



Procurement Services

University of Arkansas at Little Rock

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UA Little Rock
Financial Proposal Packet
FB-25-002
Dining and Catering Service Management

CAUTION TO SUPPLIER

Supplier's failure to submit required items and/or information as specified in the solicitation may result in disqualification.

The financial proposal should be placed in a separate, clearly marked, sealed envelope.

Dining and Catering Services

The financial proposal should be constructed in such a way that clearly communicates to the university the proposed meal prices, retail prices, any cost the university can expect to incur in providing food service, and any financial benefits the university can expect to receive for the proposed services.

- A. Commission return to the university by source (retail, catering, etc.)
- B. Any anticipated management fees or other fees for which the university would be responsible.
- C. Include any capital investment that the respondent would make and any return to the university on catering and retail sales.
- D. Sustainability support (food recovery, meals for students with food insecurities, donations to campus food bank, recycling, composting, other)
- E. Proposed meal plan discount to staff living in residence halls.
- F. Scholarships in the form of meal plans or a funds schedule.
- G. Catering Funds -- Funds made available on an annual basis, which shall be available for student activities, registered student organizations, and staff/faculty meetings and events. Include potential annual increases to this fund.
- H. Respondent shall propose any plans to invest in facility and equipment upgrades and repairs
- I. Terms and conditions of any investment in the university must be clearly identified in the proposal.
- J. Proposed method to comply with IRS Revenue Procedure 97-13
- K. Provide any additional financial information the vendor may think is valuable in realizing that the university is looking for a financial partner as part of this RFP.

Authorized Signature: _____ **Title:** _____
Use Ink Only.

Printed/Typed Name: _____ **Date:** _____