

### 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 (e.g., if bidding on F&B-1 and RTL-2, there should be two separate proposals submitted). Use the RFP to determine the specific information required in each section.
- Proposers will submit **one** (1) three (3)-ring binder, marked "**Original**".
- The **one** original binder should contain a rent section and a financial section. Please place these elements in separate envelopes.
- Please label your proposals on the front cover as "Original" **Please note the package number on the front cover of the proposal.**
- An electronic submission of the Original Proposal, with completed Exhibits and Attachments, with jpg of logo and merchandise/menu, must be submitted in **Bonfire**.
- An electronic copy of the Original Proposal, with jpg of logo and menu/merchandise must be included on the 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". **(Required for all proposers)**
- D. **Notarized** Proposal Acknowledgement Form, **Exhibit A (Required for all proposers)**
- E. Concessions Business Disclosure Form and Supplemental Form, **Exhibit B (Required for all proposers)**
- F. **Attachment 5** – Bonfire Workshop Attendance Form

**Tab 2.1 – Proposal Criteria (Required for all proposers)**

- A. Concept
- B. Customer Experience/Operations
- C. Employee Engagement
- D. Community Impact
- E. Sustainability
- F. Innovation

**Tab 2.2 – Rental Information to the Airport (Separate Envelope in Original and include in Bonfire Submission) (Required)**

- A. Proposed Rent Statement, **Attachment 1**

**Tab 2.3 – Financial Information (Not included in Page Count Limit) (Separate Envelope in Original and include in Bonfire submission) (Required)**

- A. Financial Statements
- B. Documents indicating external financial support (if applicable)
- C. Estimated Investment Statements, **Exhibit C (Required for all proposers)**
- D. Pro Forma, **Exhibit D (Required for all proposers)**

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

- A. SBEC: Description and documentation of SBEC 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: N/A
- D. Exhibit F-3: Required for all Good Faith Efforts.
- E. Exhibit F-4: Required for proposers with percentage participation and joint ventures.
- F. Exhibit F-5: M/WBE Commitment Form and Compliance Plan (**Required for all proposers**)
- G. SBEC Certificates for all SBEC firms identified (**Required for all proposers**)
- H. M/WBE Certificates for all M/WBE firms identified (**Required for all proposers**).
- I. Exhibit G – Workforce Composition (**Required for all proposers**).

# \*REMEMBER\*

## Complete ALL:

- Exhibits/Attachments
- SBEC forms
- M/WBE forms

## Review and Verify:

- Section IX, Items 1-5, and notes
- Section X, Items 1-7
- Section XII, Tabs 1-2.4
- Proposal Checklist, Exhibit H
- Sign and Notarize Exhibit A

## Proposal(s) Due:

- August 7, 2023, by 2:00 pm CT
- Two (2) submittal methods:
  - (1) Bonfire - DFW Airport's Procurement Portal
  - (2) One Original binder delivered to:

DFW Airport Headquarters  
Procurement and Materials Management  
Airport Concessions Request for Proposals  
Attn: Latrece Crownover  
2400 Aviation Drive - 1st floor  
DFW Airport, TX 75261

**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 SBEC PARTNER:**

\_\_\_\_\_

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

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