



CITY PARK
CONSERVANCY

REQUEST FOR PROPOSALS

Catering Services

Magic in the Moonlight



REQUEST FOR PROPOSALS

Instructions to Responders

I. Introduction

City Park Conservancy (CPC) is seeking responses for Catering Services for Magic in the Moonlight, held on Friday, October 11, 2024, as described in this document.

Magic in the Moonlight is CPC's signature Fall fundraiser featuring a three-course dinner held under the stars and elegantly lit Oaks in the Botanical Garden. Proceeds benefit the continued improvement, restoration, and future of this incredible Garden, which was built in 1936 and funded by the Works Progress Administration (WPA). We are seeking proposals from experienced and reputable companies specializing in large-scale, off-site catering services to support a Featured Chef in their execution of the evening's passed and plated cuisine.

CPC is the 501(c)3 non-profit corporation that manages and oversees the day-to-day operations of New Orleans City Park ("City Park") a 1300-acre public park in New Orleans, Louisiana, founded 170 years ago. The nonprofit was formed to oversee the 130-year-old City Park Improvement Association, a state agency.

II. Timeline

Request for Proposals (RFP) Release:	May 21, 2024
RFP Questions Deadline:	May 24, 2024
Responses to Questions Sent Out:	May 28, 2024
Responses Due:	May 31, 2024
Interviews for Qualifying Firms:	June 4-5, 2024
Final Selection:	June 6, 2024

III. Response

All Responses are due by 5:00p.m., May 31, 2024, and should be sent via email to Courtney Charbonnet, Manager of Purchasing and Contract Services, at ccharbonnet@nosp.org.



IV. Contract

The selected respondent will enter into a professional services agreement with CPC.

V. Scope of Work

Scope of Services Required: We seek a company that possesses a demonstrable track record of success in managing and executing large-scale, outdoor, off-site catering services for both passed and plated cuisine. The selected company will play a pivotal role in orchestrating the menu concept and vision of a Featured Chef, identified by CPC, and working alongside Featured Chef to adapt those ideas into a large-scale catered event menu to ensure the successful execution of the fundraising event. The ideal company will have:

1. Demonstrated Experience:

- Proven success of managing and executing outdoor seated dinner events with 350+ guests.
- Extensive experience working with noted Chefs, showcasing a comprehensive understanding of potential unique needs and collaboration of execution.

The selected company will participate in the Planning & Execution Phase including, but not limited to:

Planning Phase:

- Initial meetings with CPC
- Chef walkthrough on-site
- Chef menu consultation – Featured Chef to create and adapt menu to a large-scale, catered event menu consisting of passed hors d’oeuvres, and a three-course dinner that features a pre-set first course.
- Chef plating consultation – work with Chef on plate design to ensure efficient service during event.
- Work with Chef to prepare purchase list based on Chef’s menu and preferred purveyors, including necessary quantities.
- Service & labor overview.
- Prepare rental delivery distribution chart and work alongside CPC during delivery to oversee distribution of items.
- Review and agree to a timeline outlined by CPC for all deliverables.



Event Execution Phase:

- CPC to provide kitchen and prep area inside the Pavilion of the Two Sisters for cooking, plating, and service.
- Accept any donated food products CPC secures at the catering facility and inspect for quality and accuracy. Alert CPC if any items are of bad quality, short, or missing, in quantity, and agree on a replacement plan for said items.
- Purchase and bill CPC, with prior approval from CPC and Chef, for any food & beverage items needed for the final menu that are not obtained through donations.
- Send CPC final rental equipment needs, confirmed by Chef, by approved deadline for kitchen set up, place setting, and bar needs.
- Outline staffing/serving needs to CPC and book services directly with an agreed upon 3rd party vendor.
- Responsible for managing bar service during event, including:
 - Bar set up(s).
 - Distribution of spirits, wine, and mixers.
 - Ice down necessary products.
- Responsible for managing exceptional food service during event, including:
 - On-site kitchen set up.
 - Manage and set up place settings for all tables.
 - On-site staff management.
 - Expedite menu service based on timeline.

VI. Proposals

Interested companies are required to submit a detailed proposal outlining their approach to managing a large-scale outdoor seated, served dinner for approximately 350 people. The proposal should highlight relevant experience, success stories, key team members, proposed strategies, and a clear, itemized breakdown of fees and costs – including line items of all donated products, purchased products, staff, labor, and management.

Proposals will be evaluated based on the company's experience, proven success in similar scenarios, team expertise, past successes, and cost-effectiveness. Shortlisted candidates will be invited for an interview or presentation to further discuss their proposal. CPC will award the contract in its sole discretion. Selection will not be made on the basis of fee, but on the company's proposal.



VII. Proprietary or Confidential Information

Respondents are asked to clearly mark any portion of the Response deemed to be confidential or containing proprietary information. CPC will maintain the confidentiality of all materials marked as such in accordance with and subject to the laws of the State of Louisiana.