

STATE OF SOUTH DAKOTA
OFFICE OF PROCUREMENT MANAGEMENT
523 EAST CAPITOL AVENUE
PIERRE, SOUTH DAKOTA 57501-3182

FOOD SERVICE REQUEST FOR PROPOSAL
PROPOSALS ARE DUE NO LATER THAN 5:00 PM CST ON JANUARY 30, 2024.

RFP9391

BUYER: Division of Behavioral Health

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Written Responses to Offeror Questions

#	Vendor Question	Answer
1	<p>The original YMC Services contemplated in the 2019 foodservice RFP/Contract were in another location and needs have changed affecting scope of service. We met with the contract administrators on 1/9 to discuss the new requirements which they would like to have go into effect on 1/29/24, and which affects both the current contract and the scope of service for the new contract/RFP to include:</p> <ul style="list-style-type: none"> • new blind serving port being built at YMC for service • requirement to increase speed of service to ensure proper temperatures after lengthy contraband checks occur with all plated food and foodservice equipment • request to serve each tray in the YMC facility rather than bring served trays to facility for distribution • need to include labor/paid time for offender staff to be strip-searched on way in and way out of facility (some increase in labor cost) • offender labor over-serving food causing food shortages for offenders at the end of the line (some increase in food cost due to need to provide extra servings daily) • new request for possible wristband/software so that each inmate is identified with technology for diet match, and to eliminate possibility of offender coming through the line twice causing food shortages for other offenders (possible capital request; some increase in food cost due to need to provide extra servings daily) • alternate security/background process for contractor employees entering YMC facility – employees subject to metal detectors, physical pat-down, personal vehicle searches, and employee written acknowledgement of special 	<p>Respondents to the RFP should seek to answer the requirements identified in the current request.</p>

	<p>regulations and what constitutes contraband</p> <p>How will this new requirement be addressed for the current RFP? We will need to request an amendment/change order for existing contract.</p>	
2	In reviewing the current RFP, we are being given the same audit stipulations as the 2019 RFP. Please see pages 21-22 of current RFP, section 4.10.5 Audit Requirements. Please advise how we should respond to this current RFP.	Please disregard as audit stipulations will not apply for this contract.
3	(Clause 4.2.1) Personnel Requirements/Staffing – In consideration of South Dakota’s unemployment rate of 2% (below full employment) and the lengthy background requirements, will staffing plan deviations be subject to liquidated damages if all service levels are being met by Contractor?	HSC may wave liquidated damages if all service levels are met.
4	(Clause 4.2.2) Food Service Director – In consideration of South Dakota’s unemployment rate of 2% (below full employment), will having a qualified, department-approved temporary Food Service Director be acceptable in lieu of being subject to paying liquidated damages while recruiting/background screening is in process?	HSC may wave liquidated damages if the temporary Food Service Director meets all the qualifications of a full-time Food Service Director and all service levels are met.
5	(Clause 4.2.3) Registered Dieticians (RDs) – will the charge for State-provided RDs be a pro-rated cost for shorter periods of coverage rather than the full year burdened salary?	Yes (shorter periods of coverage).
6	(Clause 4.2.6) Background investigations – there are references to both HSC and Vendor conducting background checks. Are these required to be conducted by both entities pursuant to 4.2.6? Please advise as to the costs that HSC will charge Contractor.	<p>No. One or the other will suffice. However, the Department of Corrections requires their own background check on any person coming into their facility that is not a state employee.</p> <p>The expected cost for HSC background checks is approximately \$40 per check. The DOC does not charge for a background check.</p>
7	(Clause 4.2.7) Staffing Plan – will HSC’s inability to provide requested offender labor as requested be excluded as a staffing deviation and not subject to liquidated damages charged to Contractor?	Yes.
8	(Clause 4.2.8) Use of Offender Labor – is the Contractor restriction not to increase prices based on increases to minimum wage hikes on offender wage rates based on changes within a single year contract or is it a requirement over the 5-year term? If the latter, is there a cap on future increases in light of the substantive increase in 2023 from 25 cents per hour to \$10.80 per hour or what have historic state increases been that should be projected and incorporated in our price/proposal.	Single year. Please note that in the likely event a single year contract is awarded with options to renew for four additional one-year terms, HSC plans to limit the annual meal price adjustment to the lesser of 3% or the increased cost in the labor and non-labor components to provide food service. For the labor related component (assumed to be 50%), the price increase would be based upon the wage adjustment recommended by the Governor or approved by the Legislature, whichever is less, for State employees. For the non-labor component (assumed to be 50%), the price

