Event Description

***Update 5/24: The State has updated the workbook and is reposting the event to reflect changes to the discontinued items: PB&J Crackers (now PB Crackers) and removal of the Red Velvet Pop Tarts***

***This is the most up to date version of the event that was previously 32901-12296. Changes to this event are as follows: Updated Bid Factors, Amendment 1 added as responses to Questions and Comments, Updated Event Workbook***

This solicitation is to bid on a 5 year contract with the Tennessee Department of Correction for the Inmate Holiday Package program. Inmates and their friends and family will be able to purchase from a variety of items to be sent to the inmate in their respective facility. Facility locations, order frequency and information on core and non-core items can be found within the Revenue contract attached to this solicitation. Respondents are expected to complete the Event Workbook excel sheet completely and attach it to the designated bid factor. The Event Workbook contains Core Items that are required to be supplied by the Contractor for the duration of the Contract. Award will be based on the lowest total cost as calculated in the Event Workbook—cost will be determined by the sum of all of the Core Items. Historically end-users have purchased five million dollars ($5,000,000) worth of Inmate Food Package Program items per year.

General Questions

<table>
<thead>
<tr>
<th>Question</th>
<th>UOM</th>
<th>Best</th>
<th>Worst</th>
<th>Response</th>
</tr>
</thead>
<tbody>
<tr>
<td>I agree to strictly abide by all the statutes and terms contained in the rules of the Department of General Services, Central Procurement Office, which are by reference made a part hereof, in addition to the special terms, conditions and specifications embodied in the invitation to bid.</td>
<td></td>
<td></td>
<td></td>
<td>Yes</td>
</tr>
</tbody>
</table>

IMPORTANT: By Selecting YES, the bidder certifies compliance with the above and further certifies that this bid is made without collusion or fraud.

Required: Yes Mandatory Response: Yes

Response Comments

Please answer yes or no to the following. If YES, describe using additional pages and attach to the Response including any relevant details:

(a) is the Respondent presently debarred, suspended, proposed for debarment, or voluntarily excluded from covered transactions by any federal or state department or agency;

(b) has the Respondent within the past three (3) years, been convicted of, or had a civil judgment rendered against the contracting party from commission of fraud, or a criminal offence in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or grant under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
(c) is the Respondent presently indicted or otherwise criminally or civilly charged by a government entity (federal, state, or local) with commission of any of the offenses detailed above; and

(d) has the Respondent within a three (3) year period preceding the contract had one or more public transactions (federal, state, or local) terminated for cause or default.

Required: Yes  Mandatory Response: No

Response Comments

Please list the following information:

List the Contract Administrator's Name
List the Contract Administrator's Address
List the Contract Administrator's Phone Number
List the Respondent's Toll Free Phone Number
List the Contract Administrator's Pager or Cell Number
List the Contract Administrator's Email Address
List the Respondent's Website

Required: Yes  Mandatory Response: No

Response Comments

Please complete the attached form, included with the Terms and Conditions document, and attach all pertinent documentation regarding your company’s efforts to achieve diversity business participation. This information must be submitted with the bid document and monthly thereafter until a reasonable level of diversity business participation is achieved. Confirm below that you have completed this attached form by choosing, “Yes.”

Required: Yes  Mandatory Response: No

Response Comments
Please attach documentation that reflects you are registered with the Department of Revenue for sales and use tax, as stated in the Terms and Conditions. If you are exempt, please provide a copy of the communication from the Department of Revenue supporting this exemption.

**Required:** Yes  **Mandatory Response:** No

**Response Comments**

The respondent shall indicate whether or not they plan to sub-contract:

**No:** The respondent does not anticipate using a sub-contractor at this time and agrees to submit a request to subcontract during the contract period prior to using a subcontractor.

**Yes:** The bidder shall list the subcontractor(s):

Attach list of additional subcontractors to the bid, including the following for each subcontractor.

- List the Sub-Contractor’s Name
- List the Sub-Contractor’s Address
- List the Sub-Contractor’s Contact Person
- List the Sub-Contractor’s Phone Number

**Required:** Yes  **Mandatory Response:** No

**Response Comments**

Associated Terms:

The Contractor shall not assign this Contract or enter into a subcontract for any of the goods or services provided under this Contract without obtaining the prior written approval of the Central Procurement Office. Notwithstanding any use of approved subcontractors, the Contractor shall be the prime contractor and shall be responsible for all work provided.
### Question

Attach your completed Event Workbook here with the yellow columns completely filled out

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A file attachment is required to satisfy this question.  
Your bid will need to be edited online to include attachment responses. 

