

## 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

- A. Cover Letter
- B. Executive Summary
- C. Proposal Deposit – Deposit should be inserted in the proposal marked "original".
- D. Notarized Proposal Acknowledgement Form (Exhibit A)
- E. Concessions Business Disclosure Form and Supplemental Form (Exhibit B)

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

- A. Brand
- B. Customer Experience/Operations
- C. Merchandise/Menu/Services List (Not included in Page Count Limit)
- D. Innovation
- E. Operations Overview
- F. Management Experience (includes Management/Staffing) with Organizational Chart
- G. Location Design (Not included in Page Count Limit)

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

- A. Proposed Rent Statement, Attachment 1

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

- A. Financial Statements
- B. Documents indicating external financial support (if applicable)
- C. Estimated Investment Statements, Exhibit C
- D. Pro Forma, Exhibit D
- E. Summary of Financial Statements, Exhibit E

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

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