



**Maryland Food Bank
40TH Anniversary Blue Jean Ball
Catering Request-For-Proposal
Due February 15, 2019 by noon**

A. Introduction

The Maryland Food Bank (MFB) is the leading hunger-relief non-profit organization in Maryland. With the help of a network of 1,150 distribution points across the state, the food bank sources and distributes food to more than 665,000 Marylanders in need of food assistance.

The Maryland Food Bank supplies food to pantries, soup kitchens, shelters, and community-based organizations that serve food-insecure Marylanders in 21 counties and Baltimore City. The food bank supplements this work with outreach programs that provide direct food assistance, educate the public on the importance of good nutrition, and fight hunger through innovative means.

The food bank's mission is "to lead the movement and nurture the belief that together we can improve the lives of Marylanders by ending hunger."

b. Purpose

To solicit proposals from qualified master caterers to provide food and service at the Maryland Food Bank's 40th Anniversary Blue Jean Ball. The event will take place October 11, 2019 at Maryland Food Bank's Central Office & Warehouse located at 2200 Halethorpe Farms Road, Baltimore, MD 21227.

It is anticipated that approximately 400 attendees will attend the Gala, which will begin at 6 p.m. and end at 11 p.m. A final head count will be confirmed no later than September 28, 2019.

GENERAL INFORMATION

A. Request for Proposals (RFP)

MFB, in releasing this RFP, intends to award an agreement for the provision of the 40th Anniversary Blue Jean Ball.

Date of Event:	Friday, October 11, 2019
Event Start time:	6:00 p.m.
Event End time:	11:00 p.m.

B. Bidder Responsibility

Please read the documents very carefully as MFB shall not be responsible for errors and omissions on the part of the proposer. Carefully review final submittal as reviewers will not make interpretations nor detect or correct errors in calculations.

C. Functional Requirements

Before submitting proposal, bidders must meet the following **functional requirements**:

- Food service is to be available from 6 p.m. – 10 p.m.
- The format is a combination of food stations (appetizers) and plated service (main meal).
- Proposing caterers must have a current, valid Baltimore County Catering License.
- Vendor is required to take all garbage offsite upon departure.
- While a teaching kitchen is located at the food bank, it is not equipped to handle an event this size. An appropriate amount of **temporary kitchen spaces** and a **refrigerated truck** is mandatory.
- Menu should include gluten-free and vegetarian options.
- All food items which may cause potential allergy issues are to be labeled as such.

C. Delivery of Proposals

Deliver four (4) copies, **with original signatures**, to the Maryland Food Bank, no later than Friday, February 15, 2019 at noon. No proposals shall be considered which have not been received at the address by the indicated time stated in this RFP.

Envelopes must have the company name on the outside and be addressed as follows:

40th Anniversary Blue Jean Ball Catering Services Proposal
Do Not Open – Sealed Bid
Maryland Food Bank
2200 Halethorpe Farms Road
Baltimore, MD 21227

D. Agreement Award

The agreement shall be awarded to the "most qualified, responsible bidder." The most qualified responsible bidder shall be determined by the evaluation of the criteria set forth in this RFP.

A Notice of Award will be emailed to each bidder by Friday, March 8, 2019.

Note: MFB assumes no contract obligation until a formal agreement is executed and signed by an MFB Board Approved officer.

E. Schedule

- RFP released: Wednesday, January 16, 2019
- Pre-submission conference: 10 a.m., Tuesday, January 29, 2019
- Last day and time to ask questions about RFP: 4 p.m., Friday, February 8, 2019
- Bid Proposals Due: noon, Friday, February 15, 2019
- Notice of proposed award: Friday, March 8, 2019

F. Contract for Information

Verbal communication with MFB's officers and employees concerning the RFP shall not be binding on the organization and shall in no way excuse the bidder of obligations as set forth in the RFP. Only questions concerning the technical requirements of the RFP will be answered.

Inquiries concerning this RFP will only be accepted until 4 p.m., Friday, February 8, 2019 via email and are to be directed to:

Kateri Harried, Events & Community Fundraising Manager
Maryland Food Bank
kharried@mdfoodbank.org

G. Pre-submission Conference

The service/event area is a working warehouse with a teaching kitchen. Therefore, the food bank will host an information meeting at 10 a.m., Tuesday, January 29, 2019. Participating in the information meeting, while not required, is *strongly encouraged* as the space is quite unique.

ELEMENTS OF PROPOSAL

A submission must, at minimum, include the following elements:

1. **Experience of Key Personnel and Technical Competence:** The written submission must include a list of all key personnel – including key personnel management who will provide onsite catering event supervision and serve as the main point of contact. For each person listed, describe their field of expertise, technical capabilities, qualifications, and certifications in the hospitality industry. Include resumes for all personnel. **ServSafe personnel are required.**
2. **Experience of Vendor:** Written description of the vendor that includes experience caterer has had within the past five (5) years which is similar and/or shows related experience with the work statements listed in this RFP. Highlight strengths and distinguishing skills/capabilities as they may relate to this event. Note: Caterers must have a minimum of 3-5 years of experience.
 - a. **Reference Check:** Please provide a list of 2-3 references (phone and email) of size, complexity, and purpose similar to this request.
3. **Costs for Labor, Expenses, Materials and Service Charges:** The written submission must include a cost submittal covering all staffing for bussing and kitchen/food-related clean up, and necessary plates/serving pieces and silverware. Bidder must disclose any non-profit discounts or in-kind donations of services offered.

Beverages, tables, and linens will not be the responsibility of the chosen caterer.

Note: Any cost incurred by the vendor before signing the written contract is at their expense, unless it is otherwise agreed in writing by an authorized signer.

EVALUATION CRITERIA

Bidders will be evaluated using the following criteria:

- Completeness of the bidder's response to functional and menu requirements;
- Bidder's experience and demonstrated understanding of the contract requirements;
- Viability, feasibility, and acceptability of bidder's cost submittal;

Small, women-owned, and/or minority-owned businesses will be granted priority consideration.

Bidders will be evaluated by an internal Evaluation Committee at the Maryland Food Bank. This Evaluation Committee will not include any member of the Gala or Anniversary committee, nor will it include anyone with voting power. The Evaluation Committee is prohibited from comparing bidders' proposals; from disclosing scores to bidders; and from disclosing proposals of non-selected bidders.

Non-Discrimination Policy: Please note that vendors/contractors who are the recipients of MFB funds shall agree to follow all state, federal, and local non-discrimination laws such as the agreement to not discriminate against any employee or applicant for employment because of race, religion, color, sexual orientation, etc.