



Rhode Island

Airport Corporation

NOI 32311 – Food & Beverage Concessions Program **Proposal Submission Checklist**

Mandatory Pre-Proposal Meeting and Site Tour:

- ☐ February 24, 2023
- ☐ March 3, 2023
- ☐ March 10, 2023

Proposal Requirements:

Proposals shall be:

- ☐ Printed on 8 ½" x 11" paper
- ☐ Sequentially numbered and tabbed
- ☐ Use no less than 12pt font (except for renderings)
- ☐ Spiral bound
- ☐ Renderings printed on 11" x 17" paper
- ☐ Submit ten (10) printed copies **and** one (1) electronic thumb drive of the proposal in PDF format to:

Office of Procurement
Rhode Island Airport Corporation
2000 Post Road
Warwick, RI 02886-1533

All Proposal packages shall be clearly marked at the attention of:
Food & Beverage Opportunities – Contract No. 32311RR

- ☐ **Proposal Deposit:**
Proposal Deposit of **five thousand dollars (\$5,000)**

- ☐ **Letter of Interest:**
Signed cover letter of interest, which includes:
 - Proposer's name,
 - Form of business entity (e.g., Corporation, Partnership, etc.),
 - Principal address,

- Primary contact, including title, phone number, and email address, and
- Indicates Proposer's request for consideration

☐ **Qualifications, Capabilities, and Experience:**

A detailed company history, highlighting the Proposer and partners:

- Qualifications,
- Capabilities, and
- Experience

☐ **Management and Operations Plans:**

Provide sufficient detail to allow RIAC to evaluate how Proposer's management and operations plan will achieve the goal of operating a high volume Food & Beverage operation.

☐ **Proposed Concepts, Brands, Locations, and Menu:**

Relevant information in sufficient detail to clearly define the proposed:

- Concepts,
- Brands,
- Locations proposed for development, and
- Menus for the location(s)

☐ **Design and Quality of Improvements:**

High quality from a visual and materials standpoint, which focus on the “**curb appeal**” of the storefront and façade presentation, promotes a sense of “**open architecture**” (where applicable) and captures the spirit of Rhode Island

☐ **Financial Proposal and Capital Investment:**

Proposers must provide a financial plan (e.g., pro forma operating statements), including:

- Projected gross sales, and
- Operating expenses

☐ **Staffing and Customer Service:**

Include a staffing plan for each concept as part of your submission

☐ **Implementation, Transition, and Construction Plan:**

Proposers must explain how they will address the transition and implementation plan for new concepts

☐ **ACDBE Commitment and Compliance Plan:**

Proposers are required to demonstrate their commitment to utilizing State of Rhode Island-certified ACDBEs.

☐ **Proposal Deadline:**

The proposal must be **received** no later than **2:00 PM ET** on **April 7, 2023**

***NOTE: This document does not represent a complete listing of the required components for the proposal and should not be used in place of the Notice of Intent for Competitive Negotiations (NOI) No. 32311RR. To be considered complete and responsive, proposers must refer to the NOI document and any posted Addenda for a full scope of requirements under the above-listed sections.**

Schedule for Submission and Award –

THE SCHEDULE BELOW HAS BEEN UPDATED – PLEASE REFER TO POSTED ADDENDA FOR UPDATED DATES

CONE OF SILENCE

To ensure a proper and fair evaluation, RIAC has established a “cone of silence” applicable to all Competitive Selection Processes, including RFPs, RFQs, NOIs, and IFBs. The cone of silence is designed to protect the integrity of the procurement process by shielding it from undue influences. The cone of silence will be imposed on all Competitive Selection Processes beginning with advertisement for the same and ending with the contract award.

The cone of silence prohibits any communications whether in writing or verbally regarding a specific RFP, RFQ, NOI, or IFB between:

- A potential proposer (which includes vendors, service providers, bidders, lobbyists and consultants) and their representative(s) and RIAC staff or RIAC consultants engaged to assist the Authority on a specific RFP, RFQ, NOI, or IFB, except for communications with RIAC’s procurement agent or other supporting procurement staff responsible for administering the procurement, provided the communication is strictly limited to procedural matters of the Competitive Selection Process.
- A potential proposer and their representative(s) and a RIAC Board member.
- A potential proposer and their representative(s) and any member of the selection committee or negotiation team.

Further, Proposer(s) shall not offer any gratuities, favors or anything of monetary value to any RIAC employee or Board member in connection with any competitive procurement.

Unless specifically provided otherwise in the applicable solicitation document, in addition to the exceptions set forth above, the cone of silence does not apply to:

- Communications with RIAC’s legal department.
- Oral communications at the pre-proposal or pre-bid conference.
- Oral communications during publicly noticed selection committee meetings that are specifically for presentations, demonstrations or interviews.
- Oral communications during publicly noticed negotiation meetings.
- Oral communications during any duly noticed Board meeting.
- Communications relating to protests made in accordance with RIAC’s Procurement protest policy.

Any violation of the cone of silence by a respondent and their representative(s) will render voidable their response as well as any resulting contract awarded to them.

Any communications regarding matters of process or procedure from a respondent or lobbyist must be submitted to the assigned procurement agent.