PROPOSAL PACKAGE

CC-CHIS001-24

Department of the Interior

National Park Service
Channel Islands National Park

Proposal to Operate Boat Transportation, Food and Beverage, and Retail Services at Channel Islands National Park
PROPOSAL SUBMISSION TERMS & CONDITIONS

1. The Offeror’s Transmittal Letter set forth below indicates your acceptance of the terms and conditions of the concession opportunity as set forth in this Prospectus. It indicates your intention to comply with the terms and conditions of the Contract. The letter, submitted without alteration, must bear original signatures. The National Park Service (Service) will review the entire Proposal Package to determine whether your proposal in fact accepts without condition the terms and conditions of this Prospectus. If it does not accept without condition the terms and conditions of this Prospectus, your proposal may be considered non-responsive, even if you submitted an unconditional Offeror’s Transmittal Letter.

2. The Proposal Package is drafted upon the assumption that an Offeror is the same legal entity that will execute the new concession Contract as the Concessioner. If the entity that is to be the Concessioner is not in existence as of the time of submission of a proposal, the proposal must demonstrate that the individual(s) or organization(s) (hereinafter Offeror-Guarantor) that intends to establish the entity that will become the Concessioner has the ability and is legally obliged to cause the entity to be financially and managerially capable of carrying out the terms of the Contract. In addition, the Offeror-Guarantor must unconditionally state and guarantee in its proposal that the Offeror-Guarantor will provide the Concessioner with all funding, management, and other resources that the Draft Contract requires and the proposal offers.
OFFEROR’S TRANSMITTAL LETTER

Regional Director
Interior Regions 8, 9, 10 & 12
333 Bush Street, Suite 500
San Francisco, CA 94104

Dear Director:

The name of the Offeror is ____________________. If the Offeror has not yet been formed, this letter is submitted on its behalf by ___________________ as Offeror-Guarantor(s), who guarantee(s) all certifications, agreements and obligations of the Offeror hereunder and make(s) such certifications, agreements and obligations individually and on behalf of the Offeror.

The Offeror hereby agrees to provide visit or services and facilities within Channel Islands National Park in accordance with the terms and conditions specified in the Draft Concession Contract CC-CHIS001-24, (Draft Contract) provided in the Prospectus issued by the public notice as listed on the SAM.gov website and to execute the Draft Contract without substantive modification (except as may be required by the National Park Service pursuant to the terms of the Prospectus and the Offeror’s Proposal). If the Offeror is not yet in existence, the undersigned, acting as guarantor(s) of all certifications, agreements and obligations of Offeror hereunder, makes such certifications, agreements and obligations individually and on behalf of the Offeror.

The Offeror is enclosing the required "PROPOSAL" which, by this reference, is made a part hereof.

The Offeror certifies that the information furnished herewith is complete, true, and correct, and recognizes that false statements may subject the Offeror to criminal penalties under 18 U.S.C. 1001. The Offeror agrees to meet all the minimum requirements of the Draft Contract and the Prospectus. The Offeror certifies that it has provided all of the mandatory information specified in the Prospectus.

The Offeror certifies in accordance with applicable law the following (initial all that apply):

1) None of the individuals or entities acting as Offeror or with an ownership interest in the Offeror is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from a public transaction by a federal department or agency. 

2) Within the three years preceding submission of the Proposal, none of the individuals or entities acting as Offeror or with an ownership interest in the Offeror has been convicted of, or had a civil judgment rendered against them for, commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state or local) transaction or contract under a public transaction, or for violation of federal or state antitrust statutes or for commission of embezzlement, theft, forgery, bribery, falsification of records, making false statements, or receiving stolen property.

3) None of the individuals or entities acting as Offeror or with an ownership interest in the Offeror is presently indicted for or otherwise criminally or civilly charged by a federal, state or local unit of the government with commission of any of the aforementioned offenses.

4) The individuals or entities acting as Offeror or with an ownership interest in the Offeror have not had one or more public transactions (federal, state or local) terminated for cause or default within the three-year period preceding the submission of the Proposal.

5) The individuals or entities seeking participation in this Concession Contract have not had one or more public transactions (federal, state or local) terminated for cause or default within the three-year period preceding the submission of the Proposal.

6) If a corporation, the Offeror does not have any unpaid Federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted or have lapsed, and that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability.
7) If a corporation, the Offeror has not been convicted of a felony criminal violation under any Federal law within the preceding 24 months. 

If the Offeror is unable to certify one or more of the items above, it may sign this transmittal letter and, together with this transmittal letter, must submit detailed information explaining why it is unable to certify the item(s). The information the Offeror must submit includes a description of every incident that prevents the Offeror from certifying the item(s); the current status of each incident; and, if resolved, how each incident was resolved. The Offeror must explain how these incidents may affect the Offeror’s ability to fulfill the terms of the Draft Contract.

The Offeror, by submitting this Proposal hereby agrees, if selected for award of the Draft Contract:

1) To perform, in a timely and competent manner, the minimum requirements of the Draft Contract as identified in this Prospectus.

2) To complete the execution of the final Concession Contract within the time provided by the National Park Service when it presents the Concession Contract to the Offeror for execution.

3) To commence operations under the resulting Concession Contract on the effective date of the Concession Contract.

4) To operate under the current National Park Service approved rates until such time as amended rates may be approved by the National Park Service.

5) [Include only if the Offeror is not yet in existence.] To provide the entity that is to be the Concessioner under the Draft Contract with the funding, management, and other resources required under the Draft Contract and/or described in our Proposal.

6) [Include only if the Offeror is a business entity, rather than an individual] To deliver to the Regional Director within 10 days following the announcement of the selection of the Offeror as the Concessioner, current copies of the following:

   - Certificate from its state of formation indicating that the entity is in “good standing” (if such form is issued in that state for Offeror’s type of business entity);
   - Governing documents of Offeror (e.g., Articles of Incorporation and Bylaws for corporations; Certificate of Formation and Operating Agreement for LLCs; Partnership Agreement for Partnerships; or Venture Agreement for Joint Ventures); and
   - If the business entity was not formed in the California, evidence that it is qualified to do business there.

