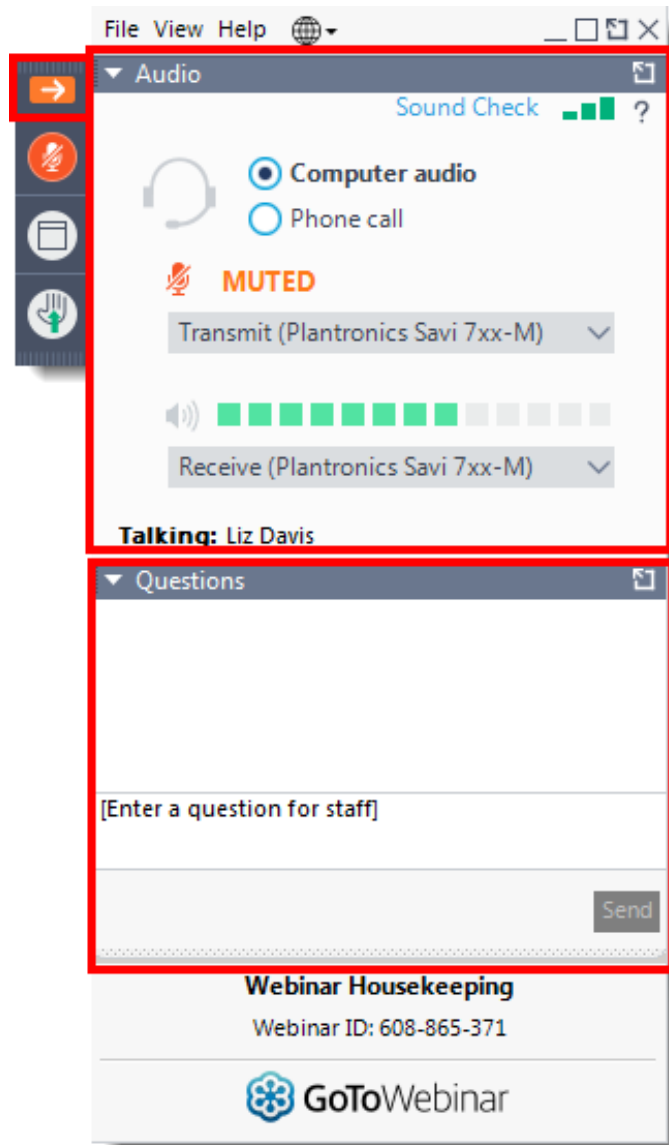


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# Dallas Fort Worth International Airport Pre Proposal Conference COVID-19 Testing

January 22, 2021

# Go To Webinar Housekeeping



## Your Participation

Open and close your control panel

Submit questions via the Questions panel during the presentation.

**Note:** Today's presentation is being recorded and will be provided.



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# Agenda

About DFW Airport

Air Service Updates

How to do Business with DFW

ACDBE Requirements

Package Review

Design and Construction

Procurement: Lessons Learned

Closing

**This presentation will be posted  
on the DFW Concessions website.**

---

# About DFW Airport

Zenola Campbell

Vice President, Concessions



# DFW Airport Overview

DFW operates four legacy terminals (A, B, C, E) and International Terminal D. Terminal F Phase 1 is under construction.

Terminal Renewal and Improvement Program (TRIP)  
Legacy Terminals A, B, and E



Jointly owned by the cities of Dallas and Fort Worth, DFW has built a huge infrastructure and still has room to grow.



# Vision

Travel. Transformed.



# Mission

We provide an exceptional Airport experience for our customers and connect our community to the world.

# Key Results







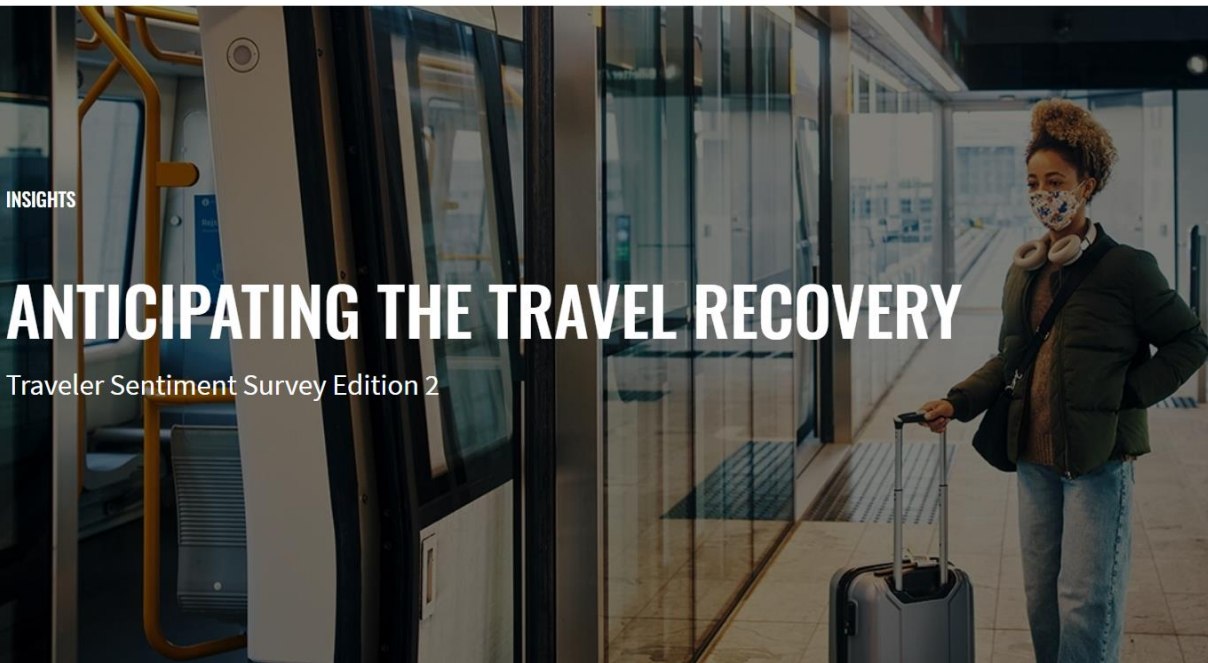
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In late September and early October of 2020, Oliver Wyman conducted its second global survey of travelers to capture how views of travel are changing as the COVID-19 pandemic evolve.

The survey involved more than 4,600 people, all of whom had flown at least once in 2019.

A prior survey was conducted in April/May.

 OLIVER WYMAN



INSIGHTS

## ANTICIPATING THE TRAVEL RECOVERY

Traveler Sentiment Survey Edition 2

# CLEANING AND MASK MANDATES ARE MOST IMPORTANT TO TRAVELERS

Which of the following measures to ensure traveler health and safety are most important to you?

Top three choices, top choice, % of respondents

*% of respondents who ranked as top choice*

Category	Safety measures	Top three choices	% of respondents who ranked as top choice
Cleaning	Surface Cleaning	49%	35%
	Special Air Filtration	42%	16%
Employees	Employees Wearing Personal Protective Equipment (PPE)	17%	2%
	Temperature Checks and Weekly Tests for Employees	7%	2%
Onboard distancing	Guaranteed Empty Seat Next To You	40%	12%
	Cancel/Change Travel If Adjacent Seat Is Occupied	17%	5%
	Strict Back To Front Boarding	13%	3%
PPE	Masks Mandatory Onboard	42%	11%
	Option To Purchase Safety Pack With Sanitizer And Mask	12%	3%
Testing	Rapid Testing Available At Airport	17%	3%
	Proof Of Covid-19 Test Within 72 Hours Of Travel	23%	6%
	Antibody Test Certificate	9%	1%

Notes: N=4,630; Airport and Rail station options including limited capacity lounge (3% top 3, 1% first choice) and touchless travel experience (3% top 3, 1% first choice) not shown above  
 Source: Oliver Wyman Traveler COVID-19 Survey Edition 2; Oliver Wyman analysis

