 **Foundation**

April 14, 2017

The KIPP Foundation is extending an invitation to a catering company with services in the Chicago area to submit a proposal to provide catering for a four-week summer program (Summer Institute) hosted on University of Chicago’s campus Sunday, June 18, 2017 through Friday, July 14, 2017.

KIPP, the Knowledge is Power Program, is a national network of free, open-enrollment, college-preparatory public schools with a track record of preparing students in underserved communities for success in college and in life.

In 2000, Doris and Don Fisher created the KIPP Foundation to grow the KIPP network by training outstanding school leaders to open and operate KIPP schools. Since 1994, KIPP has grown from two teachers in a single classroom to over 2,000 teachers serving more than 32,000 students in 109 schools across the country. The KIPP Foundation, through its KIPP School Leadership Program, has recruited and trained more than 200 KIPP school leaders to open new KIPP schools or succeed founding school leaders.

Beyond recruiting and training new school leaders, the KIPP Foundation is responsible for supporting excellence and sustainability across the network and leading network-wide innovation efforts to leverage our growing scale. The KIPP Foundation provides a variety of supports and services to KIPP schools and regions in areas such as legal, real estate, technology, finance, corporate governance, operations, communications, marketing, and development.

The KIPP Foundation does not manage KIPP schools. Each KIPP school is run by a KIPP-trained school leader and governed by a local board of directors, and charters are held by a local 501(c)3.

The KIPP Foundation is incorporated in the state of California and is a registered IRS 501(c)(3) nonprofit organization. We have an annual budget of over $32 million and a national staff of over 100. Our headquarters are located in San Francisco, and we have offices in New York, Chicago and Washington D.C.

If your firm has an interest in participating in this RFP process, please review the enclosed RFP and visit KIPP’s website: [www.kipp.org](http://www.kipp.org). Questions regarding the RFP and the selection process should be directed to:

Emily Reynolds

Senior Manager, KSLP Operations

KIPP Foundation

33 N Dearborn Street Suite 1220

Chicago, IL 60602

[ereynolds@kipp.org](mailto:ereynolds@kipp.org)

To submit your RFP, please email [ereynolds@kipp.org](mailto:ereynolds@kipp.org) and [procurement@kipp.org](mailto:procurement@kipp.org).

The KIPP Foundation will review all RFP responses. Copies of selected responses will be provided to the KSLP Team members. Additionally, further written or oral responses may be required before a list of finalists is submitted for review.

**Description of Engagement**

The KIPP Foundation is soliciting proposals to provide catering for Summer Institute 2017.

**KSLP Summer Institute**

The KSLP Summer Institute, an annual leadership development course, is planned and managed by the KSLP team. It is a four-week program, which will be hosted from Sunday, June 18, 2017 through Friday, July 14, 2017. Summer Institute participants will include selected emerging leaders within the KIPP network, in order to provide participants with an all-encompassing leadership development program that includes leadership coaching, seminars, and coursework. Summer Institute 2017 will take place on the University of Chicago’s campus in Hyde Park.

The KIPP Foundation seeks a vendor to provide catering services for 11+ special events and daily coffee breaks throughout Summer Institute. Including, but not limited to:

**Daily Coffee and Snack Breaks**

On most weekdays, we provide ~150 attendees with a morning coffee break (coffee, decaf, and tea) and an afternoon snack break (coffee, decaf, tea, sodas, and snacks). Please submit per-item pricing for:

* Gallons of hot beverages: coffee, decaf, and tea
* Individual cans/bottles of soda
* Snack items, including but not limited to: cookies, granola bars, yogurts, candy bars, individual pieces of fruit (red apples, bananas), individual bags of chips and/or popcorn, individual bags of nuts/trail mix.

**Special Events**

Throughout the program, we will host 11+ special events, including:

* Five 2-hour social events, including appetizers and bar service (consumption bar with drink tickets)
* Two formal lunches with buffet service
* Two formal dinners with buffet service and bar service (consumption bar; drink ticket and open bar)
* (Tentative) boxed lunch services on a handful of occasions

Please submit:

* Pricing for reception appetizers, including individual pieces and platters;
* Pricing for bar services;
* Menus for buffet lunches within $35-45 inclusive pp cost;
* Menus for buffet dinners within $45-55 inclusive pp cost;
* Pricing for boxed lunches.

**Labor and Equipment**

Include details on:

* Set-up, support and tear down for all events, including delivery fees;
* Available equipment to support the events (ie, tables, linens, food-warmers) and applicable charges.

**Additional Charges**

Please provide if any of these are applicable:

* Taxes;
* In-house charges that pertain to set-up, or support services provided;
* Pricing should include all charges that KIPP will be responsible for including equipment, labor, and additional items listed above.

**Additional Information**

* Provide a brief statement of your company’s philosophy, mission, and overall business strategy
* References and experience for similar type clients/events (not for profit)
* Number of full time direct employees and their longevity
* Please describe the account team with names, bios and tenure with company.
* Describe your communication strategy and process used before, during and after an event

**Project Schedule**

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| ITEM | COMPLETION DATE | NOTE |
| Request for Proposal Issued | April 14, 2017 |  |
| Deadline for submission of proposals | May 1, 2017 | An electronic copy of the proposal must be emailed to [ereynolds@kipp.org](mailto:ereynolds@kipp.org) no later than May 1, 2017. |
| Proposals evaluation and selection of the winning bidder and contract negotiation | May 8, 2017 |  |
| Notification of Award | May 8, 2017 |  |
| On-site meeting with account team and designated KIPP Staff | Week of May 15, 2017 |  |