The Offeror certifies it has uploaded the following documents on the Service’s designated Microsoft Teams site using the email address: 

<table>
<thead>
<tr>
<th>Document Title</th>
<th>Filename</th>
<th>File Size</th>
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<tbody>
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</table>
NAME OF OFFEROR (or OFFEROR-GUARANTOR(s)): _________________________________________
If the Offeror is not yet in existence as of the time of submission — list all entities if more than one and clearly indicate that the entity is an Offeror-Guarantor. If there is more than one Offeror-Guarantor, each Offeror-Guarantor must sign the Offeror’s Transmittal Letter.

BY _______________________________ DATE ________________________
(Type or Print Name)

ORIGINAL SIGNATURE ___________________________________________________

TITLE ________________________________________________________

ADDRESS ________________________________________________________

________________________________________________________

________________________________________________________

(END OF OFFEROR’S TRANSMITTAL LETTER)
CERTIFICATE OF BUSINESS ENTITY OFFEROR  
(OR OF OFFEROR-GUARANTOR IF OFFEROR IS NOT YET FORMED)  
(Offerors who are individuals should skip this certificate)

I, __________________________________, certify that I am the ___________________ of the [specify one] corporation/partnership/limited liability company/joint venture named as Offeror (or Offeror-Guarantor, if applicable) herein; that I signed this proposal for and on behalf of the Offeror (or Offeror-Guarantor, if applicable), with full authority under its governing instrument(s), within the scope of its powers, and with the intent to bind the entity.

NAME OF ENTITY: ________________________________________________________

BY _______________________________ DATE _________________________

(Type or Print Name)

ORIGINAL SIGNATURE _______________________________________________

TITLE ________________________________________________________

ADDRESS ________________________________________________________

________________________________________________________

________________________________________________________
SELECTION FACTORS

Response Format

1) Please number each page and section in your completed proposal. Add information to your proposal only to the extent that it is necessary and relevant to respond to the selection factor. Each page should have a heading identifying the selection factor and subfactor to which the information contained on the page responds. It is important that your response stays within the organizational framework in the Proposal Package and provides all relevant information directly in response to each selection factor. The Service may consider relevant information contained elsewhere in a proposal in assessing the proposal’s response to each particular selection factor.

2) The evaluation panel will only take firm commitments into account when evaluating proposals. Responses that include terms such as “look into,” “research,” “may,” “if feasible,” and similar terms are not considered as firm commitments. In addition, the Service considers responses that include a specific time for commitment implementation as a stronger response. For example, “XXX commits to provide recycling containers in each lodging room by December of 2017.”

3) Where page limits are set out in the Proposal Package, the Service will not review or consider the information on any pages that exceed the page limitations stated, including attachments, appendices, or other additional materials the Offeror submits. The Service would like to see clear and concise answers. A longer answer will not necessarily be considered a better answer.

4) The Service considers text on two sides of one sheet of paper as two pages.

5) Offerors must use letter-size paper unless a subfactor asks for schematics or drawings, in which case Offerors may use legal or ledger-size paper for the schematics or drawings. Offerors must use 11 or 12 point font for all text within the proposal, including all tables, charts, graphs, and provided forms. The Service will accept images of sample material with smaller fonts.

6) Page margins must be 1 inch. Page numbers and identifications of confidential information may appear within the margins.
Service Objectives:

The Service’s objectives under this factor are for the Concessioner to minimize resource disturbance by operating in an environmentally and culturally sensitive manner. Specifically, the Service seeks a Concessioner that minimizes impacts to natural resources, cultural resources, and scenic resources.

The purpose of Channel Islands National Park (Park) is to preserve and protect the unique marine ecosystem and natural, cultural, and scenic resources of the Channel Islands. In line with the desired conditions for resources conservation, management priorities for the Park fall generally within the following categories:

- Natural resources, including kelp, seagrass, water quality, vegetation, and beaches; fish, marine mammals, migratory birds, sea birds, and other wildlife;
- Minimizing invasive species and limiting biosecurity risks on the islands
- Cultural resources, including those relating to the Chumash and Tongva Native American peoples; island histories; historic structures and facilities; and land-based and underwater archeological sites.
- Scenic resources, including the natural soundscape; night skies; and the preservation of the island shorelines.

Subfactor 1(a). Onboard Resource Protection Education

Using not more than three (3) pages, including all text, pictures, and graphs:

Describe, including implementation timelines, how you will provide interpretive information and educate day visitors and campers onboard the vessels to protect the natural, cultural, and scenic resources of the Park. Minimum requirements for onboard interpretive programming are in the Draft Contract, Exhibit B, Operating Plan, Section 5(C). Examples of educational and interpretive materials and tools that might be used onboard the ferry include:

- Graphics and exhibits, such as: enhanced interpretive graphics, objects/replicas, and opportunities for tactile and other sensory experiences; and
- Technology, such as: user-controlled onboard audio connections, video systems, technologies that magnify and enhance images of wildlife, mobile apps, audio devices, closed captioned services, and recordings in multiple languages.

Note: Do not overlap your response to this subfactor with your response to Principal Selection Factor 2, Subfactor 2(b), which focuses on visitor comfort and safety onboard the vessels.

Subfactor 1(b). Minimizing Biosecurity Risks on the Islands

Channel Islands National Park, in cooperation with The Nature Conservancy and the U.S. Navy, has recently begun to implement biosecurity measures across the Channel Islands. The program is in its early stages and only has a single, dedicated employee. The Park is looking to expand the impact of the program by modeling practices from leading conservation organizations around the world.

