



STATE OF TENNESSEE
 Department of Correction

REQUEST FOR PROPOSALS # 32901-31294
AMENDMENT # 1
FOR Food Services

DATE: Jan. 21, 2016

RFP # 32901-31294 IS AMENDED AS FOLLOWS:

- 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	Confirmed or Updated
1. RFP Issued		Dec. 23, 2015	Confirmed
2. Disability Accommodation Request Deadline	2:00 p.m.	Jan. 6, 2016	Confirmed
3. Pre-response Conference	2:00 p.m.	Jan. 7, 2016	Confirmed
4. Facility Tours		Jan. 13-27, 2016	Confirmed
5. Notice of Intent to Respond Deadline	2:00 p.m.	Jan. 29, 2016	Confirmed
6. Written "Questions & Comments" Deadline	2:00 p.m.	Feb. 3, 2016	Confirmed
7. State Response to Written "Questions & Comments"		Feb. 24, 2016	Confirmed
8. Response Deadline	2:00 p.m.	March 2, 2016	Confirmed
9. State Completion of Technical Response Evaluations		March 9, 2016	Confirmed
10. State Opening & Scoring of Cost Proposals	2:00 p.m.	March 10, 2016	Confirmed
11. State conducts Negotiations (Optional)		March 14 - 18, 2016	Confirmed
12. State Notice of Intent to Award Released <u>and</u> RFP Files Opened for Public Inspection	2:00 p.m.	March 21, 2016	Confirmed

13. End of Open File Period		March 28, 2016	Confirmed
14. State sends contract to Contractor for signature		March 29, 2016	Confirmed
15. Contractor Signature Deadline	2:00 p.m.	March 30, 2016	Confirmed
16. Performance Bond deadline		March 31, 2016	Confirmed
17. Contract Start Date		April 1, 2016	Confirmed

2. Delete Attachment 6.11 in its entirety and replace with the following:

RFP Attachment 6.11 -- Facility tours

Site	Date	Time
East Region		
NECX	Wednesday January 13th	8a - 11a
NECX - Carter County	Wednesday January 13th	1p - 2p
MCCX	Thursday, January 14th	8a - 1p
BCCX	Friday, January 15th	8a - 1p
Middle Region		
TCA	Tuesday, January 19th	8a - 9:30a
DSNF	Tuesday, January 19th	Noon - 4p
Tours postponed due to inclement weather	Wednesday January 20 th	
RMSI	Thursday, January 21st	8a - 11a
TPFW	Thursday, January 21st	1p - 3p
West Region		
TCIX and TCIX-A	Thursday, January 21 st	evening
MLCC	Monday, January 25 th	8 a.m.
WTSP	Tuesday, January 26th	8 a.m.
NWCX	Wednesday, January 27th	8a - 1p

*Start time 8 a.m.

** All dates and times are estimates

Note: Inclement weather forced the rescheduling of several tour dates. If any vendor was unable to make the RMSI, TPFW, TCIX and TCIX-A site tours held on Thursday, Jan. 21, please contact the RFP co-ordinator Priscilla Wainwright to schedule a tour of these facilities. Ms. Wainwright can be reached by e-mail at Priscilla.Wainwright@tn.gov

3. Add the following as RFP Attachment 6.13 Pre and Post RFP Release Agency Frequently Asked Questions (FAQs) and HR Talking Points.

RFP Attachment 6.13
Before RFP Release -- Frequently Asked Questions (FAQs)

As we announced during last week's budget hearings, a food service RFP will be released later this month. While TRICOR has been a great food service provider, they will no longer provide food services for our facilities once this RFP process is complete. The Department is gathering information and weighing the many options on how to best provide nutritious and cost-effective meals in our prisons. Until a new vendor is brought onboard, TRICOR will continue to provide meals. We want you to know that we are working to ensure this change is a seamless transition for both our staff and the offenders that we house. We want to keep you informed throughout the process and have included these FAQs to help answer your questions. In addition, in the upcoming weeks a transition team will visit each facility to meet with food service staff and answer any questions you may have. Also more detailed information will be forthcoming when the RFP is released to the vendor community. Please take a moment to review the FAQs. If you have any additional questions, they can be submitted to BI-FoodSrv-RPF@tn.gov or asked by phone at 615-253-8106.

