

EXHIBIT I
INSTRUCTIONS, CONDITIONS,
AND NOTICES TO OFFERORS

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I.1 GENERAL INFORMATION

.1 Offerors are expected to examine the entire solicitation and all instructions. Failure to do so will be at the offeror's risk. Each offeror shall furnish the information required by the solicitation. The offeror will be held responsible for full knowledge of all information contained therein.

.2 Offerors shall be individuals, partnerships, or corporations who are regularly engaged in the business covered by these specifications and who have established a satisfactory record in the past for performance of contracts of similar character and extent, and who maintain a regular force of workmen skilled in the performance of the work the offeror undertakes to perform upon submission of his proposal. Offeror shall be qualified, competent and amply able to finance and perform the work in a proper and satisfactory manner.

I.2 SOLICITATION

This solicitation is being requested by the College for certain commodities or services, the purchase of which shall be by written contract.

.1 If an offeror objects to any of the terms and conditions of this solicitation, the offeror must identify and explain its objections before the solicitation due date. The College reserves the right to reject as non-responsive any offer that objects to any of the terms and conditions of this solicitation.

.3 This procurement is subject to the SMCM Procurement Policies in effect on the date of issue of the solicitation or the date of execution of the contract and/or purchase order. Those policies and procedures are available on line at www.smcm.edu

I.3 SITE VISIT/PRE-PROPOSAL CONFERENCE

.1 Offerors are urged and expected to inspect the site where services are to be performed and to satisfy themselves regarding all general and local conditions that may affect the cost of contract performance, to the extent that the information is reasonably obtainable. In no event shall failure to inspect the site constitute grounds for a claim after contract award.

A Site Visit and Pre-Proposal conference is scheduled for October 21, 2026 at 10:00 am in the Great Room Dining Hall in the SMCM Campus Center located at 47600 Mill Field Drive, St. Mary's City, MD 20686. Please email Darryl Green, Procurement Officer at dlgreen@smcm.edu with the name of your firm and the number of attendees.

I.4 TYPE OF CONTRACT

The College contemplates awarding a Cost-plus Fixed Fee type contract for the services described in ATTACHMENT B - Financials Pricing Instructions and Section 2.0 (STATEMENT OF WORK).

I.5 COLLEGE ESTIMATE

The College estimates the cost of services for year one of the contract to be approximately \$5,000,000.

I.6 RESERVATION OF RIGHTS

This solicitation implies no obligation on the part of the College. The College reserves the right to increase or decrease the quantities of any commodities or services requested in the solicitation. The College reserves the right to cancel this solicitation, in whole or in part, anytime before the opening of the offers, to accept or reject any and all offers in whole or in part received as a result of this solicitation, to not make an award, to waive minor irregularities, or to negotiate with all responsible vendors in any manner necessary, in order to best serve the interests of the College.

I.7 INTERPRETATIONS AND AMENDMENTS

.1 Any prospective offeror desiring an explanation or interpretation of the solicitation, drawings, specifications, etc., must request it in writing no later than ten (10) calendar days prior to the date established for receipt of bids. Oral explanations or instructions given before the award of a contract will not be binding.

.2 Prospective offerors shall request the Procurement Officer, in writing, via e-mail for an interpretation or correction on any ambiguity, inconsistency or error in the contract documents which they may discover or which should have been discovered by a reasonably prudent offeror. Such requests or objections to materials or methods of construction shown or specified shall be directed to the attention of the Procurement Officer at least ten (10) calendar days prior to the date specified for receipt of proposals. Written requests shall be transmitted via e-mail to **Darry Green, Procurement Officer at dlgreen@smcm.edu**.

.3 Any interpretations or corrections, as well as any additional modifications the Contracting Officer may desire to include, will be in the form of amendments, in writing, which will be sent on the same date to all offerors if that information is necessary in submitting offers or if the lack of it would be prejudicial to other prospective offeror, and shall become a part of any subsequent contract. The Contracting Officer reserves the right to answer only such questions as have, in his opinion, a definite bearing upon the proposals to be submitted.

.1 Offerors shall acknowledge the receipt of all amendments to the solicitation by:

- .1** Signing and returning the amendment;
- .2** Identifying the amendment number and date in the space provided for this purpose on the "Solicitation, Offer and Award Form" (Block No. 13);
- .3** Letter, telegram, email or facsimile.

