

Request for Proposal (RFP)

School Foods Staff Professional Development Training

Issued by: DC Central Kitchen

Intended Venue: Ronald Reagan Building and International Trade Center

Issue Date: July 15, 2025

Proposal Due Date: July 22, 2025

Event Date: Monday, August 18, 2025

1. Introduction

DC Central Kitchen (DCK) is requesting a proposal for the use of event space within the Ronald Reagan Building and International Trade Center to host our annual School Foods Staff Professional Development Training. We are seeking a professional, accessible venue that can comfortably accommodate a large group for a full-day internal training event.

2. Event Overview

- **Event Name:** School Foods Staff Professional Development Training
- **Date Requested:** August 18, 2025
- **Set-Up Time:** 7:00 AM – 8:30 AM
- **Event Time:** 8:30 AM – 2:30 PM
- **Breakdown Time:** 2:30 PM – 3:30 PM
- **Estimated Attendance:** Up to 140 staff members
- **Catering:** We plan to bring in our own food for a mid-day lunch break

3. Venue and Equipment Needs

We are requesting use of a space within the Ronald Reagan Building that meets the following criteria:

Room Requirements

- Capacity to seat 140 attendees with tables and chairs (banquet or classroom style preferred)
- Indoor, climate-controlled environment
- Accessible restrooms
- Onsite support or facility contact during event hours

Audio-Visual and Technical Needs

- Projector and projector screen
- Two (2) microphones (lapel or handheld)
- Sound system suitable for large-group presentations
- Access to electrical outlets and extension cords, as needed

Please indicate whether the Ronald Reagan Building can provide this equipment, or if DCCK may bring in its own A/V equipment.

4. Additional Considerations

- As a local nonprofit organization, we welcome consideration of nonprofit pricing or waived fees for equipment.
 - We request approval to bring in outside food for our staff lunch.
 - We will comply with all building security protocols and logistical procedures.
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5. Proposal Requirements

Please include the following in your proposal:

- Confirmation of availability on the requested date
 - Description of available space and proposed room layout
 - List of included A/V equipment (and any applicable rental fees)
 - Total cost estimate, including taxes, service charges, and any required insurance
 - Terms and conditions, including cancellation or rescheduling policy
 - Any additional requirements (e.g., security check-ins, loading access, or permits)
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6. Submission Instructions

Please submit your proposal no later than **July 22, 2025**, to:

Rita Stevens

DC Central Kitchen

rstevens@dccentralkitchen.org

781-879-0186

We would be happy to schedule a call to further discuss the event and space.

7. Organization Background

DC Central Kitchen is a nonprofit organization that uses food as a tool to strengthen bodies, empower minds, and build communities. We are excited to host our annual professional development event for our Healthy School Foods department, which provides scratch-cooked meals to hundreds of students each day.