

# KINDRED KIDS

## CHILD ADVOCACY CENTER

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**Release Date:** March 7, 2024

**Proposal Due Date:** April 5, 2024

**RFP Administrator:** Lori Jenkins

**Email:** [Lori@kindredkidscac.org](mailto:Lori@kindredkidscac.org)

**Phone:** (719) 240-2015

***IF YOU ARE INTERESTED IN SUBMITTED A PROPOSAL, PLEASE SEND COMPLETED PROPOSAL TO THE ABOVE EMAIL ADDRESS PRIOR TO April 5, 2024 @ 7pm.***

**Questions:**

**All questions must be emailed to the RFP Administrator above no later than March 18, 2024.** Questions and subsequent answers concerning the RFP will be posted on the RFP page of Kindred Kids CAC's website, [www.kindredkidscac.org](http://www.kindredkidscac.org) within 3 business days of receiving the question.

**Official RFP Notices/Addendums:**

To ensure that no firm is provided advantage over another, all requirements are specified in this RFP. Any changes to the requirements will be posted on the RFP page of Kindred Kids CAC's website, [www.kindredkidscac.org](http://www.kindredkidscac.org) within 3 business days of any change or addendum.

**Prohibited Communication:**

From the RFP release date until a contract date for these services are fully executed: Firms are prohibited from communicating with members of the Board of Directors or staff for Kindred Kids Child Advocacy Center, other than the Contact person named above, concerning this RFP or the resulting contract.

**Introduction:**

Kindred Kids Child Advocacy Center is a nonprofit organization seeking proposals from companies to provide catering services for its "Night of Heroes" fundraising event, scheduled to occur on **November 22, 2024**. The company will be required to develop a menu, prepare the food, staff the event, clear tables, and thoroughly clean-up after the event (including washing of all service/cooking dishes), returning the event venue to the original condition. The event, held to bring awareness to child sexual and physical abuse, anticipates 225-250 attendees.

**Scope of Services:**

Upon contract award, the selected firm will utilize experienced/licensed professionals to provide the following services:

- Contractor selected must have experience catering for groups of 100 or more, which includes preparing and serving food.
- Contractor shall be responsible for staffing the event, including staff to keep water pitchers on the tables, drink stations stocked (minimum of three), and clearing tables as needed.
- Contractor shall be responsible for providing a 3-course plated meal.
- Contractor shall cater a complete 3 course meal, with beverages.

- Contractor shall use the facility table settings and wash/put up after the event.
- Contractor shall have use of a fully licensed commissary on-site kitchen (event location will be the Event Center at Pathfinder Regional Park). The contractor is responsible for ensuring that the on-site kitchen is cleaned prior to leaving at the conclusion of the event. Facilities will be inspected at the conclusion of the event.
- Contractor shall develop a suitable menu for event that would cover a variety of dietary preferences. The Kindred Kids CAC Executive Director (aka RFP Administrator) must approve the final menu for the event, a menu must be sent with your proposal. The minimum menu expectation is: One salad, two meat entrees, one starch, one vegetable, dessert, and a vegan option. Beverage stations should, at a minimum, include the following: Iced Tea, Coffee Bar, and Lemonade, with disposable cups, stir sticks, sweeteners, and creamer. Water pitchers on each table should be refilled regularly as needed.
- Contractor and staff must be aware of and comply with current food safety laws in Colorado. Contractor must provide a copy of the current year's food license prior to the event.
- Contractor must agree to comply with each facility's rules and regulations for use of the kitchen and proper clean up. The contractor will be responsible for bussing of tables, removal of all food related equipment from hall, complete cleaning and sanitizing of the kitchen, and removal of all function related trash. In the event that a complete cleaning has not been made, any items of concern will be noted by the facility and may be charged to the Contractor (or withheld from final payment).

