



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

**REQUEST FOR PROPOSALS # 33911-20000
AMENDMENT # 2
FOR COMPREHENSIVE COOK-SERVE FOOD
SERVICES**

DATE: April 17, 2024

RFP # 33911-20000 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		March 28, 2024	CONFIRMED
2. Disability Accommodation Request Deadline	4:00 p.m.	April 4, 2024	CONFIRMED
3. Pre-response Conference	9:00 a.m.	April 5, 2024	CONFIRMED
4. Notice of Intent to Respond Deadline	4:00 p.m.	April 8, 2024	CONFIRMED
5. Written "Questions & Comments" Deadline	4:00 p.m.	April 11, 2024	CONFIRMED
6. State Response to Written "Questions & Comments"		April 17, 2024	CONFIRMED
7. Response Deadline	2:00 p.m.	April 24, 2024	CONFIRMED
8. State Completion of Technical Response Evaluations (Sections B. and C., RFP Attachment 6.2.)-		April 30, 2024	CONFIRMED
9. State Schedules Respondent Oral Presentation	4:00 p.m.	May 1, 2024	CONFIRMED
10. Respondent Oral Presentation	9 a.m. – 12 p.m. or 1 p.m. – 4 p.m.	May 13, 2024	CONFIRMED

11. State Completion of Technical Response Evaluations (Section D., RFP Attachment 6.2.)	4:00 p.m.	May 21, 2024	CONFIRMED
12. State Opening & Scoring of Cost Proposals	2:00 p.m.	May 22, 2024	CONFIRMED
13. Negotiations	4:00 p.m.	May 23-May 28, 2024	CONFIRMED
14. State Notice of Intent to Award Released <u>and</u> RFP Files Opened for Public Inspection	2:00 p.m.	May 29, 2024	CONFIRMED
15. End of Open File Period		June 5, 2024	CONFIRMED
16. State sends contract to Contractor for signature		June 6, 2024	CONFIRMED
17. Contractor Signature Deadline	2:00 p.m.	June 11, 2024	CONFIRMED
18. Performance Bond Deadline	4:00 p.m.	June 18, 2024	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 What is the physical address that the insurance bond should be used on the paperwork since there are two addresses.	<p>If this question is referring to the certificate of insurance, please see <i>pro forma</i> contract section D.32. which states the certificate of insurance must list the State of Tennessee – CPO Risk Manager, 312 Rosa L Parks Avenue, 3rd Floor Central Procurement Office Nashville, TN 37243.</p> <p>If this question is referring to the Performance Bond, please see <i>pro forma</i> contract Attachment 2 which lists State of Tennessee Department of General Services Central Procurement Office, 312 Rosa L. Parks Avenue, 3rd Floor, Nashville, TN 37243.</p>
		2 Are my calculations in costing out expenses correctly assuming 261	The State estimates one hundred and eighty-six (186) service recipients will receive three (3) meals and two (2)

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		<p>individuals which is the total based on the paperwork.</p>	<p>snacks per day, seven (7) days a week. For the bid, the State is requesting a <u>per day rate</u> for service recipients. For employees, the State estimates seventy-five (75) meals per day Monday thru Friday and forty-five meals (45) on Saturday and Sunday. The State is requesting a <u>per meal rate</u> for employee meals. (see <i>pro forma</i> contract section A.8)</p> <p>Please note, these numbers are subject to change and are only shared as an estimate for start-up purposes.</p>
<p>pg. 42, A.3.e.</p>	<p>MTMHI Bylaws</p>	<p>3 Please provide a copy of the MTMHI bylaws for vendor review to ensure compliance. How does the State determine acceptable services?</p>	<p>As stated in the <i>pro forma</i> contract section A.3.e., the State will provide a copy of the by-laws and departmental policies upon award of the contract.</p> <p>Satisfactory service may be assessed via TQI Checklist (Attachment 10), Meal Tray audit (Attachment 12), and/or Kitchen and Storage Monitoring (Attachment 16).</p>
<p>pg. 44, A.5.d.</p>	<p>CDM requirements</p>	<p>4 Will the State approve a CDM equivalent to state accreditation, such as LongTerm Care Food Service Manager credentials?</p>	<p>No, the State requires a Certified Dietary Manager (whose certification from the Certifying Board for Dietary Managers must remain active, valid, and good standing for the duration of the contract) and will not accept other credentials such as a Long-term Care Service Manager credentials.</p>
<p>pg. 47, A.7.e.3</p>	<p>Vehicle Transport</p>	<p>5 Are refrigerated vehicles required to transport food to FSP unit? Can vendor utilize a box truck with insulated food transport carriers? Is food desired to be transported to the FSP unit in bulk hot pans or pre-plated?</p>	<p>No, refrigerated vehicles are not required to transport food to the FSP unit.</p> <p>Yes, a box truck with insulated food transport carriers is acceptable.</p> <p>The food to be transported to the FPS unit will be pre-plated.</p>

