



UNSOLICITED PROPOSALS CONSIDERATION PROCESS



PREPARED BY ANAHEIM TRANSPORTATION NETWORK

APPROVED BY THE ANAHEIM TRANSPORTATION NETWORK BOARD OF DIRECTORS

MARCH 26, 2024

Unsolicited Proposals

The Anaheim Transportation Network (ATN) may accept unsolicited proposals as written submissions, for the purpose of obtaining innovative and unique methods and procedures. Unsolicited proposals may be submitted by the private sector, academic institutions and non-governmental agencies.

An unsolicited proposal is submitted for the purpose of developing a partnership and/or obtaining a contract that is not in response to a current, recent or anticipated request for proposals or bids. An unsolicited proposal should be for an innovative and unique concept, service or product. The unsolicited proposal should be prepared and submitted without supervision or direction by OCTA personnel.

How to Submit

An unsolicited proposal may be submitted by U.S. Postal Service or hand delivered to the following address:

The Anaheim Transportation Network
Attn. Jim Appleby
1354 South Anaheim Boulevard
Anaheim, CA 92805
jappleby@atnetwork.org

Definition – Unsolicited Proposal

An unsolicited proposal is a written proposal that is submitted to ATN for the purpose of developing a partnership and/or obtaining a contract that is not in response to a current, recent or anticipated request for proposals or bids.

An unsolicited proposal should be for a unique and innovative concept, service or product. The unsolicited proposal should be prepared and submitted without supervision or direction by ATN personnel.

An unsolicited proposal is a way to communicate innovative and unique ideas, concepts and solutions to ATN. It is a method which allows ATN to become aware of new technologies and processes which may in turn result in faster project delivery times and overall greater benefits to our citizens and constituency.

Required Information for Unsolicited Proposal

For an unsolicited proposal to be considered by ATN, it must be in writing and provide sufficient details for ATN to determine if the proposal supports ATN's mission, goals and objectives. The proposal must include the following basic information: general information about the proposer(s), a technical proposal and a financial proposal.

Is An Unsolicited Proposal Confidential

All submissions to ATN, including an unsolicited proposals, are subject to the California Public Records Act (California Government Code section 6250 et. seq.). Proposers must clearly mark each page of the unsolicited proposal that contains confidential or proprietary information, and trade secrets. Financial records and documents must also be marked as confidential to be protected from public disclosure. Concepts and ideas are not considered proprietary.

Evaluation of a Proposal Confidential

All unsolicited proposals must be received by ATN and ATN will notify the proposer in writing that ATN has received the proposal and indicate an intent to review it for a further recommendation. This notice will be sent out within ten (10) days from receiving the unsolicited proposal.

Even though ATN is not required to perform a comprehensive evaluation of an unsolicited proposal, ATN will consider submissions if the proposal is related to the ATN's core mission, offers a benefit to ATN, includes sufficient information to support an evaluation that is in the best interest of ATN.

All unsolicited proposals will go through a two-step review process:

Step 1 – Initial Conceptual Review:

Within thirty (30) days from receipt of the unsolicited proposal, ATN will review the proposal and determine whether that proposal meets the requirements of an unsolicited proposal.

If the proposal is considered a valid unsolicited proposal with value and benefit to ATN, ATN will contact the proposer to assess the proposal in greater detail and ultimately, make a recommendation to the Chief Executive Officer.

If the ATN decides not to consider the unsolicited proposal beyond the initial review, a written notification will be sent to the proposer.

Step 2 – Detailed Review:

ATN staff will examine the technical and financial aspects of the proposal and request additional technical and financial data to support the information provided in the proposal. ATN may also request any additional information or details necessary to answer any questions raised by the initial review.

ATN may invite the proposer(s) to a meeting to discuss the unsolicited proposal or to request a demonstration of the project being proposed.

Contracting of Unsolicited Proposal

At the conclusion of the evaluation ATN will make a recommendation to proceed or not to proceed. The decision will be sent to the Chief Executive Officer for review and concurrence.

The acceptance and review of an unsolicited proposal does not bind ATN into awarding a contract to the proposer. If the proposal offers a product or service that contains proprietary information, data, or concepts or is truly a unique one-of-a-kind item, then ATN, following its existing policies and procedures, may proceed with a sole source agreement.

If the unsolicited proposal does not meet the criteria for a sole source contract award, ATN will seek to obtain full and open competition by following the procedure outlined in ATN Procurement Policy.