**FAQ’s**

1. **What is an *RFP*?**

A Request for Proposal (RFP) is a document that requests a proposal, either for a project or program proposal. The RFP is a tool used to identify a candidate and or projects. It typically includes directions for respondents to submit their proposals that is then evaluated based on specific criteria.

1. **Who is eligible to apply?**

Any individual, organisation or community group with a program they are interested in uniquely expanding their own program at the Museum can apply. We encourage applications from individuals, organisations and community groups that are able to deliver a range of cultural, arts, heritage and / or environmental experiences.

1. **Do I have to answer every question?**

Yes. This RFP is a two-stage application process. Everyone needs to complete the form, including answering all the questions, and successful shortlisted applicants will be invited to the second stage of assessment.

1. **What are the *Weighted Evaluation Criteria*?**

The *Weighted Evaluation Criteria* is a standard evaluation technique that helps the Museum determine the respondent that offers the best value. By weighting the selection criteria, we can compare respondents and identify the ones with the best performance record in terms of time, cost and value for money.

1. **If I want to change my RFP, can I do it?**

No, once you submit your RFP you cannot edit it. We recommend you read it carefully before submitting it.

1. **Can multiple RFPs be submitted?**

Yes, as long as they relate to different proposals. Please only submit one RFP per project / idea.

1. **Can two (or more) businesses submit a joint application?**

Yes, if the proposed experience is meant to be presented by both parties conjointly.

1. **Will similar businesses that apply also be accepted or will my business proposal have exclusivity over a specific type of program?**

No one will have exclusivity over a specific type of program and similar businesses might be accepted. For example, we might have more than one Experienced Aboriginal and Torres Strait Islander-owned Cultural Businesses delivering tours, or one more than one Experienced Health & Wellbeing Instructors delivering meditation classes.

1. **If successful, when would I have to start delivering my proposal?**

Some experiences will start as soon as the museum opens in November, others will possibly start in early 2021. This is something that would be discussed in Stage 2 of the Selection Process.

1. **If I miss the deadline, will another RFP be offered again in the future?**

Yes, more RFPs will be offered again in the future, as the new Western Australian Museum wishes to offer a fresh and continuous program of experiences that engage our communities and appeal to a broad range of audiences. However, we cannot at this stage say when the next round of RFPs will take place.

1. **What happens after I submit my RFP?**

After you submit your RFP, we will assess it and may invite you to Stage 2 of the Selection process. If you are not selected to Stage 2, we will still keep your RFP for a period of two years and might invite you to a review at a later point in time.

1. **Can I talk to someone about my proposal?**

Yes. The RFP Guidelines provide contact details of relevant staff.