

Unsolicited Proposals

Contracts with Metro Vancouver (MV) generally result from either a formal solicitation process through public advertisement or informal requests by private invitation. This includes contracting for the supply of goods, services and construction as well as other business opportunities.

MV also welcomes thoughtful, non-traditional, value-added ideas in the form of unsolicited proposals. An unsolicited proposal is one that is not the result of either a public advertisement or an informal request by MV.

MV's goals are to:

- encourage innovative and creative business solutions
- ensure the attainment of value for public funds or resources
- provide ways for qualified proponents to have the opportunity to do business with MV and to be treated fairly.

The procedures below will help guide proponents on how to submit such proposals. They also explain what happens to a proposal after MV has received it.

Public Notification

If a proposal is evaluated favourably, prior to a contract award MV will advertise a *Notification of Intent to Contract* primarily on the MV website. It informs all potential contractors that negotiations leading to an award with a named contractor will take place without a competitive process, unless others object.

If the *Notification of Intent to Contract* results in one or more viable objections, MV staff may engage in a competitive process, negotiate with one or more firms concurrently or cancel the entire process.

Procedures

An unsolicited proposal may proceed through the following four stages. At any stage, MV reserves the right to cease its review or consideration of any unsolicited proposal.

Stage 1

Upon receipt of an unsolicited proposal, MV may vet the proposal based on the information received to determine if further investigation is warranted.

Stage 2

If it is determined that the proposal warrants further review, MV may assign staff to investigate.

Stage 3

If the proposal is evaluated favourably, prior to negotiations and award of a contract, MV will advertise a *Notification of Intent to Contract*.

Sample Unsolicited Proposal Letter

Robert R. Redfield



Sample Unsolicited Proposal Letter:

Federal Register ,1982-11-22 Research in Technical Communication Michael G. Moran,Debra Journet,1985 This sourcebook demonstrates the vigorous work being done in the field of technical and scientific communication Collectively the essays offer researchers a basis from which to begin constructing the theoretical framework necessary for the study of technical communication The book begins with general concerns and progresses to particular applications The chapters comprising Part I outline larger theoretical perspectives from which to examine technical communication humanistic approaches to technical communication the history of technical communication communication theory and technical writing and the teaching of technical writing Part II examines the relationship of technical communication to traditional rhetorical concerns such as invention audience modes of organization and style Specific types of technical communication proposals reports and business correspondence among others are discussed in Part III The use of the computer oral presentations and specialized forms of technical communication are examined in Part IV The appendixes offer guides to textbooks and style manuals and an overview of the technical writing profession **Proposal Writing** William S. Pfeiffer,1989 *Space Science & Applications Notice* ,1984-06-14 **Strategy** Peter Saunders,1992 **Board of Contract Appeals Decisions** United States. Armed Services Board of Contract Appeals,1972 **American Directory of Writer's Guidelines** ,2007-02 Perhaps the best kept secret in the publishing industry is that many publishers both periodical publishers and book publishers make available writer s guidelines to assist would be contributors Written by the staff at each publishing house these guidelines help writers target their submissions to the exact needs of the individual publisher The American Directory of Writer s Guidelines is a compilation of the actual writer s guidelines for more than 1 700 publishers A one of a kind source to browse for article short story poetry and book ideas Directory of Grants in the Humanities ,2004 *American Industries* ,1912 *Proposal Planning & Writing* Jeremy T. Miner,Lynn E. Miner,2008 A guide to proposal planning and writing for grant seekers offering advice on how and where to find sponsors from public and private sources how to write private foundation and corporation proposals and how to write government proposals and discussing writing and editing techniques and grant review and funding decisions *Business Communication in Context* Melinda G. Kramer,2001 This title emphasizes the different contexts in which business communication takes place It introduces the reader to the situations faced by business professionals and provides guidelines for the principles practices and skills needed to achieve communication success *The Complete Handbook of Novel Writing* Meg Leder,Jack Heffron,2002 The Complete Handbook of Novel Writing is a compilation of the best articles and interviews from Writer s Digest magazine books and annuals Aspiring authors will find articles on the craft art and process of fiction writing from such well known authors as Sue Grafton Richard Russo Janet Fitch Octavia Butler and Terry Brooks They ll also glean a wealth of knowledge and advice from interviews with Kurt Vonnegut Margaret Atwood John Updike Terry McMillan Joyce Carol Oates Tom Clancy and more It s a

comprehensive fiction writing guide that tackles everything from crafting a story and using descriptive language to breaking through writer's block and getting an agent Copyright Libri GmbH All rights reserved *Directory of Grants in the Humanities 2003/2004*, 2003 Business Communication William V. Ruch, Maurice L. Crawford, 1991 Very Good No Highlights or Markup all pages are intact **Writer's Guide to Book Editors, Publishers, and Literary Agents, 2003-2004** Jeff Herman, 2002 The Key to Unlocking Your Writing Success This ultimate writer's reference connects you to who's who in the publishing industry Inside you'll find the names addresses phone numbers and e-mail and Web addresses for hundreds of top editors and agents plus essays from industry insiders who reveal the secrets to big time success With the most up to date information on an industry that's constantly changing this new edition offers everything you need to get past the slush piles and into the hands of the real players in the publishing field including how to write attention grabbing book proposals and thrive off rejection Now you hold the keys to getting published **Solving Problems Through Technical and Professional Writing** George E. Kennedy, Tracy T. Montgomery, 1993 Using a problem solving approach this book emphasizes the connection between writing and learning learning to solve problems in and through technical communication The text stresses the importance of the environment which consists of such elements as the purpose of the document the audience at which it is directed the organizational culture in which it is produced and time constraints Practical real world cases set the framework for each chapter involving students in the processes of communication and problem analysis solution Contemporary technology communication theory is highlighted throughout and in addition the book's emphasis on value and ethics should give students a balanced view of the connection between technology and humanities *Academic Writing* Mary Kay Mulvaney, David A. Jolliffe, 2005 This unique interdisciplinary text and reader introduces students to the multiple genres of academic writing across the curriculum Academic Writing is the first text to offer a discussion of academic genres and writing to learn and learning to write in college an explanation of genre practices and conventions across the disciplines annotated examples of student papers across the disciplines written in response to actual college assignments instruction in research writing from sources and documentation and thematic clusters of professional readings as engaging examples of published academic writing Academic Writing will prepare students in all academic disciplines to succeed in today's challenging world of writing both in the classroom and in the workplace beyond **Directory of Biomedical and Health Care Grants 2004** Oryx Press, Grants Program, [Grants, 2005 This latest edition covers over 2 300 funding sources from all levels of government corporations and foundations The Inventor's Desktop Companion Richard C. Levy, 1991 A thorough book on the subject Chicago Sun Times No other guide to inventing leads you so expertly through the marketing labyrinth from how to patent trademark or copyright an idea to how to save thousands of dollars in legal fees Beyond the basic how to information you can also find here's where data that every inventor entrepreneur needs *Funding Sources for Community and Economic Development 2001* Jeremy T. Miner, [Grants Program], Grants Program, 2001 Highlights over 3 200

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