---

# DFW Air Service Overview

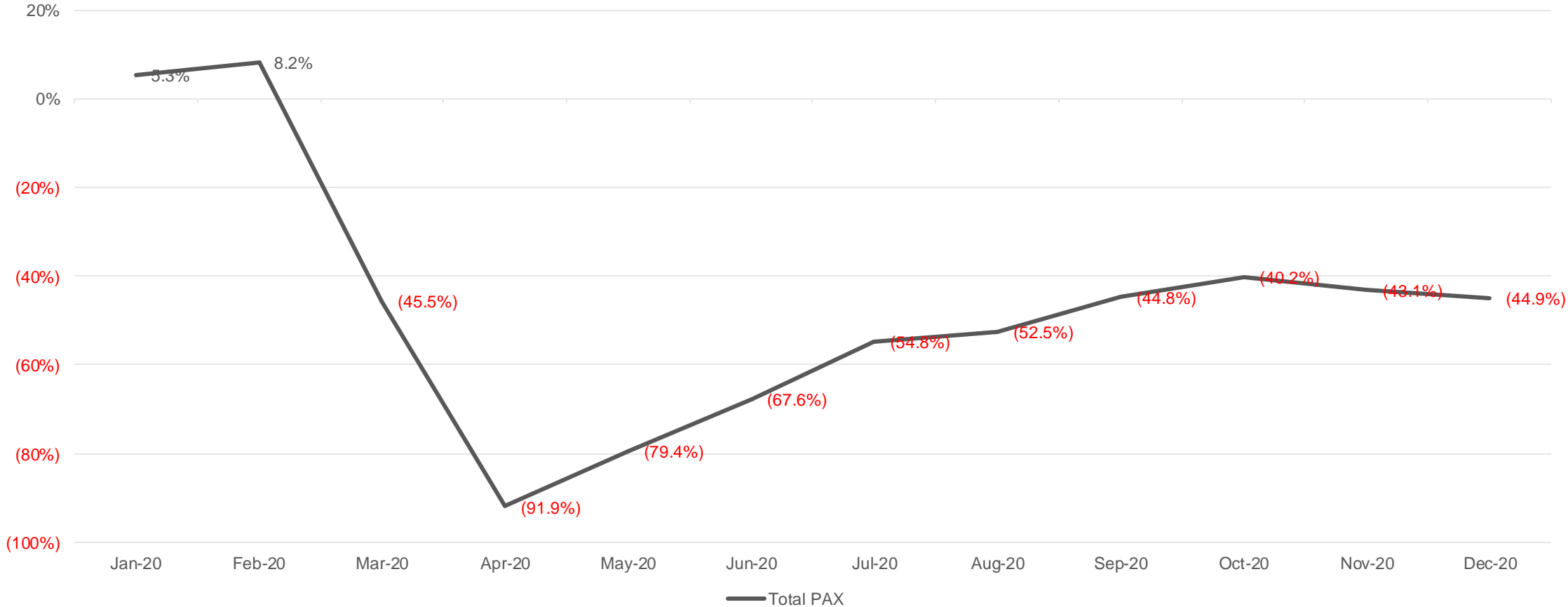
Milton De La Paz

Vice President, Airline Relations and Cargo

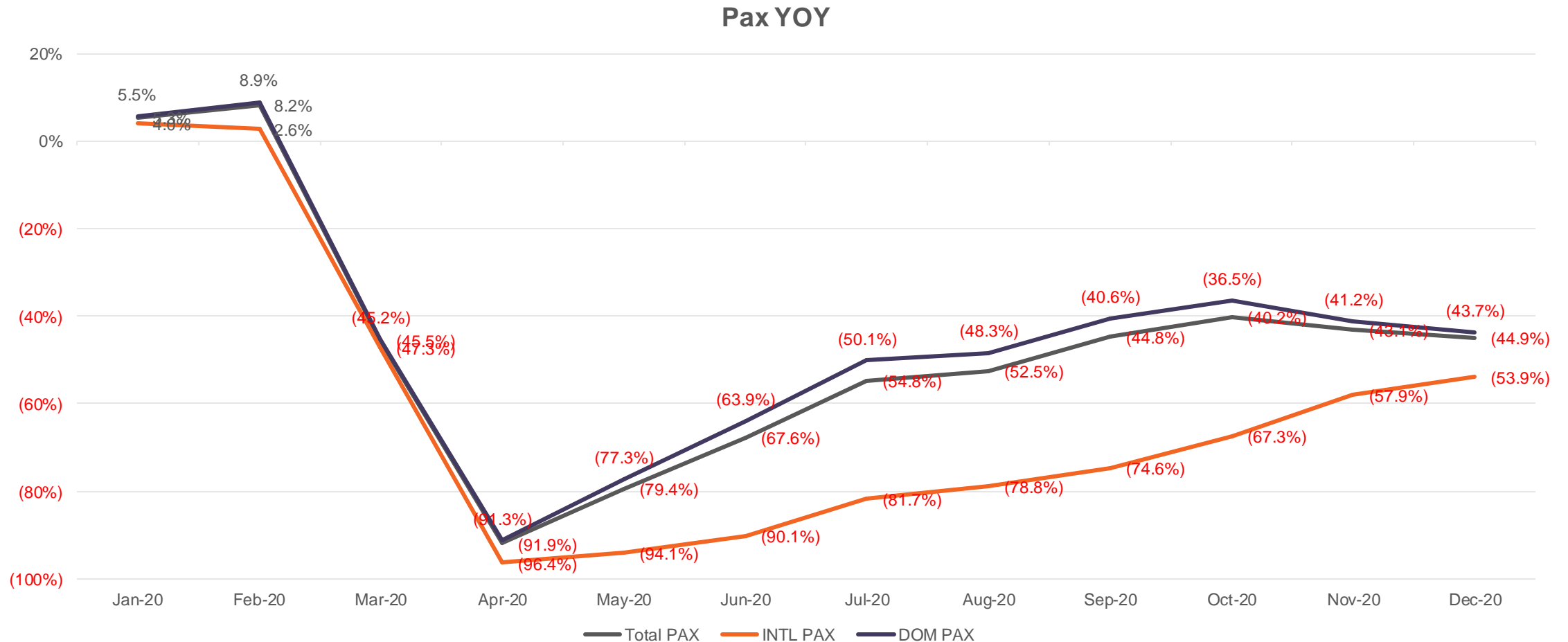


# Traffic has stalled and looks to be declining after months of steady recovery

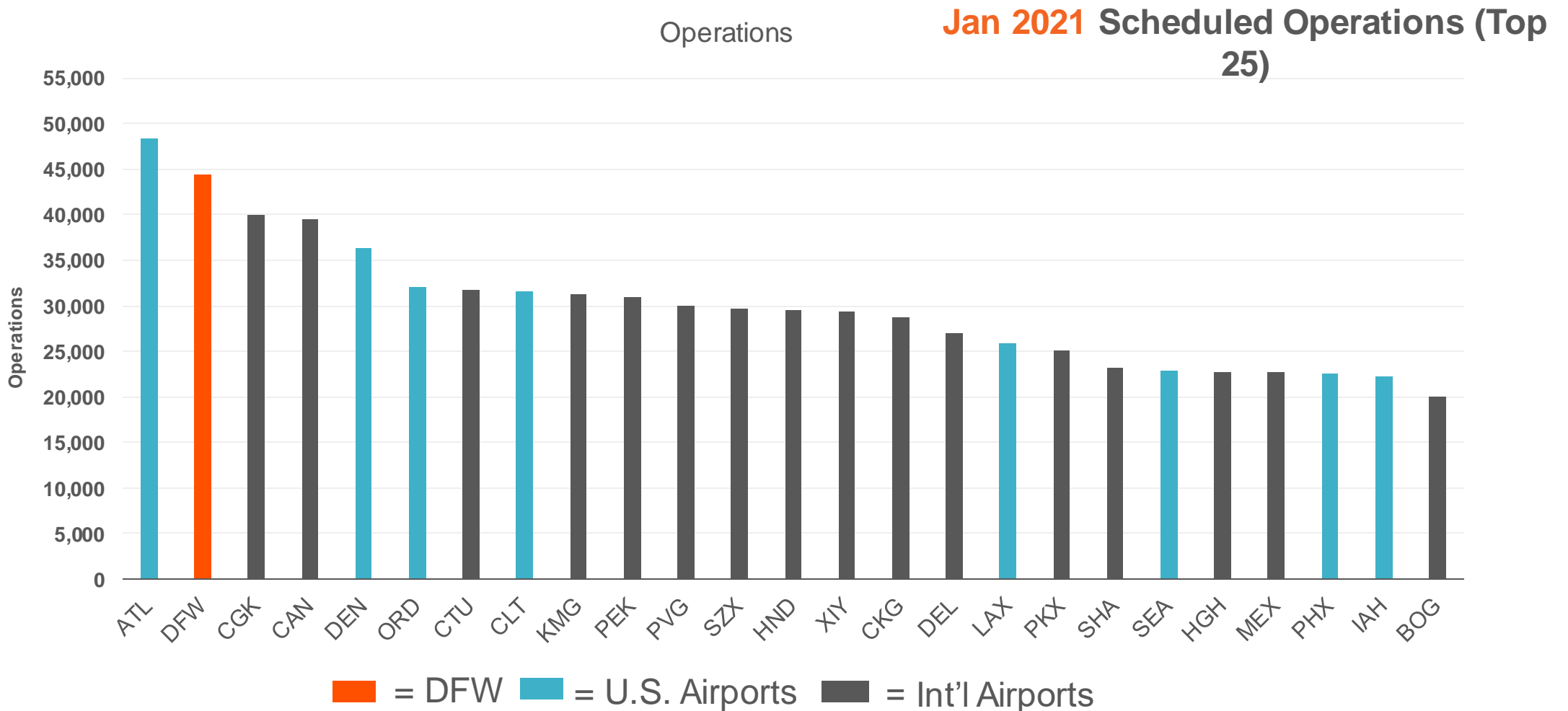
Total PAX YOY



# Domestic pax has been driving the recovery



# DFW is currently the 2<sup>nd</sup> busiest airport in the world based on published schedules.

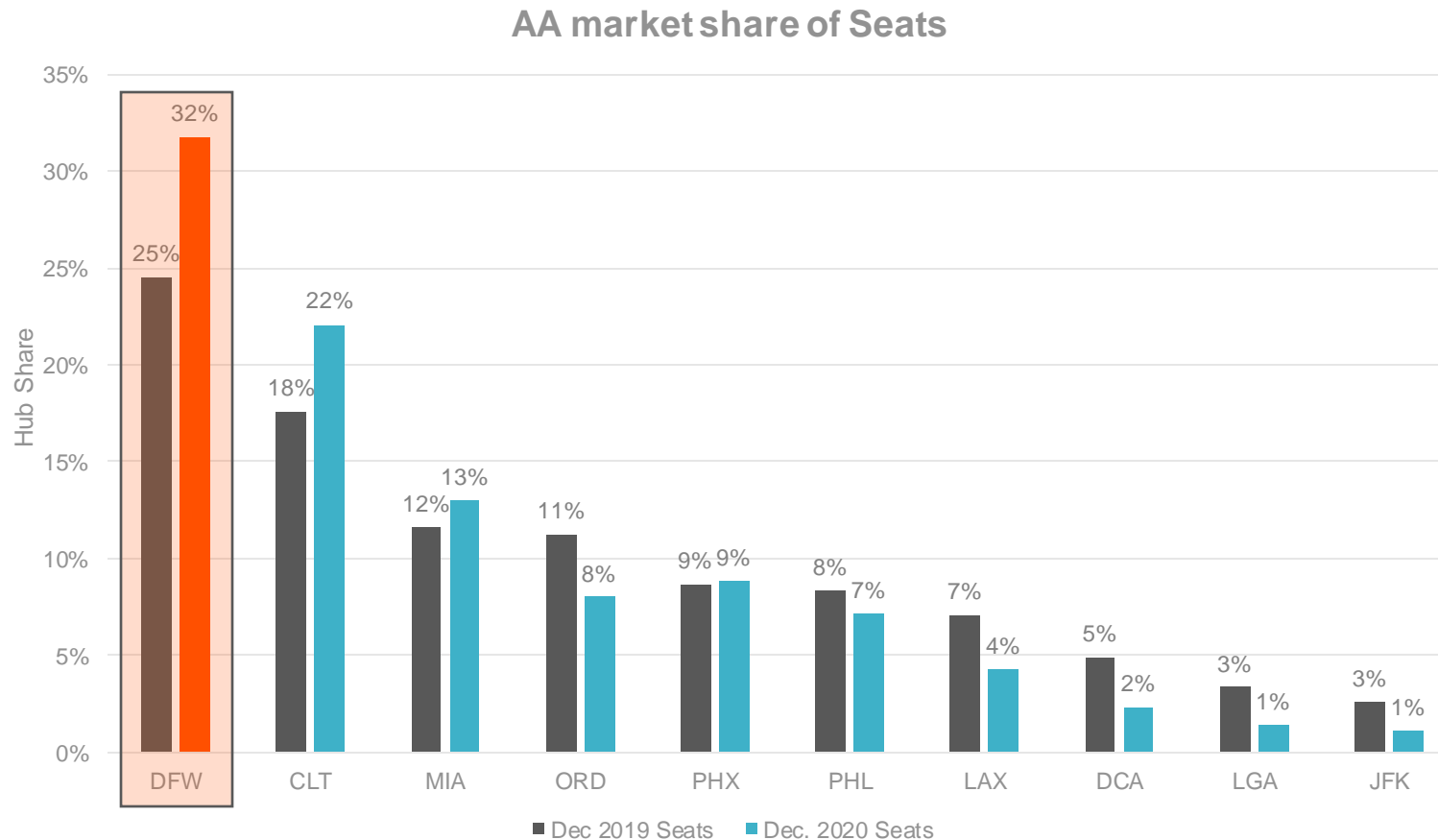


Source: Diao.mi Schedules Jan 2021 (schedule as of Dec 31, 2020)



# Post-COVID, DFW has become an even larger part of AA's network

American has reduced its reliance on expensive coastal hubs and focused on core hubs at DFW and CLT



# DFW's domestic route network is largely intact

97% of DFW's domestic network will return



Flying in January: 179 (93%)    Resuming on/before July 2021: 8

Suspended/Delayed: 6

Source: airline schedules per [Orbigo.com](http://Orbigo.com) Schedules as of Dec 31, 2020. Caveat, airlines are frequently adjusting service.



# Current and proposed air service resumptions

The majority of DFW's international network is scheduled to return in 2021



Source: Airline schedules per Diio.mi Schedules as of Dec 31, 2020 and Airline intel; detailed list is included in appendix.

\* Caveat, airlines are frequently adjusting service.

# Service suspensions



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# How to do Business with DFW Airport

Kevin Lemmons

Assistant Vice President, Concessions





