

**Request for Proposal**  
**Response Template**  
**Food Services Partner**  
**Pittsburgh Theological Seminary**



## Request for Proposal (RFP) Response Template

**1. Business Name:**

**2. Type of Business:**

**3. Ownership Structure:**

(Include ownership details, parent/affiliated/subsidiary businesses, and any business partners.)

**4. Description of Services:**

(Describe the services your business provides, including the type(s) of food you serve.)

**5. Years in Operation:**

**6. Key Personnel:**

(List key staff and include relevant professional backgrounds and experience.)

**7. Website:**

**8. Social Media Links:**

**9. Food Service Certifications:**

(List all applicable certifications, licenses, and permits.)

**10. Health Department Violations:**

(Disclose any violations within the past ten years. If none, state “None.”)

**11. Legal Proceedings:**

(Disclose any business litigation or legal proceedings within the past five years involving the organization or its officers/principals. Include explanations and current status. If none, state “None.”)

**12. Experience with Higher Education**

(Describe your experience working with colleges, universities, seminaries, or similar institutions. Include examples, scope of services, and outcomes.)

**13. Interest in Partnership**

(How do you envision interacting with and serving the Seminary community?)

**14. Lunch Meal Service Plan**

Describe your approach to providing required lunch meals for the Seminary community, including:

- Menu planning
- Dietary accommodations
- Staffing
- Scheduling
- Service model

### **15. Catering Services Approach**

Describe how you would plan and execute catering events at the Seminary, including:

- Menu options
- Event sizes
- Staffing
- Logistics

### **16. Shared Kitchen Use**

(Explain your approach to sharing kitchen space with other vendors, Seminary staff, and faculty. Include collaboration practices, scheduling, sanitation, and conflict resolution.)

### **17. Additional Kitchen Use**

(Describe how you would use the kitchen beyond required lunch meals and Seminary catering events.)

### **18. Community Building**

(What is your vision for how food can build community?)

Provide examples of how your food service has fostered community in the past.

## **19. Future Goals**

(Describe your business's short- and long-term ambitions and how this partnership fits into your growth plans.)

### **Attachments:**

1. Licenses and certifications
2. Sample monthly lunch menu; can include breakfast items
3. Sample catering menu
4. References
5. Insurance documentation
6. Additional supporting materials