

**CATERING SERVICES BUSINESS ANALYSIS**  
**RFP#2025-01**  
**QUESTIONS & ANSWERS**

**ISSUED ON: 09/22/2025**

**Question #1:**

Is there a defined budget or budget range for this project?

**Answer #1:**

No. There is no defined budget range.

**Question #2:**

The RFP notes that out-of-state travel costs to Washington, DC are unallowable. If in-person meetings and site visits are deemed beneficial to the project, would out-of-state travel be permitted at the proposer's own expense (not included in the fee)?

**Answer #2:**

Yes. Any out-of-state travel expense can and must be borne by the proposer and must not be included in the proposed budget. Further, travel-related expenses (e.g., per diem/lodging) incurred while in Washington, DC are not allowable.

**Question #3:**

What is the desired timeline for completing final deliverables? The scoring criteria reference a 4-8 week timeframe. Can you confirm if this is the expected range?

**Answer #3:**

There is no specific, required timeline for final deliverables. Proposer should include a detailed timeline that is both reasonable and achievable.

**Question #4:**

Will UPO provide access to operating data to support the feasibility analysis—for example, organization charts and staffing plans, existing program and overhead budgets, facility and vehicle information, and other details needed to evaluate integration of the meal program into OEL's operating plan?

**Answer #4:**

Yes. UPO staff will make best efforts within their capacity to provide the selected vendor with whatever information is necessary to facilitate a comprehensive business analysis. However, UPO will not release certain personal identifiable information protected under applicable law.