FREQUENTLY ASKED QUESTIONS

- **Is it true the Department is going to privatize food services?**
Currently, TDOC is exploring options for food services vendors. However, at this point a decision has not been made.
- **Why are you considering it?**
It is our responsibility to consider all potential best practices with the best interests of our employees, offenders and the taxpayers of Tennessee in mind.
- **Will I lose my job?**
There are no plans to eliminate any positions. The well-being of our employees is of the utmost concern and will be a key consideration in our decision making process.
- **Would I be able to reapply for my job and would I become a contract employee?**
Many of the positions will become contract jobs once a vendor is selected. However, it must be stressed once again, that no decision has been made at this point and the department is simply exploring options, with the best interests of our employees in mind.
- **Will my pay be cut and will I lose my longevity?**
We cannot speculate, but will once again stress that TDOC is simply exploring all options and will act with the best interest of our employees in mind.

- **When will a decision be made?**
If the department selects a provider, it would happen no later than April of 2016. Until that time, we will continue our current arrangement with TRICOR.
- **TRICOR delivery drivers have shared with various Food Services Managers that they will not be delivering food after January 2016.**
At this time there is no change in food deliveries from TRICOR for this fiscal year.
- **Would a contractor have to follow TDOC policies?**
Yes. TDOC policies are in place to ensure the safety of staff, the public and our offenders and those policies will be followed by any food service provider.
- **Would inmates still be assigned to the kitchen to assist in food preparation?**
Yes, food service preparation provides valuable training and work ethics for offenders and we will make our decision with the best interest of our employees as well as our offenders in mind.
- **Why were we asked to submit an equipment inventory?**
Inventories are a regular occurrence in accordance with established policy and practices. An accurate inventory of equipment and supplies is essential in any situation.
- **Who will be ordering food?**
The details of any aspect of the food services process will be contingent on the agreement that is reached.
- **How many other state DOCs have contracted out food services?**
Currently, there are 14 State DOCs that have some form of contracted food service operations.
- **If there is a change, how long would it take to implement?**
While no decision has been made, a 90 day implementation plan is typical.
- **Will the inmates that are currently working at Tennessee Cook Chill (TCC) have a job?**
At this time there is no change, but once again, the department will make its decision with the best interest of all employees, offenders and the taxpaying public in mind.
- **Is Tennessee Cook Chill (TCC) going to be purchased by someone else?**
At this time the future of TCC remains with the same ownership.
- **There are vacant food service positions. What happens to them?**
We will continue to operate and hire as needed in order to meet our operational needs.

A few weeks ago, information was shared regarding the pending RFP regarding food service. The Department continues to gather information and weigh the many options on how to best provide nutritious and cost-effective meals to our inmate population.

In late December, the Food Service RFP was released and as promised, we want to give you an update on the process.

Below you will find a list of the most frequently asked questions about the food service program. Please take a moment to read through them and if you have additional questions, contact BI-FoodSrv-RFP@TN.gov or call at 615-253-8016.

FREQUENTLY ASKED QUESTIONS

- **Why is the Department looking to contract out Food Service?**

It is the responsibility of TDOC to continually evaluate our processes and seek out cost effective best practices with our responsibility to staff, offenders and the taxpaying public in mind. For this reason, we have issued a food services RFP in order to thoroughly explore all options and ensure we choose a provider that best meets our needs.

- **Will TDOC Food Services operations be contracted?**

Currently, TDOC continues to explore all potential options for food services.

- **Will I lose my job?**

The well-being of our employees is of the utmost concern and will be a key consideration in our decision making process. There are no plans for job eliminations as the RFP would require any contractor to take on certain current food service employees at 120% of their current salary.

- **Would I be able to reapply for my job?**

You will not need to reapply for your job. All current food service employees will be offered positions with the contractor at 120% of their current pay. If you have 60 months of service or more and you elect to go with the contractor, you will not be able to re-apply for a food service position as food service positions will be assumed by the contractor.

- **Will I lose my longevity pay?**

If we select a private vendor and you choose to become an employee of this private vendor, then you would no longer be eligible for longevity pay. This was an area the Department considered and one of the reasons the department would require any private contractor chosen to take on food service positions at 120% of their current salary. We realize this directly impacts staff members and their families and want them to know that we are looking out for them while also focusing on the best interests of the State.

