the Council, which may include:

- Confidentiality, conflict of interest, communication and probity protocols
- Stage 2 participation terms and conditions
- Stage 2 assessment criteria
- Timeframes including a period of exclusivity (if applicable) for discussions with the Proponent
- Information to be provided and/or shared
- Governance requirements
- Any other matters that the Council considers necessary or desirable.

The matters that ARAC or the Council may consider during Stage 2 are:

- The value for money proposition from the proposal for the Council
- If the proposal is legally, technically and financially feasible
- How the proposal would best be structured to deliver the best outcome for the Council
- A cost/benefit analysis of the proposal
- Whether the proposal or any part of it would more appropriately be the subject of a competitive bidding process
- The appropriate allocation of risk
- The proposed delivery method.

During Stage 2 the Chief Executive Officer (or nominee) will:

- Convene meetings of the Steering Committee with any other subject matter experts, professional advisers and other persons that the CEO (or nominee) sees fit
- Convene meetings with the Proponent
- Request further information from the Proponent as required
- Obtain reports and further information for ARAC or the Council's consideration of the proposal
- Arrange the preparation of a detailed report on the proposal for ARAC or the Council's consideration.

During Stage 2, a Proponent must:

- Develop a detailed proposal, consistent with the requirements outlined by ARAC or the Council at the end of Stage 1
- Provide any additional information as required
- Make themselves available to participate in meetings requested by, and respond to communications from the CEO (or nominee).

At the end of Stage 2, a Confidential Report will be prepared for ARAC or the Council's consideration and the Proponent will be advised in writing of ARAC or the Council's resolution and one of the following:

- That all or part of the proposal will proceed to Stage 3 on an exclusive consideration basis
- That all or part of proposal will not continue to be considered on an exclusive basis but that all or part of the proposal warrants a competitive bidding process
- That all or part of the proposal is not suitable for further consideration and its consideration under this Policy is now at an end.

7.3.2.3 Stage 3: Contract Negotiation

Where ARAC or Council have resolved to approve all or part of the proposal to proceed to a contract negotiation, the Proponent will be advised of the process and protocols associated with developing the agreed terms prior to finalising the contract.

7.4 Probity Framework

It is a primary objective of this Policy to ensure the probity of the processes employed by the Council when considering unsolicited proposals. As such, in addition to any specific requirement outlined in this Policy, the following probity principles and protocols will be established when dealing with Proponents in relation to proposals submitted:

- That proposals are received, assessed and negotiated, and decisions are made through an approved and transparent framework
- That decisions are made through a robust framework and so that they will deliver the best outcomes for the Council and its Community
- That confidential information is protected and not disclosed (except for disclosures to professional advisers and where disclosure is required by law)
- That any perceived conflict of interest, bias or misconduct is eliminated.

The Council may, at any Stage outlined in this Policy, engage a probity adviser or auditor.

7.5 Intellectual Property Rights

The Council acknowledges that unsolicited proposals may contain Intellectual Property of the Proponent and/or third parties.

If the Council declines to consider or ceases its consideration of an unsolicited proposal submitted in accordance with this Policy, and the Council elects to engage in a competitive bidding process or other approach to the market in relation to the subject matter of the proposal, the Council will respect any Intellectual Property rights of the Proponent and/or third parties.

7.6 Supplementary Information

The Council may, from time to time at its discretion, publish supplementary information to assist Proponents with the interpretation and application of this Policy.

8 Submission Terms and Conditions

8.1 No Legal Relationship

By making an unsolicited proposal the Proponent acknowledges:

- That no legally binding contract existing or is to be implied between the Council and the Proponent unless and until a formal contract document is signed by both parties
- That the Council is under no contractual or other legal obligation to the Proponent with respect to the receipt, assessment, consideration, acceptance or rejection of any proposal or the failure to receive, assess, consider or accept any proposal.

8.2 Legislative Obligations

In submitting a proposal Proponents acknowledge that:

- The Council may have legislative obligations that it will need to comply with in relation to a particular proposal and nothing in this Policy is intended to override or circumvent those obligations
- That the processes established by this Policy are separate from, and do not override, other legislative approval processes that a Proponent may need to participate in to progress its proposal (for example, planning approval processes).

8.3 No Soliciting or Outside Discussions

All queries or communications in relation to an unsolicited proposal must be directed to the Council's CEO (or nominee) to ensure consistency and transparency in the process. The Council reserves the right to discontinue assessment of, or negotiations on, a proposal if the Proponent discusses the proposal with members of Council Staff or Elected Members otherwise than as directed by the Council's CEO (or nominee).

