



**PORTS OF INDIANA**

## **Ports of Indiana Proposal Requirements**

### **Minimum Information Required for Proposal Consideration:**

All project proposals submitted for review by the Ports of Indiana must be in writing and must include the following documents:

1. A business plan;
2. A current financial statement certified by a public accounting firm; and
3. A letter of intent that includes projections of activity and income based on the proposal. (See the following outline for letter of intent)

Please note that this procedure is mandatory and the Ports of Indiana will not consider proposals without receiving such information. If a company is unable to comply with one of the requirements, an explanation as to why it is unable to comply and whether such information will be available at a subsequent time is required. However, the Ports of Indiana may reject your proposal due to such lack of information.

### **OUTLINE FOR LETTER OF INTENT**

*All information will be held in strict confidence subject to limitation of Indiana law:*

- A. Brief Introduction, including:
  1. The name of the proposed project.
  2. The purpose of the project.
  3. Time schedule, including start-up date.
  4. Main contact person(s).
- B. Background information on principals of the new operation and/or background on the company (e.g. how long company has been in business, their other plant locations, total employment, etc.)
- C. Land and building requirements for proposed project. Please explain characteristics of structure(s) (e.g. ceiling heights, tanks, silos, storage area, manufacturing area, etc.).
- D. Water, sewer, electric, natural gas and any other utilities the project will require. Please provide sizes and volumes.
- E. Employment and investment in building(s) and equipment for proposed project (if being phased in, please explain). Please also include any other costs of the project.
- F. Please explain any assistance required by the Ports of Indiana and/or State of Indiana (e.g. permitting assistance, foreign-trade zone, tax abatement, etc.).
- G. Approximate annual tonnage of goods being shipped to/from the port (if being phased in, please explain) and identification of such commodities.
- H. A brief explanation of business and marketing plan.
- I. A brief explanation of the intended financing of the proposed project. Please explain sources (e.g. public, private), amount(s), timing and use of funds.
- J. Please provide prior and most recent financial statements certified by independent auditor.
- K. Additional information:
  1. Financial projections for proposed operation.
  2. Banking references.
  3. Awards, letters of commendation.
  4. Copyrights, patents, exclusive rights, long-term contracts.