

REQUEST FOR PROPOSALS

“Sovereign Days Elders Dinner”

HOOPA VALLEY TRIBE

The Hoopa Valley Tribe invites proposals from qualified & reputable catering businesses to provide a **Dinner and Service on August 6, 2026, 6:00pm – 9:00pm** for the Sovereign Days Elder Dinner 2026. The event will host approximately **250 people** at the **Hoopa Neighborhood Facility Building**. The selected caterer will be expected to deliver high-quality, traditional-themed food, diabetic friendly, professional service, and timely setup/cleanup to ensure a successful event.

Scope of Services:

- Prepare, deliver, and serve a Dinner meal for approximately 250 people
- Provide 2 main entrée options: Salmon & Deer Meat (or optional menu)
- Provide side dishes -including but not limited to: potato/macaroni salad, beans, mixed vegetables, fruit cups, homemade biscuits/rolls
- Provide beverages - Lemonade, water, coffee, other tea, and regular and diet soft drinks
- Supply all necessary serving equipment, utensils, plates, napkins, and cups, or catering equipment
- Ensure compliance with all health, safety, and food handling regulations
- Setup 2-hours before the event and cleanup after the event.

Proposal Requirements:

- Caterer Business Name, address, and contact information
- Business formation and licensing information
- Sample menu 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 handler 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 to submit a Proposal is 4:00 pm, Thursday, July 16, 2026.

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 the Executive Director 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 with the executive director no later than Monday July 13, 2026.

The Hoopa Valley Tribe reserves the right to reject any and all proposals and to waive any informality 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. 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 the Executive Director at the contact information provided above.