

Proposal Form A

Experience and Qualifications Statement

Provide the following information for the respondent. Complete a separate statement for each joint venture partner. Use additional sheets if necessary.

1. Provide a list of current or past airport or other high-volume, high traffic venue whereby respondent was responsible for development, management, operating a food & beverage or convenience concession.

- Name and location of airport (or other facility)
- Contract Dates - Commencement and Expiration
- Description of the food service and/or convenience merchandising concepts
- Description and costs of the retail development
- Annual Gross Sales and Revenues paid to the airport (or other facility) for the past three to five years
- Annual passenger (pedestrian) traffic volumes for the airport (or other facility) for the last three to five years
- Contact person and contact information

2. Provide a statement of the history of respondent and its food service and/or convenience experience including, but not limited to, design and construction, scope and size of operations, number of employees, number of stores and organizational history.

3. Attach photographs of the interior and exterior of any existing stores or similar facilities.

4. Furnish any other additional information that will indicate your experience as it pertains to this RFP.

5. Attach resumes of key personnel, including principles and on-site management. Also include a brief description of their potential roles in operations at the Airport.

Proposal Form B

Concept Plan

Instructions: Provide respondent's proposed concept plan showing the following information for each proposed Concession Location. Use additional copies of this table as necessary. Submit additional information as set forth in the Proposal Requirements following this proposal

Respondent: _____

Concession Location ID	Area	Concession Category	Proposed Concept/Brand	Brand Type (International, National, Regional, Local, Proprietary)	Proposed Operator	Anticipated Opening Date
MMF-TBD	500 sq. ft.	Convenience				TBD
MMF-TBD	N/A	Vending				TBD

Proposal Form C

Projected Gross Receipts by Concession Location

Instructions: Provide a good faith estimate of Gross Receipts for each proposed Concession Location for the 2019 through 2026 Lease Years. The listing of Concession Locations on this form should correspond with respondent's proposed concept plan. Use additional copies of this table as necessary. On a separate sheet, provide major assumptions in narrative format.

Respondent: _____

Concession Location ID	Proposed Concept/Brand	Anticipated Opening Date	Lease Year Projected Gross Receipts							
			XX Mos. 2019	2020	2021	2022	2023	2024	2025	2026
MMF-TBD	Convenience	TBD								
MMF-TBD	Vending	TBD								

Proposal Form D

Capital Investment and Financing Sources Plan

Instructions: Provide proposed capital investment and financing sources for each proposed Concession Location. Investment includes leasehold improvements; furniture, fixtures, and equipment; franchise fees. Investment does not include other start-up costs. The listing of Concession Locations on this form should correspond with respondent's proposed concept plan. Use additional copies of this table as necessary.

Respondent: _____

Concession Location ID	Proposed Capital Investment	Financing Sources (Investor and Debt or Equity) and Amount					
		Source 1	Amount 1	Source 2	Amount 2	Source 3	Amount 3
MMF-TBD							
MMF-TBD							

Proposal Form E

Airport Concession Disadvantaged Business Enterprise Plan

Respondent: _____

1. Indicate total proposed Airport Concession Disadvantaged Business Enterprise (ACDBE) participation:

2. List ACDBE participants and indicate if ACDBE participant is a joint venture partner. Also indicate the ownership percentage of the ACDBE and the role that the ACDBE participant will have in the ownership, management and operation of the concession.

ACDBE Entity	Form of Participation	Participation Percentage	Role/Scope of Work	Capital Contribution

3. Attach resumes for key personnel/principals of the ACDBE entities.

**Proposal Form F
Airport Concession Disadvantaged Business Enterprise
(ACDBE) Forms**

[Schedules B, C and D follow]

**SCHEDULE B – AFFIDAVIT OF ACDBE JOINT VENTURE
IN AIRPORT CONCESSIONS**

This form is to be submitted if Tenant is a joint venture that is proposing ACDBE participation in the concession as a joint venture member. A copy of the joint venture agreement must be attached to this Schedule B. The joint venture agreement must clearly state: 1) each joint venture member’s roles and responsibilities in the management and day-to-day operations of the joint venture, 2) the capital contribution requirements for each joint venture member, and 3) the allocation of risks and liabilities between joint venture members. [NOTE: The Concession Agreement with the City will require joint venture members to be jointly and severally liable for obligations of the joint venture under the concession Agreement.] If Tenant is proposing to perform as a joint venture, the City will not execute a Concession Agreement with the Respondent until the City has received a signed joint venture agreement. No subsequent changes to the joint venture agreement will be allowed without prior notice to the City. Any changes to the roles and responsibilities of the ACDBE joint venture member will require the prior approval of the City.

