

Direct of Business and Auxiliary Services

REQUEST FOR PROPOSAL – PROFESSIONAL SERVICES

Background

Joliet Junior College is a comprehensive community college. The college offers pre-baccalaureate programs for students planning to transfer to a four-year university, occupational education leading directly to employment, adult education and literacy programs, work force and workplace development services, and support services to help students succeed. The College has a combined total of 17,706 full time and part time students enrolled in Spring 2013 classes on its main campus located within the city of Joliet, and its five extension campuses located in Romeoville, Morris, Frankfort, Weitendorf, and City Center in downtown Joliet.

Vision Statement

Joliet Junior College, the nation's first public community college, will be a leader in teaching and learning, and the first choice for post-secondary education.

Mission Statement

Joliet Junior College enriches people's lives through affordable, accessible, and quality programs and services. The college provides transfer and career preparation, training and workforce development, and a lifetime of learning to the diverse community it serves.

Project Background

The Renaissance Center is located in downtown Joliet. In its current state, it functions as a learning lab for Joliet Junior College's Culinary Arts program, giving students hands-on-training and practice in the culinary industry. Students prepare fare for weekly a La carte/ buffets and 'Friday Night Out Dinner' series. These events are open to the public.

The Renaissance Center also operates as a banquet facility for large social events and meetings. Joliet Junior College's food service staff provide front and back of the house support inclusive of food preparation for the banquet events.

JJC foodservice staff manage all social and Culinary Arts events.

Specifically, the staff is tasked with the following:

- Generating business for the banquet facility and operational support for the Culinary Arts program
- Procuring food, beverages, and supplies.
- Providing production space and equipment for Culinary Arts program
- Maintaining the facility and equipment
- Marketing Culinary Arts events
- Providing service, set-up and clean-up for all events

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The Renaissance Center will undergo major renovations in the coming months. This renovation coincides with the construction of Joliet Junior College's new City Center Campus which will house our signature culinary arts program (learning labs and restaurant), and other key programs such as adult education, workforce development, and of course, our signature culinary arts program. The tentative scheduled completion date is Fall of 2016.

Effective July 1, 2014, the Renaissance Center will remain open to support the Culinary Arts students but will stop hosting large-scale events. The Renaissance Center will fulfill its obligations for those events currently booked through December 2014, but not accept reservations for any new events until construction is complete.

Once construction is complete, the Renaissance Center will operate as an events venue for large social events (weddings, proms, reunions, etc.) with event hosts to bringing in their own caterers.

Scope of Services

Joliet Junior College is seeking proposals for the development of a comprehensive business plan for the future Renaissance Center banquet operation.

The completed business plan should include the following:

- 1) Description of the Business
 - a) Service Offerings
 - b) Staffing
 - c) Integration of Culinary Arts and Hospitality Program within the banquet operation
 - d) Roles and responsibilities for:
 - i. Joliet Junior College staff
 - ii. Joliet Junior College Culinary Arts and Hospitality students (and faculty)
 - iii. Hosts
 - iv. Caterers
 - e) Event booking process
 - f) Procurement procedures
 - g) Inventory control
 - h) Menu planning/development
 - i) Facilities procedures
 - j) Financial management/cost control systems

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- 2) Marketing
 - a) Analysis
 - b) Segmentation
 - c) Communication Plan
 - d) Pricing
- 3) Financial Modeling
 - a) Profit and loss statement
 - b) Breakeven Analysis
- 4) Implementation Timeline with milestones

The selected firm/consultant will report directly to the Director of Business and Auxiliary services.

Response Requirements:

- 1) Cover Letter
Proposals shall begin with a letter of introduction including the official name and address of the Vendor submitting the proposal, and the name, address and telephone number of the person(s) who will be assigned to this project.
- 2) Narrative Response
 - a) Service Summary: This should provide a description of the key points of your proposal, **with examples of sample output or reports.**
 - b) Qualifications: Provide background information for selected consultant, including location of office.
 - c) Earliest date consultant is available.
 - d) Fees/Costs: Provide information pertaining to fees or costs associated with your proposal; including, hourly rates, travel, and reimbursables.
 - e) Additional information that you believe pertinent to Joliet Junior College's requirements.
- 3) References:
List names, titles, addresses, and phone numbers of key contacts for at least 5 existing customers for which you conducted similar projects.



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Questions must be submitted in writing to purchasing@jjc.edu no later than 4:00pm on February 19, 2014. Please submit proposals via email to: Janice Reedus, jreedus@jjc.edu or to the address below on or before 2:00pm on February 27, 2014.

Respectfully,

Janice Reedus
Director of Business and Auxiliary Services
Joliet Junior College
1215 Houbolt Road
Joliet, IL 60431