**Unsolicited Proposal**

**Receipt Form**

**Instructions:** This form must be completed as part of any unsolicited proposal submitted to the DC Office of Public-Private Partnerships (DC OP3). It will be used to confirm that a proposal includes the necessary components described in Appendix E of the P3 Guidelines and serves as proof that DC OP3 received the proposal in full. If a proposal is mailed, OP3 will return a signed copy of the form to the proposer by mail. Following an initial review of the proposal, a separate letter will be sent to the proposer confirming the proposal meets baseline requirements for review and the preliminary evaluation process can begin.

|  |  |  |  |
| --- | --- | --- | --- |
| **Required Information** | **Proposer Submittal** | | |
| **Date Submitted** |  | | |
| **Proposal Team Name** |  | | |
| **Proposal Requirements Submitted (Must Check All Three to be Accepted)** | | | |
| 1. Five (5) hard copies of the proposal | | |  |
| 1. One (1) electronic copy of the proposal in Portable Document Format (PDF) | | |  |
| 1. Check or money order for payment of the Preliminary Evaluation Review Fee | | |  |
| **Method of Delivery (Must be by Mail or Hand Delivery; Check One)** | | | |
| **Mail:** |  | **Hand Delivered:** |  |
| **Signature of Person Submitting Proposal** |  | | |
| **Name of Person  Submitting Proposal** |  | | |
| **All fields below to be completed by DC OP3** | | | |
| **Date and Time Received** |  | | |
| **Signature of Person Receiving Proposal** |  | | |
| **Name of Person  Receiving Proposal** |  | | |
|  | | | |