Using not more than three (3) pages, including all text, pictures, and graphs:

Please describe, including implementation timelines, how you will exceed the minimum biosecurity Draft Contract requirements (Exhibit B, Operating Plan, Section 6(D)) and the Biosecurity Plan Guidelines (Attachment 4 to the Operating Plan) to help the Service to be more successful in protecting the Park from invasive species.
Service Objectives:
The Service’s objective is for the Concessioner to provide visitors with a high-quality visitor experience, not only onboard the ferry, but also prior to embarkation, on the Concessioner’s website, within the Park, and through return to port. The Park sees the Concessioner as a partner in educating visitors about Park resources and seeks high quality interpretive messages through a variety of experiences and media.

Subfactor 2(a). Trip Planning and Ticketing

In addition to selling ferry passenger tickets onsite at the Ventura Harbor Embarkation Site, the Concessioner must employ a secure, online ticketing system and website that:

- allows visitors to book ferry transportation to each island and provides information regarding the conditions on each island;
- clearly presents information about camping within the Park and how visitors can acquire the necessary camping permits and make camping reservations in advance of their visit, which effectively ensures campers can secure a ferry trip on the day of their camping excursion;
- provides for information relating to the kayak tour concessioner operations, including links to the kayak concessioner’s website and process for booking advance reservations;
- provides information and links to area kayak rental operators that provide their services under Commercial Use Authorizations (CUAs) approved by the Service; and
- clearly specifies requirements, restrictions, and limits for the transport of personal camping equipment and kayaks.

Using no more than four (4) pages, including all text, pictures, and graphics, describe, including implementation timelines:

1. Describe how you will create a seamless, centralized website where visitors can make reservations for key services and obtain trip planning and orientation information, including when and where visitors need to go for services and activities.

2. Describe how you will present information about the available services, including camping reservations and equipment transport; availability of boxed lunches; and the services provided by the kayak tour concessioner and kayak rental operators in the area. The Service prefers that the Concessioner’s website design include a single webpage with all reservation options (i.e., ferry tickets, equipment transport, and boxed lunches) as well as information about how to reserve kayak tours, kayak rentals, campsites, etc.

3. Describe your proposed ticket sales and collection process at the Ventura Harbor Embarkation Site, and your proposed strategies to optimize visitor orientation and to ensure orderly queuing and boarding.

4. Describe the elements of your proposed interpretive programming at the embarkation site. How will you develop this site to provide an active orientation to Channel Islands National Park resources? Describe how the interpretive messaging will connect to the visitor’s experience onboard the ferry vessel. Examples of interpretive items may include:

- Signage – enhanced signage, graphics, etc.
- Displays/exhibits – maps, interpretive objects/replicas, models, etc.
- Technology – digital video displays, sound systems, mobile apps, closed captioned services, etc.

Subfactor 2(b). The Onboard Ferry Experience
The Concessioner must provide ferry service that provides visitors with an excellent experience through the Concessioner’s offering of amenities that ensure visitor comfort and safety. Visitor comfort onboard the ferry vessels is particularly important given the travel times and distances between the mainland and the islands.

Using no more than four (4) pages, including all text, pictures, and graphics:

Describe how you will provide for passenger comfort and convenience onboard your Primary Vessels (see Section 1. Definitions of Addendum 1 of the Draft Contract for a definition of Primary Vessels). Include your implementation deadline for each visitor comfort feature. Examples of visitor comfort features include, but are not limited to, the following:

- Quality seating
- Shaded areas
- User-controlled audio programming (e.g. headphones)
- Minimizing onboard motion and providing sea-sickness remedies
- High-fidelity sound system
- WiFi/Bluetooth connectivity

Note: Do not overlap your response to this subfactor with your response to Principal Selection Factor 1, Subfactor 1(a), which focuses on visitor education onboard the vessels.
Note to Offeror: To assist the Service in the evaluation of proposals under this and other selection factors, provide the following information regarding the organizational structure of the business entity that will execute the Draft Contract. This organizational structure information will not be scored for selection purposes but may be used for assessing responses to various selection factors. If the Offeror is not yet in existence, the Offeror-Guarantor(s) should describe its own experience and explain how such experience will carry over to the Offeror entity.

Offeror’s Organizational Structure

Describe the entity with which the National Park Service will contract, specifying whether it is currently in existence or is to be formed. Clearly explain and define the Offeror’s relationship to any related entities that will affect how the Offeror will perform under the Draft Contract. Identify the entity, if other than the Offeror, that has the authority to allocate funds, and hire and fire management employees, of the Offeror. Identify any individual or business entity that holds or will hold a controlling interest in the Offeror. If the Offeror is an unincorporated sole proprietorship, identify and provide information about the individual who owns and operates the business. If the Offeror is a limited liability company, a partnership, or a joint venture, identify and provide information about each managing member or manager, general partner or venturer, respectively.

Submit your organizational documents (e.g., partnership agreement, articles of incorporation, operating agreement).

Using the appropriate Business Organization Information form (as applicable) at the end of this Principal Selection Factor 3, identify the Offeror and each business entity and/or individual to be involved in the management of the proposed concession operation. Use the form appropriate for your business entity or sole proprietorship and include all information necessary to make the relationship among the parties clear. When completed, the Business Organization Information form should convey the following information:

1) The full legal name of the Offeror and any trade name under which it proposes to do business.

2) The legal form of the Offeror, if other than an individual.

3) The name, address and, if applicable, form of business entity of all owner(s) of the Offeror, including, the precise extent of their ownership interests.

4) The name, address and, if applicable, form of business entity of all related business organizations and/or individuals that will have a significant role in managing, directing, operating, or otherwise carrying out the services to be provided by the Offeror. Describe in detail how these relationships will work formally and in practice. Use additional pages if the information does not fit within the forms provided.

5) If applicable, the length of Offeror’s existence as a business entity.

If the Offeror is not yet formed, submit a Business Organization Information form for each Offeror-Guarantor.

