

**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**