

THURGOOD MARSHALL ACADEMY PUBLIC CHARTER HIGH SCHOOL

Request for Proposals

Caterer for Annual Gala Fund-Raising Event

Thurgood Marshall Academy—a nonprofit, college-preparatory, public charter high school—seeks a caterer for its Shining Star Gala. This annual event raises funds that support the school’s rigorous curriculum and youth development services, as well as honoring supporters and raising public awareness about the school’s work.

Proposal Guidelines

Interested and qualified vendors should submit a proposal of **no more than 25 pages with a file-size less than 5 MB** including but not limited to the following:

- A detailed description of how the vendor will fulfill the Scope of Work described below
- A detailed description of qualifications, including but not limited to assurance of licensure and insurance noted in the Scope of Work & Qualification section, below
- Fees, including
 - per-person cost per meal for each of the two food-and-beverage options described below
 - itemized fees for any goods/services not included in the per-person cost
 - “all in” total for each option based on 300 guests
- Names and contact information of three client references
- Contact information (name, address, email, and phone number) for the vendor, including the following:
 - Point of contact for the project
 - Point of contact for contract execution and business administration, if different
 - Vendor’s website

Scope of Work & Qualifications

Ideal caterers will be able to provide, but are not limited to, the following services:

- Available on **Thursday, May 2, 2019**
- Ability to host 300 guests for the following two options (as noted above, please provide per-person cost per meal):
 - **Option 1:** a main building event with at least two bar stations as well as food stations throughout a two-story space, with passed heavy hors d’oeuvres/dinner items, followed by a seated dessert portion in a gymnasium with a bar station
 - **Option 2:** a main building event with at least two bar stations as well as food stations throughout a three-story space, with passed heavy hors d’oeuvres/dinner items
- Elegant presentation and high-end menu options
- Provide alternative and comparable menu options for guests with dietary restrictions, specifically vegetarian and vegan options
- Must provide tables, linens, chairs, utensils, glassware, china, serving/kitchen equipment as appropriate, tables/linens for display, and other decorative elements

- Must provide appropriate number of staff to accommodate attendance: servers, cooks/kitchen attendants & bartenders
- Ability to set up four hours prior to event and clean up that evening
- Ability to assist with floral arrangements, lighting, and valet as determined necessary by Thurgood Marshall Academy
- Must hold liquor license and insurance as set by industry standards
- Experience with school fund-raising events preferred
- Flexibility and capacity to negotiate further to work with school to finalize plans

Questions & Information:

- Please address questions concerning this RFP to **Giselle Pole**, gpole@tmapchs.org, **202-563-6862 ext. 151**
- To ensure a response, submit queries no later than 5:00 pm Washington, DC, time on Tuesday, January 22, 2019.
- Amendments/changes (if any) to the RFP, including but not limited to deadlines, will be posted at <https://thurgoodmarshallacademy.org/about/employment-opportunities/>
- Further information about Thurgood Marshall Academy—including the school’s nondiscrimination policy—may be found at www.thurgoodmarshallacademy.org.

General Conditions:

By submitting a bid, vendor agrees to the attached statement of General Conditions regarding the RFP.

Submission of Proposals

Early submissions of proposals is encouraged. Submit proposals—including unsigned contract—no later than **5:00 pm Washington, DC, time on Wednesday, January 23, 2019**, via e-mail to gpole@tmapchs.org

A General Conditions Statement regarding Proposals

The following general conditions apply to all RFPs issued by Thurgood Marshall Academy, whether published publicly or circulated only to invited bidders. The conditions also apply to any proposal made by a vendor to Thurgood Marshall Academy independent of an RFP process, whether provided “cold” by a vendor or requested by Thurgood Marshall Academy. By submitting any proposal of any kind, vendors agree to these conditions.

Acceptance of a proposal neither commits Thurgood Marshall Academy to award a contract to any vendor, even if all requirements stated in the RFP are met, nor limits the school management’s rights to negotiate in Thurgood Marshall Academy’s best interests. School management reserves the right to contract with a vendor for reasons other than the lowest price. The pricing, terms, and conditions offered in any vendor’s response to any RFP must remain valid for 90 days from the date the proposal is delivered. Expenses incurred in the preparation of proposals in response to any RFP and any follow-up information provided is the vendor’s sole responsibility. Except in cases in which the school has published an RFP or related information, any information contained in any RFP or released in relation to any RFP is confidential and may not be disclosed without the express written permission of Thurgood Marshall Academy. All RFPs and all information released by Thurgood Marshall Academy or its agents related to RFPs, whether published publicly or circulated by invitation, constitute the intellectual property of Thurgood Marshall Academy and may not be reproduced without express written permission. Only managers—generally the Executive Director—and Trustees may obligate the school to a contract.

Conflicts of Interest

Vendor must disclose in proposal any potential conflicts of interest presented by the project, whether the potential conflict relates to a business or a personal relationship.

CBE Registration (optional/a plus): Contractors may submit their registration number as a DC Community Business Enterprise (“CBE”) if registered with the DC Department of Small & Local Business Development. Such registration will be a factor—but not necessarily a sole or determining factor—in the school’s consideration of bids, except when funding sources prohibit a geographic preference.

Non-debarment: By submitting a bid, contractors affirm that they (and lessors/subcontractors, if any) are not an excluded party by or disbarred from doing business with or accepting funds from either the U.S. federal government or the government of the District of Columbia. The vendor attests that neither the firm nor any individual principal of the firm is debarred as described above.

RFP Amendments: Unless otherwise indicated, amendments and extensions of RFPs—if any—will be published exclusively on the school website— www.thurgoodmarshallacademy.org (with e-mail notice to bidders who have already submitted proposals including e-mail addresses).

Contact: For further information regarding any RFP contact Chief Operating Officer **David Schlossman, 202-276-4722, dschlossman@tmapchs.org**. Further information about Thurgood Marshall Academy—including our nondiscrimination policy—may be found at www.thurgoodmarshallacademy.org.