



Unsolicited Proposal Program - Intake Form

Through the City of Kelowna's Unsolicited Proposal Program, we are looking for innovative solutions and ideas to move priorities forward. This form is a place for you to tell us about your idea and provide some key information.

Our commitment:

- We will promptly acknowledge receipt of your information within 3 working days;
- If additional information is needed for our review, we will contact you. A meeting may be requested;
- Once we have the information we need, we will do our best to provide our response within 45 days.

Thank you!

The City of Kelowna Partnership Office

* Required

Prequalifying questions

Please review the Program Guide and Q&As before proceeding. It will help you complete the rest of the form.

1. Have you reviewed the Unsolicited Proposal Program Guide and Q&As? *

☐ Yes

2. Have you reviewed information about the City's vision, priorities and challenges? *

The Program Guide directs you to some key resources for information about the City's vision, priorities and challenges.

☐ Yes

3. Have you already contacted the City? *

☐ Yes

☐ No

4. Who did you contact at the City?

Please provide the full name and email address of your City contact(s).

About you

Provide your contact details and share some information about why you are submitting a proposal and what is motivating you to come forward now. No need to get into a description of your idea...that will come in a later section.

5. Who is championing this idea? *

Provide a contact name and title (if any), email address, daytime phone number, physical address and the full legal name of any institution, agency or incorporated organization that you represent.

We will assume that this person is also our contact for any follow up, but if that is not the case, please provide additional information.

6. What's your motivation in bringing this idea to the City? *

What is the 'why' at the heart of your idea and what's in it for you?

About the idea

Describe your idea and tell us how it is aligned with City priorities and offers a solution to an identified problem.

7. Which category best describes your idea? *

Select all that apply.

- ☐ Research
- ☐ Delivery of a service
- ☐ Provision of a building or other infrastructure
- ☐ Provision of a park, natural area or urban space
- ☐ New technology
- ☐ Alternative revenue generation for the City
- ☐ Cost savings for the City
- ☐Other

8. Which City Council priority is best matched with your idea? *

Select all that apply.

- ☐ Community safety
- ☐ A social and inclusive community
- ☐ Improved transportation and mobility
- ☐ Vibrant neighbourhoods
- ☐ Economic resiliency
- ☐ Protection of the environment
- ☐ None

9. What is the problem you are trying to solve? *

Referring back to the Council priority you selected in Question 5, be specific about the issue, concern or problem your idea will address.

10. What are you proposing to do? *

Provide an overview or abstract in about 100 words or less to describe how your idea will solve the problem you identified in Question 6.

Implementing your idea & success factors

Tell us what is involved in implementing the idea. We also need to have sufficient information to evaluate your idea using the program criteria. Uniqueness, feasibility and level of risk are important criteria.

11. How will your idea be implemented? *

There is no requirement for a detailed business plan at this stage, but you should include:

- who would be involved;*
- what types of methods or efforts will be used;*
- how long it would take. If your idea is time-sensitive, tell us why;*
- an estimate of how much it will cost and how that cost was determined;*
- your level of involvement and investment. Is your project funding in place?*
- what you are expecting the City to contribute or provide;*
- any options or alternatives; do you have a 'Plan B'?*

12. How is your idea unique? *

You may have a genuinely innovative idea which is not currently being delivered or planned by the City, or you are offering something that no one else could provide. Refer to the evaluation criteria in the Program Guide.

13. Is your idea feasible? *

Refer to the evaluation criteria in the Program Guide. Your idea should be clear, and the timeline should be realistic, with sufficient resources and the right team to support it.

14. Are there any risks or barriers for you or for the City? *

These could be technical, legal or financial 'what ifs' which should be considered in weighing the risks and benefits of your idea. Examples include a regulatory, borrowing or other approval, fundraising requirements, a technical proof of concept, delays in obtaining key equipment, or changes in key personnel.

Confidential information / Intellectual Property

Your idea may include proprietary or sensitive information. Your disclosure assists us in protecting your information and maintaining the integrity of the Unsolicited Proposal process.

15. Does your idea involve any confidential information or Intellectual Property claimed by you or someone else? *

Refer to Section 4.6 of the Program Guide.

- ☐ Yes
- ☐ No
- ☐ I don't know

16. Provide details about which aspects of your ideas are confidential or claimed as Intellectual Property. *

Final thoughts & affirmation

17. If there is anything else you'd like to share about yourself or your idea that isn't already included, please include it below.

18. I affirm the following: *

- ☐ The information in this proposal is accurate and complete.
- ☐ I am not aware of any real or potential conflict of interest associated with the proposal or my involvement in the proposal.
- ☐ If I am submitting this proposal on behalf of someone else, including an incorporated company or society, I have authorization from them to do so and they have approved the content. I acknowledge that the City may, at any time, request written proof of authorization..

Privacy

All information you provide is collected under the authority of the Freedom of Information and Protection of Privacy Act and will only be used for the purposes of the Unsolicited Proposal Program in accordance with the published guidelines. For more information, check out the Privacy Statement on kelowna.ca (<http://kelowna.ca>) > City Hall > City government > Information and privacy. Any questions regarding the collection of personal information should be directed to the Partnership Manager at partnerships@kelowna.ca (<mailto:partnerships@kelowna.ca>).

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