**Exhibit H: Proposer Checklist**

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

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)

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

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

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

1. Proposed Rent Statement, Attachment 1
2. Sales Expectation Information, Attachment 2

**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.

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**Tab 2.4** – ACDBE and M/WBE 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.**

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.

PRINTED NAME AND TITLE OF AUTHORIZED OFFICIAL:

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

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

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

PRINTED NAME AND TITLE OF ACDBE PARTNER:

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

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

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

*Attach additional sheets if necessary for all ACDBE owners.* REV. 01/2021