

REQUEST FOR PROPOSALS

Iowa Tribe of Kansas and Nebraska
3345 B Thrasher Road
White Cloud, KS 66094
(785) 595-3258



EVENT CATERING

Introduction

The Iowa Tribe of Kansas and Nebraska (ITKN) is seeking proposals from qualified teams, organizations, and businesses to provide catering services for the General Council Meeting on June 1, 2024 on the ITKN Reservation.

Background

The Iowa Tribe of Kansas and Nebraska (ITKN) is a federally recognized Indian Tribe whose offices are located on its reservation in North East Kansas and South East Nebraska. The ITKN is governed by the Executive Committee, an elected council chosen by the ITKN General Council which is composed of all eligible members of the Iowa Tribe. The General Council Meeting is a bi-annual meeting of which tribal business is conducted and decisions are made by the voting members of the Tribe.

A simple breakfast will be provided to General Council Members before the start of the meeting as well as a full lunch. The meeting venue has a full kitchen (refrigerator/freezer, residential style stove, residential style ovens, coffee maker) and seating/tables.

Scope of Work

Selected vendor will provide the following:

- One (1) cold breakfast for 60 people
- One (1) hot lunch for 60 people
- Coffee and tea service throughout the meeting
- All required personnel, consumables, and supplies for cooking and serving (Some consumables and serving supplies are available, as well as tables and chairs provided by ITKN).

Proposal Submission Guidelines

Proposals must include the following components:

1. Qualifications
 - a. Give a brief description of your organization including background, personnel and other resources, and experience with projects of a similar scope.
 - b. Describe and provide evidence of relevant certifications (e.g., Food Handler Certification, Food Service License, etc.)
 - c. Include contact information for three references from organizations for which similar work has been conducted is requested but not required
2. Deliverables
 - a. Proposed breakfast menu for the General Council Meeting- multiple menu options at different price points are encouraged but not required
 - b. Proposed lunch menu for the General Council Meeting- multiple menu options at different price points are encouraged but not required

3. Cost Proposal

- a. A full accounting of each item to be purchased is not required. However, costs proposal should include, at a minimum:
 - i. Estimated Costs per Person Served for breakfast
 - ii. Estimated Costs per person served for lunch
 - iii. Estimated Transportation Costs (if applicable)
 - iv. Grand Total and Per Person Grand Total

Selection Process

- The ITKN Executive Committee will evaluate all proposals based on the following criteria:
 - Qualifications and past experience of the vendor
 - The quality of services being provided
 - The cost of services being provided
 - Preference for Tribal, native, small, disadvantaged, women-owned, and/or minority businesses.

Submission Deadline

- Completed submissions must be received by ITKN staff no later than **5:00pmCT on Saturday, April 27th 2024**.
- Submissions should be submitted electronically (email)
- Please direct all submissions and inquiries to:
Misty Slater
ITKN Chief of Staff
[mslater@iowas.org](mailto:m Slater@iowas.org)
(785) 850-6821