

**BUSINESS DEVELOPMENT PROGRAM
RECOMMENDED PROPOSAL FORMAT**

- Tab 1: Executive Summary (max. 2 pages)**
< description of proposed venture
- Tab 2: Company Profile**
< year established
< nature of business
< sales: past three years
< key personnel
< history in proposed business
- Tab 3: Proposed Venture**
< detailed description of products/services
< roles of offeror and FPI
< technical expertise
< supply/install equipment
< sourcing of materials
< labor requirements
< training
< supervision/quality assurance
< sales/marketing
< contract financing
< proposed compensation structure
< profit sharing
< multiple incentives
- Tab 4: Implementation Plan**
< milestone schedule
- Tab 5: Exit Agreement**