

LUMBEE TRIBE OF N.C.

Gala

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THE FUTURE



Request for Proposal (RFP) for Food Services at a Gala

1. Introduction Lumbee Tribe is seeking proposals from qualified catering service providers to deliver food services for our upcoming gala event. This event is a formal fundraising gathering for Lumbee Tribe Indian Child Welfare and we require a catering partner who can provide high-quality cuisine and impeccable service.

2. Event Details

- **Event Name:** Lumbee Tribe Gala Benefiting Indian Child Welfare (ICWA)
- **Date:** December 12, 2026
- **Time:** 6:00 pm
- **Location:** Shahbain Farms & Event Center, 469 Posey Farm Road, Raeford, NC 28376
- **Number of Guests:** 600
- **Dining Style:** Plated Dinner

3. Scope of Work

The selected vendor will be responsible for providing the following services:

- Menu development in coordination with event organizers.
- Preparation, delivery, and service of food and beverages.
- Provision of necessary dining equipment (plates, cutlery, etc.).
- Professional service staff for food and beverage service.
- Setup and breakdown of catering equipment and service stations.
- Compliance with all local health and safety regulations.

4. Proposal Requirements

Interested vendors should submit a proposal that includes:

- Company overview and relevant experience in catering high-profile events.
- Proposed menu options with pricing.
- Staffing plan, including the number of servers and kitchen staff.
- Sample session with Selection Committee.
- References from past clients.
- Proof of licenses, permits, and insurance coverage.
- Sustainability practices (if applicable).

5. Evaluation Criteria

Proposals will be evaluated based on the following criteria:

- Quality and variety of menu samplings to Selection Committee.
- Experience in catering large-scale, formal events.
- Pricing and overall value.
- Professionalism and quality of service.
- References and client testimonials.

- Compliance with health and safety regulations.

6. Submission Instructions

- **Deadline for Submission:** September 18, 2026
- **Submission Method:** Email to jcjacobs@lumbeetribes.com or mail to Lumbee Nations Tribal Programs, Inc., Attn: Procurement, 6984 NC Hwy 711, Pembroke, NC 28372
- **Contact for Questions:** Jawana Jacobs, jcjacobs@lumbeetribes.com, 910-522-5160

7. Selection Process & Timeline

- **RFP Released:** August 17, 2026
- **Selection Committee Interview/Sampling:** Week of September 28, 2026
- **Event Date:** December 12, 2026

We look forward to receiving your proposal and the opportunity to work together on a successful gala event. Thank you for your interest!

Gala