

Concession Program Checklist

- Register on DIA's database
- Resource Materials
 - Revenues
 - Passenger statistics
 - Traveler focus groups survey
 - Concession Maps / Expirations
 - Traveler Intercept Survey
 - Trade magazines
 - Concession conferences
 - Airport Revenue News www.airportrevenue.com
 - Airport Minority Advisory Council <http://amac-org.com>
 - Airports Council International www.aci-na.org
- Contact the Business Assistance Center, a division of the Office of Economic Development
Lynn Sargent Lynn.Sargent@denvergov.org (303) 342-2580
 - Inquire about various programs
- Contact the Division of Small Business Opportunity (DSBO)
Vicki Padilla Vicki.padilla@flydenver.com (303) 342-2537
 - Look for an ACDBE partner/party
 - Start the Certification Process
 - Inquire about the various programs
- Financial Capacity discussion and questions
Carlos Ramos carlos.ramos@flydenver.com (303) 342-2537

Opportunities are announced via email to those who have registered on the database

- Download a copy of the RFP
 - Submit questions about the RFP document
- Download the Required Forms
 - Gather the information required by the RFP
 - Fill out financial proforma
 - Fill out the Required Forms in preparation for the RFP document.
 - Note: Proposer must fill out the appropriate forms at the time of an opportunity.
- Download a copy of the Sample Agreement
 - Read the Sample Agreement
 - Have Attorney review the Sample Agreement
 - Prepare questions about the Sample Agreement
- Attend the pre-proposal conference
 - Write down and ask questions about the RFP or Sample Agreement
 - Network
- Speak to insurance agent about:
 - Insurance requirements
 - Proposal bond
 - Tenant payment bond
 - Performance surety
- Speak to banker about:
 - Financing
 - Proposal bond
 - Performance surety
- Architect / general contractor

Concessions website: <http://business.flydenver.com/bizops/concessions.asp>

Resource materials: <http://business.flydenver.com/bizops/proprfp.asp>

Registration page: <https://business.flydenver.com/bizops/signupNotify.asp?typeChoice=1>

Concessions email: concessions@flydenver.com

Future Opportunities list: <http://business.flydenver.com/bizops/forecasts.asp?type=concessions>