

# Review of Policy on Unsolicited Proposals

# Background

- Unsolicited proposals policy adopted in early 1990's
- Few unsolicited proposals have been received
- No major effort to promote use of this procurement method

OCTA may obtain unsolicited proposals as written submissions for the purpose of obtaining innovative and unique methods and practices

# What is an Unsolicited Proposal?

- Way to receive new and innovative ideas, projects, products, or services developed by entities external to OCTA
- Take advantage of new processes and technologies
- Must not be in response to a current or planned OCTA solicitation
- Implementation is at OCTA's discretion

# Unsolicited Proposal Criteria

- Be innovative and unique
- Be independently originated by the offeror
- Be prepared without OCTA supervision or direction
- Include sufficient detail to determine if it support's OCTA's mission and goals
- Not be an advanced proposal for a known OCTA requirement that will be acquired through competitive methods
- Not be an offer responding to a previously published solicitation

# OCTA's Role in the Process

- Ensure that there is value to OCTA and that it aligns with our mission
- Ensure demonstrable and measurable results
- Open doors to market expansion, growth, innovative processes, and technological opportunities
- OCTA is willing to commit resources to review and possibly work with the proposer

# Proposer's Role in the Process

- Proposal must prove value/benefit to OCTA
- Pilot or demonstrate with minimal or no resources from OCTA
- Understand that acceptance and implementation is at OCTA's discretion
- Implementation may involve a competitive procurement

# Process Overview

## CAMM to review initial unsolicited proposal

- Reviews proposal with affected department/division and executive office
- Establish Review Panel
- Notify proposer on status of unsolicited proposal



# Process Overview

Review Panel will evaluate the proposal as follows:

- Proposer's capabilities; related experiences; key personnel
- Financial capability to deliver the goods or services
- Viability of the proposal and delivery schedule
- Costs and benefits of the proposal with respect to advancing OCTA's goals and objectives
- Potentials for generating revenue (or reducing costs)
- Any other appropriate factors

# Process Overview

If proposal is determined to have merit, OCTA may:

- Issue sole source, if it meets the criteria as defined by OCTA policies, or
- Issue a competitive solicitation

# Next Steps

## Market Unsolicited Proposals Policy

- OCTA web-site
- Marketing brochures
- Trade shows/conventions
- Informational Forum at OCTA