

A virtual meeting for potential respondents was held on January 19, 2022 at 11:00 am CT.

The presentation slides are posted at <https://www.umssystem.edu/ums/fa/procurement/bids>

Below is the information from the general question and discussion session:

- Is there expectation on pricing or an expectation to not turn down catering service requests? It is Okay to turn down an event. Need open and honest communication with potential caterers on availability and ability to handle events.
- What is a typical advance notice of catering event requests? Varies – will give as much notice as possible, but sometimes will only be a day or two
- Is there a portal for quoting on catering events or will departments seek quotes for events on their own? Currently, departments will contact caterers directly. In the future, there may be a portal or system for caterers to be notified of future events.
- Are any University kitchens available for use or will everything have to be prepared ahead and brought in? Caterers can not be guaranteed there will be kitchens available. It will vary dependent on location of the event. Discuss capabilities with the event coordinator.

Expectations from University:

- Respect facilities – clean up in timely manner
- Be responsive to needs
- Maintain close communication for events
- Professionalism
- Food Allergies – may or may not know about them in advance
- Ability to create special food items not on menu