.2 The College must receive the acknowledgment by the time and at the place specified for receipt of offers.

.4 Requests for oral interpretations or any other interpretations not made by amendments will not be accepted, and any information that may possibly be gained by the offeror in that manner is gratuitous and not binding.

.5 If this solicitation is amended, all terms and conditions that are not amended remain unchanged.

I.8 VENDOR'S TERMS AND CONDITIONS

Any proposed terms and conditions, including any form contracts which the Vendor proposes to use, shall be submitted by the solicitation due date as part of the offer.

I.9 WITHDRAWAL OF OFFER

Vendors may modify or withdraw offers by submitting a written modification or withdrawal that is received prior to the time and date set for the proposal due date. No withdrawal or modifications shall be accepted after the time for opening of offers.

I.10 FAILURE TO SUBMIT OFFER

Recipients of this solicitation not responding with a proposal should not return this solicitation, unless it specifies otherwise. Instead, they should advise the College by letter, fax, postcard or email, whether they want to receive future solicitations for similar requirements. If a recipient does not submit a proposal and does not notify the College that future solicitations are desired, the recipient's name will be removed from the College's applicable mailing list.

I.11 BID PROTEST

.1 An interested party may protest the solicitation or the award of a procurement contract. The protest must comply with SMC Procurement Policies and Procedures, Section 8, "Protest and Claims." The protest shall be in writing and addressed to the Procurement Officer whose name and address appear on the cover sheet of these documents. The protest may be mailed to the following address:

St. Mary's College of Maryland
Attn: Procurement Officer
18952 E. Fisher Road
St. Mary's City, MD 20686

.2 Protests based on alleged improprieties which are apparent before the proposal due date shall be filed before the proposal due date. Otherwise, protests shall be filed not later than seven (7) days after the basis for protest is known, or should have been known, whichever is earlier. All protests must be received by the Procurement Officer within this time limit or they will not be accepted.

I.12 BID/PROPOSAL AFFIDAVIT

All Vendors must truthfully complete the Bid/Proposal Affidavit (**Technical Volume I -Tab P – Attachment A**) [Attachment-A.-Bid-Proposal-Affidavit.pdf](#) form and submit it with their proposal. This Bid Affidavit will be incorporated by reference into the Contract. Therefore, it is the responsibility of the vendor to report to the college any changes in the Contract/Bid Affidavit information between the date it was submitted to the College and the effective date of the contract.

I.13 PUBLIC INFORMATION NOTICE

Offeror should give specific attention to the identification of those portions of their proposal that they deem to be confidential, proprietary information or trade secrets and provide any justification why such materials, upon request, should not be disclosed by the State under the Maryland Public Information Act, General Provisions Article, Title 4, Annotated Code of Maryland. **Contractors must clearly identify each and every section that is deemed to be confidential, proprietary or a trade secret** (it is **NOT** sufficient to preface your proposal with a proprietary statement or to use a page header or footer that arbitrarily marks **all** pages as confidential). Any individual section of the offer that is not labeled as confidential with an accompanying statement concerning the rationale for its claimed confidentiality shall be considered public information.

I.14 REQUEST FOR PROPOSAL INFORMATION

.1 SMCM is interested in receiving proposals from food service Contractors that are well established, financially sound, experienced, flexible and are capable of developing a creative and innovative proposal to operate the foodservices operations at the college. Contractor must demonstrate their ability to provide high quality food and services on a daily and consistent basis, as well as a variety of menus and pricing that will appeal to a cross-section of users. Proposals are welcome from local, regional and national foodservice Contractors and caterers that can demonstrate the ability and flexibility to meet or exceed the College's foodservice related goals. The college seeks a foodservice Contractor that will understand and appreciate the College's values and will work in supporting the College's mission, purpose and growth in future years. The foodservice goals in this contract are as follows:

.1 The students, staff, faculty and guests experience with foodservice should be commensurate with their overall experience at the College. Thoughtful stewardship, good taste and simple elegance should be the hallmark of the foodservice experience.

.2 There should be no glitches in the dining experience, in the quality of the food, service, speed of service, atmosphere, comfort or perceptions of value. There should be, in all the foodservices a wonderful and exciting experience that fulfills students, staff, faculty and guest expectations with respect to food quality, attentive service, ambience, comfort and value.