Name of Tenant:

Description of Airport Concession (from title page of Request for Proposals):

Identify each ACDBE joint venture member and briefly describe its proposed role and responsibilities in the management and day-to-day operation of the concession, as set forth in the attached joint venture agreement:

The Tenant, taking into consideration the roles and responsibilities of the ACDBE in the management and day-to-day operations of the concession, represents that the value of the ACDBE participation in the concession will be equal to 60% percent of the gross revenues of the concession.

The undersigned covenants and agrees to provide the City with current, complete and accurate information regarding the actual performance by the ACDBE joint venture member in the concession's management and operations, as required by the concession Agreement and/or upon request by the City. Any material misrepresentations in this Schedule B, in the attached joint venture agreement, or in any other information provided to the City by Respondent regarding ACDBE participation will be an event of default under the concession Agreement and will be grounds for initiating action under applicable federal and state laws and regulations.

I DO SOLEMNLY DECLARE AND AFFIRM UNDER PENALTIES OF PERJURY THAT THE CONTENTS OF THIS DOCUMENT ARE TRUE AND CORRECT, AND THAT I AM AUTHORIZED ON BEHALF OF THE RESPONDENT TO MAKE THIS AFFIDAVIT.

(Name and Title of Affiant – Print or type)

(Signature)

(Date)

On this _____ day of _____, 20__,

The above signed officer, _____ (Name of Affiant), personally appeared and, known by me to be the person described in the above Affidavit, acknowledged that (s)he executed the same in the capacity stated above and for the purposes stated above.

IN WITNESS WHEREOF, I hereunto set my hand and seal.

(Notary Public Signature)

Seal

Commission expires: _____

SCHEDULE C

Letter of Intent from ACDBE to Perform As Subcontractor, Supplier and/or Consultant

[NOTE: If Tenant is proposing to perform as a joint venture of ACDBE and non-ACDBE firms, use Schedule B – Affidavit of Joint Venture – instead of Schedule C.]

Name of Tenant:

Description of Airport Concession (from title page of Request for Proposals):

From: _____ (“ACDBE”)
Name of ACDBE Firm

To: _____ and the City of Chicago:
Name of Tenant

The ACDBE certification status of the undersigned is confirmed by the attached Letter of Certification from the City of Chicago dated _____ (or letter of certification from the Illinois Department of Transportation dated _____). This Schedule C and the Letter of Certification will be attached to Schedule D – Commitment of Tenant to ACDBE Participation.

The undersigned is prepared to provide the following described services or supply the following described goods in connection with the above named airport concession:

Description of ACDBE Participation in concession	Description of compensation to be paid to ACDBE
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Value of participation by ACDBE as percentage of concession gross revenues:
_____ %

[NOTE: If more space is needed to fully describe the ACDBE firm’s proposed role and/or compensation, attach additional sheets.]

Schedule C: Letter of Intent from ACDBE

SUB-SUBCONTRACTING LEVELS

____% of the value of the ACDBE's participation will be sub-subcontracted to non-ACDBE contractors.

____% of the value of the ACDBE's participation will be sub-subcontracted to ACDBE contractors.

NOTE: IF ACDBE WILL NOT BE SUB-SUBCONTRACTING ANY OF THE PARTICIPATION DESCRIBED IN THIS SCHEDULE, A ZERO (0) MUST BE SHOWN IN EACH BLANK ABOVE.

NOTICE: IF MORE THAN TEN PERCENT (10%) OF THE VALUE OF THE ACDBE'S PARTICIPATION WILL BE SUB-SUBCONTRACTED, A BRIEF EXPLANATION AND DESCRIPTION OF THE WORK TO BE SUB-SUBCONTRACTED MUST BE ATTACHED TO THIS SCHEDULE.

The undersigned will enter into a formal written agreement for the above participation with Tenant, conditioned upon the City of Chicago selecting the Tenant as a concessionaire, approval of Tenant's ACDBE Participation Commitment referencing this Schedule C by the City of Chicago, and successful negotiation of a concession Agreement between Tenant and the City of Chicago.