Subfactor 3(a). Operational Experience

Demonstrate the Offeror’s experience in providing services similar to those required by the Draft Contract by providing one example of experience operating passenger ferries. If the Offeror is not yet in existence, demonstrate the Offeror-Guarantor(s) experience and explain how such experience will carry over to the Offeror entity directly. If you identify the experience of a related entity, explain how that entity’s experience will benefit the Offeror’s operations.

Using not more than three (3) pages, provide the following information for your example:

(1) Name and location of operation
(2) Nature and tenure of the Offeror’s involvement, status of business (e.g., owned and operated by Offeror, sold, open but no longer operated by Offeror, closed, etc.)

(3) Description of services provided (if multiple ferry routes, describe each one; include any interpretive and educational programs and other services; reservation and ticketing system)

(4) Operating seasons and hours

(5) Size of operation: number of vessels, passenger capacities, gross revenues for the most recent three years of operation in which the Offeror was involved with the business, and service volume (e.g., number of passengers, number of daily departures). Include all vessel names, document numbers, and the name of the vessel owner and operating entity.

(6) Number of employees: full-time employees, part-time employees, and seasonal employees; segregated by peak and off-peak seasons

(7) Experience operating in open ocean transit with strong currents and winds, shipping channels, tidal fluctuations, marine protected areas, and limited visibility

(8) Experience in “live boating” passenger transfer to stationary dock, as defined in the Draft Contract, Exhibit B, Operating Plan (Section 2, Definitions)

**Subfactor 3(b). Offeror’s Marine Casualty History and Commercial Operator Incident Reporting**

The safety of an Offeror’s vessel(s) and operations is of paramount importance to the Service. This subfactor addresses the Offeror’s operational history and is intended to elicit information to assist the Service in evaluating operational safety. Please note: any information you provide in response to this subfactor will be verified by the Service through, among other sources, the U.S. Coast Guard (USCG) (e.g., by consulting the following website: http://cgmix.uscg.mil/PSIX/Default.aspx). Offerors should also check this website to verify the accuracy of the information with the USCG, and if they believe it is not accurate, challenge such information with the USCG.

For purposes of this subfactor, the following definitions apply:

- **Documents** includes, without limitation, citations, letters, letters of deficiency, audit deficiencies, notices of violation, penalties, fines, marginal public health inspections, or other communications issued by a Regulator.
- **Incident** means an unintended event that disturbs normal operations or an unplanned, undesired event that adversely affects completion of a task.
- **Offeror** means the Offeror, its affiliates, parent, subsidiaries, predecessor companies, or any other related entities, as well as any of its principals and employees (collectively, the “Business Entities”).
- **Related entities** means the Offeror and all of its principals (for corporations, their executive officers, Directors, and controlling shareholders; for partnerships, their general partners; for limited liability companies, their managing members and managers, if any; and for joint ventures, each venturer) and all parent entities, subsidiaries, or related entities under the primary organizational entity (such as a parent corporation and all subsidiaries), that provide the same or similar services as required or authorized by the Draft Contract.
- **Marine casualty** has the definition set forth in the USCG regulations set forth at 46 C.F.R. section 4.03-1. The term includes, but is not limited to, grounding, loss of primary propulsion, passengers required to transfer from one vessel to another vessel during a tour, collision, flooding, capsizing, explosion, and loss of life or reportable injury.
- **Marine operations** means all maritime operations including, but not limited to, vessel fitness, vessel safety, and safety of operations of vessels, as well as marine casualty.
- **Reporting Period** means the period beginning ten years prior to the date of this Prospectus.
- **Regulator** means any federal, state, or local government entity that has jurisdiction over marine operations and vessel fitness, safety, and operation. An example of a Regulator is the USCG.

For all ferries, marine and/or non-marine tour operations:

(1) List all the Business Entities you considered when responding to this question. List the names and document numbers of all the vessels you considered when responding to this question. At minimum, include all Business Entities and vessels identified in your response to subfactor 3(a).

(2) Provide all documents related to incidents occurring as a result of marine operations that were issued to the Offeror during the Reporting Period by any Regulator. Please ensure that these documents are logically organized, for example, in reverse chronological order, for ease of review.
(3) Describe each incident that is the subject of each document and correlate the description with the relevant documents. For example, if you received five documents related to one incident, (for example, a grounding), state that documents 1 through 5 relate to that incident.

(4) Include the following information to the extent applicable:

(a) Name of the Business Entity involved;
(b) Name of the captain or driver involved;
(c) Date of the incident;
(d) Name of the vessel or type of vehicle involved;
(e) How the matter was resolved. If the matter has not been resolved, describe its current status.
(f) How have you ensured that the concerns raised by each incident are addressed for the future?
BUSINESS ORGANIZATION INFORMATION
Corporation, Limited Liability Company, Partnership, or Joint Venture
(Principal Selection Factor 3)

**Note:** Either a Form 10-357A or Form 10-357B is completed for each proposal, depending on the nature of ownership of the company.

Complete separate form for the submitting business entity and any and all parent entities.

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<th>Name of Individual and Tradename, if any</th>
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<tr>
<th>Ownership</th>
<th>Percentage of Ownership Interests</th>
<th>Current Value of Investment</th>
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<td>Names and Addresses of those with controlling interest and key principals of business</td>
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<td>Total Interests Outstanding and Type(s):</td>
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### Officers and Directors or General Partners
or Managing Members or Venturers

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<thead>
<tr>
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<th>Address</th>
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**Attach the following:**

- Description of relationship of any Offeror-Guarantor to the Offeror with respect to funding and management.
NOTICES

PRIVACY ACT STATEMENT


Purpose: The purposes of the system are (1) to assist NPS employees in managing the NPS Commercial Services program allowing commercial uses within a unit of the National Park System to ensure that business activities are conducted in a manner that complies with Federal laws and regulations; (2) to monitor resources that are or may be affected by the authorized commercial uses within a unit of the National Park System; (3) to track applicants and holders of commercial use authorizations who are planning to conduct or are conducting business within units of the National Park System; and (4) to provide to the public the description and contact information for businesses that provide services in national parks.

