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Unsolicited Proposal Application Form

This application is to be completed by the Submitting Person/Vendor. Please complete all sections of the application form. If additional space is required, include supporting information, photographs, drawings, or other relevant materials in an appendix referenced within the application.

Completed applications and all supporting documentation must be submitted electronically by email to the City of Markham at u@markham.ca. Incomplete applications may not be considered for evaluation.

Organization Information:

Submission Date:	
Organization name:	
Organization Type (Profit/Non-Profit):	Profit
Organization History:	
Principal Contact Name:	
Address:	
Phone number:	
Email:	

Project Information:

Proposal Title:	
Project Duration:	
Proposed Starting Date:	
Amount of City Funding Requested:	
Financial Benefit to the City:	
Names of Other Parties Receiving the Proposal:	



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The Proposal Contains Proprietary Information:	Yes
Project Consultants and Roles:	

Representative:

Name (First, Last) of Person Representing the Proponent:	
Signature of Representative:	

1. Statement of Need (Maximum 500 words)

Identify and explain the issue or need you are interested in and how your proposal addresses it for the City of Markham in new and innovative manner.

Response:



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2. Proposal Overview (Maximum 500 words)

Provide a concise abstract describing the nature of the proposed initiative and the scope of work involved. Describe how your proposal addresses a unique gap identified in the City's strategic plans.

Response:



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3. Objectives and Outcomes (Maximum 1,000 words)

Discuss the objectives and outcomes to be achieved and the expected benefits to the City. If your proposal relates to an existing City strategic recommendation, describe the unique or innovative elements and explain how it delivers community benefits beyond what the City can achieve independently.

Response:



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4. Tell us about yourself (Maximum 500 words)

Give us your background, experience, history of recent work completed relevant to the project submitted and any additional information (i.e.,: consultant team)

Response:



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5. Location Considerations (Maximum 1,000 words)

Identify the exact proposed location and justify its suitability (accessibility, zoning, community needs). Please provide a conceptual plan (size, general logistics such as parking, access, setbacks, height) outlining conformity information with the City's Official Plan and Zoning By-law, with consideration with other levels of external review (e.g., York Region, MTO, TRCA).

Response:



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6. Deliverables and Timelines (Maximum 500 words)

Identify the specific work products or services that are to be provided and the proposed implementation timelines.

Response:

7. Responsibilities (Maximum 500 words)

Outline the responsibilities of the proponent and the City respectively. Please outline financial responsibilities associated with the proponent and the City.

Response:



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8. Financial Model (Please submit attachment)

Provide a clear operational financial model, projected user fees, funding sources, and strategies to sustain operations without transferring undue risk to the City.

8.1 More specifically, the proponent shall present cost structure/analysis for all capital investment, operating costs and revenue projections.

8.2 Provide a detailed 20- to 30-year lifecycle plan, including maintenance, replacement, and financial securities for dissolution or ownership transfer.

8.3 Please include your medium- and longer-term operating plans (i.e., facility operation, programs /services, including plans to inject new investments/evolving partnership collaboration)

9. Community Benefit Analysis (Maximum 1,000 words)

Describe measurable community benefits, including accessibility, affordability, job creation (first 2 years, 5 years, 10 years, 15 years), and economic contributions. Additionally, outline the planned activities of the proposal and future focus.

Response:



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10. Market Analysis (Maximum 500 words)

Describe the market need and demands of this proposal. Outline the intended target users/audience and existing competitors in the market space that are already providing a similar service. Describe the competitive advantage of this proposal.

Response:

11. Environmental Sustainability

Explain how your proposal aligns with the City's environmental strategic goals, including the City's Green Print, net-zero targets and sustainable technologies.

Response:



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12. Results/Performance Evaluation Framework

To help track proposal performance in meeting the project goals, please share your framework for measuring performance/results including key metrics in your annual reporting.

Response:

1. Purpose

To establish a transparent, consistent, and risk-mitigated process for evaluating unsolicited proposals from private entities seeking to develop sport and community infrastructure on municipal lands.

2. Policy

- 2.1 Ensure that all proposals are evaluated through a clear, documented process that prevents favoritism and maintains public trust.
- 2.2 Confirm that projects deliver measurable social, economic, and environmental benefits aligned with the City of Markham priorities and community needs.
- 2.3 Role of the review is to protect public assets by requiring rigorous financial analysis, lifecycle costing, and cost-sharing commitments from proponents.
- 2.4 Allocate risks to the party best equipped to manage them and verify that proponents have the capacity to deliver and sustain the project.



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3. Acknowledgement

The unsolicited proponent acknowledges that the City is under no obligation to accept the unsolicited proposal from the unsolicited proponent or award anything to the unsolicited proponent.

4. Costs Incurred

The City is not liable for nor will reimburse the unsolicited proponent for costs incurred in the preparation, submission or presentation of any proposal, including the unsolicited proposal, for interviews or any other activity that may be requested as part of the evaluation process or the process for the negotiation or execution of any agreement with the City. The rejection or non-acceptance of a proposal, including the unsolicited proposal, shall not render the City liable for any costs or damages to the proponent.

5. Prohibition Against Gratuities

- 5.1 The unsolicited proponent and its employees, agents or representatives shall not offer or give any gratuity in the form of entertainment, participation in social events, gifts or otherwise to any officer, director, agent, appointee or employee of the City in connection with this process, whether for the purpose of securing an agreement or seeking favourable treatment in respect to the award of an agreement or expressive appreciation or providing compensation, for the award of an agreement or for conferring favours or being lenient, or in any other manner whatsoever.
- 5.2 If the City determines that this article has been breached by or with respect to the unsolicited proponent, the City may exclude the unsolicited proposal from consideration or if an agreement has already been entered into, may terminate it without incurring any liability.

6. Conflict of Interest

- 6.1 In its proposal, the unsolicited proponent shall disclose to the City any potential conflict of interest that might exist in connection with the proposed project. If such a conflict of interest does exist, the City may, at its discretion, refuse to consider the unsolicited proposal.
- 6.2 The unsolicited proponent shall disclose whether it is aware of any City employee, Council member or member of a city agency, board or commission or employee thereof having a financial interest in the unsolicited proponent and the nature of that interest. If such an interest exists or arises during the evaluation process or the negotiation of an agreement, the City may, at its discretion, refuse to consider the



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unsolicited proposal or withhold the awarding of any agreement to the unsolicited proponent until the matter is resolved to the City's sole satisfaction.

- 6.3 The unsolicited proponent is cautioned that the City's acceptance of its unsolicited proposal may preclude the unsolicited proponent from participating as a proponent or bidder in subsequent City projects where a conflict of interest may arise.
- 6.4 The successful unsolicited proponent for this project may participate in subsequent/other City projects provided the successful unsolicited proponent has satisfied pre-qualification requirements of the City, if any, and in the opinion of the City, no conflict of interest would adversely affect the performance and successful completion of an agreement by the successful unsolicited proponent.

7. Indemnities

- 7.1 The unsolicited proponent shall indemnify and save harmless the City, its Mayor, Member of Council, officers, employees and agents from and against any losses, liens, charges, claims, demands, suits, proceedings, recoveries and judgement (including legal fees and costs) arising from or related to the unsolicited proponent's performance or non-performance of its obligations, including payment obligations to its approved subcontractors and supplies and others and including breach of any confidentiality obligations under this Agreement.
- 7.2 Upon assuming the defense of any action covered under this section, the unsolicited proponent shall keep City reasonably informed of the status of the matter, and the unsolicited proponent shall make no admission of liability or fault on City's part without City's written permission.