		increase would be adjusted by the change in the Consumer Price Index (CPI) for the Midwest Urban Food Award From Home series.
9	(Clause 4.2.8) Which work areas/how many areas specifically will require a minimum of two Contractor staff to supervisor offender labor, as this information is required to determine overall Contractor cost structure and proposal pricing structure?	A minimum of two staff are required when offenders are outside of the kitchen; e.g. delivering/retrieving food cards through the hallways. A minimum of one staff is required for each distinct area of the kitchen; e.g. bakery, food prep, supply area, etc.
10	(Clause 4.3.5) Requisition of food supplies by area – please advise as to number of residents that will be served for special food supplies in each of the following categories and scope of supplies required monthly: -one unit meal per month -one baking group per month -one special event per month -Activity Center – one large group activity per month -Life Skills Program – two groups 5 days/week each -Occupational Therapy – 5 days/week	A maximum of 40 residents per week will be served in each of the categories.
11	(Clause 4.3.18) Employee and Visitor Meals – what are the projected quantities annually for each category by?	100 total between staff and visitors, with the vast majority being for staff.
12	(Clause 4.5.6) Failure to Meet Standards – please provide a list of sanitation standards required by the contract/agency having jurisdiction, and the state rules and regulations concerning protection from fire or general safety that if not met require the Contractor to pay liquidated damages.	See the attached checklist for the Department of Health – Food Service Inspection Report. Please see the attached link for the food service inspection program overview: https://doh.sd.gov/media/lxohecm5/foodserviceinspectionprogramoverview.pdf Also see the following link of Administrative Rules for food service: https://sdlegislature.gov/Rules/Administrative/44:02:07 CMS regulations are found within the link below. Tags A-0618 thru A-0631 are the hospital regulations specific to food service: https://www.cms.gov/regulations-and-guidance/guidance/manuals/downloads/som107ap_a_hospitals.pdf

		Further CMS regulations pertaining to nursing homes are found in the link below. Tags F800 – F814 are the nursing home regulations specific to food service: https://www.cms.gov/medicare/provider-enrollment-and-certification/guidanceforlawsandregulations/downloads/appendix-pp-state-operations-manual.pdf
13	(Clause 4.6.1) Equipment and Supplies – what is the cost for state computer access billed to Contractor monthly?	\$207.75 per month for each account.
14	(Clause 4.6.1) Is ‘normal wear and tear’ an exception to repairs or replacement costs billed to Contractor based on negligence or misuse of provided equipment language proposed?	Yes, but HSC will determine what is normal wear and tear and what is negligence or misuse.
15	(Clause 4.6.2) Equipment and supplies provided by Contractor - What would monthly cost of HSC-provided vehicle be for Contractor utilization to take food to YMC?	\$.71 per mile.
16	(Clause 4.9.2) Telephone service – What is monthly cost of HSC-provided telephone service to Contractor?	\$20 per month for each outside telephone line.
17	(Clause 4.10.2) Contractor reimbursements – what is the tax rate billed on all offender labor monthly?	0%. 4.2%.
18	(Clause 4.10.2) What are the charges to Contractor for health screen testing per employee/subcontractor?	\$35 per employee
19	(Clause 4.10.6) Permits, Licenses, Bonds, and Taxes – what are the specific items and associated amounts that will be borne by Contractor annually related to each fee category so that Contractor price proposal is accurate?	The annual Department of Health license fee would be a maximum of \$275 plus a \$100 inspection fee. The state will require a bond.
20	Can vendor utilize their background checks if they meet the requirements required by the State of South Dakota at HSC? If not, what is estimated cost of a background check that vendor will need to reimburse HSC?	Yes as the question pertains to HSC. Please note the Department of Corrections requires their own background check on any person coming into their facility that is not a state employee. The Department of Corrections does not currently charge a fee for a background check.
21	Do the patients receive food on disposable serving containers, plastic silverware, etc. or is it served in a different way?	Patient meals are served on reusable plastic trays that are brought to the units on food carts. Reusable plastic glasses or plastic cups are provided for beverages. Most patients are provided disposable plastic silverware but patients in the Geriatric units use “real” silverware.
22	What is the expectations for hours of operation for the snack shop.	8:00 AM – 4:30 PM Monday through Friday, excluding holidays. 10:00 AM – 1:00 PM Saturday, Sunday and holidays.
23	What is current price per meal for employee/ visitors-Shack Shop?	\$2.95 for a “main line” meal.

24	Medical Directives: Contractor liable for any and all expenses r/t physical harm to a pt. through diet errors- how is this determined to be sole responsibility of contractor?	Through an internal critical incident review, with a root cause analysis.
25	How are catered events currently handled?	HSC contacts the food service vendor at least a week in advance with the request to cater an event. HSC provides details such as the date and time of an event, location, number of guests attending, the type of beverage or snack requested, etc.
26	Requisition of Food Supplies by Area: are these snack items and requisitions to be considered under the Snack/ Supplement individual serving pricing, as part of the per meal cost or would the state prefer these items be invoiced separately?	The State prefers these items to be invoiced separately.
27	Would there be a way to propose a vending arrangement with vending machines currently on premise?	<u>Yes</u> on the existing pop machines as they are leased from another vendor. <u>No</u> on the food vending machines owned by HSC. The existing food vending machines are past their life expectancy and replacement parts are no longer available.
28	Do the inmates receive food on disposable serving containers, plastic silverware, etc. or is it served in a different way?	Inmates currently receive their food in individual disposable "clam shell" containers. Disposable plastic silverware is provided.
29	Would we be able to serve from the jail as opposed to putting everything on trays and driving them over?	The Yankton Minimum Center is transitioning to a blind serving line on the unit. Inmates will then be served on reusable plastic trays with disposable plastic silverware.
30	Please clarify if food vendor is responsible for waste pick up and receptacles or is this coordinated with the facility/maintenance department?	The food vendor is responsible for bringing kitchen waste to an outside dumpster located near the food service area. HSC is responsible for emptying the outside dumpster.