

Good evening potential Suppliers/Providers/Partners.

Please find the attached Request for Proposal & Invitation to Negotiate for **RFP#25-070124 – Campus Dining Services**.

Youngstown State University (YSU) is seeking a single Service Provider (“SP”) for the Campus Dining Services listed in the RFP. Each Service Provider will have the right to subcontract some elements of these services. The Executive Summary of the RFP response requirements allow the Service Provider to provide full disclosure of any subcontracting along with an explanation of the value-added benefit for YSU for such an arrangement.

Please pay particular attention to the timetable in section 1:12 on page 10, highlights include:

- **Notice of Intent to Bid:** You should send an email stating if you plan to submit a completed proposal for this RFP to [procure@ysu.edu](mailto:procure@ysu.edu) no later than on **July 17, 2024, at 3:00 pm EST**.
- **RFP Questions:** Please submit any questions to Procurement Services by **July 9, 2024, at 3:00 PM EST** via email to [procure@ysu.edu](mailto:procure@ysu.edu).
  - No questions will be answered after the deadline to submit questions has passed.
  - Your proposal and any questions must contain the subject line **RFP#25- 070124 – Campus Dining Services**.
- **Responses to RFP Questions:** Responses to RFP questions will be sent in the form of an addendum to all known prospective Service Providers via email no later than **July 15, 2024**.
- **RFP Closing:** All proposals must be received in Procurement Services by **August 16, 2024, 3:00 PM EST**.
  - Your proposal must follow the exact specifications in the RFP.
  - Service Providers shall submit six (6) original hard-copy proposals and six (6) USB flash drives that contain a PDF version of an exact replica of the full proposal (including submittals) as presented in hard copy and all completed Required Submittal Forms in original format (Microsoft Word/Excel).
- **Presentations for Final Selectees (On-site):** **week of October 14, 2024**.
- **Contract Approval (on or around):** **December 18, 2024**.

All the best,

**Alan Miller**

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