

REQUEST FOR PROPOSALS

Hoop Valley Tribe Quarterly Membership Meeting

The ***Hoop Valley Tribe*** invites proposals from qualified & reputable catering businesses to provide ***one meal*** service for the ***Hoop Valley Tribe Quarterly Membership Meeting on February 21st, 2026, 8:00am-5:00pm***. The event will host approximately ***110*** at the ***Hoop Valley Neighborhood Facilities***. The selected caterer will be expected to deliver high-quality food, professional service, and timely setup/cleanup to ensure a successful event.

Scope of Services:

- Preparing, delivering, and serving a lunch meal for approximately ***110 People***.
- Providing a main entrée' (with at least one vegetarian option).
- Including two side dishes
- Including dessert (with at least one diabetic option)
- Providing beverages (water, coffee, tea, and/or soft drinks)
- Supplying all necessary serving equipment, utensils, plates, napkins, and cups.
- Ensuring compliance with all health, safety, and food handling regulations
- Setup before the event and cleanup after meal service

Proposal Requirements:

- Caterer Company name, address, and contact information
- Business formation and licensing information
- Sample lunch menu(s) with pricing
- Staffing plan (food servers, setup, etc.)
- Description of prior catering experience for events of similar size
- Food safety certifications: Person in Charge must possess a valid food handlers card in accordance with Title 56.402.
- References from at least one prior client
- Any additional services or value-added options available

Evaluation Criteria:

- Quality and variety of proposed menu
- Cost effectiveness and value
- Caterer's experience and reputation
- Ability to meet event requirements and timeline
- References and past performance

Submission Instructions

This is a Time Sensitive RFP, the deadline for Proposals shall be 17th, February, 2026 by 1:00pm (PST) Proposals shall be accepted by email, or sealed bid by mail or in person with the envelope clearly marked "Sealed Bid" "Do Not Open," to **Juliet Maestas** at the following:

Email Address: ***executivedirector@hoopa-nsn.gov***
Telephone: ***(707) 683-6013***
Mailing Address: **Hoopa Valley Tribe
P.O. Box 1348
Hoopa, California 95546**

Physical Address: **Hoopa Valley Neighborhood Facilities
11860 State Highway 96, Hoopa, CA 95546**

A site visit can be scheduled upon request with the **Administration Department**, the deadline to schedule a site visit is **[at least 3 days before the event]**.

The Hoopa Valley Tribe reserves the right to reject any and all proposals and to waive any informalities or irregularities in the proposal process, the Tribe assumes no responsibility for payment of any expenses incurred by any respondent as part of the RFP process. Respondents shall be aware of, Hoopa Valley Tribe Procurement Policy, Federal Executive Order 11246 (Equal Employment Opportunity), Section 7(b) of the Indian Self-Determination and Education Assistance Act (2 USC 450e(b)), and Hoopa Tribal Title 13 Tribal Employment Rights Ordinance (TERO), shall be enforced.

Proposals shall be reviewed and evaluated by the Tribe in order to determine which Proposal best meets the needs for this RFP's required services. For more information, please feel free to contact **Juliet Maestas** at the contact information provided above.