.3 The foodservices and related services should be a destination of choice at prices that are competitive.

.4 Profitability from foodservices should be optimized to enable the College to receive a return sufficient to cover the College's ongoing costs of operating the facilities and the program, making debt service payments on revenue bonds and providing for capital replacement.

.5 The College will seek a qualified, experienced, financially sound Contractor that will meet or exceed our expectations in all operational, financial and service areas.

This Request for Proposal is intended to provide all Contractors with sufficient information to enable them to prepare and submit offers for consideration by the College. This request does not obligate the College to procure or contract for services or supplies, and shall not be construed as authorization to proceed with or be reimbursed for any of the costs of the work specified herein. The statistical information provided in this document is provided as a frame of reference and not presented as a guarantee of future performance by the foodservice Contractor.

The proposal terms and conditions submitted by prospective Contractors shall be valid for a period up to 12 months from the receipt of offers as specified in the Solicitation.

.2 Timeline (for informational purposes only) (All dates after the Proposal due date are estimates only)

October 2, 2026	Issuance of solicitation
October 21, 2026	Pre-proposal conference and site visit
October 30, 2026	Last day to receive questions
November 13, 2026	RFP Amendment Q&A Response
December 2, 2026	Bid Proposal due date
December 21, 2026	Preliminary Evaluation completion with shortlisted finalists
January 4 to 15, 2027	Oral presentations (if required)
January 29, 2027	Best and Final's due (if required).
February 15, 2027	Award Selection made.
March 31, 2027	Award recommendation sent to MD Board of Public Works for approval.
April 30, 2027	Contract executed

I.15 PROPOSAL COMPOSITION – SOURCE SELECTION PROCEDURES

.1 Proposal shall be submitted in two major subdivisions: Technical Proposal whose content and arrangement shall be as described in the article, “INSTRUCTION FOR PREPARING THE TECHNICAL PROPOSAL” of this section, and a Financial Proposal, which shall be prepared in detail on a basis as described and set forth in the article entitled, “INSTRUCTION FOR PREPARING THE FINANCIAL PROPOSAL” of this section.

.2 The Technical Proposal and the Financial Proposal portions of each proposal tendered by any offeror shall each be separate and distinct sections of the proposal and identified on its outer surface as to content in the manner prescribed in the article entitled “INSTRUCTION TO OFFERORS” of this section and submitted in the following number of copies:

(1) Technical Proposal – One Technical Proposal submission package should be included as Volume I – Technical on eMMA.

(2) Financial Proposal – One Financial proposal documentation package should be submitted via upload to eMMA as Volume II Financials

.3 Each offeror may submit one or more proposals; however, each proposal shall be configured as described above, shall be considered on its own merits as to the completeness of submissions and shall not share required documentation, bonding, or other requirements of submission with any other proposal submitted by the same offeror.

I.16 INSTRUCTIONS FOR PREPARING THE TECHNICAL PROPOSAL – SOURCE SELECTION PROCEDURES

The Technical Proposal shall consist of Factor A - Company and Financial Information, Factor B – Clients/Other Foodservice/Restaurant Operations and Factor C – Operational Plan and Proposed Services,.

The Technical Proposal shall be divided into tabbed sections divided as follows:

- Tab 1 Cover Letter
- Tab 2 Executive Summary
- Tab 3 Table of Contents (Reflecting Sections A, B and C)
- Tab 4 Evaluation Factor A – Company and Financial Information
- Tab 5 Evaluation Factor B – Clients/Other Foodservice/Restaurant Operations
- Tab 6 Evaluation Factor C – Operational Plan and Proposed Services

.1 Tab 1 Cover Letter: Offeror shall provide an original signed cover letter. The cover letter should indicate that the Contractor has read the Request for Proposal and understands the requirements. This cover letter shall be signed by a company officer/owner who is authorized to bind the company to all commitments made in the proposal.

.2 Tab 2 Executive Summary: Provide an Executive Summary of your entire proposal in a bullet-point format. The Executive Summary should provide condensed highlights of your proposal in sufficient detail for the reader to fully understand the scope and intent of your proposal.

.3 Tab 3 Table of Contents: Provide a Table of Contents reflecting Sections A, B, and C.

.4 Tab 4 Evaluation Factor A – Company and Financial Information:

.1 Describe company ownership structure, (i.e., a corporation, general partnership, limited partnership, where incorporated, limited liability partnership, proprietorship, joint venture, limited liability company) names of officers and partners, stockholders, etc. and tax status of your entity.