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pg. 49, A.8.4	Costs	6 Will contractor be required to provide their own internet for food service operation?	No, the contractor will use the State's internet for food service operation.
pg. 44, A.3.I	Nonpayment for unsatisfactory service	7 What criteria will be used to assess unsatisfactory services? Are non-payment terms in addition to the defined liquidated damages?	<p>The State may use, but is not limited to, the following to assess unsatisfactory services: Breach Events listed on Attachment 9: Liquidated Damages; Attachment 10: TQI Checklist, Attachment 12: Meal Tray Audit Form; Attachment 13: MTMHI Food Services Complaint Form; Attachment 16: Kitchen and Storage Monitoring Form, as well as food mishandling that affects patient safety.</p> <p>Yes, non-payment terms are in addition to the defined liquidated damages.</p>
pg. 51, C.	Payment Terms	8 Please define the invoice payment terms.	<p>The contractor shall invoice the State every thirty (30) days for services provided. Once awarded the contract, the contractor will be required to register as a Supplier in the State's Edison system in order for invoices to be processed and paid via check or EFT.</p> <p>Please see <i>pro forma</i> contract Section C. for Invoice Requirements and Payment of Invoice.</p>
pg. 51, C.	Payment Terms	9 Will a tax-exempt certificate be provided to vendor upon award of contract?	Yes, a tax-exempt certificate will be provided to the Contractor awarded the Contract.
pg. 44, A.5.h	Background Checks	10 In the event a contractor is unable to complete the TBI checks, will the State complete and present candidate eligibility notice to contractor?	No, the State will not complete TBI checks and present candidate eligibility notice to the contractor. It is the responsibility of the contractor to ensure TBI fingerprint and background checks are completed and submitted to the State. (see <i>pro forma</i> contract section A.5.h.)
pg. 44, A.5.i	Drug Testing	11 Will drug testing completed pre-employment and when given reasonable suspicion acceptable to the State to meet this requirement?	No, in addition to completing pre-employment and suspicion-based drug testing, the contractor is required to conduct

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			random drug screenings on twenty percent (20%) or more staff annually. (see <i>pro forma</i> contract Section A.5.i.)
pg. 60, D.32	Insurance Requirements	12 Is the cyber policy relevant and required for this scope of work/ RFP?	Yes, the cyber policy is relevant and required for this Contract since the contractor will have access to Protected Health Information (PHI).
Pg. 49, A.9.a	State Responsibility	13 Will recipes be provided by the State in conjunction with the Master Menus?	No, the contractor is responsible for creating and maintaining standardized recipes; however, the MTMHI Dietitian Supervisor can provide technical assistance for recipe creation as needed.
pg. 49, A.9.a	State Responsibility	14 Will a menu management software to support the Master Menu program be provided by the State?	No, the State will not provide menu management software to support the Master Menu. The contractor is responsible for any software the Contractor uses to support the master menu.
pg 45, A.7.	Menu Requirements	15 Will the State accept contractor to provide a base menu that meets menu guidelines outlined in the sample Master Menu, while adhering to all other menu update processes outlined within the RFP?	Yes, the State will accept the contractor providing a base menu that meets menu guidelines outlined in the sample Master Menu, while adhering to all other menu update processes outline in the RFP. (see <i>pro forma</i> contract section A.7.b.)
	Staffing	16 Will staffing be required daily outside the kitchens typical operation hours? Vendor can deliver snacks prior to kitchen close to be utilized for night time hours.	No, staffing is not required daily outside of the kitchen's typical operation hours. However, the contractor is responsible for determining staffing that meets the needs of the dietary department and performing all services specified in the Contract. Although not required, it may be beneficial to staff outside of typical kitchen operation hours.
		17 Do you have blueprints of the cook-serve kitchen and equipment?	Please find attached, Attachment A to RFP Amendment 1, for the layout of the MTMHI cook-serve kitchen and equipment.

3. **Delete RFP Attachment 6.2. – Section A.6. in its entirety and insert the following in its place (any sentence or paragraph containing revised or new text is highlighted):**