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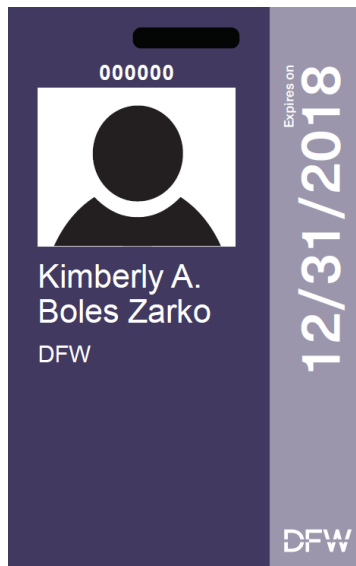
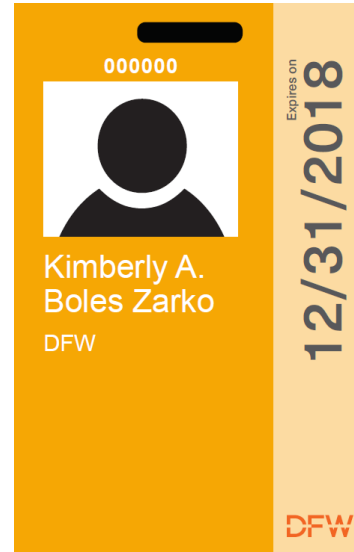
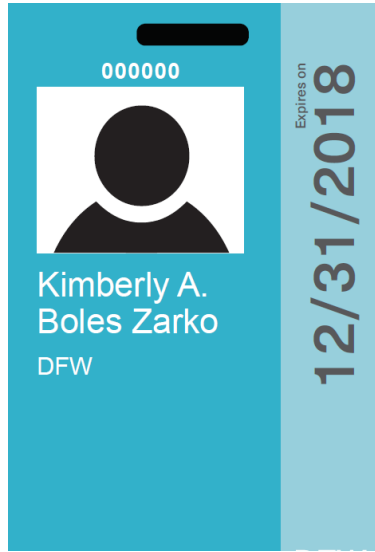
# Doing Business with DFW

## **Governing Documents**

Operating Permit

Concessions Handbooks

Schedule of Charges



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# Doing Business with DFW

## Safety and Security

Badge Application Process

Badge Authorization/Sponsorship

AOA Training

Prohibited Items Procedure

Risk Management



---

# Doing Business with DFW

## Operational Challenges

Hours of Operation

Flight Banking

# Doing Business with DFW

## **Cost of Doing Business: Rent Structure**

- Rent is based on the proposal – ranges based on type of product or concept

## **Fees and Charges** (Refer to Operating Permit and Schedule of Charges for complete list)

- Surety Bonds or Cash Deposits may be required
- Insurance
- Schedule of Charges – posted each Fiscal Year, but subject to change

# Doing Business with DFW

Current In-terminal Operating Costs Outlined in the Schedule of Charges

Item	Rates for FY 2021*
Vehicular Access Charges (24-hr Parking)	\$ 2,000 per person per year
New Badge/Fingerprinting	\$ 120 per person
Badge Renewal (within 30 days)	\$ 90 per person
Employee Transportation	\$ 45 per person per month
Operating & Maintenance Charge	\$ 24.97 per SF per year

\*Subject to Change

The Schedule of Charges is published and updated at <https://www.dfwairport.com/investors/> under the Financials tab.