.2 Complete address of office that is responsible for SMCM services including telephone, fax, email and web site.

.3 Number of years in business.

.4 the size of your company including annual sales, number of operating units, number of employees and geographic areas in which you operate.

.5 Description of services your firm provides (i.e., restaurants, catering, convenience stores, cafeterias, alcoholic beverages, etc.) and the types of venues/locations to which you provide services.

.6 If privately owned, include three years audited financial statements and balance sheets as prepared by an outside public accounting firm. If a public company, include your company's most recent annual report.

.7 Provide documentation in support of your ability to provide any capital investment you are proposing in the financial submittal section of this RFP.

.8 Indication of any current or contemplated merger or acquisition of your company with another, and if such activity is underway or contemplated, provide information as to the potential effect of such action on the operations of the SMCM foodservices and/or contractual negotiations.

.9 Provide a list of at least five vendors used by your company (name, contact name, telephone and complete address), the name of your primary business bank including contact name, address and telephone information and confirmation that you have notified your bank, in writing with authorization to provide the information as part of the credit-check.

.10 Provide copies of any written credit ratings within the last 3 months.

.5 Tab 5 Evaluation Factor B - Clients/Other Foodservice/Restaurant Operations:

.1 List at least three client operations most similar to the services you are proposing for SMCM. Include the following for each similar current client: Physical size, annual sales, customer counts, style of service and contractual terms.

For each of the three similar clients, provide the following information:

- .1 Description/narrative of overall operation;
- .2 Name, address, phone and fax number of client contact;
- .3 Date of contract initiation;
- .4 Indication of annual sales, by site, customer counts and number of staff employed by client;
- .5 Indication of how many on-site general managers and chiefs you have had at each location during your tenure;
- .6 Indication if the account has gone out to bid during your tenure and/or is currently out to bid (if currently out to bid, explain the circumstances).
- .7 If your client, in a written form, evaluates your company's performance, please provide a copy of the results

.2 List of any other client locations that will provide an indication of your ability to perform services similar to those you are proposing. Including as much of the information requested in sections .1 through .7 above, as possible for each client listed.

.3 Identify two to three client locations, located geographically closest to SMCM, most similar to the services proposed in your response to this RFP. (Once the "Competitive Range" has been set, the Evaluation panel may wish to visit at least one of these sites to evaluate the site and sample the food. Offer will be responsible for making arrangements for this to take place.

.4 List all accounts that your company has had and then closed or lost within the last three years with an explanation as to why. Include the name(s), address, phone and fax number of the client to contact at each location.

Note: If your company operates (or did operate) under more than one company name, please be certain to include the "exact company name" you operate under for .1 through .4 above.

.6 Tab 6 Evaluation Factor C - Operational Plan and Proposed Services:

.1 The plan should include, but is not limited to, the following elements:

- .1** Organizational structure in support of specific needs;
- .2** Menus, products, portions, merchandise and services to be offered;
- .3** Retail price schedules and pricing policies;
- .4** Transition strategy;
- .5** Employee staffing and training plans;
- .6** Experience of proposed onsite management;
- .7** Customer service;
- .8** Alignment to SMCM needs and goals;
- .9** Environmental awareness, conservation and recycling.

.2 Foodservice Locations (Great Room, Solomon's Kitchen and Brew'd Awakening)

.1 Provide detailed written description of the proposed concept and operation for all day operations (breakfast, lunch and dinner for the Great Room and grab and go, lunch and late-night food operations at Solomon's Kitchen and coffee services at Brew'd Awakening). NOTE: Only Starbucks® coffee to be served at Brew'd Awakening).

.2 Provide sample menus, (at least five-week rotation) and retail prices where appropriate, portions for breakfast, lunch, beverages, desserts and snacks, dinner, etc. Menus should be complete and representative of all proposed food and beverage items. Include vegetarian and vegan menus.

.3 Indicate whether your employees will or will not be covered under a collective bargaining agreement. (Attachment No. 4 Collective Bargaining Agreement currently in use)

.4 Describe any branded programs your company proposes to use, for example, pizza, coffee, bakery products, etc.; indicate any in-house or proprietary branded programs that your company anticipates using.