Routine Uses: In addition to those disclosures generally permitted under 5 U.S.C.552a(b) of the Privacy Act, records or information contained in this system may be disclosed outside DOI as a routine use pursuant to 5 U.S.C. 552a(b)(3) to other Federal, state and local governments, tribal organizations, and members of the general public upon request for names, addresses and phone numbers of Commercial Use Authorizations (CUA) holders conducting business within units of the National Park System for the purpose of informing the public of the availability of the services offered by the CUA holder. In addition, records or information contained in this system may be disclosed outside DOI based on an authorized routine use when the disclosure is compatible with the purpose for which the records were compiled as described under the system of records notice for this system.

Disclosure: Voluntary, however, failure to provide the requested information may impede our ability to 1) manage the National Park Service (NPS) Commercial Services Program allowing commercial uses within a unit of the NPS, 2) monitor resources that are or may be affected by the authorized commercial uses, and 3) provide the public the description and contact information for businesses that provide services in national parks.

PAPERWORK REDUCTION ACT STATEMENT

We collect this information under the authority of Title IV of the National Parks Omnibus Management Act of 1998 (Pub. L. 105–391). We use this information to evaluate a concession proposal. Your response is required to obtain or retain a benefit. We may not collect or sponsor and you are not required to respond to a collection of information unless it displays a currently valid OMB control number. OMB has approved this collection of information and assigned Control No. 1024-0029.

ESTIMATED BURDEN STATEMENT

We estimate that it will take you 1 hour to complete this form, including time to review instructions, gather and maintain data, and complete and review the form. You may send comments on the burden estimate or any aspect of this form to the Information Collection Clearance Officer, National Park Service, 1201 Oakridge Drive, Fort Collins, CO 80525. Please do not send your completed form to this address.
**BUSINESS ORGANIZATION INFORMATION**  
*Individual* or Sole Proprietorship  
(Principal Selection Factor 3)

*Note:* Either a Form 10-357A or Form 10-357B is completed for each proposal, depending on the nature of ownership of the company.

Complete separate form for the submitting business entity and any and all parent entities.

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<td>Email Address</td>
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<td>Contact Person (if other than the Offeror)</td>
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<td>Tax ID #</td>
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<td>Years in Business (of same type as required service(s))</td>
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<td>Current Value of Business</td>
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<td>Role in Providing Concession Service(s)</td>
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* Due to difficulties determining authority to act and ownership, the Service will not accept a proposal from spouses jointly as a purported business entity. Either one individual must serve as the Offeror or the spouses must form a corporation, partnership, or limited liability company to serve as Offeror.

**If the sole proprietorship acts under a name other than that of its owner (i.e., does business as “company name”), also add the jurisdiction where the company’s trade name is registered, if any.
NOTICES
PRIVACY ACT STATEMENT


Purpose: The purposes of the system are (1) to assist NPS employees in managing the NPS Commercial Services program allowing commercial uses within a unit of the National Park System to ensure that business activities are conducted in a manner that complies with Federal laws and regulations; (2) to monitor resources that are or may be affected by the authorized commercial uses within a unit of the National Park System; (3) to track applicants and holders of commercial use authorizations who are planning to conduct or are conducting business within units of the National Park System; and (4) to provide to the public the description and contact information for businesses that provide services in national parks.

Routine Uses: In addition to those disclosures generally permitted under 5 U.S.C.552a(b) of the Privacy Act, records or information contained in this system may be disclosed outside DOI as a routine use pursuant to 5 U.S.C. 552a(b)(3) to other Federal, state and local governments, tribal organizations, and members of the general public upon request for names, addresses and phone numbers of Commercial Use Authorizations (CUA) holders conducting business within units of the National Park System for the purpose of informing the public of the availability of the services offered by the CUA holder. In addition, records or information contained in this system may be disclosed outside DOI based on an authorized routine use when the disclosure is compatible with the purpose for which the records were compiled as described under the system of records notice for this system.

Disclosure: Voluntary, however, failure to provide the requested information may impede our ability to 1) manage the National Park Service (NPS) Commercial Services Program allowing commercial uses within a unit of the NPS, 2) monitor resources that are or may be affected by the authorized commercial uses, and 3) provide the public the description and contact information for businesses that provide services in national parks.

PAPERWORK REDUCTION ACT STATEMENT

We collect this information under the authority of Title IV of the National Parks Omnibus Management Act of 1998 (Pub. L. 105–391). We use this information to evaluate a concession proposal. Your response is required to obtain or retain a benefit. We may not collect or sponsor and you are not required to respond to a collection of information unless it displays a currently valid OMB control number. OMB has approved this collection of information and assigned Control No. 1024-0029.

ESTIMATED BURDEN STATEMENT

We estimate that it will take you 1 hour to complete this form, including time to review instructions, gather and maintain data, and complete and review the form. You may send comments on the burden estimate or any aspect of this form to the Information Collection Clearance Officer, National Park Service, 1201 Oakridge Drive, Fort Collins, CO 80525. Please do not send your completed form to this address.

RECORDS RETENTION. TEMPORARY. Destroy/Delete 3 years after closure. (NPS Records Schedule, Commercial Visitor Services, (Item SD) (N1-79-08-4))
PRINCIPAL SELECTION FACTOR 4. THE FINANCIAL CAPABILITY OF THE OFFEROR TO CARRY OUT ITS PROPOSAL. (0-5 POINTS)

Notes to Offeror:

In the event the Offeror is not yet in existence, provide the information described below with respect to both the to-be-formed Offeror and the Offeror-Guarantor(s). The submission must include the Offeror’s Transmittal Letter signed by each Offeror-Guarantor that unconditionally states and guarantees the Offeror-Guarantor will provide the Offeror with all funding, management and other resources that the Draft Contract requires and the proposal offers. Failure to provide the required documentation may lead to the National Park Service determining your offer is non-responsive and ineligible for award of the Draft Contract.