- **Can I opt out of being a contracted food services employee?**

Yes. Current employees with 60 or more months of service at the time the contract is signed can choose to remain state employees. Employees with less than 60 months of service will become employees of the vendor.

- **Would I have priority in applying for another job with TDOC?**

The State does not have a priority list, only an eligible list and a Reduction in Force (RIF) list. When a preferred service position is posted with the Department of Human Resources, any individual is free to apply for the announced position. The Department of Human Resources reviews the applications submitted to ensure that the minimum qualifications has been met. If an applicant meets the minimum qualifications then the applicant is placed on an eligible list. TDOC can give priority to our non-competitive positions such as our correctional officer's positions, which also require one to meet minimum qualifications of that classification. In the event the agency must undergo a reduction in force, applicants on the RIF list must be given the opportunity to apply and afforded an interview for the exact title they previously held.

- **TRICOR delivery drivers have shared with various Food Services Managers that they will not be delivering food after January 2016.**

At this time there is no change in food deliveries from TRICOR for this fiscal year.

- **Who will purchase Tennessee Cook Chill (TCC)?**

At this time the future of TCC remains with the same ownership. However, as the RFP process unfolds it is not known what or who will purchase it.

- **Why were Food Service Managers asked to submit an equipment inventory?**

Inventories are a regular occurrence in accordance with established policy and practices. An accurate inventory of equipment and supplies is essential in any situation.

- **If there are vacant food service positions upon award of the contract, what happens to them?**

Those positions will be designated contract positions.

- **How will the transition flow with the new Contractor?**

Once a provider is chosen, there is typically a 90 day transition period with an approved implementation plan and timeline. We will work to ensure the transition is as seamless as possible for staff, offenders and the overall operation of our facilities.

- **When will the selected Contractor start?**

It is anticipated that the selected Contractor will start sometime in April / May 2016.

- **How did the idea come about to contract out food services?**

The Department is always seeking ways to be efficient and effective in its operations. As we look to the future.

- **How many other state DOCs have contracted out food services?**

Currently, there are 14 State DOCs that have some form of contracted food service operations.

- **With the change to contracted food service who will be ordering food?**

As the RFP is currently written, the Contractor will manage all aspects of the food service operations.

- Will the contractor have to abide by all TDOC policies?**
 Yes. TDOC policies are in place to ensure the safety of staff, the public and our offenders and those policies will be followed by any food service provider.
- Will inmates still be able to be assigned to the kitchen for food service operations?**
 Yes, offenders will continue to assist in food service operations just as they did before.
- Training for inmates is always needed, are there vocational training opportunities for TDOC inmates with the Contractor?**
 Yes, this provision has been written into the RFP for the Contractor to develop and implement a vocational training program that provides for transferable job skills and work ethics that prepare inmates for post release reentry and employment. There will be a certificate of completion issued upon successful participation.
 The State will continue to operate the current vocational programs, including but not limited to the current program in conjunction with the Tennessee Department of Labor until all offenders participating have completed the program(s). The State program(s) will run concurrently with the vendor's program, with all interested and approved inmates not already participating in the State program(s) being assigned to the vendor's vocational training program.
- What is a Request for Information (RFI)?**
 It is a standard [business](#) process whose purpose is to collect written information about the capabilities of various suppliers. Normally it follows a format that can be used for comparative purposes.
 An RFI is primarily used to gather information to help make a decision on what steps to take next. RFIs are therefore seldom the final stage and are instead often used in combination with the following: [request for proposal](#) (RFP), [request for tender](#) (RFT), and [request for quotation](#) (RFQ). In addition to gathering basic information, an RFI is often used as a solicitation sent to a broad base of potential suppliers for the purpose of conditioning suppliers' minds, developing strategy, building a database, and preparing for an RFP, RFT, or RFQ.
- What is a Request for Proposal (RFP)?**
 It is a solicitation, often made through a [bidding](#) process, by an agency or company interested in [procurement](#) of a [commodity](#), [service](#) or valuable asset, to potential suppliers to submit [business proposals](#). It is submitted early in the procurement cycle, either at the preliminary study, or procurement stage.
 The RFP presents preliminary requirements for the commodity or service, and may dictate to varying degrees the exact structure and format of the supplier's response. Effective RFPs typically reflect the strategy and short/long-term business objectives, providing detailed insight upon which suppliers will be able to offer a matching perspective.
- What is an RFP Schedule of Events?**
 The RFP Schedule of Events is just that, it is a schedule that details the date (s) and times of events that are part of the RFP process.
- Will I have a job if I am vested?**

