

**REVISED
ARTICLE IV – PROPOSAL FORM**

Proposer's Name: _____

CHECKLIST OF REQUIRED DOCUMENTS TO BE SUBMITTED

PROPOSER SHALL SUBMIT ONE (1) ORIGINAL PROPOSAL AND FIVE (5) COPIES OF THE ORIGINAL DOCUMENTS. ENVELOPE ONE SHOULD BE LABELED "ORIGINAL" AND ENVELOPE TWO SHOULD BE LABELED "COPIES".

The following checklist is provided for convenience. The Proposer is responsible for carefully reviewing the submittal requirements in the RFP and submits all information requested.

A. Submit documentation that the company or owner of the company has been in the primary business of providing Air Cargo Feasibility Studies and Consultant Services for a minimum of ten (10) years ending December 31, 2011. **(MANDATORY)**

B. Feasibility Study Approach / Proposed Methodology (30 points maximum)

Submit a concise narrative on Proposers qualifications and experience for developing the Air Cargo Feasibility Study.

Submit two (2) air cargo studies completed within the past five (5) years. The examples may be submitted via electronic copy (CD).

C. Experience of Project Manager and Proposed Team (25 points maximum)

Submit resumes' of the key personnel that will be assigned to JAA that clearly indicates experience in Air Cargo Feasibility Studies and Consultant Services. The resumes' should clearly indicate experience with conducting comprehensive air cargo feasibility studies and developing of a comprehensive air cargo plan.

D. Study Design / Proposed Structure and Outline (25 points maximum)

Submit a concise narrative on the study design plan / proposed structure and outline for the Air Cargo Feasibility Study. The narrative must clearly outline project approach / methodology for preparing the Air Cargo Feasibility Study.

Submit proposed timeline for completion of the Air Cargo Feasibility Study.

E. References (10 points maximum)

Submit three (3) references for which Proposer currently or previously provided Air Cargo Feasibility Studies and Consulting Services within the past five (5) years. **A valid name, address and telephone number must be submitted for each reference. The references should be submitted on the Reference Form, Exhibit C.**

F. Proposed Fees (10 points maximum)

1. Air Cargo Feasibility Study as outlined in Section 3.02

\$ _____ TOTAL

2. Air Cargo Consulting Services – Submit Proposers hourly rates for consulting services.

G. Conflict of Interest Certificate **(Exhibit A)**

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Proposer's Name: _____

Checklist (Continued)

H. Addendum Acknowledgement, if applicable

Acknowledgment of the following Addenda is hereby made:

Addenda No. _____ Date: _____ Proposer's Initial: _____

I. Drug-Free Workplace Program Certification:

a. _____ Yes, we have a Drug-Free Workplace Program

b. _____ No, we do not have a Drug-Free Workplace Program

J. Acknowledgement of Warranty Acceptance is hereby made: Proposer's Initial: _____

K. Proposal Form Signature:

FAILURE TO SIGN YOUR PROPOSAL WILL CONSTITUTE A MATERIAL IRREGULARITY AND WILL RESULT IN REJECTION OF THE PROPOSAL.

Proposer Name: _____

Authorized Agent's Signature: _____ Date: _____

Printed Name: _____ Email: _____

Title: _____

Proposer is a: [] Corporation [] Partnership [] Individual

Federal Identification Number: _____

Remittance Address: _____

Telephone Number: _____ Fax Number: _____

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