(Signature of Owner, President, or Authorized Agent of ACDBE)

Name/Title (Print)

Date

Phone

Schedule D: Affidavit of Tenant

To the best of my knowledge, information, and belief, the facts and representations contained in the aforementioned attached Schedules are true, and no material facts have been omitted.

The Tenant will enter into formal agreements with all listed ACDBE firms for work as indicated by this Schedule D and accompanying Schedules so as to ensure compliance with the Total Proposed ACDBE Participation Commitment stated above, and understands that it must enter into such agreements as a condition precedent to execution of a concession Agreement by the City of Chicago. Copies of each signed joint venture agreement, subcontract, purchase order, or other agreement will be submitted to the Department of Aviation so as to assure receipt no later than ten (10) business days prior to anticipated execution of the concession Agreement by the City.

The Tenant designates the following person as its ACDBE Liaison Officer:

(Name – Please print or type) (Phone)

I DO SOLEMNLY DECLARE AND AFFIRM UNDER PENALTIES OF PERJURY THAT THE CONTENTS OF THIS DOCUMENT ARE TRUE AND CORRECT, AND THAT I AM AUTHORIZED ON BEHALF OF THE RESPONDENT TO MAKE THIS AFFIDAVIT.

(Name and Title of Affiant – Print or type)

(Signature)

(Date)

On this _____ day of _____, 20__.

The above signed officer, _____ (Name of Affiant), personally appeared and, known by me to be the person described in the above Affidavit, acknowledged that (s)he executed the same in the capacity stated above and for the purposes stated above.

IN WITNESS WHEREOF, I hereunto set my hand and seal.

(Notary Public Signature)

Seal

Commission expires: _____

Proposal Form G Proposed Concession Fee Rates

Compensation to the City consists of the Minimum Annual Guarantee Fee (“MAG”) and Percentage Fee as described in Section D.2. of the RFP. The City has established the MAG to be paid the City during the first two Lease Years of the Term at \$75,000. This amount is not “biddable.” Any respondent who states a different amount in its proposal will be deemed non-responsive and eliminated from further consideration for award of the offered concession. The City has established a range of Percentage Fee Rate (s) for each concession category. Respondents must propose a Percentage fee rate(s) for each category and it must fall within the established rate. Any respondent who proposes a Percentage Fee Rate(s) outside of the range, will be deemed non-responsive and eliminated from further consideration for award of the offered concession.

Respondent: _____

1) Proposed Percentage Fee Rate:

Concession Category	Percentage Fee Rate Ranges	Proposed Percentage Fee Rate
Food & Beverage	11% to 14%	
News, Convenience and Gifts	12% to 15%	
Automated Vending	10% to 13%	

Proposal Form H

EVIDENCE OF SIGNED LABOR PEACE AGREEMENT

The Labor Peace Agreement Ordinance is codified in the Municipal Code of Chicago, Chapter 10-36-210.

This Evidence of Signed Labor Peace Agreement or Collective Bargaining Agreement Form H is to be completed and signed by all Proposers who do not meet the Small Business Exception as detailed in Form I.

“Proposer” includes all joint venture partners and franchises. Each individual Proposer must execute either this Form H or Form I relating to the Labor Peace Agreement Ordinance.

_____ "Proposer" has obtained a signed "Labor Agreement" (either a Labor Peace Agreement or Collective Bargaining Agreement) with _____ (the "Union"), a Labor Organization that seeks to represent Proposer's employees at Midway International Airport and/or O'Hare International Airport (collectively, "Airports"). The Labor Agreement prohibits the Union from engaging in strikes, picketing, work stoppages, boycotts, or other economic interference with the Proposer's operations at the Airports, and the operations of any subcontractor or sublicensee of the Proposer at the Airports, for the duration of Proposer's concession contract(s) with the City.

For The Proposer:

Date: _____

Proposer

Authorized Signatory:

Title:

For The Union:

Union

Authorized Signatory:

Title:

Date: _____

Proposal Form I Labor Peace-Small Business Exception Claim

This Claim of Exception to the Labor Peace Agreement Ordinance codified in the Municipal Code of Chicago, Chapter 10-36-210 is to be completed and signed by all Proposers who believe they meet both Small Business exception criteria in the Ordinance, as set forth below.

