



Purchasing Services Office

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Letter of Addendum

TO: All Offerors

FROM: Meradeth Montoya, Associate Director of Purchasing

DATE: 12/18/2025

RE: RFB Number: RFP 26120016 - Amendment No. 2
Commodity: Food Services

Q1. Will NMT share the anticipated composition of the evaluation committee by functional area to help proposers tailor responses to campus priorities?

A1. All of the functional areas are addressed in the Scope of Work.

Q2. Will finalist demonstrations be scored separately or folded into the existing evaluation categories?

A2. All evaluation areas are scored individually. The finalist demonstration score will be incorporated into the existing evaluation categories and reflected in the overall score.

Q3. Does NMT anticipate any changes to residence hall capacity, enrollment, or housing reopening timelines that may impact meal plan participation?

A3. First year students will arrive on campus one week prior to all other students. Other than this, no significant change in the number of residence hall students is anticipated.

Q4. For the mandatory site visit, is there a maximum number of attendees that each offeror can bring?

A4. No.

Q5. Will there still be a round of questions after the mandatory site visit on January 6, 2026?

A5. Questions may be asked during the site visit and will be addressed at that time. All questions and corresponding responses will be formally issued as an addendum to the RFP following the visit.

Q6. Can you clarify the current contractual structure for food services at NMT? Specifically, is the incumbent operating under a fixed management fee arrangement, a profit and loss model, or another structure? Additionally, what financial model is NMT seeking for this new agreement?

A6. While specific details cannot be provided due to the confidentiality of the contract, the arrangement is a mixed model. In certain areas, such as catering, board plans, and retail operations, the Institute receives a commission. However, at the golf course, M Mountain Grill, the Institute pays a management fee and retains responsibility for any profits or losses.

Q7. Can you provide historical and current enrollment data for each meal plan option and projections for the upcoming year?

A7. Historical meal plan enrollment data is provided below. While a modest increase is anticipated over the next three years, specific projections for the upcoming year cannot be provided at this time.

- **Fall 2023:** 683
- **Spring 2024:** 603
- **Fall 2024:** 587
- **Spring 2025:** 541

Q8. Have next year's meal plan prices been finalized?

A8. At this time, a three percent increase is being planned for all plans. Final approval has not yet been granted.

Q9. Would it be possible to arrange time for Offerors to meet with key stakeholders or committee members during this process?

A9. No, Offerors meetings are not included as part of this RFP. Any/all questions must be sent to Purchasing.

Q10. Please explain which locations the current service provider is providing alcohol service that is not under the NMT license.

A10. All areas of campus are covered under the NMT liquor license.

Q11. Is there any unamortized capital investment to be considered as part of a greater investment package?

A11. No.

Q12. Are vehicles used for catering and food service operations owned by the Institute or the service provider?

A12. The food service provider operates a box truck and side by side vehicles. The Institute owns several beverage carts.

Q13. What is the current commission rate paid on revenues by revenue type?

A13. Fifteen percent of gross sales applies to catering, cash retail, and conference services. For the golf course, the Institute retains full responsibility for profits and losses after payment of the management fee.

Q14. Are there any in kind catering funds currently in place?

A14. Yes.

Q15. Is there a union or collective bargaining agreement currently in place with food service provider employees?

A15. No.

Q16. At a high level, how would you describe the overall health and direction of the dining program?

A16. Overall, the health and direction are sound.

Q17. How long has the current dining provider been on campus and what prompted issuance of this RFP?

A17. The Institute cannot comment on the duration of the current vendor's relationship; however, the current contract is up for review.

Q18. Are there any existing investments, financial considerations, or transition factors proposers should be aware of?

A18. The transition must be completed on time, as it will occur during the conference season and fewer than forty five days before students return to campus.

Q19. Can you share insight into enrollment and on campus housing trends and how they have influenced dining demand?

A19. Enrollment is currently stable, and residence hall occupancy is consistent with projections for the upcoming year.

Q20. Can you share a three year residential student history?

A20. Based on meal plan participation only:

Fall 2023 – 683

Spring 2024 – 603

Fall 2024 – 587

Spring 2025 – 541

Fall 2025 – Final number pending

Q21. Please share a three year meal plan enrollment history and projection.

A21. Meal plan enrollment history has been provided. While a modest increase is anticipated over the next three years, specific projections cannot be provided at this time.

Q22. How would you describe student usage of meal plans and Dining Dollars?

A22. Students actively use both meal plans and Dining Dollars and understand how to use them.

Q23. Which venues or service types are the strongest drivers of student engagement?

A23. The main all-you-care-to-eat dining facility is the primary driver of student engagement.

Q24. How important are retail dining and non-meal plan purchases to the overall success of the program?

A24. They are very important, particularly during the summer.

Q25. What role does catering and conference business play within the dining operation?

A25. Catering and conference business plays a significant role in overall dining operations and revenue.

Q26. Can you share insight into dietary needs on campus?

A26. There is a need for a wide range of food options, including vegetarian and vegan offerings, as well as Kosher and Halal options. Kosher and Halal needs are primarily associated with catering services.

Q27. For planning purposes, how many operational and billing days are included in the academic year?

A27. Dining services operate throughout the year with closures during winter break, spring break, and the transition period prior to summer conferences. Board plans operate for approximately fifteen weeks during both the fall and spring semesters.

Q28. What do summer dining operations typically look like?

A28. The Institute maintains a full conference schedule throughout the summer, with some conferences beginning within one week of the conclusion of spring classes, along with a number of weddings held throughout the year. The golf course operates year round.

Q29. How many students typically sign up for meal plans per semester?

A29. The average enrollment over the past four semesters is six hundred three, with the most recent two semesters each below six hundred.

Q30. Can you elaborate on M Mountain Grill and golf course operations?

A30. M Mountain Grill is a small, full service restaurant located within the golf course, offering limited indoor and outdoor seating, a full service bar, and responsibility for year round beverage cart operations. The Institute pays the vendor a management fee for operation of the grill and retains responsibility for all profits and losses from total receipts. The Institute is currently implementing changes to allow for expanded operating hours and increased revenue, with most improvements expected to be completed within the next few weeks.

ALL OFFERORS ARE REQUIRED TO CONFIRM THE RECEIPT OF THIS AMENDMENT IN THEIR RESPONSE.

ALL OTHER TERMS AND CONDITIONS OF THE RFP REMAIN UNCHANGED.