



CSP #21-006 CATERING SERVICES

SCOPE: The District is soliciting proposals from qualified vendors to provide catering services for district-sponsored meetings and events. Purchases will be made on an as-needed basis. The intent of this request is to establish a list of pre-approved companies or individuals that can provide needed goods/services to the District. If deemed unacceptable or the offered goods/services are outside the scope of this solicitation, no award will be made to the respondent.

AWARD: Awards will be based on the respondent's submittal meeting the requirements established herein. Awards will be made to multiple vendors on an incremental basis during the offering period (after board of trustee approval of the initial round of awards). Once awarded, depending on the needs of the District, purchase orders may be issued (an award on this solicitation does not necessarily guarantee that a vendor will be asked to provide a quote for any District event). Respondents are encouraged to submit responses as soon as possible.

TERM: The term of this award will be ongoing through June 30, 2025 and be contingent upon delivery of satisfactory goods and services.

QUESTIONS: Any questions or requests for clarification must be submitted via the District's online bidding portal.

EVALUATION CRITERIA: All responses will be scored using the following criteria:

Evaluation Criteria	Weight (points)
1. Purchase price.....	40
2. Reputation of the vendor and of the vendor's goods/services	20
3. Quality of the vendor's goods/services	20
4. Extent to which the vendor's goods/services meet district needs	15
5. Vendor's past relationship with the district (full points given, deducted for documented poor performance).....	5
6. Impact on the ability of the district to comply with laws/rules relating to historically underutilized businesses (HUBs)	0
7. Total long-term cost to the district to acquire the goods/services.....	0
8. Whether the vendor or the vendor's ultimate parent company has it's principal place of business in TX or employs at least 500 people in TX	0
9. Any other relevant factors specifically listed in the request for proposals	0
TOTAL POINTS	100

