

This document is provided as a resource to help companies create an effective food service request for proposal. To ensure the best results, we encourage users to edit the contents of the rfp template to suit your specific needs. This will ensure targeting food service providers that match your company’s goals and are a good fit for your corporate dining program. You may also find the following article at Corporatediningservices.com helpful preparing your rfp:

[“How to Prepare a Corporate Food Service RFP”](#)

[Title:]

Corporate Food Service RFP

[Main Headline:]

Request for Proposal — RFP #XXXX
Corporate Dining Management Services

ABC Industries, Inc.
1234 Main Street
Any Town, Any State ZIP

[Headline:]

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[Headline:]

General Information: RFP for Corporate Dining Management Services

[Subhead:]

1.1 Statement of Purpose

ABC Industries, Inc. is seeking proposals from qualified corporate food service management firms for the provision and management of # full service cafeterias and # vending services at # locations in City, State. Our goal is to partner with a vendor that can help us increase food service participation, and support corporate initiatives to promote healthy lifestyles and sustainable practices.

The successful vendor will be expected to provide breakfast and lunch to # diners daily and catering services as needed with offerings that include a variety of nutritious choices and regional and world cuisines made with local ingredients when possible.

[Subhead:]

1.2 Company Background

ABC Industries serves # customers in # states. With a workforce of approximately # employees, we provide a variety of products and services. We have a full-service cafeteria and vending at sites located at 1234 Main Street and 5678 Cross Street in Any Town, Any State. Corporate food services reports through the facilities department and is overseen by the Vice President of Operations in conjunction with Company A's facilities manager.

At ABC Industries, corporate dining is an extension of our company-wide employee wellness program; and providing a variety of tasteful menu options accompanied by as much nutritional information as possible is a goal. Local sustainability is also important. These values inform our priority to partner with a corporate food service vendor that has demonstrated success balancing food costs with ecological responsibility and nutritional value.

The ABC Industries workforce of # employees is culturally diverse and have a range of dietary needs and preferences. We like our food offerings to reflect that diversity with choices for world cuisines including Asian,

AUTHOR NOTE: *The overview above will vary based on your company's culture, goals and diners' preferences. A comprehensive corporate dining management services RFP will go even further to provide details about workforce demographics; operational processes, resources and results; as well as the physical characteristics of your building, café and kitchen.*

The specifics and presentation of background information will vary from company-to-company. This corporate food service RFP template presents them in prose form, but others may provide it in outline form. Regardless of format, subsequent information should cover:

- *Workforce demographics, culinary and dietary requirements*
- *Company calendar*

- *Café hours of dining operation*
- *Cafe/Kitchen equipment*
- *Cafe/Kitchen floor plan*
- *Employee incentives and amenities such as free snacks, beverages and incentive-driven discounts*
- *Café uses outside dining hours*
- *Net sales data for the café, catering and vending*
- *Café catering and price lists*

[Subhead:]

1.3 Scope of Work

The corporate dining management services Contractor will be responsible for providing all labor and management. The Contractor will also be responsible for operational costs including supplies, materials and normal maintenance of the equipment required to deliver food services at ABC Industries including café, vending and catering programs.

AUTHOR NOTE: *The Scope of Work statement above is an example of how to communicate a basic description of a dining management services contractor's high-level responsibilities. A fully-developed corporate dining services management RFP will also use the Scope of Work section to specify additional Contractor responsibilities such as:*

- *Corporate catering expectations including customers, when and how often*
- *Mandates for furthering employee and environmental wellness initiatives*
- *Standards for supporting goals related to increasing participation, affordability, satisfying special diets, meeting nutritional requirements and others*

[Headline:]

2 Contract Terms & Conditions

This document is a request for proposal and not an offer to purchase. Nothing contained in this RFP creates a contractual relationship between ABC Industries and any supplier. ABC Industries makes no commitment in or by virtue of this RFP to purchase products or services from any supplier. Such commitment may be made only in and through a properly executed agreement.

AUTHOR NOTE: *Your overview of Contract Terms & Conditions will differ based on your legal and business requirements. Other areas to address in this section include but are not limited to:*

- *Confidentiality*
- *Proposal cost and liability*
- *Life of contract and termination procedures*
- *Insurance requirements*
- *Taxes*

[Headline:]

3. Proposal Requirements

AUTHOR NOTE: *What follows is a hypothetical example of proposal requirements. Your requirements will vary based on your corporate food services goals and expectations. [See our recent article for more ideas of what to ask for.](#)*

To be considered, respondents to this corporate dining management services RFP must submit timely, written proposals that fully address all questions and requirements. It must include the following components:

Executive Summary: Provide a general overview of your proposal and how your company's approach is best suited to the needs and culture of ABC Industries.

[Subhead:]

3.1 Company Overview:

- Describe your company history, mission and core values including years in business, locations, management bios and organization chart
- Describe what differentiates you from your competitors and how that will impact the quality of your services to ABC Industries
- Provide a detailed overview of the resources that will be deployed to support corporate dining services at ABC Industries including purchasing standards and relationships with local, regional and national suppliers

[Subhead:]

3.2 Offerings:

- Provide a description of your food service plans including sample café and corporate catering menus, special promotions, vending product lists and healthy meal options
- Describe your corporate catering program and capabilities
- Describe how your company implements employee health and wellness and sustainability programs. How do you support the use of green products and processes?
- Describe your company's marketing and promotion support services

[Subhead:]

3.3 Organizational Development:

- Describe your company's training and career development programs
- Describe your company's food safety and compliance training efforts and procedures
- Provide a proposed Table of Organization for ABC Industries

[Subhead:]

3.4 Financial Summary:

Provide a detailed 12-month operating budget for ABC Industries

[Headline:]

4. Evaluation & Awards Timeline

- RFP Issue Date..... XX/XX/XXXX
- Facility Walk through.... XX/XX/XXXX
- Questions Submitted By.... XX/XX/XXXX
- Proposals Due.... XX/XX/XXXX
- Review of Submittals.... XX/XX/XXXX
- Notice of Award.... XX/XX/XXXX
- Potential 60-Day Cancellation Notice.... XX/XX/XXXX
- Selected Contractor Begins Operating.... XX/XX/XXXX

[Headline:]

Contacts

5.1 Inquiries & Responses

All questions must be submitted to [INSERT NAME] via email at [INSERT EMAIL ADDRESS] or fax at [INSERT FAX #] no later than XX/XX/XXXX.

5.2 Site Visits

On site visits may be scheduled by calling [INSERT NAME] at [INSERT PHONE #]. Visits must be completed prior to XX/XX/XXXX.

5.3 Submissions

Submit two (2) hard copies and one (1) electronic copy of your proposal to ABC Industries no later than XX/XX/XXXX to the office of:

Name

Department

ABC Industries, Inc.

1234 Main Street

Any Town, Any State ZIP