

**VOLUNTEER STATE COMMUNITY COLLEGE  
REQUEST FOR PROPOSAL (RFP) 24-0001  
FOOD AND CATERING SERVICES  
QUESTIONS AND RESPONSES  
PRE-PROPOSAL QUESTIONS DEADLINE: 10/23/23**

**RFP Notes:**

- Proposal Form and Delivery instructions are provided in RFP Section 3.1.
  - Proposers may submit either electronically or hard copy.
  - Electronic submission of Proposals *and* Client References will be accepted via email to: [purchasing@volstate.edu](mailto:purchasing@volstate.edu).
  - Client References must be received directly from the client providing the reference.
- Dates and times in Section 2, Schedule of Events, were reiterated. Proposals must be submitted no later than 2:00pm CT on November 13, 2023, in order to be considered. Late Proposals cannot be accepted and shall be rejected as non-responsive.
- Proposers were reminded that all questions asked today as well as any additional questions must be submitted by 4:30pm CT, October 23, 2023. All written questions and respective responses will be posted on VSCC's website per RFP schedule October 31, 2023.
- Attention was called to the checklist provided as Attachment 6.13 (Proposer Checklist for Prevention of Common Mistakes that lead to Proposal Rejection). Proposers were informed that Attachment 6.13 was not meant as an all-inclusive list of RFP requirements, but rather a listing of some of the most commonly overlooked requirements. Additionally, Proposers were reminded that failure to provide/meet any mandatory requirements, in the format as specified in the RFP, would be cause for proposal rejection.

**Proposer Questions:**

Question #1: Please provide a 12-month calendar that identifies the following levels of dining services:

- a. Full Dining Service (when physically attended classes are in session)
- b. Partial Dining Service (when Campus is open, but no classes held)
- c. Closed Dining Service

Response: Proposers can visit <https://www.volstate.edu/academic-calendar> and view this information in table, list, or month view.

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Question #2: The RFP discusses both electronic and hard copy proposals – please confirm that electronic submissions are acceptable and can be emailed – providing that the Technical & Cost (Revenue) proposals are submitted as separate files (folders) as required.

Response: Yes, proposals can be emailed with separate technical and revenue files.

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Question #3: Attachment 6.2 Pro Forma Contract does not provide details of the length or term of the requested contract – please provide the term of the new contract.

Response: The term of this contract shall be for a period of one (1) year from contract execution with the option to renew nine (9) additional one-year renewals.

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Question #4: Will “smallwares” be provided by the College (Pots/Pans/Cooking & Serving Utensils, Catering Service-ware & Catering Equipment)?

Response: No, these items must be provided by the Successful Proposer.

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Question #5: Attachment 6.4 provides student enrollment information – please provide the number of these students that are on campus attending physical classes and the number that are taking virtual classes on-line.

Response: Please see attached table and graph which shows students on the Gallatin Campus by class start time. For the hours that show a low student count, this is when students are in between class start times, so there could be lots of opportunity for students to utilize the cafeteria during those times (i.e., 10:00–11:00 & 1:00-2:00). Based on this data, the College would not expect the Successful Proposer to stay open after 3:00pm each day. After contract execution and should course offering times shift campus population peak times, the College will work with the Successful Proposer to adjust the hours of operation.

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Questions #6: Attachment 6.6 “Revenue Proposal & Scoring Guide” requires a commission return to the College. Will the College accept a “Cost-plus management fee” response to the RFP in lieu of commissions? If yes, please provide a cost worksheet for us to submit under a Cost-plus management fee contract.

Response: The College is requesting a commission return structure. The Institution is open to negotiating/establishing a minimum annual sales threshold for commissions to be paid for Café’ and On-Site Catering. Commission would be required for Non-Institution Catering, regardless of sales.

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Question #7: Is there an example of a proposal format submittal?

Response: Per Section 3.2 of the RFP, Proposers should use Attachment 6.5 as its table of contents to develop its RFP Response within the format specified within that Section.

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# Students on Gallatin Campus by Class Start Time

## Fall 2023

Time	Mon	Tue	Wed	Thur	Fri
7:00	36	16	37	36	
8:00	465	509	488	550	31
9:00	1,002	1,206	1,001	1,161	6
10:00	55	30	75	72	11
11:00	847	1,072	883	1,110	
12:00	758	838	803	851	25
1:00	65	79	74	46	
2:00	393	443	417	398	
3:00	52	121	34	129	
4:00	54	23	35	33	
5:00	-	42	13	16	
6:00	52	88	58	94	
7:00	28	56	12	46	
Total	3,807	4,523	3,930	4,542	

