**INSTRUCTIONS FOR ATTACHMENT D FINANCIAL FORMS**

**RFP Criterion #2 – Financial (15%) and Rent (5%)**

***Note to Offeror and/or Offeror-Guarantor:***

*In the event the Offeror is not yet in existence, provide the information described below with respect to both the to-be-formed entity and the parties having an interest in the entity to be formed (for purposes of these instructions, all are referred to as Offerors). The submission must include a letter from each Offeror-Guarantor that unconditionally states and guarantees that the Offeror-Guarantor will provide the Offeror with all funding, management and other resources required as terms in the Draft Lease and offered in the proposal submitted. The Offeror must complete all provided forms.*

The following instructions reference Attachment D. Attachment D is an excel spreadsheet with tabbed tables and forms. Attachment D must be completed and submitted in order for the Offeror’s proposal to be been deemed responsive.

**Attachment D – Tab 1 Business History Form**

Complete the **Business History Information** form on the first tab of the Attachment D Excel file:



**Attachment D – Tables 1 and 2: Business Financial Statement- Fiscal Year Balance Sheet**

This information is required to verify there are enough funds available to be able to pay the required expenses to operate the facility in accordance with the requirements of the Draft Lease and to satisfy any other existing debt or obligations. If the Offeror’s total debts or obligations exceed current assets, provide a narrative explaining how these debts will be paid.

Financial Statements include both an Income Statement and a Balance Sheet. An Income Statement lists all of your income and expenses as of the last day of your most recent fiscal year. A Balance Sheet lists everything that you own and everything that you owe as of a certain date.

By signing the Offeror’s Transmittal Letter, you certify that the information you provide is complete, true, and correct.

If the entity/organization wishing to submit a response to the RFP is not yet formed, each individual having an interest in the entity to be formed should submit the appropriate Financial Statements as set forth below.

**The Service requires all existing business entities to submit Business Financial Statements.**

Provide, at a minimum, an audited or reviewed (i) Income Statement for the two most recent fiscal years and (ii) Balance Sheets for the most recent fiscal year. Business Financial Statements should reflect the entity’s business as a whole, including all operations both inside and outside of the Area.

If the entity does not have audited or reviewed Financial Statements, complete the Most Recent Fiscal Year Balance Sheet (Table 1), the Historical Income Statement (Table 2) as show below. .

Forms shall be filled out in the provided excel format in Attachment D Financial Forms.

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**Attachment D – Table 3: Personal Financial Statement**

Provide a CURRENT (within the last ninety (90) days) and complete **Business** **Credit Report with a Credit Score** in the name of the Offeror from a major credit reporting company such as Equifax, Experian, TRW or Dun & Bradstreet. If the credit report includes negative information, provide a narrative explanation.

If you cannot obtain a Business Credit Report, submit Personal Credit Reports for each Offeror. For partnerships, submit a personal Credit Report for each general partner. Corporations must submit a Business Credit Report.

In the event the proposed Offeror is an entity not yet in existence, submit credit reports for each party having an interest in the entity to be formed. Submit a Business Credit Report if it is a business entity that will have an interest in the entity to be formed. Submit a Personal Credit Report if it is an individual that will have interest in the entity to be formed.



**Attachment D – Table 4: Personal Property (owned or leased), Furniture, Fixtures & Equipment (FF&3)**

Demonstrate your proposal is financially viable and that you understand the financial obligations of the Draft Lease by identifying the personal and other property (non-government owned property), whether owned or leased, that will be used in connection with operations at Bay 9 and Riis Beach.

Using Table 4 in Attachment D, list the personal property you own and which you plan to use in connection with your operations inside of the Par. Provide an estimate of its current monetary value. Do not include any personal property you use for your operations outside of the Park.

Also list all of the personal property that you intend to acquire (whether by purchase or by lease) to operate the Bay 9 facility.



**Attachment D – Table 5: Start-Up Costs**

Estimate the start-up costs needed to begin operating the business (within the Park only) and use those estimates to complete the Table 5 in Attachment D. **Only provide estimates for those items you need to acquire in order to begin operating.** **Do not include costs for items you already own.** For working capital (cash), estimate the amount of cash you will need to have available after purchasing the other items (please describe) in order to begin operating the business. For example, working capital would include salaries and rent you will pay before you generate income from the operations in the Park.

The total “Value of Personal Property Investment that will be Acquired Prior to Operation” that you listed in the previous table should be equal to the amount you list for Personal Property in this table.



**Attachment D – Table 6: Prospective Income Statement**

Demonstrate that your proposal is financially feasible while carrying out the terms and conditions of the Draft Lease by completing the following Prospective Income Statement, Table 8 in Attachment D.

* Estimate the amount of income and expenses for the proposed operation for the first year of operation. We included blank lines on the prospective income statement for your estimates for any additional expense categories. Describe those categories, if any, on the blank lines.
* Include only revenues and expenses related to the services in your proposed offer. Do not include other services you may provide outside the Park or any services that are not authorized in the Draft Lease in Attachment A.
* Fully explain the assumptions on which you base your projections and provide sufficient details so we understand your assumptions. Provide revenue estimates by department, if applicable.

***Additional Instructions for completing Table 6 Prospective Income Statement:***

Line 1: Show revenues by source and activity (i.e., food, beverage, retail, mobile, rentals, etc.)

Line 8a: Administrative and General includes the costs of managing the business and may include items such as: credit card commissions; legal and accounting fees; travel; meals and entertainment; postage and printing; professional training; telecommunications expenses; etc.

Line 10a: Insurance: As required in Exhibit C of the Draft Lease (Attachment A)

Line 13: EBITDA: Earnings before Interest, Taxes, Depreciation and Amortization

