



Craig Tribal Association
P.O. Box 828
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NOTICE

1. Introduction:

The Craig Tribal Association (CTA) is soliciting proposals from qualified individuals or businesses to provide cooking services for our Totem Pole Raising Event, taking place on **July 25–26, 2025**, in Craig, Alaska. The selected Cook will be responsible for preparing and serving meals, managing kitchen operations, and maintaining sanitation standards during the event.

2. Scope of Work

The selected Cook will be expected to:

- Prepare and serve the following meals:
 - **Friday, July 25, 2025:** Dinner
 - **Saturday, July 26, 2025:** Dinner
- Plan menus in collaboration with CTA staff for **400 attendees** (meals should reflect local/traditional foods where appropriate)
- Purchase ingredients and ensure adequate food supplies (not included in bid)
- Ensure proper food handling and sanitation procedures
- **Prepare kids' snack bags for dinner service**
- Perform **daily cleanup** of the kitchen and work areas
- Coordinate with event staff and volunteers
- Provide their own utensils, cookware, and assistants (if necessary)

3. Proposal Requirements

Proposals should include:

- **Name and contact information**
- **Experience and qualifications** in food preparation for large events
- **Sample menu** for the event (optional but encouraged)
- **Cost proposal**, including labor hours
- **References** from similar work (minimum of two)

4. Proposal Submission

Proposals must be submitted by **July 2, 2025** to:

Craig Tribal Association

Attn: Jess Isaacs

email: culturalcoordinator@craigtribe.org

For questions or further information, please contact Jess at (907)-826-3996 or by email.

Late or incomplete proposals will not be considered.

5. Selection Criteria

Proposals will be evaluated based on:

- Relevant experience and qualifications for groups or events
- Cost and value
- Menu creativity and cultural relevance
- References and past performance
- Availability and ability to meet deadlines
- Positive attitude and experience working with youth

6. Terms & Conditions

- CTA reserves the right to reject any or all proposals.
- The selected contractor will be required to sign a service agreement.
- The contractor must comply with all applicable local, state, and federal health and safety regulations.
- Preference may be given to Alaska Native and local applicants, consistent with CTA policies.