

# UMBC CATERING SERVICES

SOLICITATION – #BC-21415-C  
PRE-PROPOSAL MEETING

January 14, 2025

Solicitation #BC-21415-C

**SIGN-IN / ROLL CALL**



**HOUSEKEEPING**

# Solicitation #BC-21415-C

## **SOLICITATION SCHEDULE**



# Solicitation Schedule

EVENT/ACTIVITY	DAY/DATE	COMMENTS
Deadlines for Questions	Tuesday, 1/21/25 11:59 PM	Submit using the link on pages 4 or 11
Responses to Questions	<b>Estimated</b> 1/24/25 4:00 PM	Issued via addendum. Addendum will be emailed to suppliers as well as posted to UMBC's Bid Board and eMMA.
Technical Proposal	Friday, 2/7/25 11:59 PM	Submitted to the Issuing Office via UMBC Box: <a href="mailto:Technic.zglqn885nydvnj8j@u.box.com">Technic.zglqn885nydvnj8j@u.box.com</a>
Oral Discussions / Tasting Sessions	Thursday, 3/27/25 & Friday, 3/28/25	Interviews at UMBC's discretion; used to sample quality of products and seek clarification on technical proposal response
Price Proposal	Monday, 4/7/25 11:59 PM	Price proposal submittal instructions will be provided to shortlisted firms
Notice of Intent to Award	<b>Estimated</b> 4/15/25	Notification to successful and unsuccessful Offerors; Negotiation of contract terms
Contract State Date	June 1, 2025	

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## **SCOPE OF WORK**

# Scope of Work

Provide catering services to the UMBC campus community via a variety of menus, fresh high-quality foods, non-alcoholic beverages, special dietary menus (kosher, vegetarian, vegan, halal, gluten-free, dairy-free, etc.) and related serving supplies.

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## **INSTRUCTIONS, SUBMISSIONS, EVALUATION, AND DECISION**

## Instructions to Offerors

- UMBC intends to make multiple awards
- This is an IDIQ contract; UMBC does not guarantee any minimum dollar amount to any awardee as a result of this contract
- The contract term will be for 3 years; it may be renewed for two (2) additional two-year terms at UMBC's discretion
- UMBC requires that offerors have at least 3 years' experience providing catering services



# Instructions to Offerors

- Questions must be submitted using the “Solicitation Questions” link in the proposal (see page 4 and page 11).
- Only questions received by Tuesday, 1/21/25 at 11:59 pm will be answered in an addendum.
- The final addendum is anticipated to be provided to all offerors on or around Friday, 1/24/25; the addendum will also be posted on UMBC’s bid board and eMMA

**Solicitation Number \***

Please enter the UMBC Solicitation Number, not the eMaryland Marketplace (eMMA) Project Number. For reference, the UMBC Solicitation Number will be in the following format: **BC-XXXXX-X**. Please enter these characters only, do not include the Solicitation Name.

**Supplier Name \***

**Supplier Contact Name \***

**Supplier Contact Email \***

### Questions

Enter your question(s) into the box below or upload a file with your questions.

**Question(s)**

**File Upload - Supplier Questions**

Drag and drop files here or [browse files](#)

## Instructions to Offerors

- Late proposals (technical or price) cannot be accepted
- Proposals must be delivered to UMBC's Procurement Office via Box. Offerors should receive an automatically generated verification from Box when the file has successfully uploaded.

Note: If a proposer does not receive this verification, contact the Issuing Office immediately. Contact information on page 4 – David Clurman, [clurman@umbc.edu](mailto:clurman@umbc.edu)

# SUBMITTAL

- Technical Proposal Response:
  - Cover Letter
  - Claim of Confidentiality
  - Exceptions to UMBC Contract Terms (Attachment Q)
  - Statement of Approach
  - Management Plan
  - Problem Escalation Procedures
  - Attachments B, D, E, F, G, H, I, K, N
  - **NO PRICING**
- Price Proposal Response:
  - Will only be asked from shortlisted firms

# EVALUATION

- **Technical:** An evaluation committee will review the technical proposal response submitted by all Offerors.
  - Weighted Criteria
    - 40% - Interview/Tasting Session (only those Offerors who move beyond the Initial Technical Evaluation will be evaluated on this criteria)
    - 30% - Offeror's Technical Response to Requirements
    - 15% - Experience and Qualifications of Proposed Staff
    - 15% - Offeror Qualifications and Capabilities, including proposed subcontractors
    - 5% - Exceptions to UMBC Contract Terms and Conditions
- **Price:** Offerors whose food samples and technical proposals have been determined to be “acceptable” will have their Price Form opened. Prices will be ranked from most advantageous to least advantageous.

## DECISIONS

- Awards will be made to those firms whose samples and technical proposals are acceptable, and whose prices are advantageous to UMBC
- Technical factors will receive greater weight than financial factors
- Unsuccessful offerors may request a debrief by contacting the Procurement Officer at the conclusion of the solicitation process

# MBE

- There is a Minority Business Enterprise Goal of 15%; there are no sub-goals for this procurement
- This is a GOAL - not a requirement; firms that are unable to meet the goal or who can partially meet the goal are still able to submit a response
- Firms who are certified MBE may also self-perform
- MBE firms must be certified by the Maryland State Department of Transportation (MDOT). A link to the MDOT database is provided in the solicitation on page 14. Only firms listed on this website may be used to meet the MBE goals.
- Offerors who will meet the goals must complete the MBE Utilization and Fair Solicitation Affidavit and MBE Schedule Parts 1, 2 and 3

# MBE

- Offerors who will meet PART of the goal, and who will request a waiver for the remainder of the goal, will need to complete the MBE Utilization and Fair Solicitation Affidavit and MBE Schedule Parts 1, 2 and 3 AND complete the MBE Subcontractor Waiver Request
- Offerors who are UNABLE to meet the goal will need to complete the MBE Utilization and Fair Solicitation Affidavit and MBE Schedule Parts 1, and 3 AND complete the MBE Subcontractor Waiver Request
- For offerors who meet or partially meet the goal, you will also need to provide the Certified MBE Participation Certification form AFTER notice of award
- UMBC also requests quarterly reports on MBE payments on a quarterly basis during the contract term