

## **Proposal Submittal Checklist**

***The following items must be submitted in the proposal. Each Proposer shall submit all the following information in a format that corresponds with the order of the subheadings listed below from Section 2.23. Proposal Submission Requirements and Documentation in the Scope of Services.***

### **Financial Proposal (20pts)**

#### **Financial Terms and Capital Plan (10pts)**

- i. Management + Incentive Fee Structure
- ii. Projected Financials
- iii. Proposed Operating Pro Forma
- iv. Proposed Capital Investments

#### **Financial and Business Documentation (10pts)**

- i. Financial Statement
- ii. Financial References and History
- iii. Business and Budgeting Administration

### **Proposer's Qualifications & Industry Experience (25pts)**

#### **Qualifications of Firm (5pts)**

- i. Dun & Bradstreet Report
- ii. Membership & Professional Organizations
- iii. 3) client/customer references

**Proposer's Staffing Structure (5pts)**

- i. Organizational chart, corporate and onsite

**Past and Previous Client Experiences (5pts)**

- i. Past (5) years of comparable TCC clients
- ii. Experience with restaurants

**Company Achievements (5pts)**

- i. Major achievements

**Corporate Data (5pts)**

- i. Company History
- ii. Terminated for default
- iii. Full Details of termination
- iv. Signed by corporate official
- v. Signed by authorized persons binding partnership
- vi. Signed by sole proprietorship
- vii. Joint Venture proposal
- viii. List of Corporate Officers
- ix. List of Regional Supervision
- x. Legally binding

## **Responsiveness to the Scope of Services (40pts)**

### **Staffing and Training (10pts)**

- i. Qualifications of key onsite personnel
- ii. Staffing levels and coverage plan
- iii. Contingency staffing plan
- iv. Training programs
- v. Transition Plan
- vi. Timeframes
- vii. Commence sales operations
- viii. Staff notification
- ix. Meeting planner notification
- x. Management on-site, full-time
- xi. Initiation of marketing and sales program
- xii. Training and familiarization of CC
- xiii. Sub-contractor notification
- xiv. Any and all additional takeover procedures

### **Facility Management Plan (10pts)**

#### **Operations Plan**

- i. Operating and growth
- ii. Identify locations of concession operations
- iii. Indicate specific services
- iv. Sanitation Plan

- v. Providing and maintenance of vending machines
- vi. Samples of safety, sanitation, and operating check-lists
- vii. Additional utility changes/additions
- viii. Operating concurrent events
- ix. Suggested Modifications
- x. Subcontractors and Joint Ventures
- xi. Peak business operations
- xii. Sustainability Plan Energy, conservation program, Programming

#### **Business and Technology Approach**

- i. Overall approach and methodology
- ii. All proposed systems and technologies
- iii. Strategy for immediate and future technology

#### **Quality Control and Customer Service Levels**

- i. KPIs
- ii. Proposed menus
- iii. Catering experience
- iv. Branded and other subcontracted products
- v. Purchasing policy
- vi. Proposer's products
- vii. Suppliers
- viii. Complex client
- ix. Experience in publicly owned facility

- x. Experience in serving large banquet (Examples listed)
- xi. Event Information Recaps
- xii. Past Default

**Sales and Marketing Plan (10pts)**

- i. Marketing and sales effort
- ii. Top-tier quality marketing
- iii. Approach and ability to enhance TCC position
- iv. Marketing strategies
- v. Additional Detailed approaches
- vi. Market analysis
- vii. Marketing materials
- viii. Mass marketing campaign
- ix. Event summaries
- x. Client proposal letters
- xi. Exhibitor Correspondence
- xii. Sales plan
- xiii. Interfacing with TCC Sales Team
- xiv. Additional sales effort
- xv. List of services and prices
- xvi. Detailed foodservice site plan

**Asset Management Program (10pts)**

- i. Detailed Inventory Management Plan

- ii. Asset Tracking
- iii. Equipment Repair Procedures
- iv. Preventative Maintenance
- v. Replacement and Lifecycle Planning

### **State and Local Questions**

- A. Has your company ever been cited for any violation(s) of the alcoholic beverage control acts of other jurisdictions anywhere in the United States? If yes, explain the violation and how it was resolved.
- B. Has your company ever been cited by any state or local agency for violations of state or local statutes in regard to sanitation or health that resulted in loss of permit to operate any foodservice space in a venue? If yes, please list the violation and how it was resolved.
- C. Describe how Proposer will comply with all applicable laws, regulations, ordinances, and policies regarding the handling, sale and disposal of food products. This includes, but is not limited to, the procurement and uninterrupted maintenance of all necessary permits, licenses, and insurance required by government entities, including the City, having jurisdiction over operations of TCC. The failure of the Successful Proposer to maintain any required permit(s), license(s) or insurance may result in the termination of the Agreement.
- D. How does your company ensure food safety regulations are followed and enforced. Can you give a specific example of how you've handled a compliance issue in the past?

### **Any Exceptions to the RFP Specifications and terms**

- A. List any exceptions to the RFP Specifications or terms set forth in this Agreement