**ADDENDUM 1**

DATE: July 2nd, 2018

PROJECT: Catering Services

ITB NO: 744-R1822 Catering Services

OWNER: The University of Texas Health Science Center at Houston

TO: Prospective Proposers

This Addendum forms part of and modifies Proposal Documents dated, June 7th, 2018, with amendments and additions noted below.

 **Questions received before deadline**

**1.** On page 28, section 3.2.1, it references 5.4, but we do not see a 5.4 listed.

**A: This should be 5.2**

**2.** The scope, seems very limited, like is missing pieces? Any clarification or further explanation here?

**A: We have decided to keep it very broad, encompassing both on and off campus events, in very general terms of what our needs are. Please look at section 1.2, the background and special circumstances for the types of events we hold.**

**3.** How should we be pricing menus or is that part handled later, on an event by event basis?

**A: This would be handled on an event-by-event basis.**

**4.** Do we need to submit a sampling of menus with pricing?

**A: Not necessary at this time.**

5. Could you provide some kind of sales history for the last few years base on revenue and guests?

**A: \*We generally host 50+ events in the course of a fiscal year, both on campus and in private homes. Of these 50+ events, approximately 30-35 have a catering component.**

**\*Attendees include UTH donors, their guests, and donor prospects, ranging in age from mid-30s to 75+**

 \***The majority of these events are stewardship as opposed to fundraising**

6. What are the top 10 largest events for the year?

**A:** \***STAR Awards (Reception and Luncheon held the same week on two different days) – approx. 225 (reception) and 150 (luncheon)**

**\*President Scholar Awards luncheon (on campus, 3 course seated luncheon) - 125 attendees**

**\*Development Board New Member Dinners (hosted in private home) – approx. 12 guests (by no means our “largest” event, but probably one of the more important events we plan)**

**\*Development Board Winter Reception (holiday party for board members and guests, hosted off campus in a home) – approx. 150 guests**

**\*IMMpact Symposium (reception, on campus) – 130 guests**

7. What is the average sized of your catered events?

**A:** **Smallest is around 15, largest is around 250, average is about 50-60**

8. How many vendors are you planning to select for the RFP?

**A:** **Top 5, depending on number of submissions**

9. Do you allow special food request like Kosher items to be subcontracted out on an as-needed basis?

**A: Yes**

10. What is the intent of the question regarding fresh vs frozen food? It’s not uncommon to use both in a professional kitchen. We often are asked what percent of cooking is done from scratch. In our case it’s 80%.

**A:** **This question is simply a benchmark. As we host events with some high profile guests, we want to ensure consistent quality.**

11. Does the contract have incentive options in-lieu of discounts or both?

**A:** **Incentives are not accepted.**

12. What is the typical lead time for events?

**A:** **We know dates pretty far in advance but decisions about menu are made around 30-45 days from event.**

13. Should sample food and beverage menus be included in the RFP?

**A: Not required, but if they choose to share, please remove any pricing information.**

14. Regarding pricing. Are you only requesting staffing cost?

**A:** **At this time, yes.**

15. Would you like to see any photos or visual representation of past work/events?

**A: Not required, but certainly helpful.**

16. What are the campus hours to schedule HUB compliance officer review during the July 4th holiday week?

**A: (7AM-4PM) Mon thru Friday**

**END OF ADDENDUM 1**