The following is a partial list of equipment which is supplied by our primary facility, Event Center, Pathfinder Regional Park:

Commercial Refrigerator  
 Garbage Disposal  
 Steel Prep Tables  
 36" 4 burner Gas Restaurant Range  
 Commercial Microwave  
 Two Compartment Sink  
 Commercial dishwasher  
 Three Compartment Dish Sink  
 Dishes  
 Glasses  
 Utensils (table service)  
 Commercial Ice Machine  
 Commercial Freezer  
 Hot Steam Table  
 Cleaning equipment/trash bags, etc.  
 Tables

To schedule a walk-through of the facility kitchen prior to the event, please contact the RFP Administrator. If requested, an invitation to tour the facility will be sent to all interested contractors. Date to be determined, if needed.

The prep kitchen must be thoroughly cleaned at the end of each event.

\*\*Contractor will be encouraged to donate surplus food from the event to food banks or other food assistance organizations. Contractor may be asked to provide up to 12 to-go meals; containers will be provided.

**Proposal Submittal Requirements:**

All proposals must be received no later than 7:00 p.m. Mountain Daylight Time (MDT) on Friday, April 5, 2024.

All proposals must be submitted via email to: [Lori@kindredkidscac.org](mailto:Lori@kindredkidscac.org)

**Board Review:**

It is anticipated that an evaluation of responses, cost information and a contract award recommendation will be presented to the Kindred Kids CAC Board of Directors in April 2024.

**Finalists and Interviews:**

From the proposals received, the committee may identify a short list of finalists. The finalists may be scheduled for interviews, and/or a taste sampling. We anticipate that such a meeting will occur by May 15, 2024.

**Tentative Schedule:**

This schedule indicates estimated dates for the RFP process. Kindred Kids CAC reserves the right to adjust this schedule when appropriate.

Date of Event: November 22, 2024

March 7, 2024 - Release RFP to public

March 18, 2024 – Deadline to submit questions to Kindred Kids CAC

April 5, 2024 - RFP Responses Due – must be received via email by 7:00 p.m. MDT.

April 2024 – Recommendation to Board of Directors on finalists, taste sampling, and final interviews

May 2024 – Anticipated date of award

**Detailed Submittal Requirements:**

For ease of bidding, we are providing a “Proposal Questionnaire”. Please answer each question in a straightforward, concise manner. The “Proposal Questionnaire” must be signed by a person(s) authorized to bind the Proposer to all the provisions of the RFP, any subsequent changes, and to the contract if an award is made. Electronic signatures, if done through Adobe, will be accepted.

**PROPOSAL QUESTIONNAIRE:**

COMPANY NAME: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_ TITLE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ YEARS IN BUSINESS: \_\_\_\_\_

BRIEFLY DESCRIBE YOUR EXPERIENCE WITH CATERING EVENTS OF THIS SIZE/SCOPE:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

HOW MANY STAFF DO YOU ANTICIPATE HAVING THE NIGHT OF THE EVENT: \_\_\_\_\_

THREE (3) REFERENCES FROM YOUR CLIENT BASE. INCLUDE NAME AND CONTACT INFORMATION AS WELL AS A BRIEF DESCRIPTION OF THE EVENT CATERED:

NAME: \_\_\_\_\_ TELEPHONE: \_\_\_\_\_

DESCRIPTION AND DATE OF EVENT:

\_\_\_\_\_  
\_\_\_\_\_

NAME: \_\_\_\_\_ TELEPHONE: \_\_\_\_\_

DESCRIPTION AND DATE OF EVENT:

\_\_\_\_\_  
\_\_\_\_\_

NAME: \_\_\_\_\_ TELEPHONE: \_\_\_\_\_

DESCRIPTION AND DATE OF EVENT:

\_\_\_\_\_  
\_\_\_\_\_

PROPOSED **DETAILED** MENU (PLEASE REFER TO PAGE TWO FOR REQUIREMENTS OF MENU):

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\_\_\_\_\_  
\_\_\_\_\_