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# Airport Concessions Disadvantaged Business Enterprise (ACDBE) Program

Tamela Lee

Vice President, Business Diversity and Development

Cathy Jackson

Business Development Manager



Tamela Lee  
Vice President, BDDD

---

ACDBE Program Overview

Contract Specific Goal

Key Program Points

ACDBE Certification

# Airport Concessions Disadvantaged Business Enterprise (ACDBE) Program Overview

- ACDBE Program required by Federal Regulation
- Objective: Ensure full and fair access to concession opportunities for all business and in particular for ACDBE business
- Valuable consideration in the awarding of a Concession Agreement
- ACDBE requirement is pass/fail and must be met for a proposal to be reviewed and considered by the selection committee
  - Responsive – Proposal compliant with requirements; further consideration by Selection Committee
  - Non-Responsive – Proposal fails to meet the requirements; no further consideration by the Selection Committee

## Airport Concession Disadvantaged Business Enterprise (ACDBE)

- 51% owned and controlled by one or more socially and economically disadvantaged individuals
- Business size based on SBA size standards
- Personal Net Worth Threshold

## ACDBE Program

Airport Concessions  
31% Annual Goal

# Airport Concession Business Enterprise Program

**20%**

**ACDBE Goal**

Contract-specific goals are based on scope of work, location of work, and availability of certified firms for the scope of work

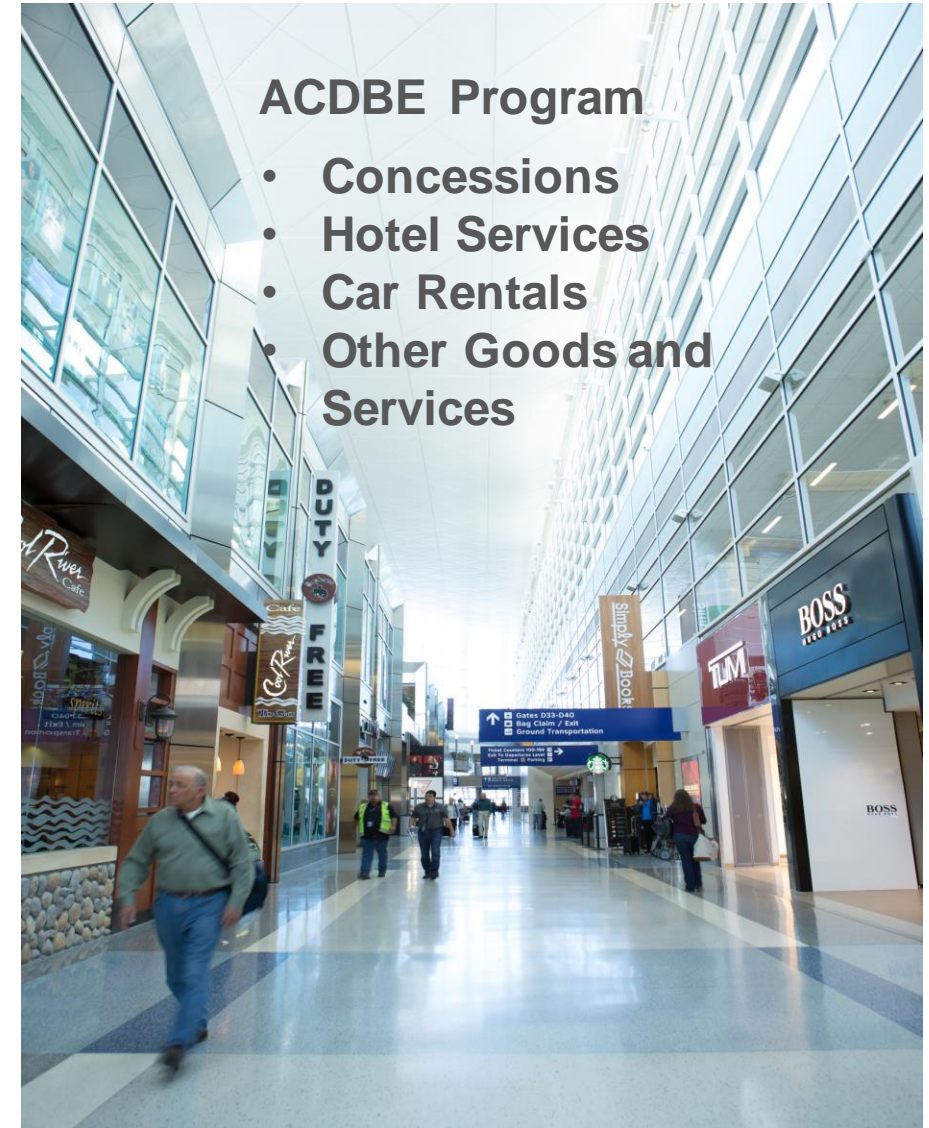
TYPES OF SERVICES:



COVID-19 Testing

# Airport Concessions Disadvantaged Business Enterprise (ACDBE) Program

- The ACDBE goal for this solicitation is a percentage of revenue.
- Option for typically meeting an ACDBE goal:
  - 100% ACDBE owner-equity participation
  - Percentage Owner-Equity Participation by way of a sublease, management, operating, franchise or joint venture agreement or partnerships
  - Percentage of total purchases for all good and services awarded to ACDBE certified firms
  - Other legal arrangement



# Key ACDBE Program Points

## Certification

---



ACDBE certificates are due at time of bid/proposal submission

## Relevant Market Area

---



No Local Geographic Preference

## Pass/Fail

---



Proposals failing to meet the requirements receive no further consideration by the Selection Committee

## Good Faith Efforts

---



Stringent documentation requirements due at time of bid/proposal submission

## Contract-Specific Goals

---



A percentage of contract value; prime self-performance counts towards goal

# ACDBE Certification



Certificates due at  
time of  
submission



Certificates must  
state ACDBE



Commodity codes  
must be relevant to  
scope of work



Certification not required to do business with DFW.

HOWEVER, if claiming ACDBE credit, certification is required

State of TX HUB, SBE, WBE, DBE and out-of-state certificates are not acceptable



Cathy Jackson  
Business Development Manager, BDDD

---

Forms and Certificates

Good Faith Efforts (GFE)


Approved Certifying Entities

Identifying Partners



# Commitment to ACDBE Participation Form

Identify commitment to meeting and/or exceeding the ACDBE Goal



## Exhibit F-1: Airport Concessions Disadvantage Business Enterprise (ACDBE) COMMITMENT FORM

*(This form is required as part of your proposal submission.)*

The ACDBE goal for this concession package is \_\_\_\_%

**NOTE:** The BDDD will only credit ACDBE participation that is certified by an approved certification entity at the time of proposal submission.

The undersigned concessionaire/vendor has satisfied the requirements of the proposal specifications in the following manner (Please check (✓) only one box):

- 100% Self-Performance: The proposer, a certified ACDBE firm and sole concessionaire, is committed to meeting or exceeding the ACDBE goal through 100% self-performance. *(If checked, must submit required ACDBE certificate).*
- Percentage Participation: The proposer is committed to meeting or exceeding the ACDBE goal, with a minimum of \_\_\_\_% ACDBE participation on this concessions package. *(If checked, must submit required Exhibits F-2, F-4, Draft Partnership Agreement and ACDBE certificate(s)).*
- The proposer is unable to meet the ACDBE goal and is committed to a minimum of \_\_\_\_% ACDBE participation on this concessions package and submits documentation demonstrating good faith efforts. *(If checked, must submit required Exhibits F-2, F-3, F-4, Draft Partnership Agreement and ACDBE certificate(s)).*
- The proposer is unable to meet the ACDBE goal and submits documentation demonstrating good faith efforts. *(If checked, please refer to Exhibit F-3 for documentation required).*

Name of Proposing Entity: \_\_\_\_\_

Name of Authorized Representative or Designee: \_\_\_\_\_


Title: \_\_\_\_\_

Signature \_\_\_\_\_

09/30/2020

# ACDBE Intent to Perform

Form must be submitted for all ACDBEs listed



**Exhibit F-2: ACDBE Intent To Perform**  
*(This form is required as part of your proposal submission, except for 100% ACDBE participation.)*

*NOTE: An ACDBE Intent To Perform must be submitted for all ACDBEs listed and attach a copy of the ACDBE Certificate for each ACDBE.*

Name of Concession/vendor firm \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ E-mail address \_\_\_\_\_

Name of ACDBE Firm: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ E-mail address \_\_\_\_\_

Description of Goods and Services or work to be performed by ACDBE firm:

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

The Concessionaire is committed to utilizing the above named ACDBE for the goods and services or work described above. The estimated dollar value and percentage of this work is \$ \_\_\_\_\_ %

*NOTE: The ACDBE goal is expressed as a percentage of the total gross dollar value of the proposed concession awarded to ACDBE*

**AFFIRMATION:**

I hereby affirm that the above information is true and complete to the best of my knowledge. I further understand and agree that, this document shall be attached thereto and become a binding part of the concession contract. I further attest that the above-named ACDBE firm affirms that it will perform the portion of the contract for the estimated dollar value as stated above.