.5 Describe food preparation methods, for example, cooking with fresh ingredients.

.6 Describe your policy and ability to handle special dietary requirements such as vegan, vegetarian, allergies, etc.

.7 Describe plans for providing clean food prep area, server area and dining rooms, food storage area and loading dock areas.

.8 Provide proposed staffing plan including job descriptions, daily hours and pay levels. Include a full description of the employee benefit package.

.9 Describe orientation and training provided for your staff and your company's standards and requirements for attire, grooming and handling of customers.

.10 Describe any proposed cosmetic changes, including merchandising, marketing, point of purchase displays, uniforms, etc. and include the total capital cost your company will be allocating for each facility. This does not include major renovations or Option Items 1 and 2.

.11 Confirm your agreement to continue the CBORD card policy.

.12 Indicate your company's commitment to the use of bank debit cards, credit cards, etc. at any of the points of sale.

.3 Catering and Special Event Services

.1 Confirm your understanding and acceptance of catering requirements.

.2 Describe proposed on-site catering operations and service for:

- .1** Breakfast, lunch and dinner meetings;
- .2** Receptions;
- .3** Banquets;
- .4** Food delivery to offices;
- .5** Outside groups and summer events.

.3 Describe on-site management staffing for catering operations and sales.

.4 Provide sample catering menus and prices including service charges for breakfast, lunch and dinner meetings, receptions and formal sit-down dinner events broken down by low cost, medium and high cost events. Catering menu samples should include both custom catering and conference and meeting menus with prices for breakfast, lunch and breaks on a drop-off basis with disposable ware and not staffing, and with a pick up from the catering kitchen.

Include all terms and conditions applicable to the catering services, not just menu prices. Terms and conditions include but are not limited to minimums, taxes and gratuities, service charges, labor/staff rates/charges, corkage charges, cancellation provisions, etc. Indicate if the menu prices will be the actual menu prices when you start service or if the pricing is subject to change between the time of your proposal submission and the actual service start date. If the pricing is subject to change, indicate the specific calculation for any such changes.

.5 Describe your company's ability to provide menus and related information to put on the Internet for both information and ordering purposes.

.6 Describe your proposed method of billing for catering services, payment terms, discounts, if any, etc.

.7 Describe the use and availability of local off-site catering support, if any. Include the address of the offsite catering support.

.8 Describe the source and training of staff for large catered events.

.9 State your capabilities to provide simple, low budget meetings to high-end budget functions, basic meals to intricate receptions, specific ethnic catering such as strictly Kosher, Indian or other cuisine and special dietary needs, small and large groups, etc.

.10 If any part of catering will be provided through a Subcontractor, provide the name(s) of the firm(s) you will use, address, etc. and describe the role your company will play (operationally and financially).

.4 Alcoholic Beverage Services

.1 Provide evidence that your firm has a Maryland Statewide Caterer's (SCAT) License.

.2 Provide a description of your company's policies and staff training procedures related to responsible alcoholic beverage service and sales.

.3 Indicate if your or your company has ever been involved in litigation related to the service, sale or consumption of alcoholic beverages, and if it has provided complete details.

.4 Indicate if your company has had an alcoholic beverage license suspended or revoked within the past five years and if it has, describe the circumstances and what action your company took to prevent reoccurrence.

.5 On-site Management and Organization

.1 Provide an organization chart of on-site management structure covering all services provided by your company. Organization chart needs to clearly and distinctly set forth how your company will manage and support, administratively and corporately, the College and how your company will be able to be responsible to the unique individual needs of the College.

.2 Provide resumes of the proposed on-site management team including manager, assistant manager, catering and culinary. Resume content should include, but not limited to: work history, skills and experience, educational background and certifications.

.3 Indicate your company's depth and ability to provide highly qualified and experienced senior management for on-site resident positions that closely match the operation criteria.

.4 Identify any consultants or non-employees that your company will use on an on-going basis that are not full-time, regular employees.

.6 Other information

.1 Submit an implementation/start-up schedule and action plan indicating the steps required from the date of award of the contract through and including the first day of operation. Provide the names, titles and roles of all individuals that will represent your company during the transition period. Use the following schedule as a basis of this implementation/start-up plan noting that the timeline is subject to change:

May 1, 2027
July 1, 2027

Award of Contract
Start of operations.

