



STATE OF TENNESSEE
 DEPARTMENT OF MENTAL HEALTH SUBSTANCE ABUSE SERVICES MIDDLE
 TENNESSEE MENTAL HEALTH INSTITUTE

**REQUEST FOR PROPOSALS # 33911-20001
 AMENDMENT # 1
 FOR COMPREHENSIVE COOK-SERVE FOOD
 SERVICES**

DATE: DECEMBER 12, 2024

RFP # 33911-20001 IS AMENDED AS FOLLOWS:

1. This RFP Schedule of Events updates and confirms scheduled RFP dates. Any event, time, or date containing revised or new text is highlighted.

EVENT	TIME (central time zone)	DATE	UPDATED OR CONFIRMED
1. RFP Issued		November 7, 2024	CONFIRMED
2. Disability Accommodation Request Deadline	2:00 p.m.	November 13, 2024	CONFIRMED
3. Pre-response Conference	9:30 a.m.	November 19, 2024	CONFIRMED
4. Notice of Intent to Respond Deadline	2:00 p.m.	November 20, 2024	CONFIRMED
5. Written "Questions & Comments" Deadline	2:00 p.m.	November 27, 2024	CONFIRMED
6. State Response to Written "Questions & Comments"		December 12, 2024	CONFIRMED
7. Response Deadline	2:00 p.m.	January 8, 2025	CONFIRMED
8. State Completion of Technical Response Evaluations (Sections B. and C., RFP Attachment 6.2)		January 14, 2025	CONFIRMED
9. State Schedules Respondent Oral Presentation		January 15, 2025	CONFIRMED
10. Respondent Oral Presentation	9 a.m. – 12 p.m. or 1 p.m. – 4 p.m.	January 22-23, 2025	CONFIRMED

11. State Completion of Technical Response Evaluations (Section D., RFP Attachment 6.2.)	4:00 p.m.	January 24, 2025	CONFIRMED
12. State Opening & Scoring of Cost Proposals	2:00 p.m.	January 27, 2025	CONFIRMED
13. Negotiations	4:00 p.m.	January 28- February 4, 2025	CONFIRMED
14. State Notice of Intent to Award Released <u>and</u> RFP Files Opened for Public Inspection	2:00 p.m.	February 5, 2025	CONFIRMED
15. End of Protest Period		February 12, 2025	CONFIRMED
16. State sends contract to Contractor for signature		February 13, 2025	CONFIRMED
17. Contractor Signature Deadline	2:00 p.m.	February 19, 2025	CONFIRMED
18. Performance Bond Deadline	4:30 p.m.	February 26, 2025	CONFIRMED

2. State responses to questions and comments in the table below amend and clarify this RFP.

Any restatement of RFP text in the Question/Comment column shall NOT be construed as a change in the actual wording of the RFP document.

RFP SECTION	PAGE #	QUESTION / COMMENT	STATE RESPONSE
1.1	2	<p>1. In section Statement of Procurement Purpose section 1.1.2 shows maximum contract liability for a one-year contract 1.1.2. The maximum liability of for the State's current one-year contract for comprehensive food services is Two Million Four Hundred Thousand Dollars (\$2,400,000.00)</p> <p>Section 1.9 shows a Performance Bond and performance bond shall be a sum equal to ten percent</p>	<p>The Performance Bond amount is ten percent (10%) of the actual awarded contract maximum liability for the term of the Contract which is 5-years.</p>

		(10%) of the Maximum Liability Our question; will the Bond requirement be renewed annually based on the previous actual one -year costs to TN on this contract or will we be required to have a Bond based on the estimated Five (5) years bid price ?	
		2. Can you confirm who the current contracted food vendor for TN Mental Health is?	The current contractor for comprehensive food services at MTMHI is Prince Food Systems, Inc.
		3. Please provide a copy of pre-bid conference sign in sheet for Nov 19, 2024.	The sign-sheet is part of the Open File and cannot be provided until the Open File Period.
RFP Attachment 6.6.	46	4. Since the State is supplying Menus for use at the facilities, will the recipes and product specifications also be provided?	The State will provide serving size information, while recipes and product specifications should be determined by the contractor. The State Food Service Director can provide technical assistance with recipe creation upon request. (See <i>pro forma contract</i> section. A.6.b.1.)
RFP Attachment 6.6., Section A.5.	44	5. A5- Personnel - 1. Required: TB skin test, Flu shot (annually), Hepatitis A & B testing and vaccinations (Twinrix), Single doses of Hepatitis B, Tetanus, Diphtheria, and Pertussis (TDaP) vaccine Does the facilities offer this service at a cost back to contractor or will the contractor be required to have their own provider?	Subject to availability, the MTMHI Employee Health Office provides these tests and vaccinations. The contractor may choose to have its own provider administer the vaccinations and/or tests or individuals may receive vaccines and/or tests at their own provider at cost to themselves or their insurance. In both of those situations, proof of vaccination must be provided to MTMHI Employee Health Office. If vaccinations and/or tests are provided by the MTMHI Employee Health Office, the State will not bill the contractor for these services. However, the contractor is responsible for ensuring that every individual satisfies these requirements before working onsite.
RFP Attachment 6.6., Section A.6.e.4.		6. Delivery E. 4 The contractor is responsible to provide a box truck with insulated containers for deliveries to the FSP building Can the contractor supply another type of vehicle as long as it meets the requirements and has	Yes, the contractor can utilize another type of vehicle as long as it meets the requirements and has insulated containers for transporting meals & snacks.