Those individuals who have more than 60 months of service will have an option to remain a State employee in food services for the Department or opt to work for the contracted vendor at 120% of their current salary.

- **What will be the shifts/hours food service will operate under once this goes into effect?**

At this time this is unknown until the proposed contract vendors provide their proposals and they have been evaluated.

- **Is there a possibility of a buyout/severance package for employees, depending on their time of service, who do not want to go the private route?**

No, there is no buyout/severance package for employees with more than 60 months of service with an option to remain with State Government. However; there is a severance package for an employee with less than 60 months of service and no option to remain with State Government.

- **Do I have a choice to remain a State employee?**

Yes, you do have the choice to remain a State employee if you have more than 60 months of service at the time the contract is signed.

- **What happens if there is only one responder to the RFP?**

Receiving only one proposal does not, by any means, dictate that TDOC cannot move forward with this initiative. The Department would have possibly two options available to it.

Option 1. Would allow the Department to review the proposal and upon reviewing the proposal, then Central Procurement (General Services) could conduct negotiations on behalf of TDOC. TDOC could then decide to award the contract.

Option 2. Would allow the Department to review the proposal and determine that there were flaws in the RFP requiring changes to the RFP and a re-release of the RFP in the hope of attracting more proposals.

- **What price point is desired?**

Although this is part of the RFP evaluation process we again will not know until we have reviewed all proposals from the proposed vendors.

- **Does time worked in the county school system count towards State years of service?**

Unfortunately, time worked in a county school system does not count toward State service or longevity. However, time worked in a county school system may count toward retirement. Please contact the Tennessee Consolidated Retirement System (TCRS) for more information.

- **Would military service count towards State years of service?**

For the purpose of reduction in force (RIF), employees with veteran's status shall have an additional sixty (60) months of service credit added to his or her total months of state service.

HR Talking Points

All Employees

The vendor will be required to offer employment to all state employees in food service positions, regardless of job title, status, or time in service. Every current state employee who receives an offer of employment may choose to become an employee of the contract vendor.

State Employees would be contractually guaranteed employment with the vendor with 120/120 incentives.

- 120% of current Tennessee Department of Correction salary which will equal a 20% pay increase.
- You will be guaranteed 120 days of employment with the vendor; basically 4 months.
- All employees will receive a lump sum payment of any accumulated annual and compensatory leave balances upon separation.
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Employees with 60 months of service with the State.

Must be a full 60 months of service credit this does not count periods of leave without pay.

These employees will have the option for employment with either the State or the vendor; you will be able to make a decision if you choose to stay in your current position or accept employment with the vendor. As positions become vacant they will immediately revert to the vendor to be filled.

If you elect to accept employment with the vendor you will be paid in a lump sum for any accumulated compensatory and annual leave balance that you have. State benefits will cease upon separation; however you would be eligible for benefits offered by the Vendor. Most retirement plans (401K etc.) can be rolled to the new employers plan or converted to a personal plan contact Greatwest/EMPOWER Retirement for more details.

A memorandum of certification will be sent to the Tennessee Consolidated Retirement System to verify your sick leave balance at the time of separation. Upon future application for retirement benefits you will receive one additional month of service credit for every twenty (20) days of sick leave. This will enhance your monthly retirement payments.

You will be eligible for retirement benefits once you have reached the retirement age of 60. For employees with 30 years of service you will receive full retirement benefits regardless of age; employees with 25 yrs of service may retire at any age, however that would result in reduced benefits, and employees with less than 25 years of service the

earliest age you can retire is 55; however early retirement again would result in reduced benefits.

Employees with Less than 5 Years of Service

All employees will be offered employment with the vendor with the 120/120 agreement.

4. 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.