.2 Provide a complete description of the company resources that will be in support of the SMCM contract, i.e., company representatives above and beyond the resident general manager. Provide the names, titles and responsibilities of each of these individuals. Indicate the level and frequency of interaction these individuals will have with the COTR and the accessibility of these individuals.

.3 If your company will use a central commissary, distribution facility for prepared, perishable, non-perishable, fresh or frozen food stuffs and/or non-consumable supplies, provide details as to what will be provided by your commissary, distribution facility and/or off-site kitchen, frequency, purpose. Indicate that it is licensed and approved by the appropriate local and State governmental agencies. Provide the address of the facility.

.4 Provide a manual covering cleaning and sanitation practices and policies including HACCP. Describe procedures for internally monitoring compliance of these policies and procedures.

.5 Generally describe your company's commitment to resources conservation measures that you will use at the SMCM foodservices. Include methods such as source reduction, reuse, recycling and composting. Also address topics such as food waste or leftovers, cardboard, mixed paper, plastic and conservation of energy and water.

.6 Describe all training practices that will be applied to operations. A training manual is not necessary, however, a summary statement demonstrating examples of training for management and hourly staff will suffice.

.7 Provide details of your approach, including samples, to customer service standards, customer service programs covering your entire foodservice, catering and other services at the College, approach to accountability for service delivery standards. The forms and techniques (i.e., automated, written, intercepts, focus groups, etc.) will be subject to prior review and approval by the College. Describe how you will provide the results from these activities to the College.

.8 Health Department Compliance: Provide details, if any, if any Health Department has ever closed any of your foodservice operations, suspended a license to operate or ordered you or your company to a hearing due to any non-compliance issues in all regions of the U.S.

I.17 INSTRUCTIONS FOR PREPARING THE FINANCIAL PROPOSAL – SOURCE SELECTION PROCEDURES

.1 In addition to customer satisfaction, the other important objective of the St. Mary's Dining Services program is the attainment by the College of a level of net revenues that are sufficient to cover the College's ongoing costs of operating the facilities and the program, making debt service payment on revenue bonds and providing for capital replacement. It is the intention of the College to structure the contract as a "cost plus fixed fee" type contract. SMCM shall provide the space, furnishing, food service equipment, utilities, and other items as noted elsewhere in this RFP, for the SMCM Dining Services program. The College expects the Contractor to conduct its responsibilities associated with the Dining

Services program in a cost-effective manner. In so doing, the Contractor shall be reimbursed for Direct and certain Indirect Costs incurred, consistent with industry benchmarks for applicable services provided, and shall also receive a Management Fee and possibly Incentive Fee income as reward for providing these services.

The College's meal program consists of offering anytime dining (unlimited access, continuous service with extended hours of operation) in the Great Room. Hours of operation are as indicated in this solicitation.

Offerors are to provide narrative and pro forma financial information for years one through three of the contract, using the following instruction/assumptions. These instructions/assumptions are provided for evaluation purposes only and the quantities are not guaranteed.

Assume Year One board plan information for the fall semester 2027; assume a 7.5% spring attrition rate. Note, the number of Plan Holders provided below is approximate for estimating purposes and subject to update for final proposals evaluation :

(Fall of 2027)

Plan Title	Description	Number of Plan Holders	Plan Cost
Silver	Unlimited access + 12 guest passes + \$200. Dining dollars	585	\$3,495.00
Gold	Unlimited access + 20 guest passes + \$300. Dining dollars	92	\$3,647.50
Platinum	Unlimited access + 32 guest passes + \$400. Dining dollars	30	\$3,107.50
125	125 Meals + \$150. Dining dollars	261	\$2,405.00
75	75 Meals + \$150. Dining dollars	130	\$1,780.00
Flex	10 Meals + \$200. Dining dollars	28	\$785.00

All students living on campus (excluding students living in apartments) would be required to purchase the Silver Plan, but could voluntarily buy up to Gold and/or Platinum Plans. Note, the number of Students provided below is approximate for estimating purposes and subject to update for final proposals evaluation.

(Fall 2027 Students living on campus)

Building	Number of students
Caroline Hall	113
Dorchester Hall	103
Prince George Hall	122
Queen Ann Hall	99
Lewis Quad	177
Town Houses	280
Waring Commons	286

NOTE: For the fall of 2027 100 approximate students living in Waring Commons were not required to purchase a meal plan.