All forms are provided electronically as an Appendix to the prospectus. The Offeror must complete all forms provided and submit the Excel spreadsheet file.

This selection factor has no subfactors. The Service will score the selection factor based upon the entirety of the response.

Demonstrate that you have a credible, proven track record of meeting your financial obligations. The Offeror (or each Offeror-Guarantor) must provide comprehensive materials to demonstrate that it has a history of meeting its financial obligations by providing the following:

1) The completed Business History Information form provided at the end of this section for the Offeror AND any entity that will provide financial or management assistance. If the Offeror is not yet formed, provide a business history form for each Offeror-Guarantor.

2) A complete credit report in the name of the Offeror and a complete credit report for any entity that will provide financial assistance that includes scores and is dated within six months prior to the date of the proposal. The report must be from a major credit reporting company such as Equifax, Experian, TRW, or Dun & Bradstreet. If the Offeror is not yet formed, include a credit report for each Offeror-Guarantor.

Demonstrate the Offeror’s business experience and financial capacity by providing the following:

Submit the Offeror’s audited financial statements for the two most recent fiscal years, with all notes to the financial statements. Audited financial statements must also be provided for any general partners in a partnership (or deemed partnership, such as husband and wife), and all venturers in a joint venture. If the Offeror is not yet formed, submit audited financial statements for each Offeror-Guarantor.

If audited financial statements are not available, explain in detail why they are not available.

If audited financial statements are not available but reviewed statements are, explain why the statements were reviewed rather than audited.

If neither audited nor reviewed statements are available, explain in detail why they are not available and submit:

Certified financial statements. The Offeror (or Offeror-Guarantor(s), as applicable) must submit its financial experience including financial statements that are certified as to accuracy and completeness by an authorized officer of the entity or by the individual Offeror, as appropriate.

If none of the above are available, explain in detail why they are not available and submit:

Personal financial statements. The Offeror (or Offeror-Guarantor(s), as applicable) must submit personal financial statements certified as to accuracy and completeness by the submitting individual for each of the Offeror’s principals (as listed in NPS Form 10-357A).
Demonstrate that your proposal is financially viable and that you understand the financial obligations of the Draft Contract by providing the following:

Your estimate of the acquisition and start-up costs of this business using the Initial Investment and Start-Up Expense and the Initial Investments and Start-Up Expense Assumptions forms included in the Excel spreadsheets provided as an Appendix to the prospectus. Explain fully the methodology and the assumptions used to develop the estimate. The information provided should be of sufficient detail to allow a reviewer to understand how the estimates were determined. If you are the Existing Concessioner and do not anticipate any additional initial investment or start-up costs, please state that you consider the current personal property and assets adequate to operate this concession opportunity successfully.

Using the Excel spreadsheets provided as an Appendix to the prospectus, complete the Income Statement and Income Statement Assumptions forms and the Cash Flow Statement and the Cash Flow Statement Assumptions forms found in tabs within the Excel workbook. Provide estimates of prospective revenues and expenses of the concession business in the form of annual prospective income and cash flow statements for the entire term of the Draft Contract. Complete the Operating Assumptions tab to explain your financial projections. Also complete the Recapture of Investment and the Recapture of Investment Assumptions forms. Recapture amounts should also be included in the cash flow proforma, not the proforma income statement.

Below are some general notes regarding the provided forms found in the Appendices attached to the Prospectus.

- The Service has provided forms that request the information in the format it desires. These forms may differ from the format and requirements set forth in generally accepted auditing standards (GAAS) with regard to prospective financial statements. The Service does NOT request that the prospective financial statements be reviewed in accordance with GAAS.

- Do not add or eliminate rows on the Excel spreadsheets provided in the appendix. Columns should not be deleted; however, columns may be added to reflect the number of years in the Draft Contract term, if necessary. If you wish to provide additional information, do so in additional spreadsheets, outside of the ones provided. If additional information is provided, clearly identify how it fits into the income statement, cash flow, and/or assumption tables. For the purpose of the pro forma statements, use the calendar year as the fiscal year.

- Provide a clear and concise narrative explanation of the method(s) used to prepare the estimates and the assumptions on which your projections are based. Information must be sufficiently detailed to provide a full understanding of how the estimates were determined.

- Complete all of the forms provided and submit an electronic Excel workbook file.

Demonstrate your ability to obtain the required funds for the initial investment, as listed in the Business Opportunity, and other investing activities under the Draft Contract by providing credible, compelling documentation, particularly evidence from independent sources, such as bank statements, audited or reviewed financial statements, and signed loan commitment letters. Fully explain the financial arrangements you propose, using the following guidelines.

The more definite the terms stated in the documentation, the more credible the Service is likely to find the Offeror’s ability to obtain the required funds.

1) If funds are to be obtained from cash on hand or operating cash flows from the Offeror’s current business, document each source and the availability of these funds by providing your previous and current audited financial statements for the two most recent fiscal years, with all notes to the financial statements (see above if audited financial statements are not available). Depending on the Offeror’s form of entity, provide audited financial statements for any individual Offerors, general partners in a partnership, and all venturers in a joint venture.
2) If the Offeror is not formed and the Offeror-Guarantor is funding the required start-up costs, provide for each Offer-Guarantor the documentation for the appropriate type of Offer-Guarantor (individual, business entity) as described below.

3) If funds are to be obtained from lending institutions (banks, savings and loans, etc.), provide supporting documents including but not limited to documents that describe the approximate amount of the loan, the term of the loan and any proposed encumbrances on the Draft Contract. Include a letter (addressed to the National Park Service from the lender on the lending institution’s letterhead) stating the amount of funds available to the Offeror at the date of the letter. In addition, the letter must outline the Financial Institution’s historical relationship with the Offeror. Specifically, the Financial Institution should provide the following information: number of years of the relationship; description and amount of all credit facilities extended along with their average annual outstanding balance and current outstanding balance; current account balance; and statement of whether the Offeror has met all obligations with the Financial Institution as required.