“Proposer” includes respondents to the request for proposal, including any and all joint venture partners or franchises. Each individual Proposer must execute either this Form I or Form H relating to the Labor Peace Agreement Ordinance in order for the Single Entity Respondent’s Proposal to be deemed responsive.

_____ (herein referred to as “Proposer”) declares under penalty of perjury that the following statements are true:

- i. Proposer and its subsidiaries and affiliates substantially under the control of Proposer together employ fewer than five-hundred (500) persons globally;
- and-
- ii. Proposer and its subsidiaries and affiliates substantially under the control of Proposer anticipate that together they will employ fewer than fifty (50) full- or part-time employees at Proposer’s Chicago airport operation (including both O’Hare International Airport and Midway International Airport combined) if awarded the opportunities they are currently seeking.

Proposer further certifies that if it exceeds the above employee parameters in i. or ii. after being awarded a contract, subcontract, lease, sublease, license or sublicense agreement for concessions operations at O’Hare or Midway Airports, it shall:

- a. Immediately notify the Chicago Department of Aviation; and
- b. Present evidence of a signed Labor Peace Agreement within thirty (30) days after the date of notification.

Proposer: _____

Authorized Signatory: _____

Title: _____

Date: _____

Proposal Form J Form of Reference

Respondent: _____

*Please use the following format for each of the **three** required references:*

REFERENCE NO. __

Name: _____

Title: _____

Firm: _____

Address: _____

Telephone: _____

Nature and magnitude of association (including years):

Proposal Form K Proposal Affidavit

The undersigned Respondent hereby submits to the City of Chicago (“City”) through its Chicago Department of Aviation (“Department and/or CDA”) the Proposal enclosed, to operate as a concessionaire at Chicago O’Hare International Airport (“Airport”) based upon all terms and conditions set forth in the City’s Request for Proposals to Lease, Develop and Operate a Convenience and Vending Concession at the Airport’s Multimodal Facility dated September 11, 2018 (“RFP”), as it may have been amended in one or more addenda thereto. Respondent further specifically agrees hereby to provide goods and services in the manner set forth in the Proposal.

1. Respondent intends that the City rely on the Respondent’s submitted information and the representation that Respondent has the capability to successfully undertake and complete the responsibilities and obligations contained in the Proposal and the Lease and License Agreement (“Agreement”) to be executed by the City and Respondent, if Respondent is awarded this concession, and Respondent understands the City will so rely.
2. Respondent acknowledges that the City has the right to make any further inquiry it deems appropriate to substantiate or supplement information supplied by the Respondent.
3. Respondent acknowledges that Respondent has read and fully understands all the provisions and conditions set forth in the RFP and considers the project feasible.
4. Respondent acknowledges that the City is obligated to adhere to certain Grant Assurances as a recipient of federal grant funds and adherence to said Grant Assurances will become an obligation of the Respondent if Respondent is awarded this concession.
5. Respondent has the capability to successfully undertake and complete the responsibilities and obligations contained in the Proposal.
6. Respondent acknowledges that this Proposal may be withdrawn by requesting such withdrawal in writing at any time prior to the date and time responses to this RFP are due to be submitted to the City, as set forth in the RFP documents.
7. The City reserves the right to reject any and all proposals, to withdraw the RFP, to reissue the RFP, to enter into negotiations with any and all respondents, and to accept that proposal which in its judgment will provide the best level of service to the traveling public.
8. Respondent agrees that this Proposal constitutes an offer valid for a period of 180 days following the Due Date set forth in the RFP and any addenda thereto.
9. Respondent solely will bear all costs incurred by Respondent in connection with the preparation and submission of this Proposal and with Respondent’s costs associated with any negotiations with the City. Under no circumstances shall the City be responsible for

any costs associated with Respondent’s submittal or negotiations of any agreement with the City.

10. Respondent acknowledges that the City will not recognize brokers with regard to the leases offered by the RFP and will not be responsible for any fees, expenses or commissions purported to arise from the execution of any lease related to this RFP. Respondent agrees to hold harmless the City from any claims, demands, actions or judgments in connection with any broker fees, expenses or commissions.

11. Respondent acknowledges that the City may conduct various investigations of the Respondent’s business experience, financial responsibility, and character. Respondent agrees to permit and cooperate with any such investigations.

