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**2022 NVE Council & Staff Appreciation Dinner  
Request for Proposals**

**Solicitation**

The Native Village of Eyak (“NVE”) is soliciting proposals and rate information to provide catering services for our 2022 NVE Council & Staff Appreciation Dinner scheduled for Monday, December 12, 2022.

**Submittals**

To be considered, respondents must deliver submittals to the address below, on or before the deadline, and in the number of copies indicated below.

**Deadline: Proposals will be accepted until: 5:00 p.m. (AST) on Friday, December 2, 2022.**

**Address responses to:**

Reyna Newirth  
Native Village of Eyak  
PO Box 1388  
Cordova, AK 99574

**Or email response to:** [reyna@eyak-nsn.gov](mailto:reyna@eyak-nsn.gov)

**Mark submittals as follows:** 2022 NVE Council & Staff Appreciation Dinner

**Project Summary**

The Native Village of Eyak (NVE), a federally recognized Indian Tribe, requests proposals for an experienced caterer to provide dinner for approximately 165-170 guests on Monday, December 12, 2022.

**Rate:**

As an attachment to proposal: Provide Consultant’s rates for hourly work and expenses. Contract payment is anticipated to be based on reimbursement of actual effort based on Consultant’s hourly rates for a 1-day contract.

**Type of Agreement:**

Interested Proposers are expected to carefully review the enclosed form of agreement and advise NVE in the proposal if any of the terms or conditions of the agreement are objectionable. If any provisions are objectionable, the Proposer must provide alternative terms and conditions which are acceptable. NVE reserves the right to reject any proposal that fails to indicate that the Proposer is willing to execute NVE’s standard form of agreement or fails to propose terms and conditions for the agreement that are acceptable to NVE.



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**Selection Process:**

Proposals will be reviewed by the Native Village of Eyak Selection Committee established for this Project.

**Evaluation of proposals:**

While price is an important factor, NVE will evaluate proposals on price plus the following criteria:

- Prior experience
  - Qualifications of staff to be assigned
  - Firms experience with similar work
  - References
- Preference shall be applied for qualified Indian or Native Alaskan owned organizations. Proof of qualification is required with proposal.

**Other Information:**

The issuance of this RFP, the submission of a response by any firm, and the acceptance of such response do not obligate the Tribe in any manner. The Tribe is not liable for any costs incurred by Proposers prior to the issuance and execution of a contract to the firm selected as a result of the RFP selection process. All proposal preparation and other costs in responding to this RFP shall be the sole responsibility of the Proposers.

The Tribe reserves the right to waive any formalities in the selection process, and to select as deemed in its own best interest. This includes the right to reject any or all proposals and the right to proceed utilizing a different process.

The Tribe may require, seek, and utilize all information it deems appropriate to assess the qualifications of individual Proposers. Unless otherwise clearly specified by Proposer, information in proposals submitted in response to this RFP shall be considered public information and may, at the Tribe's discretion, be released to the public at the conclusion of the evaluation, selection and contract award process, with the exception of the rate information submitted in response to the pricing criteria. Any other information related to pricing or capacity that Proposers consider confidential and/or proprietary and wish to remain unavailable for public disclosure should be clearly identified.