		insulated containers for transporting meals & snacks?	
		7. Sack Lunch -During the pre-bid conference, it was stated that there are approximately 16 Sack meals required daily Please provide a copy of the current cycle menu	The current cycle menu for sack lunch is a meat sandwich (alternating turkey bologna and turkey), juice, and Goldfish crackers.
		8. Please provide a Copy of current Pricing structure for Attachment 6.3	Please see Exhibit A attached hereto.
		9. Schedule of Events – Oral Presentations with supplying 25 sample menu items Will the selected contractors be able to prepare samples on site?	The respondents should bring prepared samples, but a microwave will be available to warm up food items if needed.
RFP Attachment 6.2. Section B.	24	10. How will the overall 25 points be allocated for Section B-General Qualifications and Experience? As stated in B.16, what if the vendor does not have any business in TN, but has contracts in other states?	Proposal Evaluation Team members will independently evaluate and assign one score for all responses to Section B— General Qualifications & Experience Items. Respondent should provide a response per the question.
		11. Please provide the current price per meal rates for the contract that is currently being provided by your vendor as stated on attachment 6.3.	Please see answer provided for # 8 above.
		12. Please provide the current selling prices for the Grill Menu.	The Employee Grill is a new service to be provided under the Contract. As such, there is no current pricing for the Grill Menu.
RFP Attachment 6.6., Section A.3.c.	42	13. Does the state keep the revenue for the sales for the Grill Menu since the contract calls for a price per meal billed to the state? Please clarify.	As stated in <i>pro forma contract</i> section A.3.c., employee meals and food items (including Grill Menu items) are to be paid for by the employee with the contractor collecting the appropriate sales tax and reporting and remitting to the Tennessee Department of Revenue according to its requirements.

			The State will only be billed for patient meals and snacks and catering which includes emergency employee meals.
RFP Attachment 6.6., Section A.5.b.	44	14. In an effort to not affect the current staff at your facility if the contract should change, please provide the current staffing schedule that is in place. We would like to have the hourly wages and hours worked only. If needed, can you provide the last staffing schedule that was requested by the state as noted on page 44. A.5, b?	The contractor shall hire, train, and supervisor its own personnel to perform all services specified in the Contract. The State does not dictate the hourly wages or schedules of the contractor’s personnel. As of December 4, 2024, the State has not requested a staffing schedule from the current comprehensive food services contractor. Therefore, the State does not have one to provide.
		15. Please describe the current meal ticked system of that is in place.	The State’s electronic medical record system, AVATAR, generates a diet list (that has been updated in the last twenty-four hours) for active orders. The contractor is expected to use this list to create tray tickets. The currently contractor is using GeriMenu software.
		16. Is there any equipment that the current vendor owns that would be removed if the contract changes? If applicable, please describe.	The current contractor owns some shelving that can be replaced by the State as well as the cash register used for meals purchased by employees.
		17. Please clarify the cost responsibilities for the following categories: a. Routine maintenance, major repairs, and replacement of equipment b. Purchase and replacement of small wares c. Laundry and linen d. Pest Control e. Taxes and license f. Telephone	The State is responsible for the costs related to routine maintenance, major repairs, and replacement of equipment; purchase and replacement of small wares; pest control; telephone; utilizes; and trash removal from the premises. The contractor is responsible for the costs of laundry and linens, taxes and license(s), and trash removal from the kitchen.

		<p>g. Trash removal from kitchen and premises</p> <p>h. Utilities</p>	
		18. Please clarify whom will be responsible for quarterly hood vent inspections and internal cleanings?	The State is responsible for the quarterly hood vent inspections and internal cleanings.
		19. Please clarify whom will be responsible for pest control within the kitchen and dining areas?	The State is responsible for the pest control of the premises including the kitchen and dining areas.
		<p>20. Is Vendor responsible for any dietary supplements (Boost, Ensure, House Supplements, etc.)?</p> <p>If so, please provide a current supplement listing and count.</p>	The State orders nutritional supplements for service recipients. The contractor is not involved in procuring or distributing them, except in rare cases when a service recipient is prescribed an Ensure/Glucerna milkshake. In those instances, the State provides the supplement, and the contractor makes the milkshake.
RFP Attachment 6.6., Section A.9.g.	51	<p>21. In reference to pg. 51, Section A.9.g, please clarify role of "Dietary Office Staff".</p> <p>Are they employed by the State or contractor?</p>	This specified role is an Administrative Secretary employed by the State.
RFP Attachment 6.6., Section A.4.c.,f. and A.9.i.	43 and 51	22. In reference to pg. 43, A.4.c,f, and pg. 52, A.9.i, mentioned "MTMHI Dietary Supervisor". Please clarify roles and responsibilities of this individual in relation to Vendor.	The MTMHI Dietary Supervisor, a Dietitian, oversees the State's Administrative Secretary and Dietitian. In relation to the contractor, the MTMHI Dietary Supervisor inspects the kitchen, manages the menu, and provides technical assistance to the contractor.
		23. Please clarify HUB (Historically Underutilized Business) subcontracting goals and/or requirements for this RFP.	There is no minimum requirement for GODBE, please see RFP section 1.4.2.2.for more information and visit the following link: https://www.tn.gov/generalservices/procurement/central-procurement-office--cpo-/go-dbe/about-us.html
		24. Will the State provide hot boxes to use for transport of meals to the Forensic Services Unit or will the vendor provide these?	As stated in <i>pro forma contract</i> section A.6.e.4., the contractor is responsible for providing a box truck with insulated carriers to deliver food to the Forensic Services Program Building. The State will not provide the box truck or insulated carriers.