For all years, for purposes of the Residential Dining Revenue piece of the pro forma financial projections, use (and identify the amount of) a calculated daily rate per meal plan holder adequate to cover all proposed

Direct costs, Indirect Costs, Management Fees, and Incentive Fees, such that the bottom line shows a +1.6 million surplus.

.2 While the Financial Proposal is to be contained in the same shipping container as the Technical Proposal it is to be in a separate envelope/folder. The Financial Proposal shall be divided into tabbed sections divided as follows:

- Tab 1 Signed Solicitation, Offer and Award Form;
- Tab 2 Article E.8 of Section E of the solicitation.
- Tab 3 Section H (Bid/Proposal Affidavit)
- Tab 4 Cost Controls
- Tab 5 Accounting Methods and Controls
- Tab 6 Billing
- Tab 7 Reporting Systems to the College
- Tab 8 Relevant Percentages of Cost
- Tab 9 Financial Proposal Narrative
- Tab 10 Information regarding Option Items 01 and 02
- Tab 11 Any other documentation to be offered.

Tab 1 Signed Solicitation is required.

Tab 2 Article E.8 of Section E of the solicitation with the names of the following personnel: General Manager, Head Chief and any other persons considered to be Key Personnel.

Tab 3 Section H (Bid/Proposal Affidavit)

Tab 4: Cost Controls In narrative format, describe your system of controlling cost. Discuss your use, if any, of financial indicator benchmarks on an ongoing basis to evaluate your financial performance in delivering food services.

Tab 5: Accounting Methods and Controls provide as much information as needed to demonstrate your Organization's systems and methodology for the following financial and control matters:

- .1 Methods of recording, verifying and reporting cash and charge sales;
- .2 Defined system for cash handling, including the procedure(s) for holding funds overnight and transporting funds to the bank;
- .3 The purchasing, receiving, storage and inventory control systems in place for food and supplies;
- .4 The system in place for controlling labor costs;
- .5 Description of how you will tie your staff's labor cost to the total labor charged on invoices. Contractor shall be required to provide time sheet information for each staff member. The time records must add up to the labor charged on your invoices

- .6 Your fiscal year and accounting periods definition;
- .7 Internal audit system. Please note if SMCM will receive copies of these audits.

Copies of the forms and/or systems in use should be submitted. Response should highlight the methodology by which SMCM may, at its option, easily audit the operational and financial records in use. Please provide information on the level of detail that will be submitted with monthly statements.

Tab 6: Billing offeror shall outline, in detail, its billing procedures, giving samples of monthly statements and reports as required by the corporate office and the College.

Tab 7: Reporting Systems to the College: Describe the types of financial reports you will provide to SMCM and state their periodicity. Provide sample copies of the format.

Tab 8: Relevant Percentages for the geographic region which includes St. Mary's College of Maryland (or closest), provide the relevant percentages of costs that reflect realistically attainable goals based on your experience in conducting collegiate residential dining services:

Direct Cost (food and beverage only)	_____ %
Direct Costs (labor)	_____ %
Direct Costs (other)	_____ %
Indirect Cost	_____ %

Tab 9: Financial Proposal Narrative:

.1 In written form, state the financial arrangement you propose for this contract. If you are proposing more than one scenario, provide a complete narrative for each approach.

.2 Cost Assumptions: Please be detailed and specific, including, but not limited to discussions of the following:

.1 Provide a list of all costs that you propose be considered as Direct Costs of operations;

.2 State the amount, structure, nature and calculation methodology of any proposed Indirect Costs such as general and administrative overhead, purchasing costs, personnel/training costs, corporate marketing costs, etc. All such costs MUST be clearly disclosed on an item by item basis as part of your proposal.

.3 State the amount, structure, and nature of your proposed Management Fee for each category. The Offeror shall submit a list of management fee structures including all programs and performance incentives.

.1 Residential dining and summer conference dining;

.2 Solomon's Kitchen operations;

.3 Brew'd Awakening;

.4 Catering and retail cash sales;

.5 State the percentage participation rate for the residential dining program that you have assumed in preparing your pro forma financials as well as the daily rate per meal plan holder.

.3 Financial Proposal Pro Forma Projections: Utilizing the format consistent with all instructions provided, please present pro form financial projections for Years one and two for the contract.