By: \_\_\_\_\_  
Concessionaire Signature Title

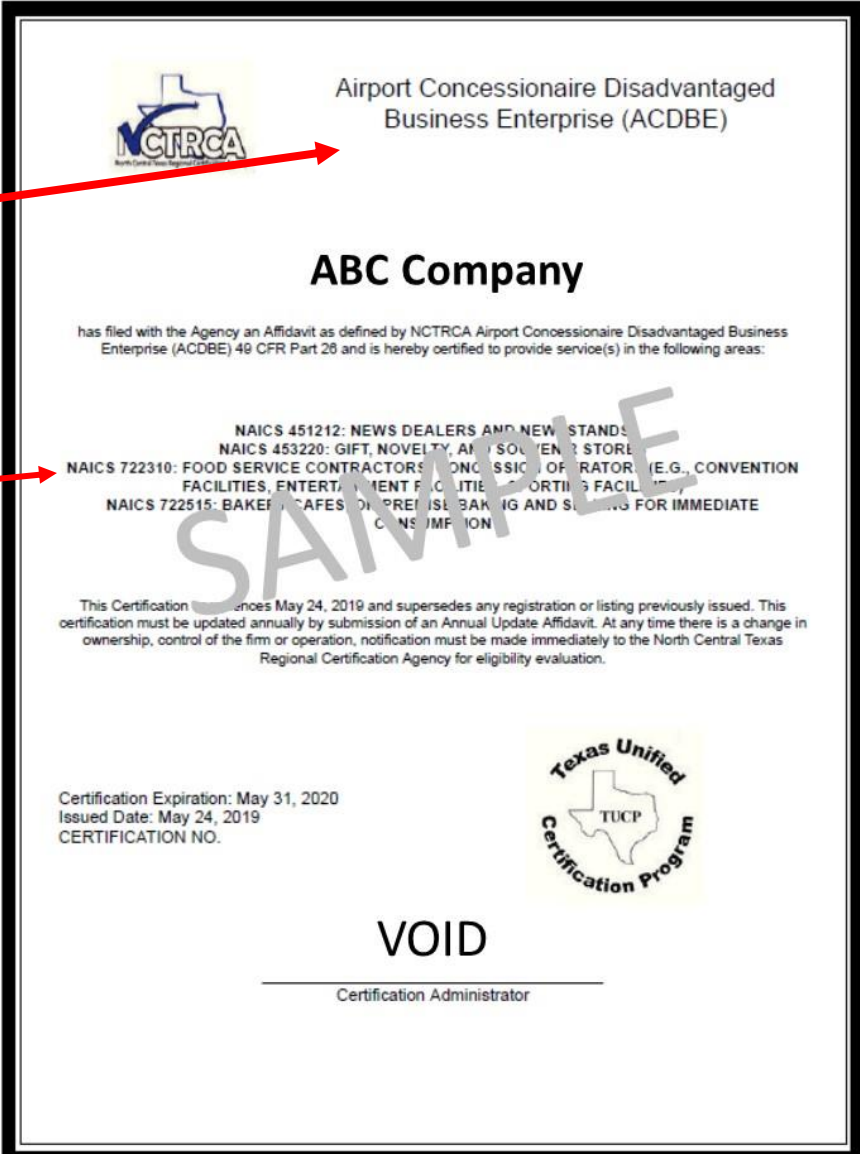
By: \_\_\_\_\_  
ACDBE Signature Title

09/30/2020

# Sample Certificate

Does certification match  
Program goal?

Do the commodity codes  
cover your proposed scope  
of work?



The image shows a sample certificate for ABC Company, issued by NCTRCA. The certificate is titled "Airport Concessionaire Disadvantaged Business Enterprise (ACDBE)" and lists the company name "ABC Company". It states that the company has filed with the Agency an Affidavit as defined by NCTRCA Airport Concessionaire Disadvantaged Business Enterprise (ACDBE) 49 CFR Part 26 and is hereby certified to provide service(s) in the following areas:

- NAICS 451212: NEWS DEALERS AND NEWS STANDS
- NAICS 453220: GIFT, NOVELTY, AND SOUVENIR STORES
- NAICS 722310: FOOD SERVICE CONTRACTORS (CONCIERGE, OPERATOR, E.G., CONVENTION FACILITIES, ENTERTAINMENT FACILITIES, SPORTS FACILITIES)
- NAICS 722515: BAKERIES, CAFES, OR PREPARED BAKING AND SWEETENING FOR IMMEDIATE CONSUMPTION

This Certification expires May 24, 2019 and supersedes any registration or listing previously issued. This certification must be updated annually by submission of an Annual Update Affidavit. At any time there is a change in ownership, control of the firm or operation, notification must be made immediately to the North Central Texas Regional Certification Agency for eligibility evaluation.

Certification Expiration: May 31, 2020  
Issued Date: May 24, 2019  
CERTIFICATION NO.

The certificate is signed by the Certification Administrator and includes the Texas Unified Certification Program (TUCP) logo. A large "VOID" stamp is placed over the signature line. A red arrow points from the text "Does certification match Program goal?" to the NCTRCA logo. Another red arrow points from the text "Do the commodity codes cover your proposed scope of work?" to the list of NAICS codes.

# Owners Information

Complete information for  
Proposing entity.



Complete information on  
all ACDBE firms.



## Exhibit F-4: Airport Concessions Disadvantage Business Enterprise (ACDBE) Concessionaire Information

Program Name \_\_\_\_\_

Program will be Owned by the Following Entities (only those owning 10% or more):

Entity 1: \_\_\_\_\_ Ownership Percentage \_\_\_\_\_

Entity 2: \_\_\_\_\_ Ownership Percentage \_\_\_\_\_

Entity 3: \_\_\_\_\_ Ownership Percentage \_\_\_\_\_

### Entity 1 Information:

Entity's principal place of business is in the city of \_\_\_\_\_

Entity's principal place of business is in the county of \_\_\_\_\_

Entity's majority stockholders, majority partners, majority owners, or franchisees reside or work in the city of \_\_\_\_\_

Owner 1: \_\_\_\_\_ Ownership Percentage \_\_\_\_\_

Owner 2: \_\_\_\_\_ Ownership Percentage \_\_\_\_\_

Owner 3: \_\_\_\_\_ Ownership Percentage \_\_\_\_\_

### Entity 2 Information:

Entity's principal place of business is in the city of \_\_\_\_\_

Entity's principal place of business is in the county of \_\_\_\_\_

Entity's majority stockholders, majority partners, majority owners, or franchisees reside or work in the city of \_\_\_\_\_

Owner 1: \_\_\_\_\_ Ownership Percentage \_\_\_\_\_

Owner 2: \_\_\_\_\_ Ownership Percentage \_\_\_\_\_

Owner 3: \_\_\_\_\_ Ownership Percentage \_\_\_\_\_

### Entity 3 Information:

Entity's principal place of business is in the city of \_\_\_\_\_

Entity's principal place of business is in the county of \_\_\_\_\_

Entity's majority stockholders, majority partners, majority owners, or franchisees reside or work in the city of \_\_\_\_\_

Owner 1: \_\_\_\_\_ Ownership Percentage \_\_\_\_\_

Owner 2: \_\_\_\_\_ Ownership Percentage \_\_\_\_\_

Owner 3: \_\_\_\_\_ Ownership Percentage \_\_\_\_\_

09/30/2020

# Good Faith Efforts (GFE)

## Requirements



- Non-certified firms must meet the goal or demonstrate GFE to achieve goal
- GFE required *only* if the ACDBE goal is not met or only partially achieved
- GFE should not be considered a template, checklist or quantitative formula
- DFW will evaluate the GFE on quality, quantity, and intensity of the different kinds of efforts that the bidder/proposer made prior to proposal submission



All factors outlined and support documentation are required

Lack of support documentation will deem the Proposer non-responsive

Pro forma efforts are **not** considered good faith efforts

# Approved Certifying Entities

---



## NORTH CENTRAL TX REGIONAL CERTIFICATION AGENCY

624 Six Flags Drive, Suite 100  
Arlington, TX 76011  
(817) 640-0606 or [www.nctrca.org](http://www.nctrca.org)  
(Processing timeframe: 60 – 90)