		If currently owned by the State, are the hot boxes able to be plugged-in?	Please note as stated in the State’s response to # 6 above, the State will permit the contractor to utilize another type of vehicle as long as it meets the requirements and has insulated containers for transporting meals & snacks.
RFP Attachment 6.6., Section A.7.h.4.	49	25. In reference to pg. 49, Section A.7.h.4, please clarify scope and service areas that are referenced. Is this in reference to the floors in the kitchen area only? Or does this include main dining room and other ancillary food areas?	For <i>pro forma contract</i> section A.7.h.4, it is the State’s expectation that the floors in all food storage, prep, serving, and dining room areas be cleaned daily including removal of any water.
		26. Please confirm the menu planning guidelines adhered to for the menu program?	Menu planning is based on the 2020-2025 Dietary Guidelines for Americans.
		27. What beverages are desired to serve with meals for the Service Recipients?	The State requires the following beverages be served with meals for the service recipients: Breakfast: Milk and coffee; occasionally juice Lunch and Dinner: Water, sugar-free tea, and sugar-free punch
		28. Please confirm if it is desired for milk to only be served during snacks.	No, milk is served with some snacks and breakfast daily.
		29. Is the State able to provide an anticipated timeframe for implementation of IDDSI?	The State is unable to provide an anticipated timeframe for implementation of International Dysphagia Diet Standardisation Initiative (IDDSI) at this time.
RFP Attachment 6.6., Section C.5.b.3.	55	30. In reference to pg. 55, C.5.b.3, please confirm the cost of sales tax on supplies procured by vendor, are able to be included in Per Resident Per Day fee, noting these will not be a separate line item.	The Per Resident Day fee is an all-inclusive rate in which the contractor is willing to accept for the stated goods and services in the Contract. The contractor should factor in food costs, labor, taxes, and all other expenses when submitting a bid. Sales tax should not be billed as a separate line item.
RFP Attachment 6.6., Section A.5.h.	44	31. In reference to pg. 44, A.5.h, In the event the vendor is unable to complete the TBI checks, will the State complete and	No. It is the responsibility of the contractor to ensure all personnel have completed TBI fingerprint and background check prior to services being performed under the Contract. The State will not complete the TBI checks on behalf of the contractor.

		<p>present candidate eligibility notice to contractor, understanding the vendor will assume associated costs?</p> <p>If so, what are the anticipated costs per employee for the TBI check?</p>	
RFP Attachment 6.6., Section D.32.d.,e.	64 and 65	32. In reference to Insurance Requirements, pg. 64, D.32.d,e, please confirm if Cyber Liability and Crime Insurance are required for this solicitation's scope of work.	Yes, Cyber Liability and Crime Insurance is required due to the contractor having access to confidential and sensitive personally identifiable information of service recipients.

3. **RFP Amendment Effective Date.** The revisions set forth herein shall be effective upon release. All other terms and conditions of this RFP not expressly amended herein shall remain in full force and effect.

Pricing Structure for Current 1-year MTMHI Comprehensive Food Services Contract

Goods or Services Description (Food Service Description (including Food and Labor))	Amount (per compensable increment)
Daily Service Recipients Meals and Snacks	\$34.97 per service recipient per day
Employee Meals (purchased by Employees using cash or credit/debit card at register, includes beverage)	\$5.55 per meal + tax
Emergency Employee Meals (sandwich, chips, fruit, and beverage)	\$8.00 per meal
Catered Hot Meals (entrée, starch, vegetable, roll, and beverage)	\$12.00 per meal
Catered Cupcakes	\$1.75 each
Catered Hot Coffee, Tea, and Punch (includes cream, sugar, stir sticks, etc.)	\$2.00 per serving
Catered Bottled Water	\$1.50 per serving
Catered Mixed Nuts	\$1.75 per serving
Catered Mints	\$1.25 per serving
Catered Danish or Muffin Tray	\$2.25 per serving
Catered Fruit or Vegetable Tray	\$2.99 per serving
Catered Birthday or Special Occasion Half-Sheet Cake	\$22.00 per half sheet cake
Catered Birthday or Special Occasion Angel Food Cake	\$22.00 per half sheet cake