

CHARLOTTEPRIDE

REQUEST FOR PROPOSALS Catering for Charlotte Pride VIP Experience

Charlotte Pride, Inc.
PO Box 32362, Charlotte, NC 28232

Contact Person:

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1. Introduction

Charlotte Pride, Inc., is a non-profit 501(c)(3) organization based in Charlotte, N.C., which produces the annual Charlotte Pride Festival & Parade and offers a variety of other programming and activities throughout the year, including Charlotte Latinx Pride, Charlotte Trans Pride, Charlotte Women's Pride, and Reel Out Charlotte, the Queen City's annual LGBTQ film festival, among others. The organization was founded in 2000 and held its first festival in 2001. In 2019, the Charlotte Pride Festival & Parade attracted 200,000 visitors over the course of its weekend event. Charlotte Pride will hold its twentieth annual festival in Uptown Charlotte, August 1-2, 2020.

2. Project Goals and Scope of Services

Charlotte Pride is seeking an events and catering company with which it can partner to develop an enhanced cocktail VIP experience for this year's festival and parade. Charlotte Pride seeks to sell anywhere from 400-600 VIP expected attendees. We seek a catering quote that provides for 1500 visits to the buffet, allowing 2-3 visits to the buffet per ticket holder throughout the weekend. This would include a "brunch with Pride" on the morning of Sunday, August 2, from 10:30am until 12pm.

The selected firm will be responsible for the onsite set up, clean up during the event, food production and replenishment, tear down, and all food-related services during the weekend of Charlotte Pride Festival and Parade, August 1-2, 2020 for the VIP experience. The selected firm will be expected to partner with Charlotte Pride in offering pre-event marketing for the Charlotte Pride VIP Experience. The selected firm will not be responsible for any sales-related goals of Charlotte Pride and will not be responsible for any beverage service.

VIP Lounge Hours (Subject to change during planning process):

Saturday, August 1, 2020 12-9pm

Sunday, August 2, 2020 "Brunch" 10:30am-12pm, "Lunch" 1-5pm

VIP Lounge Location: We are still in the process of determining a final location. RFPs should be prepared with the expectation that the event will be held indoors with access to a small kitchen area, but with no or limited access to refrigeration or warming appliances.

3. Selection Criteria

Charlotte Pride will consider several important criteria in the selection of the preferred catering company, including the company's:

- Ability to develop and create a unique and high-quality catering selection for an enhanced cocktail experience
- Willingness to open their creative process to input and feedback from Charlotte Pride staff
- Ability to adequately produce and fulfill all needs of patrons throughout the weekend
- Ability to adequately market and promote the Charlotte Pride VIP Experience, in partnership with Charlotte Pride
- Proposed per-item cost structure, including firm's proposed direct or in-kind donation to Charlotte Pride
- Ability to provide Certificate of Liability Insurance, State of North Carolina and Mecklenburg County Food Service Permits

The winning bidder will also have:

- A history of successful operation as an innovative catering and events company
- The education, experience, knowledge, skills, and qualifications to provide the requested services, particularly within the LGBTQ community
- Competitive costs of services
- Commitment to quality and customer service

The winning bidder, if any, will be selected solely by the judgment of Charlotte Pride, Inc.

4. Time and Place of Submission of Proposals

The RFP will be posted on our website, charlottepride.org, and can be downloaded from there directly on January 29, 2020

Respondents to this RFP must submit their full proposal via email to Cristal@charlottepride.org with the subject line "Catering RFP Submission: [NAME OF YOUR COMPANY]".

Responses must be received no later than April 17, 2020

5. Timeline

January 29, 2020	RFP Submissions Open
April 17, 2020	RFP Submissions Close
April 18-22, 2020	Submission Review and Discussion
April 23, 2020	Tastings Scheduled as applicable
April 30, 2020	All Respondents, including selected firm, notified
July 31, 2020	Pre-event onsite visit and check with any initial set up, after 5pm
August 1-2, 2020	On-site Festival Service

6. Elements of Proposal

RFP Respondents' submissions must, at a minimum, include the following elements:

- One-page or less description of the firm, including a general overview of the company, names and credentials of the creative team, firm's connection to the LGBTQ community, firm's connection to the Charlotte metro area, number of full-time employees, years in operation, and any other pertinent information regarding the firm
- Name of firm's primary point of contact, including title, phone number, email address, mailing address, and physical address (if applicable)
- One-page or less narrative describing firm's ability to develop and execute large events with multiple moving parts
- Proposed per-item cost structure
- Certificate of Liability Insurance, State of North Carolina and Mecklenburg County Food Service Permits

Written elements should be submitted in PDF or DOC formats. Submissions contained within a single PDF presentation file are acceptable.

7. Budget and Fundraising Expectations

Charlotte Pride's initial budget for this project is \$15,000, but firms with lower price points or the ability to offer a portion of service at a discounted rate may be compensated with sponsorship benefits.

8. Other Considerations for RFP Respondents

Other important notes and considerations for RFP Respondents:

- Charlotte Pride will offer marketing support for the promotion of the selected firm and its participation in the VIP Experience through Charlotte Pride's various marketing channels.
- The selected firm and Charlotte Pride will be bound by a mutually agreed upon contract to be signed by both parties at the time of or shortly after selection.
- This RFP is not meant to create an exclusive right of food sales by a single firm or vendor at the Charlotte Pride Festival & Parade; those firms which submit a proposal but are not chosen as the final selected firm are still welcome to apply for participation as a vendor or parade participant at the Charlotte Pride Festival & Parade.
- This RFP does not prevent Charlotte Pride from entering into other contracts and agreements with additional vendors for the purchase of products or services necessary for the operation of the festival and parade or any other Charlotte Pride program.
- Charlotte Pride welcomes any questions from potential RFP Respondents prior to their submission of their proposal. Questions can be submitted via email to VIP@charlottepride.org with the subject line: RFP Respondent Question: [NAME OF YOUR COMPANY].