A Proponent must not offer any incentive to, or otherwise attempt to, influence any person who is either directly or indirectly involved in an assessment or negotiation

process. The Council reserves the right to end any consideration of a proposal if a Proponent fails to comply with this requirement.

8.5 Conflict of Interest

Proponents must inform the Council of any circumstances or relationships which will constitute a conflict or potential conflict of interest if the proponent is successful in negotiating a contract for its unsolicited proposal. If any conflict or potential conflict exists, the proponent must advise the Council how it proposes to address this.

8.6 Costs of Proposal

A proponent bears its own costs of preparing, discussing and negotiating any unsolicited proposal with the Council.

8.7 Use of Documents

Any documents provided by the Council to a Proponent during any of the Stages outlined in this Policy must only be used for the purpose of progressing a proposal in accordance with this Policy and must be returned to the Council at the end of the process on request.

8.8 Change in Circumstances

A Proponent must inform the Council promptly in writing of any material change to any of the information contained in the Proponent's submission.

8.9 Interaction with Other Council Policies

Any Policy on the sale and disposal of Council assets and procurement policies that the Council has adopted for the purposes of Section 49 of the LG Act does not apply to an unsolicited proposal that is covered by this Policy.

9. General Acknowledgements

Proponents acknowledge when submitting an unsolicited proposal in accordance with this Policy that the Council:

- Makes no representations or undertakings that it will enter into a contract with any Proponent in respect of the subject matter of any unsolicited proposal
- May undertake 'due diligence'
- Checks on any Proponents
- Will not be responsible for any costs or expenses incurred by a Proponent arising in any way from the preparation, submission or negotiation of its proposal
- Accepts no responsibility for any Proponents failing to undertake any investigations or understanding any matters that may impact on its proposal

- Will not be liable for or pay any expenses or losses incurred by a Proponent, whether in the preparation of a proposal or prior to the signing of any agreement relating to a proposal or otherwise
- Will not be bound by any verbal advice given or information furnished by any member, officer or agent of the Council except written advice or information furnished by the Council's CEO (or nominee).

10. Council's General Rights

The Council may, at any stage of the process of receiving, considering and negotiating an unsolicited proposal:

- If it assesses that a proposal does not meet the criteria to be considered or considered further under this Policy, to make an approach to the market in respect of the subject matter of the proposal and end consideration of the unsolicited proposal and withdraw from any negotiation with the Proponent in relation to it
- Amend, vary or revoke and replace this Policy at any time
- Accept or reject any unsolicited proposal
- Subject to any period of exclusivity determined in accordance with this Policy, negotiate with any person in relation to the subject matter of an unsolicited proposal
- Accept all or part of an unsolicited proposal
- Discontinue negotiations with any Proponent
- Include any Proponent's name in Council reports and, subject to any period of exclusivity determined in accordance with this Policy and any agreement with a Proponent to the contrary, make them public.

11. Ombudsman

Proponents should be aware that the Ombudsman Act 1972 (SA) empowers the Ombudsman to investigate matters, including misconduct and maladministration, in the public interest.

12. Independent Commissioner Against Corruption (ICAC)

Proponents should also be aware that the *Independent Commissioner Against Corruption Act 2012* empowers the Independent Commissioner Against Corruption to investigate corruption matters referred to it by the Office for Public Integrity (OPI) and other relevant authorities (including the Ombudsman SA).

13. Freedom of Information

The *Freedom of Information Act 1991 (SA)* gives members of the public rights to access documents of the Council. This *Act* promotes openness in governance and accountability of government agencies and to achieve these objects confers on members of the public a legally enforceable right to be given access to documents, including contracts, held by the Council subject but not limited to such restrictions as are consistent with the public interest, commercial in confidence and/or the preservation of personal privacy in respect of those from whom information is collected and held by the Council and other public authorities.

14. Departure from Policy

The Council may, by resolution of the Council, where it is justified in the circumstances, determine that this Policy will not apply to a particular unsolicited proposal.

15. Review & Evaluation

Within 12 months of each new Council term, Council will review this Policy. Following this initial review, this Policy will be reviewed at least biennially by Staff with minor administrative adjustments being approved by the Chief Executive Officer.

16. Availability of the Policy

Copies of this Policy will be available at Council's principal office during ordinary business hours and at Council's website www.campbelltown.sa.gov.au.