---



## U.S. Department of Transportation (Texas Unified Certification Program)

125 E. 11<sup>th</sup> Street  
Austin, TX 78701  
(800) 558-9368 or [www.txdot.gov](http://www.txdot.gov)  
(Processing timeframe: 60-90 days)

---

# Identifying Prospective ACDBE Partners

- Pre-Bid/Pre-Proposal Sign In Sheet
- Minority Chambers
- Advocacy Organizations
- Certification Agencies



DFW's Directory is not a 'certification database'

It is a listing of certified firms that have expressed an interest in doing business with DFW or are currently doing business with DFW



**DFW ACDBE Online Directory**  
[www.dfw.diversitysoftware.com](http://www.dfw.diversitysoftware.com)

**Federal Aviation Administration  
DBE/ACDBE Directory  
(dbE-Connect)**



# Non-Compliance with ACDBE Program

The DFW Board may exercise any of following remedies:



**WITHHOLDING FUNDS**  
payable under this Contract, including, but not limited to, funds payable for work self-performed by the Contractor or applicable retainage



**TEMPORARILY SUSPENDING**  
at no cost to DFW, Contractor's performance under the Agreement / Contract



**TERMINATION OF THE AGREEMENT/ CONTRACT**



**SUSPENSION/ DEBARMENT**  
in accordance with applicable law, of the Contractor from participating in any solicitations issued by DFW for severity of breach of Contract

\*These remedies are in addition to any other remedies available to the Board under this Contract or at law or in equity





Tamela Lee  
Vice President, BDDD

---

Common Submission Errors

Additional RFP Requirements

BDDD Contacts

**SAVE THE DATE!**

# Common Submission Errors

DO

- Sign **all** required documents
- Submit required/correct ACDBE certificates for **all** identified ACDBE firms
- Respond to **all** RFP Evaluation Criteria questions
- Provide certificates for **all** identified ACDBEs

DO

NOT

- Submit **Out of State** certificates. Must receive interstate certification with NCTRCA
- Use GFE plan as a checklist and fail to submit support documentation

# Additional RFP Requirements

## Exhibit A: Proposal Acknowledgment

### Acknowledgement Updates

### Additional Affirmations

I affirm that I have read the Package Descriptions and understand the requirements. I affirm that I have read and reviewed the Proposal, the Pro Forma, and all other required Exhibit documents, and agree to the Draft JV Agreement.

### Acknowledgement – All Owners Sign

Proposal Package \_\_\_\_\_

Name of Proposer: \_\_\_\_\_

Entity 1 (Owner/Owner Representative): \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name of Owner: \_\_\_\_\_

Entity 2 (Owner): \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name of Owner: \_\_\_\_\_

Entity 3 (Owner): \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name of Owner: \_\_\_\_\_

Entity 4 (Owner): \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name of Owner: \_\_\_\_\_

Entity 5 (Owner): \_\_\_\_\_ Date: \_\_\_\_\_

# Additional RFP Requirements

## Exhibit H: Proposer Checklist

### Checklist Updates

#### Tab 2.4.F – JV Template Requirement

**Tab 2.4 – ACDBE and MWBE Participation (Not included in Page Count Limit) con't**

- 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. **MUST USE ATTACHED JV TEMPLATE.**

#### Affirmation – ACDBE Partner Required to Sign.

**AFFIRMATION**

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

PRINTED NAME AND TITLE OF AUTHORIZED OFFICIAL:

\_\_\_\_\_

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

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

PRINTED NAME AND TITLE OF ACDBE PARTNER:

\_\_\_\_\_

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

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

# CONTACT US

---

## Business Diversity & Development

[bddd@dfwairport.com](mailto:bddd@dfwairport.com)

972-973-5500

### Cathy Jackson

Business Development Manager

ACBDE Program

972-973-5507

[cjackson@dfwairport.com](mailto:cjackson@dfwairport.com)

### Amber Davis

Regulatory Compliance Specialist

ACDBE Program

972-973-6391

[adavis@dfwairport.com](mailto:adavis@dfwairport.com)

---

# SAVE THE DATE!

COVID-19 Pre-proposal Meeting, Part 2

Joint Venture Agreements

January 25, 2021

1:30pm – 2:30pm

Thank You

---

# Package Review

Cristen Mosley

Project Manager, Concessions





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# Submitting the Proposal



Proposal Deposit

Proposal Acknowledgement Form

Concessions Business Disclosure Form

Concept Fit

Rent

ACDBE/DBE



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# Package

## COVID-19 Testing

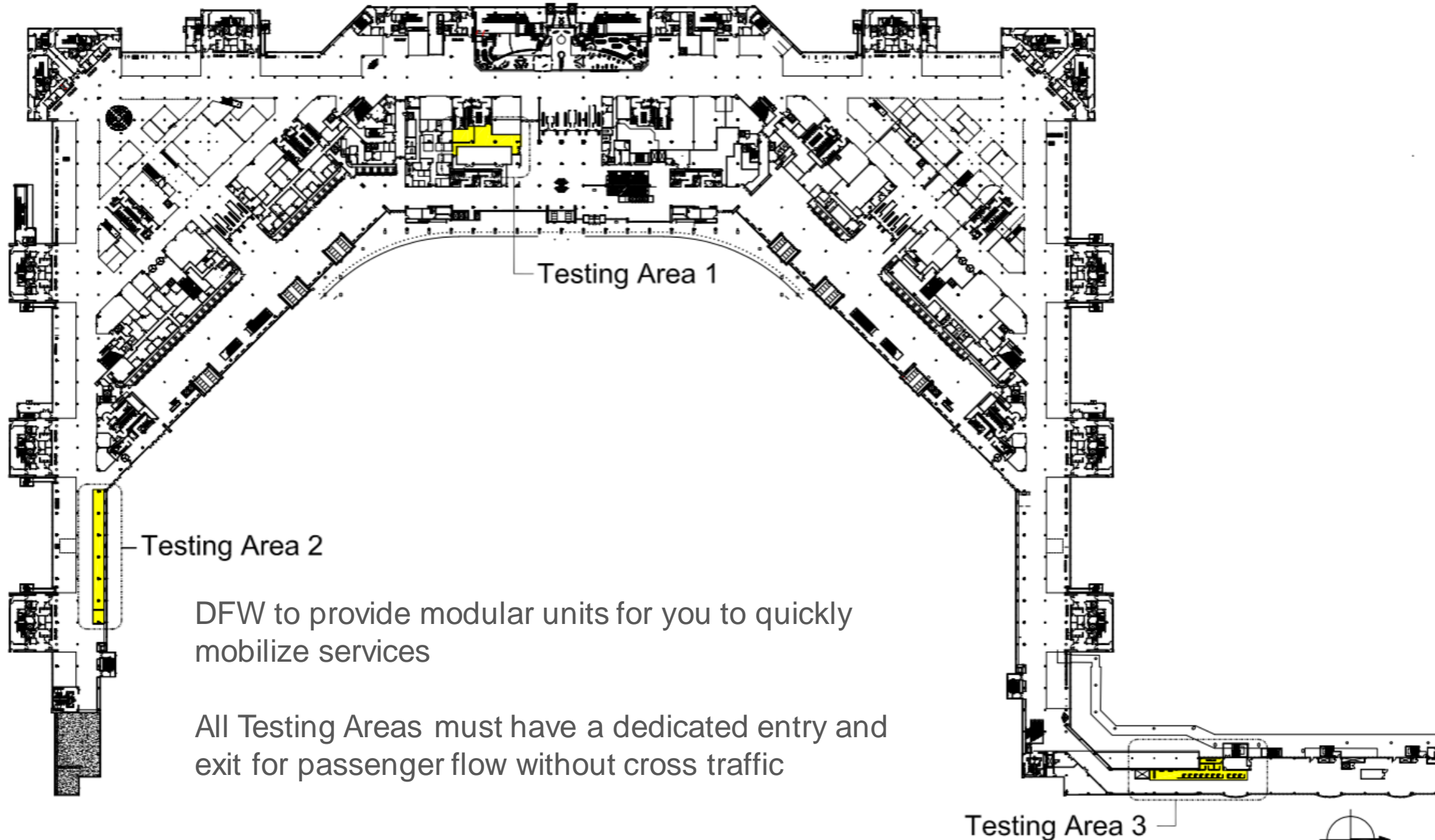
There will be three testing locations that will provide COVID-19 testing for airline passengers and employees at DFW airport.

Licensed medical professional must give test:

- Real Time Polymerase Chain Reaction (RT-PCR)
- Rapid: Abbott and Antigen

Value add consideration for vaccinations

Selected provider will need to mobilize operations quickly upon notification of award.



