

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 Showcase 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.

Bids will be evaluated by the Director of Development in consultation with the Chief Operating Officer.

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 & Qualifications section, below
- Fees, including
 - per-person cost per meal
 - itemized fees for any goods/services not included in the per-person cost
 - “all in” total based on 200 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 for a week-night event in Spring 2025 (the school reserves the right to rescind any bid-award if, during contract negotiations, the vendor cannot accommodate the event date established by Thurgood Marshall Academy)—***likely event date is Thursday, May 8, 2025***
- Vendor’s deadlines for establishing the event date, number of guests, etc.
- Ability to host 200 guests with food service in a tent, featuring a serving line or buffet with guests standing at cabaret tables
- Ability to support an event staged indoors, outdoors, or some combination of the two
- Follow all DC Health guidance for schools in force as of the date of the event (by way of example only, vaccinated employees; mask-wearing; etc.) and plan with the school to create an event in which guest health and safety is paramount
- 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 (piping/draping, etc.)
- Must provide appropriate number of staff to accommodate attendance: servers, cooks, kitchen attendants, and bartenders
- Ability to set up four hours prior to event and clean up that evening
- Ability to assist with floral arrangements, lighting, sound, and valet as determined necessary by Thurgood Marshall Academy
- Must hold liquor license and insurance as set by industry standards and local regulations
- Experience with school fund-raising events preferred
- Flexibility and capacity to negotiate further to work with school to finalize plans
- **Add Alternate:** Please indicate caterer's ability and fees to supply a 40' x 60' tent—with bistro lights strung to illuminate the tent interior—on outdoor basketball court, including but not limited to equipment rental, set-up/de-installation, and permit expediting

Questions & Information:

- Please address questions concerning this RFP to **David Schlossman, COO**, dschlossman@tmapchs.org, 202-276-4722
- Amendments/changes (if any) to the RFP, including but not limited to deadlines, will be posted at <https://thurgoodmarshallacademy.org/about/employment-opportunities/>
- Post-bid queries or protests must be delivered via email within 10 business days of bid decision notification
- 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

Submit proposals—including unsigned contract—via e-mail to dschlossman@tmapchs.org

Review of bids will begin after **Thursday, February 6, 2025**.

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.