

**United State Olympic Museum**  
**Food Service RFP**  
**Questions and Answers as of 2/8/16 (in order received)**

1. Page 8 of the Food Service RFP refers to the Caterer as preferred but not exclusive. Would you please offer your thinking on this?

**RESPONSE:** We plan sell and market the event space as if it is an exclusive caterer with the operator selected. However, if a guest requests to bring in their own caterer we would listen to that request. We are willing to receive proposals with different financial proposal based on 1) preferred caterer and/or 2) exclusive caterer.

2. Does the USOM envision setting a permanent or semi-permanent tent on the terrace for outdoor events?

**RESPONSE:** Our current plans do not include permanent or semi-permanent tents. However, we do expect to allow tents to be used on an event by event basis.

3. Will the USOM allow for a more liberal set up time for special events staged on the terrace than following the 5pm close pending the nature of the event?

**RESPONSE:** Detailed operating procedures, including event set up and dismantle, will be finalized closer to official opening. We would expect the museum operational team to be accommodating to the needs of the event planning and set up.

4. Mention is made of the start of services beginning in 2016. Would you please elaborate on what you might wish the scope of services for a spring 2016 start date?

**RESPONSE:** Before design of the building is 100% complete, we want to give the operator a chance to review and provide input on the design and layout. We expect the initial scope of services to be participating in review and suggestions related to the design and layout of the café and special events spaces, including all back of house areas.

5. On the call it was mentioned that the café was designed as a sandwich/coffee shop. Can that be tweaked to support a full kitchen? Is the goal to provide items that require minimal cooking?

**RESPONSE:** A "full" kitchen can be included however it must fit within the existing floor plans for the building. Our goal is to provide efficient cooking equipment. This would mean making full use of the kitchen on a regular basis but not equipping the kitchen with items that are only used on occasion and/or could be found at an off-site location.

6. Who is responsible for catering tables, tents and chairs?

**RESPONSE:** The RFP assumes those would be responsibility of operator and/or event planner based on purchase or rental as necessary. We do have storage areas in the special event area for tables and chairs.

7. Will USOC catering events be offered at a discount?

**RESPONSE:** The existing agreement between the USOC and USOM does not include the need for discount catering.

8. Minimum capital expense expectation?

**RESPONSE:** We expect the operator to contribute capital costs for the build out of kitchen, FFE and graphics (look/feel) of the café and event space. The USOM will provide a warm-vanilla shell and we expect the operator to provide the costs necessary to complete the fit out.

9. Specific contractual requirements?

**RESPONSE:** None other than that included in the RFP

10. Output of RFP format, physical with tabs or electronic?

**RESPONSE:** We would prefer electronic copies of the RFP responses

11. I know there was mention of sending out a revised portion on the executive summary since concept doesn't need to be as defined as the ask. Also, cad drawings were mentioned to be sent out.

**RESPONSE:** CAD Drawings, USOM Logos and Style guide will be emailed with the Q&A responses. Revised Executive Summary will be as follows:

**Executive Summary:** Following the table of contents, and preceding Tab A, provide a 5-7 page (maximum) executive summary of your entire proposal in a bullet-point format. The executive summary should provide condensed highlights of Tabs A, B and C in sufficient detail for the reader to fully understand the scope and intent of your proposal. The executive summary should include specific details about:

1. Your company
2. Your clients and experience
3. Your proposed management team
4. High level Café concepts
5. Financial proposal