Testing Area 1

Testing Area 2

Testing Area 3

DFW to provide modular units for you to quickly mobilize services

All Testing Areas must have a dedicated entry and exit for passenger flow without cross traffic

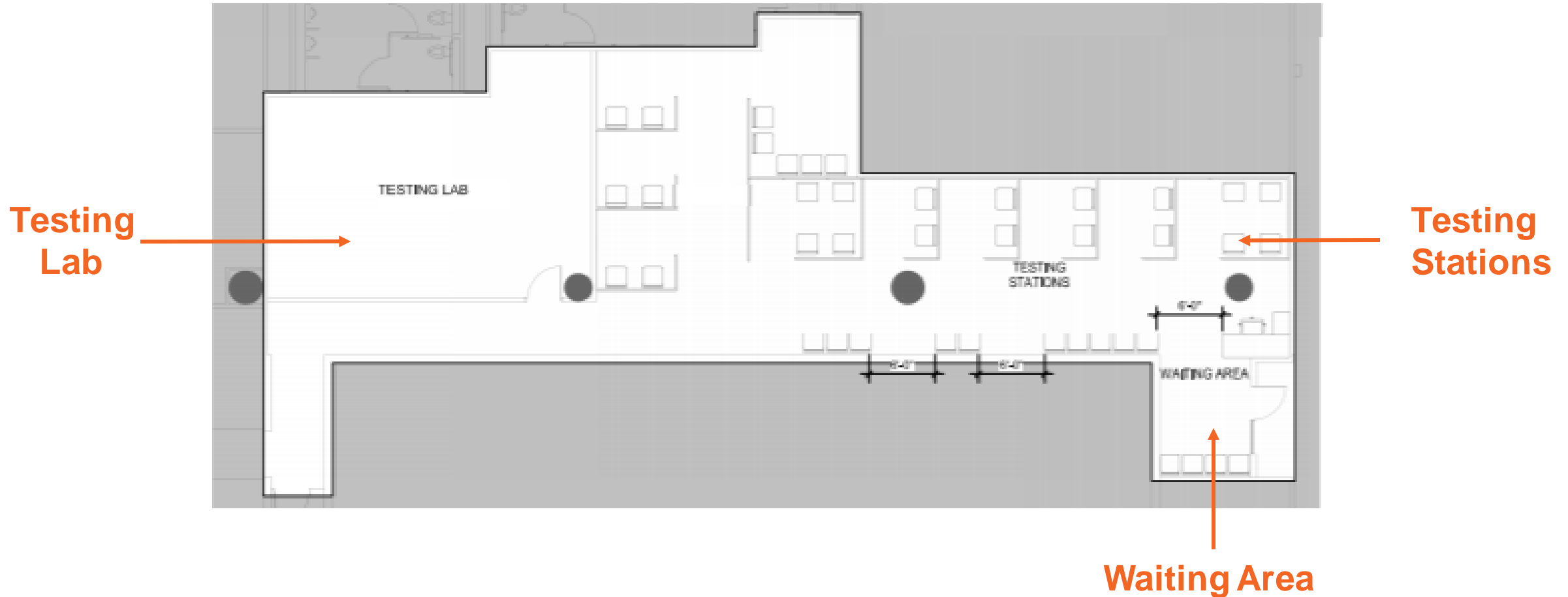


Not to Scale

01 Terminal D Concourse Level - Testing Area Site Map

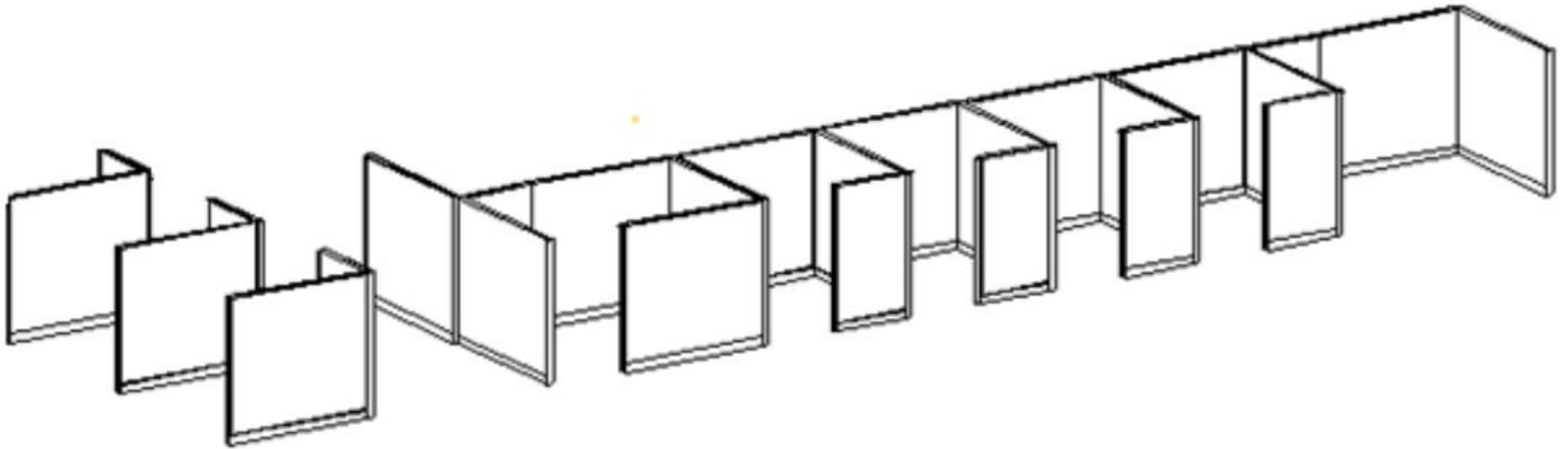
# Testing Area 1

Pre-Security near D22 Center Checkpoint, 2224 sq ft



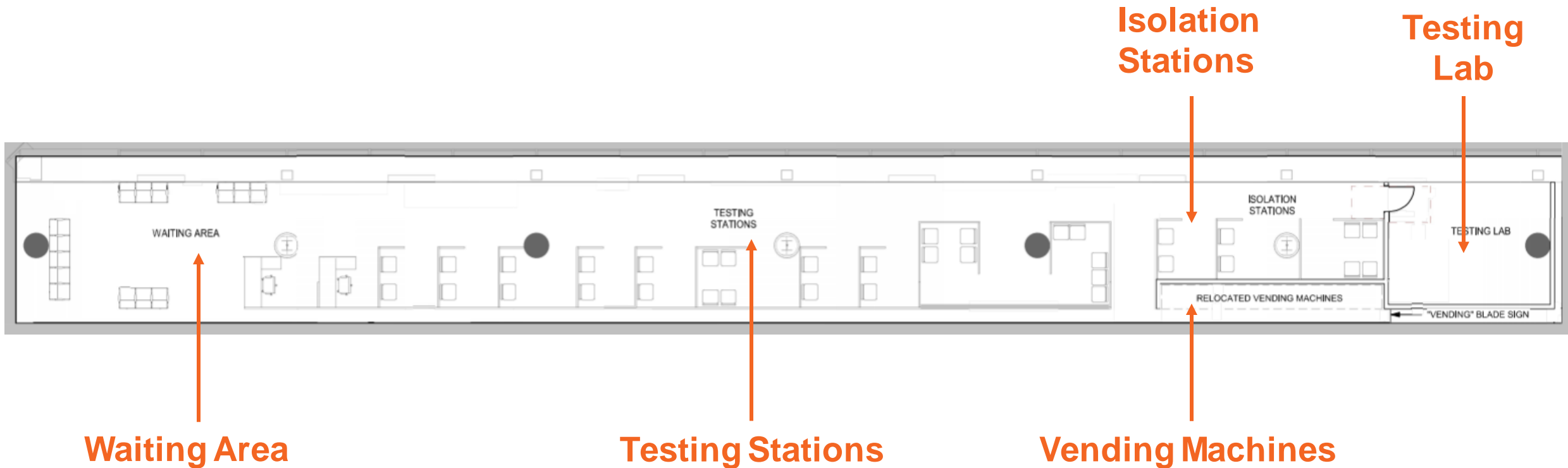
# 3D View of Testing Stations

Testing Area 1



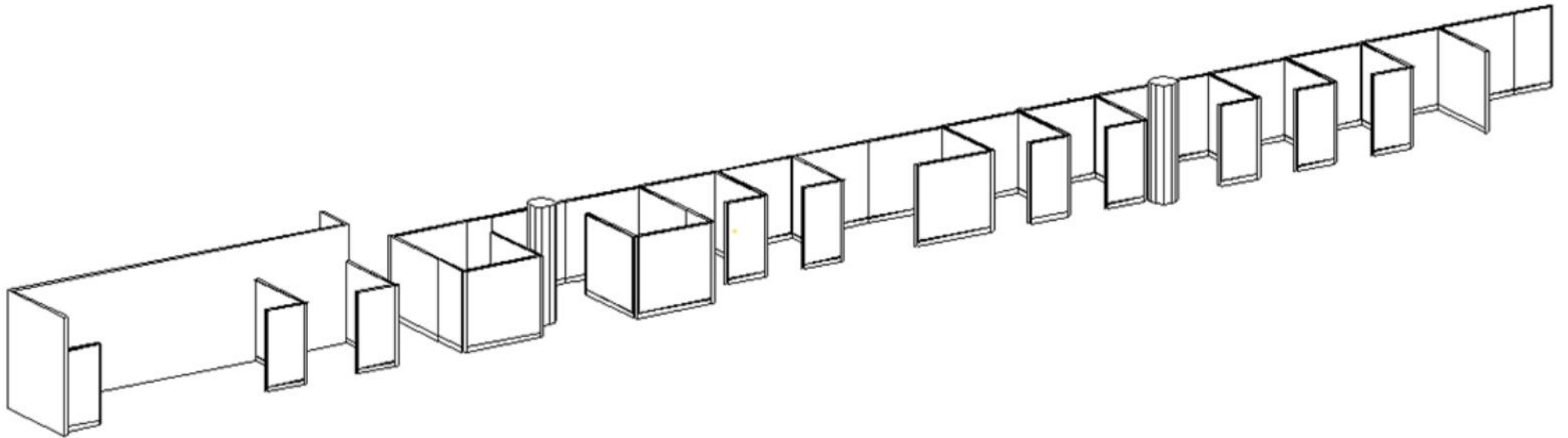
# Testing Area 2

Post-Security near D7, 2811 sq ft



# 3D View of Testing Stations

Testing Area 2



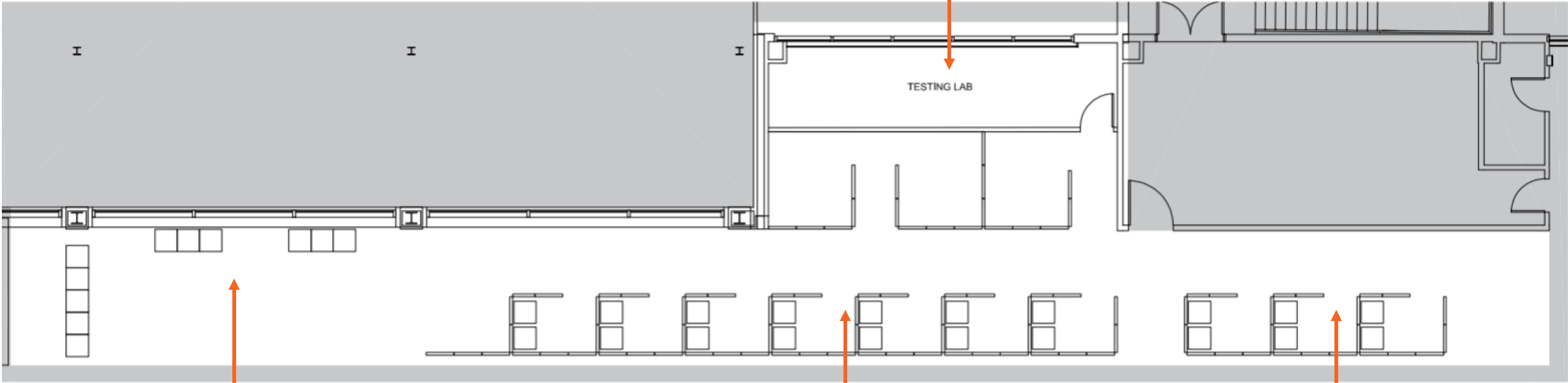
# Testing Area 3

Post Security near D40, 1995 sq ft

Testing Lab



TESTING LAB



Waiting Area

Testing Stations

Isolation Stations



# Typical Testing Station Furniture

**Partitions**



**Fabric**

**Paint**



**Chairs**



# Concessions Website

All information for the RFP will be posted on our Website: [www.dfwwairport.com/concessions](http://www.dfwwairport.com/concessions)

Home

Get Started

Solicitations/RFPs

Resources

About

Travel. Transformed.



## DFW Airport COVID-19 Testing Request for Proposals



Learn More

Register for Concessions  
Opportunities

Register

Current Concessionaire User  
Portal

Log-In

Download Today's Remaining  
Flights

Download

# Key Dates to Remember

RFP Release	Friday, January 15, 2021
Virtual Pre-Proposal Conference Part 1: About DFW Airport	Friday, January 22, 2021 at 2:00 pm CST
Virtual Pre-Proposal Conference Part 2: DFW ACDBE Program	Monday, January 25, 2021 at 1:30 pm CST <a href="#">Register for Part 2</a>
Final Date for Questions and Clarifications	Wednesday, January 27, 2021 by 5:00 pm CST
Proposal Due Date	Thursday, February 4, 2021 by 2:00 pm CST

*All dates are subject to change.*

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# Procurement: Lessons Learned

Sonji Brown-Killyon

Contracts Manager, Procurement



# Lessons Learned

- ✓ Follow all preparation instructions
- ✓ Check to make sure all information provided is correct and complete
- ✓ Make sure all required documentation is submitted.
- ✓ Include the required deposit.
- ✓ Make sure you sign and date your proposal.
- ✓ Respond to what the RFP requests, please avoid placing limitations or conditions
- ✓ Don't just state what you will do; explain why it will work and why it is best in class for the Airport's traveling public.
- ✓ Submit the requested number of statement copies.
- ✓ Find out in advance exactly where the proposal must be delivered and make sure documents arrive well in advance of the due date/time.
