

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 Package 1 and Package 2, there should be two separate proposals submitted). Use the RFP to determine the specific information required in each section.
- Submit **one** (1) three-ring binder, marked "**Original**".
- Submit **separate LABELED** envelopes containing:
 - a) Rent (Tab 7); and
 - b) Financials (Tab 8).
- Note the **package number** on the front cover of the proposal.
- Electronic submission in **Bonfire** of the Original Proposal, with completed Exhibits, Attachments, and jpg of logo and menu/merchandise.
- A **flash drive** electronic copy saved in an Adobe format of the Original Proposal, with jpg of logo and menu/merchandise.
- Not exceed a **total of sixty (60)** 8 ½ inch x 11-inch pages in length, 11-point font, single-spaced, single sided, or thirty (30) pages double sided.

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

Tab 1 – Proposal Overview

- A. Cover Letter
- B. Executive Summary
- C. Proposal Deposit – Deposit should be inserted in binder.
- D. **Notarized** Proposal Acknowledgement Form, **Exhibit A**
- E. Concessions Business Disclosure Form and Supplemental Form, **Exhibit B**

Tab 2 – Concept

- A. Concept / Brand
- B. Concept Fit
- C. Sales Potential
- D. Merchandise / Menu

Tab 3 – Operations

- A. Design Overview
- B. Operational Overview
- C. Sustainability – Pass/Fail

Tab 4 – Customer Experience

- A. Customer-Obsessed
- B. #OneDFW
- C. Technology, **Reference Attachment 5**
- D. Innovation

Tab 5 – Community Impact

- A. Community Programs

Tab 6 – Employee Engagement

- A. Programs & Initiatives
- B. Recognition & Retention
- C. Management Experience
- D. Staffing & Training Plan

Tab 7 – Rent – in separate envelope

- A. Proposed Percent Rent, **Attachment 1, Attachment 2**

Tab 8 – Financials – in separate envelope

- A. Estimated Investment Statements, **Exhibit C Part 1 and Part 2**
- B. Pro Forma, **Exhibit D**
- C. Financial Statements, **Exhibit E**
- D. External Financial Support, if applicable

Tab 9 – Bonfire Workshop Attendance Form

- Sign and submit form, **Exhibit G**

Tab 10 – ACDBE, M/WBE Participation (Not included in page count) – Pass/Fail

- 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 all proposers.
- F. Exhibit F-5: M/WBE Commitment Form and Compliance Plan (Required for all proposers).
- G. Exhibit F-6: ACDBE Active Participants List (Required for all proposers).

- H. 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. **USE OF THE JV TEMPLATE IS STRONGLY ENCOURAGED.**

- I. ACDBE Certificates for all ACDBE firms identified (Required for all proposers)

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: _____

Attach additional sheets if necessary for all ACDBE owners.