



KENTUCKY COMMUNITY AND TECHNICAL COLLEGE SYSTEM

REQUEST FOR PROPOSAL ADDENDUM

RFP NO.: RFP-0215  
ADDENDUM NO.: 1  
RFP ISSUE DATE: May 13, 2019  
ADDENDUM DATE: May 17, 2019  
OPENING DATE: June 11, 2019, 4:00 PM EST  
TITLE: Catering Services

I. The following information is provided in response to questions submitted by potential offerors:

1. Is there a good time for us to touch base to discuss this week?

**KCTCS Response:** Per Section 2.2.2., all questions must be submitted in writing by the questions deadline. Caterers also have the option to schedule a site visit prior to the site visit deadline to get a better understanding of the RFP.

2. Are you just wanting us to sign this RFP and submit it back to you?

**KCTCS Response:** KCTCS is requesting proposals from qualified caterers whose proposals reflect a full understanding of the scope of work of the RFP. Proposals will be evaluated based on the evaluation criteria outlined in Section 7.

3. Section 4.3. What is the usage fee?

**KCTCS Response:** This is the fee that Gateway will receive from referring the client to the caterer.

4. Is there a specific reason we cannot advise the customer of the fee?

**KCTCS Response:** Gateway will consider disclosing referral fee upon request of awarded caterer.

5. The link did work but it did not specify when you need catering or what type of catering you are looking for.

**KCTCS Response:** The expectations and guidelines are described in section 4.1 – 4.4. KCTCS encourages caterers to schedule a site visit prior to the site visit deadline.

**All other terms, conditions & specifications remained unchanged.**

Offerors must acknowledge receipt of this and any addenda either with proposal or by separate letter prior to award of contract. If by separate letter, the following information should be placed in the lower left hand corner of the envelope:

**RFP No.: RFP-0215**  
**Title: Catering Services**  
**Opening Date: June 11, 2019, 4:00 PM EST**

**Name of Firm:** \_\_\_\_\_

**Signature:** \_\_\_\_\_