  - Third-party delivery service delays and traffic conditions are not valid reasons; your proposal will not be accepted if it is late.



# Things to Remember

- ✓ RFP Preparation – RFP Concept Number on Everything
  - ✓ Proposal cover, checks, boxes, forms, envelops
- ✓ Contact Emails – Ensure they are correct.
- ✓ Deposit Check will be returned after Board approval of awardees.
- ✓ Please use the proposal submittal label provided in the RFP Package and affix it on the outside of the delivery package(s).
- ✓ Submit all RFP questions in writing by the question due date and time to:

**Ms. Sonji Brown-Killyon**  
Contracts Manager  
[sbkillyon@dfwairport.com](mailto:sbkillyon@dfwairport.com)  
972-973-5648



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# Closing

Zenola Campbell

Vice President, Concessions



# Key Dates to Remember

RFP Release	Friday, January 15, 2021
Virtual Pre-Proposal Conference Part 1: About DFW Airport & How to do Business	Friday, January 22, 2021 at 2:00 pm CST
Virtual Pre-Proposal Conference Part 2: DFW ACDBE Program	Monday, January 25, 2021 at 1:30 pm CST <a href="#">Register for Part 2</a>
Final Date for Questions and Clarifications	Wednesday, January 27, 2021 by 5:00 pm CST
Proposal Due Date	Thursday, February 4, 2021 by 2:00 pm CST

*All dates are subject to change.*



# Closing

Presentation will be available on the DFW Concessions website RFP page along with other resources.

For any and all questions:

**Ms. Sonji Brown-Killyon**  
Contracts Manager  
[sbkillyon@dfwairport.com](mailto:sbkillyon@dfwairport.com)  
972-973-5648

	Attachment 1 Package Documents	Attachments and Exhibits	Resources	Addenda	
<b>COVID-19 Testing</b>	Request for Proposals	Attachment 1: Package Document	Attachment 2: Sales Expectation Information Attachment 3: Draft Concessions Operating Permit Attachment 4: COVID-19 Testing Centers Exhibit A: Proposal Acknowledgment Form Exhibit B: Business Disclosure Form Exhibit C: Estimated Investment Exhibit D: Pro Forma Exhibit E: Summary of Financial Statements Exhibit F-1: ACDBE Commitment Form Exhibit F-2: ACDBE Intent to Perform Exhibit F-3: Good Faith Effort Exhibit F-4: Airport Concessions Disadvantaged Business Enterprise Exhibit F-5: M-WBE Commitment Form Exhibit F-6: Joint Venture Agreement Template Exhibit G: Workforce Composition Exhibit H: Proposer Checklist Submittal Label	DFW Departure Locations Insurance Provisions	

[dfwairport.com/concessions](https://dfwairport.com/concessions)



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# Dallas Fort Worth International Airport Pre Proposal Conference COVID-19 Testing

January 22, 2021