



**Purchasing Department**

PO Box 750416

Dallas, TX 75275

REQUEST FOR PROPOSAL

*RFP Number: SMU-20240826*

*Casual Catering for On-Campus Events*

*All bids in response to this RFP are due before:*

*3:00 PM Central Time on September 11, 2024*

Please be sure to include this RFP # on Any Submissions



SMU does not guarantee any minimum or maximum amount of business during the term of the contract.

## **2 RFP Schedule and Information**

### 2.1 Schedule

Issue Request for Proposals	Monday, August 26, 2024
Last Day for Questions by 3:00 PM	Tuesday, September 3, 2024
Proposals Due by 3:00 PM	

whole or in part as deemed to be in the best interest of SMU. SMU reserves the right to negotiate with any vendor if such action is deemed to be in the best interest of SMU.

## 2.7 Proposal Submittal

Suppliers interested in participating in the RFP should submit one (1) electronic PDF copy of your proposal to be received no later than close of business, 5:00 PM on Closing Date indicated in RFP Schedule. Proposals received after that due date may be rejected. To the extent reasonably possible, the University shall keep all proposals confidential.

**Proposals must be received by 3:00 PM CST on or before Wednesday, September 11, 2024.**

Proposal delivery addresses:

Electronic [harmony@smu.edu](mailto:harmony@smu.edu)

Proposals, modifications or withdrawals received after the date set for receipt of proposals may not be considered.

Bidders shall not contact any person within the University directly, in person, by email or by telephone, other than the RFP Coordinator concerning this RFP.

Notify Harmony Mei ([harmony@smu.edu](mailto:harmony@smu.edu)) via email if company would like to pick up their proposal hard copies. SMU Purchasing will discard/recycle proposal hard copies 30 days after final award notification.

## 3. SCOPE OF SERVICES

Vendors wishing to submit a proposal to provide casual catering to SMU mp[harth]5.1 y(t)5..

Approved vendors will receive orders directly from SMU departments, faculty, staff, and event coordinators. Orders will be required to be finalized with the vendor at least 48 hours before delivery date and time. Changes to orders within this time frame may be charged a "rush" or other fee; however, this fee must be clearly stated on the Vendors proposed price list and approved by the University during the section and approval process. Vendors will be responsible for providing invoices to whomever is ordering or receiving payment at the time the order is placed. Payment will only be made to the approved vendor from whom the meals were ordered.

### 3.2 Catering Menu and Price List

Casual catering in this scope is defined as the catering of individually packaged meals that can be dropped off up to 1-2 hours before an event and do not require any type of service (i.e. they will be handed out or picked up off a table). This is the specific type of catering need that the University is targeting with this RFP. Potential vendors may include catering options that vary slightly from this definition in their proposals, but please try and include at least one option that fits this definition. SMU reserves the right to reject and/or accept portions of submitted menus that include options that fall outside the definition presented in this scope.

#### 3.2.1 Menus

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Vendors seeking to become approved casual caterers for SMU must submit a menu for approval by the SMU Purchasing Department for initial approval and each subsequent year thereafter for approval. Approved menus will be kept by SMU Purchasing and made available to all SMU departments, faculty, organizations, and other potential event planners. anic -0.001 Tw 06792 0 Td-1 ao(P)1.4



## **5. RFP EVALUATION COMMITTEE**

Each proposal will be evaluated by the RFP Evaluation Committee comprised of SMU purchasing, catering, and financial representatives. The RFP Evaluation Committee will initially review all

**EXHIBIT A**  
**Southern Methodist University**  
**Office of Risk Management**  
**Insurance Requirements of the Agreement**  
**(Third Party Doing Business with SMU) as of 2/15/22**

A valid Certificate of Insurance, along with copies of policy provisions and the required endorsements, must be provided to SMU's Office of Risk Management by any person or entity who is (i) providing goods or services to or for SMU, (ii) using SMU property for events, programs or other purposes or (iii) otherwise doing business with SMU (each a



2. **CERTIFICATE HOLDER:** listed as follows and address to send Certificate of Insurance to:

*Southern Methodist University*