

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 2015 event. 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.

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

- Available on dates between Thursday, April 30, 2015 – Thursday, May 7th, 2015
- Ability to host 300-400 guests for an event with at least two (2) bar stations and food stations throughout a two-story space, with heavy hors d’oeuvres both passed and at food stations—in bid (a) propose number of food stations and (b) provide per-person cost per meal
- Elegant presentation and high-end menu options—provide specific details in bid
- Provide alternative and comparable menu options for guests with dietary restrictions, specifically vegetarian and vegan options—provide specific details in bid
- 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, and bartenders—detail staffing commitments and costs in bid
- 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, any other required licenses, and insurance as set by industry standards and DC law
- Experience with school fundraising events preferred
- Flexibility and capacity to negotiate further to work with school to finalize plans

For further information regarding this RFP contact **Raven Bradburn, 202-563-6862 x105 or rbradburn@tmapchs.org**. Further information about Thurgood Marshall Academy—including our nondiscrimination policy—may be found at www.thurgoodmarshallacademy.org.

By submitting a bid, every bidder affirms that neither the bidder nor its subcontractors (if any) are an excluded party by or disbarred from doing business with/receiving funds from either the US federal government or the government of the District of Columbia. Bidders also agree to the provisions of Thurgood Marshall Academy’s General Conditions Statement, available on the school’s Web site under the About tab, Employment Opportunities page (<http://thurgoodmarshallacademy.org/about/employment-opportunities/>).

Any changes regarding the RFP process will be posted exclusively on the Employment Opportunities page of the school’s Web site (found at the URL above).

Submit proposals—including all of the following—

- (a) responses to bullet points listed above
- (b) signed contract with effective date to be filled in by Thurgood Marshall Academy
- (c) fee proposal including itemized costs, any discounts offered, and an all-inclusive total proposal with any add/deduct alternates clearly identified
- (d) names and contact information for three references
- (e) contact information including Web site address

Submissions must not exceed 4MB per email.

Bids are due no later than **Monday, January 5, 2015**, via e-mail to rbradburn@tmapchs.org.