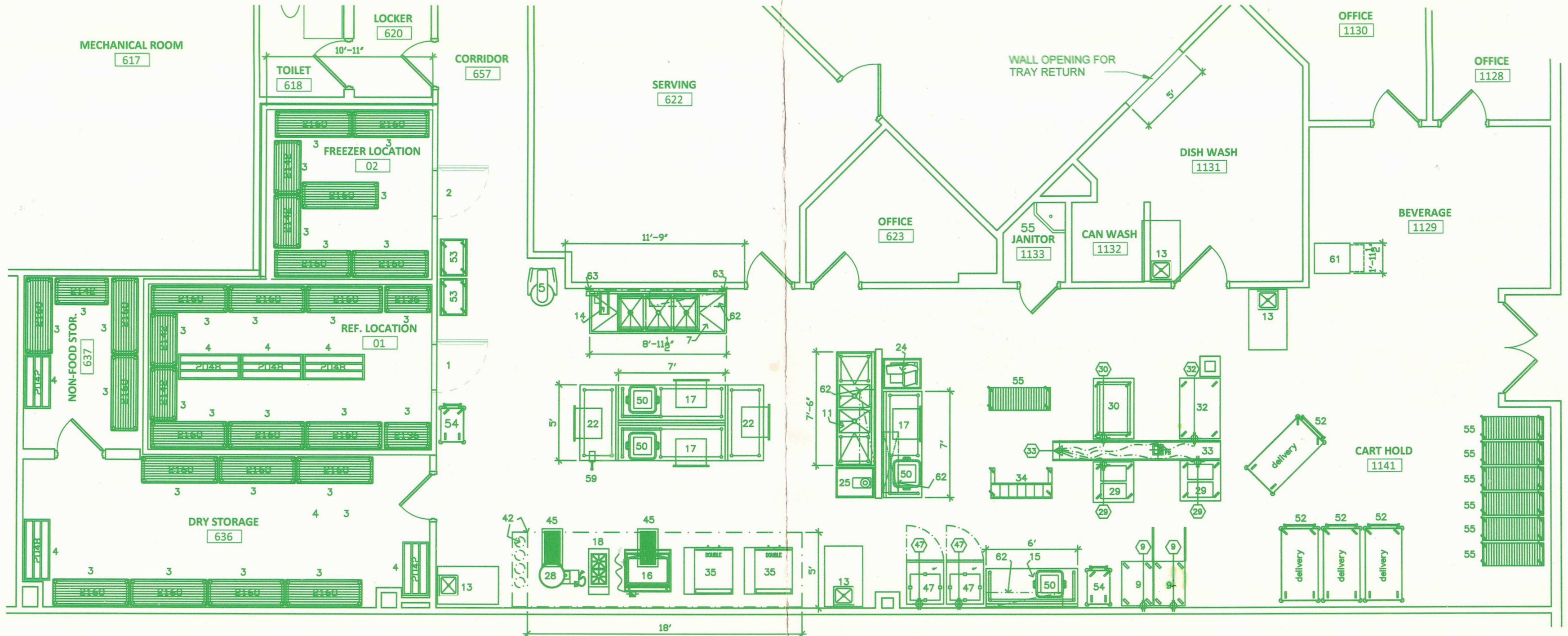
Provide two current positive credit references from vendors with which the Respondent has done business written in the form of standard business letters, signed, and dated within the past three (3) months.

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.

TN Mental Health Institute,, Kitchen

FOODSERVICE EQUIPMENT SCHEDULE:

1. EXISTING WALK-IN COOLER
2. EXISTING WALK-IN FREEZER
3. SHELVING PACKAGE
4. DUNNAGE RACKS
5. MIXER, 30 QUART, FLOOR MOUNTED
6. XXX
7. THREE (3) COMPARTMENT SINK
8. XXX
9. (2) HOT FOOD HOLDING CABINET
10. XXX
11. TWO COMPARTMENT SINKS W/ (2) DRAIN BOARDS
12. XXX
13. HAND SINKS - PROVIDE SIDE SPLASHES FOR ALL
14. HOSE REEL W/ VALVE HOUSING RECESSED IN WALL
15. WORKTABLES W/ OPEN BASE & BACKSPLASH
16. (1) 30 GALLON BRAISING PAN
17. (3) WORKTABLES W/ U-SHELF & B-SPLASH & TRASH STATION
18. RANGE, TWO BURNERS - GAS
19. XXX
20. XXX
21. XXX
22. (2) WORKTABLES W/ DRAWER & BACKSPLASH
23. XXX
24. SLICER W/ MOBILE STAND
25. FOOD PROCESSOR W/ MOBILE STAND
26. XXX
27. XXX
28. XXX
29. HOT FOOD SERVING COUNTER
30. ~~XXX~~ ~~CDID-FOOD SERVING COUNTER~~
31. XXX
32. SOLID TOP SERVING COUNTER
33. WHEEL CONVEYOR
34. STARTER STATION
35. TWO SETS OF CONVECTION OVENS, DOUBLE
36. SPARE NUMBER
37. XXX
38. XXX
39. XXX
40. XXX
41. XXX
42. XXX
43. XXX
44. XXX
45. (2) FLOOR GRATES - as required, per plan - by FSEC
46. XXX
47. (2) REFRIGERATOR, SINGLE SECTION UPRIGHT
48. XXX
49. XXX
50. TRASH CANS ON DOLLIES
51. XXX
52. DELIVERY - MOBILE FOOD CARTS, 28" x 49" capacity - 80 gator trays ea.
53. SHEET PAN RACKS, MOBILE
54. XXX
55. MOBILE GATOR TRAY STORAGE CARTS - capacity - 45 gator trays ea.
56. XXX
57. INSULATED GATOR TRAYS - NOT SHOWN ON DRAWING
58. MOP SINK - BY PLUMBING TRADES
59. MANUAL CAN OPENER - MAN. W/ CORRECTIONS SAFETY LOCK
60. XXX
61. ICE MACHINE W/ BIN
62. WALL MOUNTED SHELF
63. MISC. STAINLESS STEEL WALL PANELS, TRIM



TN Mental Health Institute Kitchen