Respondent warrants that: 1) Respondent has not in any manner directly or indirectly, conspired with any person or party to compete unfairly or compromise the competitive nature of the RFP process; 2) the contents of this Proposal as to rent, terms or conditions have not been communicated by the undersigned nor by any employee or agent to any other person engaged in this type of business, prior to the official opening of this Proposal; and 3) Respondent has not engaged in any activities in restraint of trade in connection with this RFP.

Name of Respondent (Legal Name): _____

Signature of Authorized Person: _____

Title: _____

Business Address of Respondent: _____

Business Phone Number: _____

Date: _____

County of _____

State of _____

Signed and sworn before me this ____ day of _____, 20__.

Notary Signature: _____

My Commission Expires: _____

Affix Seal

Proposal Form L Business Information Statement

Respondent must include a separate Business Information Statement for **the respondent and all proposed joint venture partners, subtenants, sub-concessionaires, and all other entities and individuals as instructed on this form.**

Respondent must provide an organization chart which includes each of the entities for which a Business Information Statement is required.

Instruction: Provide the following information for the entity or individual completing this Statement (the "Reporting Entity").

A. Basic Information:

1. Name of Reporting Entity completing this form:

2. Relationship of Reporting Entity to Respondent:

B. Reporting Entity Information

1. Principal Office Address:

2. Telephone and Facsimile Numbers:

3. E-Mail Address:

4. Contact Person's Name/Title:

5. Is Reporting Entity an ACDBE certified by the Illinois UCP?
 - Yes ⇒ *{attach copy of current certification letter}*
 - No

6. Form of Reporting Entity
 - Corporation ⇒ *{skip to Section C}*
 - Partnership ⇒ *{skip to Section D}*
 - Joint Venture ⇒ *{skip to Section E}*

- Limited Liability Company ⇒ *{skip to Section F}*
- Limited Liability Partnership ⇒ *{skip to Section G}*
- Individual ⇒ *{finished with form}*

C. If Reporting Entity is a corporation, please answer the following:

1. When incorporated? _____

2. Is the corporation incorporated in the State of Illinois?

- Yes ⇒ *{skip to Question C6}*
- No

3. Is the corporation registered to do business in Illinois?

- Yes ⇒ When: _____
- No

4. Name, address and phone number of registered Illinois agent.

5. Attach Certificate of Authority to transact business in Illinois.

6. The corporation is:

- Public
- Private

Continued on next page

- Provide the name, title, and address of each director, officer, and principal shareholder owning 7.5% or more of the corporation's issued stock (use additional pages as necessary).

<i>Director's Name</i>	<i>Address</i>	<i>Principal Business Affiliation (Other than Respondent's Directorship)</i>
<i>Officer's Name</i>	<i>Address</i>	<i>Position</i>
<i>Principal Shareholder</i>	<i>Address</i>	<i>Percent Owned</i>

Additional Instruction: if any principal shareholder is not an individual, that business entity must also submit a Business Information Statement.

Finished with Form

D. If Reporting Entity is a partnership, please answer the following:

1. Date of organization? _____

2. Type of partnership?
 - General partnership
 - Limited partnership

3. Has the partnership done business in Illinois?
 - Yes ⇒ When? _____ Where? _____
 - No

4. Attach a copy of the partnership agreement. If the partnership agreement does not set forth the duties and obligations of each partner with respect to the business of the partnership, provide a statement indicating such.

5. Provide the name, address, and partnership share of each partner (use additional pages as necessary).

<i>Partner's Name</i>	<i>Address</i>	<i>Percentage Share</i>

Additional Instruction: if any partner is not an individual, that business entity must also submit a Business Information Statement.

Finished with Form

E. If Reporting Entity is a joint venture, please answer the following:

1. Date of organization? _____

2. Has the joint venture done business in Illinois?

Yes ⇨ When? _____ Where? _____

No

3. Attach a copy of the joint venture agreement. If a joint venture agreement does not exist, or if the joint venture agreement does not set forth the duties and obligations of each partner with respect to the business of the joint venture, provide a sworn statement signed by all joint venturers setting forth the duties and obligations of each joint venturer with respect to the business of this joint venture. Percentages of ownership and distribution of profits in the venture shall be provided. A description of arrangements in the event of dissolution and termination of the venture shall be supplied.