.1 Offeror shall submit an estimated complete operating statement for the first fiscal year, including, but not limited to, the following components:

.1 Income

- Meal Plan Sales
 - Cash Sales (all locations)
 - Catering Sales Specialty Sales (Miscellaneous)
- Total Income

.2 Expenditures

Food Cost:

- Meat, seafood, eggs, etc.
 - Fresh and frozen products, dairy products
 - Produce
 - Bakery products
 - Miscellaneous food items
 - Discounts and rebates
- Total Food Cost

Labor Cost:

- Salaries and wages
 - Accrued vacations, holiday pay
 - Paid vacations and holiday
 - Social security payments
 - Retirements/pension payments
 - Health insurance payments
 - Other personnel cost
- Total Labor Cost

Other Expenses:

- *Administrative expenses
- Rebate to College (% of gross sales before taxes)
- Equipment repair/service contracts
- Auto insurance

- General insurance
 - Liability insurance
 - Uniform maintenance
 - Inventory replacement (china, silverware, etc.)
 - Equipment Purchases
- Total Other Expenses

Total Expenditures
Net Profit (Loss)

*Administrative expenses should be clearly defined and cited as a % of sales or expenses.

.4 Current Plan: Offeror shall outline, for the 2027/2028 boarding year, quoted rates for meal plans indicated in this solicitation. For purposes of this RFP, “dining dollars” shall be defined as discretionary funds available at the selected food service venues, as well as the College operated Café and vending machines, as part of a student’ meal program.

.5 One-time Cost: Provide a detailed schedule of any one-time transition or startup costs identified for Year One operations for which you are proposing that the College assume financial responsibility.

If you perceive a requirement for small wares or capital equipment in excess of what the College proposed to provide, please provide a detailed outline of these requirements, along with anticipated costs. State if you are willing to provide the capital required to purchase this equipment (to be amortized against the initial term of the contract) or if it is your expectation that the College will be responsible for initial funding of these purchases.

Tab 10: Information Regarding Contractor’s Capital Investment

I.18 RENOVATION, REMODELING AND CAPITAL INVESTMENT

Various areas, elements and equipment associated with the different food services operations of the College are in need of updating. The College anticipates receiving proposals that include a minimum contractor sole-funded capital investment amount of \$350,000 for such purposes. The items and locations for upgrading and improvements that the College believes are needed would be provided to the offeror upon award of contract.

The College reserves the right to reject any investment offer. Any work resulting from acceptance of an investment offer will be managed by the College and/or its agents. The successful bidder will have the opportunity to participate in discussions throughout the design phase of the project.

I.19 SUBMISSION OF OFFERS

Please refer to RFP Sections **4 Proposal Submission Information and Instructions** and **5 Proposal Format** for further guidance on submission of your proposal via eMMA.

- .1 RFP Bid Offer submissions will only be accepted through the State's eMaryland Marketplace Advantage (eMMA) e-Procurement system. Instructions on how to submit proposals electronically can be found at: <https://procurement.maryland.gov/emma-qrgs/> ; or Refer to Vendor QRG 6 – eMMA QRG Responding to Solicitations (RFP) [5-eMMA-QRG-Responding-to-Solicitations-Double-EnvelopeRFP.pdf](#)

NOTE: HAND DELIVERED OFFERS/BIDS ARE NOT ALLOWED AND WILL NOT BE ACCEPTED. ALL BIDS MUST BE POSTED VIA, emma.maryland.gov

- .2 Offerors are responsible for submitting proposals and any modifications or revisions so as to reach the College office designated in the solicitation by the time specified in the solicitation.

- .3 Any proposal, modification or revision received at the College office designated in the solicitation after the exact time specified for receipt of offers is “late” and will not be considered.

- .4 At the sole discretion of the Procurement Officer, exceptions may be made only when the reason for the late bid, late request for withdrawal or late modification of a bid, is due to issues with emarylandmarketplace.gov or the action or inaction of the college’s personnel directing the procurement activity or their employees.

I.20 NOTIFICATION OF LOW BIDDER

The College will provide the notification of award results by issuance of a written letter to all bidders who have submitted a proposal by the due date. Award results letter will be limited to details that include the award contract value and awardee firm name, no other details will be disclosed within the notice. Any additional information regarding your bid evaluation results must be requested in writing and will be limited to a debrief discussion of your proposal overall evaluation rating.

(End of Section I)