

Respondent's Proposal and Qualifications Questionnaire

Respondent must use this document to submit Respondent's proposal. The Demakes Family YMCA will use the following information to evaluate the respondents.

Key Contact Information

Name of Key Contact	
Position within the entity (e.g., owner, officer, partner, etc.):	
Address	
Telephone	
Email Address	

Section 1 - Proposing Legal Entity

Please provide the legal entity information (exactly as it will be stated in the Lease)

Name of Legal Entity	
<input type="checkbox"/> Individual <input type="checkbox"/> Partnership <input type="checkbox"/> Joint Venture <input type="checkbox"/> Limited Liability Company <input type="checkbox"/> Corporation <input type="checkbox"/> Other (include explanation below)	
Date Established	
Registered Address	
Authorized Representative's Name	
Title of Authorized Representative	

Section 2 - Relevant Experience and Qualifications

Respondent should complete the following section which provides a list of current or former cafe or restaurant business(s) operated by Respondent, number of years at that location, size, monthly gross and net revenue, and monthly rent paid. If necessary, Respondent can also attach a short narrative response, *limited to one page*, that describes Respondent's relevant experience and operating history. For new entities, the narrative should demonstrate that the principal of the new entity has qualifying experience managing a similar cafe or eatery.

Number of Existing Business(es)	
Number of Existing Employees	

Name and Address of Current and Prior Cafe(s) or Restaurant(s) operated by Respondent (Please indicate Current or Prior)	Years of Operation	Description of size (e.g., coffee cart, cafe, full scale restaurant)	Monthly Gross Revenue	Monthly Net Revenue	Monthly Rent

Section 2 - Relevant Experience and Qualifications (Continued)

1. Please provide a description of how the Café at the Demakes Family YMCA will be operated? Describe your vision for the Café. Also, please describe how the Café will be managed, including the number of hours that key employees will actively spend on-site.
2. Optional Narrative for Section 2: A short narrative response, *limited to one page*, which describes Respondent's relevant experience and operating history. For new entities, the narrative should demonstrate that the principal of the new entity has qualifying experience managing a similar cafe or eatery.

Section 3 - Financial Capacity

1. Respondent should demonstrate that it has the financial resources to (i) undertake this opportunity, including the demonstrated ability to manage, market, and operate its organization, (ii) pay rent and provide a security deposit, (iii) procure the required insurance, and (iv) hire qualified staff.

Section 4 - Proposed Menu

1. Attach a proposed menu.

Affirmative Statement of Accuracy

- The undersigned represents and warrants to the Demakes Family YMCA as follows:
 - o the undersigned person(s) are authorized representatives of Respondent.
 - o the person(s) signing below is authorized by Respondent to obligate respondent to perform the commitments contained in the Proposal.
 - o all information submitted by Respondent in the Proposal is complete, accurate, and truthful; and
 - o submission of this Proposal constitutes a representation by Respondent that it is willing and able to perform the commitments contained in this Proposal.
 - o the Demakes Family YMCA’s issuance of this RFP is not a promise or agreement that the YMCA will enter into any lease.

Name _____

Title _____

Date _____