4) If funds are to be obtained from an individual, or a business entity whose primary fund source is an individual, provide the following as appropriate with respect to such individual:

- Signed funding commitment from the individual (stating the approximate amount of the loan, the term, and any proposed encumbrances on the Draft Contract)
- Current personal financial statement certified as to accuracy and completeness by the individual submitting it
- Current bank/financial institution documents that verify the account(s) and account balance(s) for the primary fund source
- Documentation of any assets to be sold
- Any other assurances or documents that demonstrate that the funds are available

5) If funds are to be obtained from working capital liabilities (such as advance deposits), please provide estimates and a rationale for each estimate. The information provided should be of sufficient detail to allow a reviewer to fully understand how the estimates were determined.

6) If funds are to be obtained from another source (e.g., a business entity whose primary fund source is not an individual), provide the following as appropriate:

- Signed funding commitment from the fund source stating the approximate amount of the loan, the term, and any proposed encumbrances on the Draft Contract
- Current audited financial statements for the most recent year (see above if audited financial statements are not available)
- If the current audited financial statements do not evidence that the source has the necessary funds to make the funding commitment, provide additional documentation.

**NOTE:** If the Offeror is obtaining even a part of the necessary funds from another, the Service must be able to determine from the documents submitted that the Offeror is highly likely to obtain either a stated amount or an unlimited amount of funding from an entity with sufficient financial capability to provide the funds.
BUSINESS HISTORY INFORMATION FORM
PROPOSAL PACKAGE
CC-CHIS001-24
(Principal Selection Factor 4)

Business history information should be provided for the Offeror AND any entity that will provide financial or management assistance. If the Offeror is not yet formed, provide a business history form for each Offeror-Guarantor.

The information provided below is for the entity: ________________________________

(1) Has Offeror ever defaulted from or been terminated from a management or concession contract, or been forbidden from contracting by a public agency or private company?

☐ YES  ☐ NO

If YES, provide full details of the circumstances.

(2) List any Bankruptcies, Receiverships, Foreclosures, Transfers in Lieu of Foreclosure, and/or Work-Out/Loan Modification Transactions during the past five years. Include an explanation of the circumstances, including nature of the event, date, type of debt (e.g., secured or unsecured loan), type of security (if applicable), approximate amount of debt, name of lender, resolution, bankruptcy plan, and/or other documentation as appropriate. If none, check the box below. Otherwise, provide full details below.

☐ NONE

(3) Describe any pending litigation or administrative proceeding (other than those covered adequately by insurance) which, if adversely resolved, could materially impact the financial position of the Offeror. If none, check the box below. Otherwise, provide full details below.

☐ NONE

(4) Describe any lawsuit, administrative proceeding or bankruptcy case within the past five years that concerned the Offeror's alleged inability or unwillingness to meet its financial obligations. If none, check the box below. Otherwise, provide full details below.

☐ NONE

(5) Describe any liens recorded against the Offeror within the past five years (whether from taxing authorities or judgments) and, if resolved, provide a copy of any lien release. If none, check the box below. Otherwise, provide full details below.

☐ NONE
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The minimum franchise fee acceptable to the Service is **nine and one-tenth percent (9.1%)** of gross receipts.

The offer of a higher franchise fee than this minimum is generally beneficial to the Service and accordingly will generally result in a higher score under this selection factor; however, consideration of revenue to the United States is subordinate to the objectives of protecting, conserving, and preserving resources of the park area and of providing necessary and appropriate visitor services to the public at reasonable rates.

State the amount of franchise fee you propose. Such fee must be at least equal to the minimum franchise fee set forth above. Express this fee as a percentage of annual gross receipts. Do not propose a tiered franchise fee, e.g., 5.0% on the first $10,000 of gross receipts, 6.0% on gross receipts between $10,001 and $25,000, 7.0% on gross receipts from $25,001 and above.

_____ percent of annual gross receipts
SECONDARY SELECTION FACTORS

SECONDARY SELECTION FACTOR 1. THE QUALITY OF THE OFFEROR’S PROPOSAL TO CONDUCT ITS OPERATIONS IN A MANNER THAT FURTHERS THE PROTECTION, CONSERVATION, AND PRESERVATION OF THE PARK AND OTHER RESOURCES THROUGH ENVIRONMENTAL MANAGEMENT PROGRAMS AND ACTIVITIES, INCLUDING, WITHOUT LIMITATION, ENERGY CONSERVATION, WASTE REDUCTION, AND RECYCLING. (0-3 POINTS)

The Draft Contract requires the Concessioner to operate three catamaran or similar multi-hull ferry vessels, each with a capacity of no less than 140 passengers. These vessels are considered the Primary Vessels as defined in Addendum 1 to the Draft Contract. The Service provides the minimum operational and environmental performance requirements for the Primary Vessels in Section 2(f)(2) of the Draft Contract. Your response to this subfactor must demonstrate that your ferry vessels all meet the minimum Draft Contract requirements.

Using not more than three (3) pages, including all text, pictures, graphs (but not including the Boat Specifications Forms):

(1) Describe the Primary Vessels you propose to operate in the Park by providing, for each boat, the information requested on the Boat Specifications Form on the following page. **Submit one form per vessel.** If you will use Temporary Vessels, as defined in Section 1. Definitions of Addendum 1 to the Draft Contract, in the interim between the effective date of the Draft Contract and your in-service dates for the proposed Primary Vessels, please submit additional forms and identify the Temporary Vessels. The Service provides the minimum operational and environmental performance requirements for the Temporary Vessels in Section 2(f)(3) of the Draft Contract.