4. Provide the name, address, and ownership share of each joint venturer (use additional pages as necessary).

<i>Joint Venturer's Name</i>	<i>Address</i>	<i>Percentage Share</i>

Additional Instruction: if any joint venturer is not an individual, that business entity must also submit a Business Information Statement.

Finished with Form

F. If Reporting Entity is a Limited Liability Company (“LLC”), please answer the following:

1. Date of organization? _____

2. Are LLC Articles of Organization recorded?
 - Yes ⇒ Date _____
 - No

3. Has the LLC done business in Illinois?
 - Yes ⇒ When? _____ Where? _____
 - No

4. Provide a copy of the LLC Articles of Organization.

5. Provide a copy of the LLC Management or Operating Agreement

6. Provide the name, address, and ownership share of each LLC member having a membership interest of 7.5% or more (use additional pages as necessary).

<i>Name</i>	<i>Address</i>	<i>Percentage Share</i>

Additional Instruction: if any LLC member listed above is not an individual, that business entity must also submit a Business Information Statement.

Finished with Form

G. If Reporting Entity is a Limited Liability Partnership (“LLP”), please answer the following:

1. Date of organization? _____

2. Are the LLP Articles of Organization recorded?
 - Yes ⇒ Date _____
 - No

3. Has the LLP done business in Illinois?
 - Yes ⇒ When? _____ Where? _____
 - No

4. Provide a copy of the LLP Articles of Organization.

5. Provide a copy of the LLP Management or Operating Agreement

6. Provide the name, address, and ownership share of each LLP member having a membership interest of 7.5% or more (use additional pages as necessary).

<i>Name</i>	<i>Address</i>	<i>Percentage Share</i>

Additional Instruction: if any LLP member listed above is not an individual, that business entity must also submit a Business Information Statement.

Proposal Form M Sexual Harassment Affidavit

SEXUAL HARASSMENT POLICY AFFIDAVIT (SECTION 2-92-612)

The policy prohibiting sexual harassment as described in Section 2-92-612 of the Municipal Code of Chicago ("MCC") is applicable to contracts paid from funds belonging to or administered by the City.

Concession Lease and License Agreement for Multimodal Facility Concession located at O'Hare International Airport

In accordance with requirements set forth in Section 2-92-612 of the MCC, Respondent hereby attests that Respondent has a written policy prohibiting sexual harassment that includes, at a minimum, the following information:

- (i) the illegality of sexual harassment;
- (ii) the definition of sexual harassment; and
- (iii) the legal recourse available for victims of sexual harassment.

Respondent understands that it may be required to produce records to the Commissioner of Chicago Department of Aviation or Chief Procurement Officer to verify the information provided.

Under penalty of perjury the person signing below: (1) warrants that he/she is authorized to execute this Affidavit on behalf of Respondent, and (2) warrants that all certifications and statements contained in this Affidavit are true, accurate, and complete as of the date of execution.

Name of Respondent: _____

(Print or Type)

Signature of Authorized Officer: _____

(Signature)

Title of Signatory: _____

(Print or Type)

State of _____

County of _____

Signed and sworn (or affirmed) to before me on _____ (date) by

_____ (name/s of person/s making statement).

(Signature of Notary Public)

(Seal)

Proposal Form N Proposal Checklist

Instruction: Please complete the following checklist indicating the information requested for this RFP has been included in your package.

PROPOSAL FORM/ TABS	FORM	ATTACHED
Experience and Qualifications	Proposal Form A	
Concept Plan	Proposal Form B	
Projected Gross Receipts	Proposal Form C	
Capital Investment and Financing Sources	Proposal Form D	
Airport Concession Disadvantage Business Enterprise Plan	Proposal Form E	
Airport Concession Disadvantage Business Enterprise Forms	Proposal Form F	
Proposed Concession Fee Rates	Proposal Form G	
Evidence of Signed Labor Peace Agreement	Proposal Form H	
Labor Peace Small Business Exception Claim	Proposal Form I	
Form of Reference (3)	Proposal Form J	
Proposal Affidavit	Proposal Form K	
Business Information Statement	Proposal Form L	
Sexual Harassment Affidavit	Proposal Form M	
Proposal Checklist	Proposal Form N	