**Response Comments**

Per A.11 of the contract, a Contractor should provide references that the Respondent has past participation in a similar program with a department of correction.

Please provide Contact Information in the form of Point of Contact Name, Phone, Email and physical address of at least two (2) references evidencing a respondent's capabilities and familiarity with general Correction's processes.

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**Response Comments**
Event Details (cont.)

PeopleSoft Strategic Sourcing

Event Details (cont.)

Event ID: 32901-NV12296
Format: Sell
Type: RFx
Page: 5

Event Round: 1
Version: 2

Event Name: Inmate Food Package Program

Start Time: 04/04/2022 14:15:00 CDT
Finish Time: 06/10/2022 14:00:00 CDT

Bidder: PUBLIC EVENT DETAILS
Submit To: Correction
Call for Shipping Information
United States

Contact: Michael Bentheimer
Phone: 615/532-1922
Email: Mike.Bentheimer@tn.gov

Event Currency: US Dollar
Bids allowed in other currency: No

Bid Details

<table>
<thead>
<tr>
<th>Line</th>
<th>Item ID</th>
<th>Line Qty</th>
<th>UOM</th>
<th>Bid Qty</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td>1.00</td>
<td>Batch Lot</td>
<td>1</td>
</tr>
</tbody>
</table>

Description: Fill Out Excel Workbook and attach to the appropriate Bid Factor

Question: What is the unit price of this item?

Required: Yes
Mandatory Response: No

Response Comments
Event Details (cont.)

PeopleSoft Strategic Sourcing

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**Submit To:** Correction

Call for Shipping Information

United States

**Contact:** Michael Bentheimer

**Phone:** 615/532-1922

**Email:** Mike.Bentheimer@tn.gov

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Bidder Information

**Firm Name:**

**Name:**

**Signature:**

**Date:**

**Phone #:**

**Fax #:**

**Street Address:**

**City & State:**

**Zip Code:**

**Email:**
Appendix A - Line Specifications

<table>
<thead>
<tr>
<th>Line</th>
<th>Item ID:</th>
<th>Line Qty:</th>
<th>UOM:</th>
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**Description:** Fill Out Excel Workbook and attach to the appropriate Bid Factor

<table>
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<tr>
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<tbody>
<tr>
<td>Manufacturer:</td>
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<td>Mfg Item ID:</td>
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<tr>
<td>Item Length:</td>
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<td>Item Width:</td>
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<tr>
<td>Item Volume:</td>
</tr>
<tr>
<td>Item Weight:</td>
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<tr>
<td>Item Size:</td>
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<table>
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<tr>
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<tbody>
<tr>
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<tr>
<td>Quantity:</td>
</tr>
<tr>
<td>Due Date:</td>
</tr>
<tr>
<td>Freight Terms:</td>
</tr>
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Appendix B - Terms & Conditions

1. The undersigned acknowledges that all submitted information and documentation will become the property of the state of Tennessee. The undersigned also affirms that the information given above is true, accurate, and includes pertinent information necessary to identify and explain the operation of this organization to the best of my knowledge and is in no way misleading.

2. Should any data change in the future, the Supplier agrees to immediately submit the correct information electronically through the State's Supplier Portal.

   If the information will be submitted in writing please mail to the following address:

   Department of Finance and Administration
   312 Rosa L. Parks Ave.
   21st Floor Tennessee Tower
   ATTN: Supplier Maintenance
   Nashville, TN 37243

3. No person on the grounds of handicap or disability, age, race, color, religion, sex, national origin, creed, or any other classification protected by Federal and/or Tennessee State constitutional and/or statutory law shall be excluded from participation in, or denied benefits of, or be otherwise subjected to discrimination in the performance of the Contract or in the employment practices of the Contractor. The Contractor shall, upon request, show proof of such non-discrimination, and shall post in conspicuous places, available to employees and applicants, notices of non-discrimination.

Last Updated: 08/30/2016