

Greater Palmer Chamber of Commerce - Request for Proposal - Catering Services

Company Information:

Company Name:

Contact Name:

Contact Phone:

Email Address:

GPCC Criteria

1. Chamber Membership Requirement: All catering businesses/restaurants must be current Chamber members to be considered for this contract.
2. Selection Criteria: Services will be selected based on a board approved rubric (attached.)
3. Event Details:
 - Date of Event: Bi-weekly on the second and fourth Wednesdays from 12pm-1pm (unless specified otherwise).
 - Type of Event: Bi-weekly Chamber Luncheon (excluding annual or joint meetings).
 - Location: Palmer Train Depot (subject to change) or other suitable facility.
 - Start Time: Meals to be served at 11:45am. A 40% discount applies if meals are not ready by 11:45am. Caterer is responsible for luncheon facility kitchen fees.
 - Estimated End Time: Meeting concludes around 1:00 pm, unless stated otherwise.
 - Estimated Number of Guests: 30-75 (varies based on meeting subject).
 - Average for bi-weekly luncheons is 35.

Proposal Requirements

Your written response should address the following:

1. Scheduling: Your availability for approximately one event per month, based on our current rotation.
2. Services Provided:
 - Detailed description of services provided, including setup and breakdown of tables and chairs.
 - List of additional items required from GPCC for food preparation and serving (e.g., linens, dishes, servingware, utensils).
3. Beverages and Desserts:
 - Specify the beverages and desserts included in your service.
4. Service Style:
 - Specify whether you offer served meals or buffet-style service.
5. Pricing and Payment:
 - Price per plate/person.
 - Method for verifying guest count for payment.
 - Percentage of overage prepared.
6. Sample Menu:
 - Provide pricing and a sample menu for a soup and salad option.
7. Additional Details:
 - Clarification of any other service details and associated costs.

- Commitment to supporting local vendors and farmers whenever possible.
- Offer lighter fare and lunch menu options.

8. Menu Samples:

- Attach a menu showcasing at least four typical meals to provide an overview of your catering scale.

Submission Instructions

Please submit your detailed proposal to director@palmerchamber.org by **1/31/2024**.

Thank you for your interest in providing catering services for the Greater Palmer Chamber of Commerce. We look forward to reviewing your proposal and potentially partnering with you for our bi-weekly Chamber Luncheons.

Sincerely,

Ailis Vann
Executive Director
Greater Palmer Chamber of Commerce

Catering Services RFP Criteria

1. Menu Creativity and Variety:

- Does the proposed menu offer a diverse range of dishes, including options for different dietary preferences (e.g., vegetarian, gluten-free)?
- Are the menu items creative and appealing, demonstrating an understanding of the attendees' preferences?

2. Quality of Ingredients:

- Are the ingredients described in the menu of high quality and freshness?
- Does the proposal highlight the use of locally sourced or sustainable ingredients, if applicable?

3. Presentation and Display:

- How well does the catering service present and display the food? Is there attention to detail in plating and arrangement?
- Are there options for creative and visually appealing food displays?

4. Taste and Flavor:

- Is the taste of the sample dishes provided in the proposal appealing and flavorful?
- Are there any special culinary techniques or flavors that make the food stand out?

5. Portion Sizes and Quantity:

- Are the portion sizes appropriate for the number of attendees?
- Does the proposal specify the quantity of food provided to ensure that all attendees are adequately fed?

6. Food Safety and Hygiene:

- Does the catering service have proper certifications and comply with food safety regulations?
- Are details provided about the measures taken to ensure the safety and hygiene of the food preparation and delivery process?

7. Timeliness and Delivery:

- Does the proposal outline a reliable delivery schedule that ensures the food arrives on time for each meeting?
- Are there contingency plans in place for unexpected delays?

8. Customer Service and Communication:

- How responsive and professional is the catering service in their communication with the client?
- Is there a dedicated point of contact for inquiries and assistance?

9. Cost and Value:

- Is the pricing competitive and reasonable for the quality and quantity of food provided?
- Does the proposal provide transparent pricing, including any additional fees or charges?

10. Flexibility and Customization:

- Does the catering service offer flexibility to customize the menu based on specific preferences or themes for different meetings?
- Are there options for accommodating last-minute changes or requests?

11. Sustainability Practices:

- Does the catering service have eco-friendly practices, such as using compostable or reusable servingware?
- Are there options for minimizing food waste or donating leftover food?

12. References and Past Performance:

- Are there positive references or testimonials from previous clients who have used the catering service for similar events?
- Has the catering service successfully managed events of comparable size and frequency?

Catering Services RFP Evaluation Rubric

Caterer/Business Name:_____

Total Score:_____

Criteria	Score	Comments
Menu Creativity & Variety		
Quality of Ingredients		
Presentation & Display		
Taste & Flavor		
Portion Sizes & Quantity		
Food Safety & Hygiene		
Timeliness & Delivery		
Customer Service & Communication		
Cost & Value		
Sustainability Practices		
References & Past Performance		

Scoring Key:

- 1: Poor or Inadequate
- 2: Below Average
- 3: Satisfactory
- 4: Above Average
- 5: Excellent

Instructions:

1. Review each section of the RFP and assign a score to each criterion based on the quality of the proposal.
2. Provide comments or notes to elaborate on the strengths and weaknesses observed for each criterion.
3. Calculate the total score for each proposal by summing the scores for all criteria.
4. Consider the total scores as well as the comments to make an informed decision on the most suitable catering service.