(2) Your proposed Primary Vessels must have, at minimum, EPA Tier 3 engines (as specified in 40 C.F.R. Part 1042) and must be placed into service within the first two years (730 days) from the effective date of the Draft Contract. Please provide your timeline for placing your Primary Vessels with minimum Tier 3 engines into service, including commitments from manufacturers. **NOTE: A better proposal may include firm commitments to in-service dates earlier within the two year (730 day) interim period the Concessioner has to bring the Primary Vessels into service.**

(3) Describe, including implementation timelines, how your proposed Primary Vessels will help protect the resources of the Park. Describe environmentally-friendly practices and products that you will commit to provide and use to improve performance, ensure reliability, and reduce adverse impacts on water quality, air quality, and the soundscape. At a minimum, address wake-minimizing fuel consumption, emissions, plastic waste, and noise levels in your response.
<table>
<thead>
<tr>
<th>Boat Specifications Form</th>
<th>(complete a separate form for each boat)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Boat Name:</td>
<td></td>
</tr>
<tr>
<td>Date Built (or propose custom build delivery date):</td>
<td></td>
</tr>
<tr>
<td>Builder:</td>
<td></td>
</tr>
<tr>
<td>Documentation Number:</td>
<td></td>
</tr>
<tr>
<td>Gross Tonnage:</td>
<td></td>
</tr>
<tr>
<td>Length (ft.) (maximum 140 feet):</td>
<td></td>
</tr>
<tr>
<td>Beam (ft.):</td>
<td></td>
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<tr>
<td>Draft (ft.) (maximum 6 feet):</td>
<td></td>
</tr>
<tr>
<td>Depth (ft.):</td>
<td></td>
</tr>
<tr>
<td>Engines* (quantity, make &amp; model) for Primary Vessels, must be EPA Tier 3 within 730 days from the effective date of the Draft Contract; Temporary Vessels must use EPA Tier 2 or higher rated engines. Temporary Vessels may not use engines rated below Tier 2 (i.e. Tier 1, or non-Tier engines).</td>
<td></td>
</tr>
<tr>
<td>Propulsion power (kW or HP):</td>
<td></td>
</tr>
<tr>
<td>Propulsion (quantity &amp; type: propeller, jet, etc.):</td>
<td></td>
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<tr>
<td>Passenger Capacity:</td>
<td>[Note: The Service requires Primary Vessels have minimum capacities of 140 passengers each; Temporary Vessels must have the following minimum passenger capacities: Vessel 1: 100 passengers; Vessel 2: 100 passengers; Vessel 3: 75 passengers]</td>
</tr>
<tr>
<td>Seating:</td>
<td>[Note: The Service requires Primary and Temporary Vessels provide seating for 100% of the total allowed passengers, with 50% located in the interior cabin space.]</td>
</tr>
<tr>
<td>Interior/Exterior Spaces</td>
<td></td>
</tr>
<tr>
<td>Landing/Docking Capabilities</td>
<td></td>
</tr>
<tr>
<td>Navigational Capabilities</td>
<td></td>
</tr>
<tr>
<td>Accessibility:</td>
<td>[Note: The Service requires at least one Primary Vessel have restrooms, drinking water, interior and exterior seating areas, interpretive services, and food and beverage services that are accessible.]</td>
</tr>
<tr>
<td>Onboard Storage Space:</td>
<td>[Note: The Service requires Primary Vessels provide 1,000 cubic feet and 2,000 pounds of dedicated storage space. Temporary Vessels must provide 500 cubic feet and 1,000 pounds of dedicated storage space. At least one Temporary Vessel must be able to transport a minimum of 10 kayaks.]</td>
</tr>
<tr>
<td>Fuel (type/weight):</td>
<td></td>
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<tr>
<td>Fuel Capacity (gal.):</td>
<td></td>
</tr>
<tr>
<td>Hull Design (mono-hull, catamaran, wave-piercing, etc.):</td>
<td>[Note: The Service requires that the 3 Primary Vessels must be catamaran or similar multi-hull vessels, while Temporary Vessels may be mono-hull]</td>
</tr>
<tr>
<td>Cruising Speed (must be at least 20 knots fully loaded):</td>
<td></td>
</tr>
<tr>
<td>Maximum Speed:</td>
<td></td>
</tr>
<tr>
<td>Fuel Consumption (at cruising speed):</td>
<td></td>
</tr>
<tr>
<td>Wake Height at Cruising Speed (if known):</td>
<td></td>
</tr>
<tr>
<td>Proposed Purchase or Order Date:</td>
<td></td>
</tr>
<tr>
<td>Proposed Date in Service (for Primary Vessels, must be within 730 days from the Draft Contract effective date):</td>
<td></td>
</tr>
</tbody>
</table>
The Draft Contract requires that the Primary Vessel’s diesel and auxiliary engines used to provide the required services be, at minimum, certified to meet the published U.S. Environmental Protection Agency (EPA) emission standards for Tier 3 engines as specified in 40 C.F.R. Part 1042 for the class of engine in use and by in compliance with any and all California Air Resource Board (CARB) engine emission requirements and regulations. The Draft Contract (Section 2(f)(2)) requires the Concessioner to use engines meeting at least Tier 3 emission standards no later than two years (730 days) from the effective date of the Draft Contract.
SECONDARY SELECTION FACTOR 2. THE QUALITY OF THE OFFEROR’S PROPOSAL FOR MARKETING AND
PROMOTING THE BOAT TRANSPORTATION SERVICE. (0-1 POINT)

Using no more than two (2) pages including all text, pictures, and graphics:

(1) Describe how you will market the ferry service and ferry amenities; increase awareness among the public regarding Park resources; and inform visitors of key recreational activities on the islands, including kayaking and camping opportunities. Note: Do not overlap your response to this subfactor with your response to Primary Selection Factor 2, Subfactor 2(a), which focuses on trip planning and ticketing.

(2) Describe how you will promote your offerings to non-English speaking visitors, particularly Spanish speaking visitors.

(3) Describe how you would promote greater ridership during the shoulder seasons.