Annexure A Process Flowchart

Stage One – Initial Proposal	
Proponent Actions - Submit the completed Application Form and any further information to: mail@campbelltown.sa.gov.au - Submit any further information that may be requested.	Council Actions - Determine if sufficient information has been provided - Convene a meeting of the Steering Committee - Determine whether the proposal meets the criteria for it to be considered under the Policy - Prepare a report to the Council if the proposal is recommended for Stage 2 - Advise the Proponent of the Council decision.
Possible Outcomes - That the proposal is not suitable for further consideration and is now closed - That the proposal may form the basis for a competitive bidding process - That the proposal will proceed to Stage 2.	
Stage Two – Detailed Proposal	
Proponent Actions - Submit a detailed proposal - Provide additional information as requested - Attend meetings as requested with, and respond to communications from, the Council.	Council Actions - Establish the Stage 2 framework and advise the Proponent of this - Arrange meetings of the Steering Committee with any other subject matter experts, professional advisers and other persons - Arrange meetings with the Proponent as required - Request further information from the Proponent as required - Obtain reports and further information for the Council's consideration of the proposal - Arrange the preparation of a detailed report on the proposal for the Elected Members' consideration - Advise the Proponent of the Council's decision.
Possible Outcomes - That all or part of the proposal will proceed to Stage 3 on an exclusive consideration basis - That all or part of proposal should not continue to be considered on an exclusive basis but that all or part of the proposal warrants a competitive bidding process - That all or part of the proposal is not suitable for further consideration and its consideration under this Policy is now at an end.	

Stage Three – Contract Negotiation	
Proponent Actions Negotiate contract terms.	Council Actions - Advise the Proponent of the process and protocols for the development of a contract - Negotiate the contract - Advise the Proponent of the Council's decision.
Possible Outcomes - That the Council agrees to the terms and conditions of the contract and will proceed to execute it - That the Council agrees to the contract, subject however to specified variations or conditions - That the Council does not agree to enter into the contract but instead determines to pursue or consider pursuing the unsolicited proposal through another process - That the Council does not agree to enter into the contract and that its consideration of the proposal under this Policy is now at an end.	

Annexure B Unsolicited Proposals Application Form

Unsolicited Proposal for Consideration by Campbelltown City Council

General Information

Company Details (if applicable): _____

ABN: _____

Legal name/s of Proponents or company participants: _____

Mailing Address: _____

_____ **State:** _____ **Post Code:** _____

Date of Submission: ____/____/____

Proposal Details

Provide information on:

(attach separately)

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

Assessment Criteria

Provide a brief description of how the proposal would meet each of the assessment criteria detailed in the Policy.

No Competing Proposals

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

Community Need / Council Priority

The Proponent should demonstrate how its proposal:

- Promotes the Council's role and functions
- Is broadly consistent with the Council's objectives outlined in its Strategic Plan

- Provides an economic, social or environmental outcome for the Council and wider Community.

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
- How the proposal is aligned with the Council's strategic objectives.

Innovativeness

The Proponent should provide information that demonstrates that its proposal is innovative. 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 (e.g. Intellectual Property, strategic landholdings)
- The Proponent has finance capabilities that enable it to deliver the proposal where other parties would not be able to
- The Proponent has a genuinely innovative idea
- A combination of factors which may not stand alone as being innovative together create an unsolicited proposal.

Value for Money

The Proponent should provide information that demonstrates how its proposal represents value for money for the Council and Community. 'Value' can include:

- Financial benefits
- Economic benefits
- 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 the Council and the Proponent
- The benefits to the Council of the proposal.

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 dealings with the Council or another Council

- Details of its skills, experience and competencies to deliver the project
- Details of any third parties that would be proposed to be involved in the delivery of the project.

Financial and Commercial Details

A 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.

Costs and Requirements of the Council

A Proponent should identify what you are seeking from the Council for the proposal. This may include:

- Land
- Use of assets, facilities, equipment, materials, personnel or other resources
- Finance
- Assistance to obtain statutory approvals or legislative or regulatory amendments.

A Proponent should state what the cost would be for the Council in providing what is sought.

Risks

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

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)
- Details of any items for which commercial confidentiality is claimed in whole or in part.

Other Information

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

Preferred Contractor Arrangement

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

Contact Person

A Proponent must nominate a contact person to be the only point of contact for this proposal. All communications from the CDO about the proposal will be sent to this person.

Name: _____

Postal Address: _____

Email Address: _____ Phone number: _____

Council Contact Details

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

Validity Period

Period of time for which the proposal is valid (this must be a minimum of six (6) months):

Proposed Duration of the Proposed Arrangements

*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 _____