**Exhibit H: Proposer Checklist**

**Please use this checklist when finalizing your proposal. The following items must be included with each copy of your proposal.**

A separate proposal should be submitted for each package (i.e. if bidding on F&B-1 and F&B-2, there should be two separate proposals submitted). Use the RFP to determine the specific information required in each section.

Proposers will submit eight (8) three (3)-ring binders, including one original, marked "Original", and seven (7) identical copies.

Only the original should contain a rent section and a financial section. Please place these elements in separate envelopes.

The seven (7) copies should include all sections included in the original except for the **rent and financial sections**.

Please label your proposals on the front cover as “Original” or “Copy 1 of 7”, “Copy 2 of 7” etc. **Please note the package number on the front cover of the proposal.**

An electronic copy of the Original Proposal, jpg of logo and menu (if a food concept) should be included on disk or thumb drive, saved in an Adobe format.

Proposal should not exceed a total of sixty (60) 8 ½ inch x 11 inch pages in length, 11 point font, single-spaced, single sided (thirty 30 pages double sided).

**Please use the following tabs when identifying each section of your proposal:**

**Tab 1** - Introduction

* + 1. Cover Letter
		2. Executive Summary
		3. Proposal Deposit – Deposit should be inserted in the proposal marked “original”.
		4. Notarized Proposal Acknowledgement Form (Exhibit A)
		5. Concessions Business Disclosure Form and Supplemental Form (Exhibit B)

**Tab 2.1** – Concept (Merchandise/Operation)

1. Brand
2. Customer Experience/Operations
3. Merchandise/Menu/Services List (Not included in Page Count Limit)
4. Innovation
5. Operations Overview
6. Management Experience (includes Management/Staffing) with Organizational Chart
7. Location Design (Not included in Page Count Limit)

**Tab 2.2** – Rental Information to the Airport (Separate Envelope in Original only)

1. Proposed Rent Statement, Attachment 1

**Tab 2.3** – Financial Information (Not included in Page Count Limit) (Separate Envelope in Original Only)

1. Financial Statements
2. Documents indicating external financial support (if applicable)
3. Estimated Investment Statements, Exhibit C
4. Pro Forma, Exhibit D
5. Summary of Financial Statements, Exhibit E

**Tab 2.4** – ACDBE and M/WBE Participation (Not included in Page Count Limit)

1. ACDBE: Description and documentation of ACDBE contribution(s) and role(s) in the proposed concept that meets the requirements.
2. Exhibit F-1: Required for all proposers
3. Exhibit F-2: Required for proposers with percentage participation and joint ventures.
4. Exhibit F-3: Required for all Good Faith Efforts.
5. Exhibit F-4: Required for proposers with percentage participation and joint ventures.

F. Draft joint venture or operating agreement must be submitted in its entirety including amendments, exhibits, attachments and any promissory notes (including a description of the collateral for any loan or personal guarantee) associated with the proposed operation(s). This is required for all proposers with percentage participation.

G. ACDBE Certificates for all ACDBE firms identified (Required for all proposers)

H. Exhibit F-5: M/WBE Commitment Form and Compliance Plan (Required for all proposers).

I. M/WBE Certificates for all M/WBE firms identified (Required for all proposers).

J. Exhibit G – Workforce Composition (Required for all proposers.)

**AFFIRMATION**

I HEREBY AFFIRM THAT THE ABOVE INFORMATION IS TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE.

NAME AND TITLE OF AUTHORIZED OFFICIAL:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SIGNATURE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_