



STATE OF TENNESSEE  
 Department of Correction

**REQUEST FOR PROPOSALS # 32901-31294**  
**AMENDMENT # 2**  
**FOR Food Services Management**

DATE: **March 7, 2016**

RFP # **32901-31294** 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	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 <b>First Group of</b> Written "Questions & Comments"		<b>March 7, 2016</b>	<b>Updated</b>
8. <b>State Responds to Second Group of</b> Written Questions and <b>Comments</b>		<b>March 14, 2016</b>	<b>Updated</b>
9. Response Deadline	2:00 p.m.	<b>March 28, 2016</b>	<b>Updated</b>
10. State Completion of Technical Response Evaluations		<b>April 21, 2016</b>	<b>Updated</b>
11. State Opening & Scoring of Cost Proposals	2:00 p.m.	<b>April 22, 2016</b>	<b>Updated</b>
12. State conducts Negotiations (Optional)		<b>April 25-28, 2016</b>	<b>Updated</b>

13. State Notice of Intent to Award Released <u>and</u> RFP Files Opened for Public Inspection	2:00 p.m.	April 29, 2016	Updated
14. End of Open File Period		May 6, 2016	Updated
15. State sends contract to Contractor for signature		May 9, 2016	Updated
16. Contractor Signature Deadline	2:00 p.m.	May 10, 2016	Updated
17. Performance Bond deadline		May 13, 2016	Updated
18. Contract Start Date		May 16, 2016	Updated

**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.

QUESTION / COMMENT	STATE RESPONSE
<p>1 For attachment 6.8 please provide detailed explanations as to what the column headers refer to as well as what the designations in each column refer to, such as:</p> <p>1. Is the number in the Salary column a bi-weekly or monthly salary?</p> <p>2. What do the letter designations in the REG_TEMP column mean?</p> <p>3. What does CD mean in the OFFICER_CD column? Also, what do the number designations indicate</p>	<p>1. The number in the salary column is a monthly salary.</p> <p>2. The letter designations in the REG_TEMP column are as follows:  A = Non-Preferred Employee  C = Preferred Service Employee  R = Executive Service Employee  X = Non-Competitive Employee</p> <p>3. In the OFFICER_CD column, CD is defined as follows:  CD = Code  1 = Regular Employee  6 = Interim Employee</p> <p>4. In the Civil Service Status, the letter designations are as follows:  Y = Preferred Service Employee  N = Not a preferred service employee  X = Non-competitive classification</p>

QUESTION / COMMENT	STATE RESPONSE
<p>(or blank space)?</p> <p>4. In the Civil Service Status confirm what the letter designations indicate.</p>	
<p>2 Please provide a Job Description for all current Food Service Positions/Job Titles in the agency.</p>	<p>Job description information may be found at the URLs below:</p> <p>Food Service Worker-  <a href="http://agency.governmentjobs.com/tennessee/default.cfm?action=viewclassspec&amp;classSpecID=101588&amp;viewOnly=yes">http://agency.governmentjobs.com/tennessee/default.cfm?action=viewclassspec&amp;classSpecID=101588&amp;viewOnly=yes</a></p> <p>Food Service Steward ASSOC*-  <a href="http://agency.governmentjobs.com/tennessee/default.cfm?action=viewclassspec&amp;classSpecID=101567&amp;viewOnly=yes">http://agency.governmentjobs.com/tennessee/default.cfm?action=viewclassspec&amp;classSpecID=101567&amp;viewOnly=yes</a></p> <p>Food Service Steward 1*-  <a href="http://agency.governmentjobs.com/tennessee/default.cfm?action=viewclassspec&amp;classSpecID=101568&amp;viewOnly=yes">http://agency.governmentjobs.com/tennessee/default.cfm?action=viewclassspec&amp;classSpecID=101568&amp;viewOnly=yes</a></p> <p>Food Service Steward 2-  <a href="http://agency.governmentjobs.com/tennessee/default.cfm?action=viewclassspec&amp;classSpecID=894927&amp;viewOnly=yes">http://agency.governmentjobs.com/tennessee/default.cfm?action=viewclassspec&amp;classSpecID=894927&amp;viewOnly=yes</a></p> <p>Food Service ASST MGR 2-  <a href="http://agency.governmentjobs.com/tennessee/default.cfm?action=viewclassspec&amp;classSpecID=101573&amp;viewOnly=yes">http://agency.governmentjobs.com/tennessee/default.cfm?action=viewclassspec&amp;classSpecID=101573&amp;viewOnly=yes</a></p> <p>Food Service MGR 2-  <a href="http://agency.governmentjobs.com/tennessee/default.cfm?action=viewclassspec&amp;classSpecID=101575&amp;viewOnly=yes">http://agency.governmentjobs.com/tennessee/default.cfm?action=viewclassspec&amp;classSpecID=101575&amp;viewOnly=yes</a></p> <p>Food Service MGR 3-  <a href="http://agency.governmentjobs.com/tennessee/default.cfm?action=viewclassspec&amp;classSpecID=101576&amp;viewOnly=yes">http://agency.governmentjobs.com/tennessee/default.cfm?action=viewclassspec&amp;classSpecID=101576&amp;viewOnly=yes</a></p>
<p>3 In regards to the RFP Schedule of Events:</p> <p>Can the vendor questions submitted be responded to as they are received and processed instead of waiting until February 24, 2016 to issue all responses at one time?</p> <p>Can the agency allow the vendors more time to process the</p>	<p>The State is responding to vendor questions in groups rather than issuing responses to all vendor questions at once. The State anticipates releasing another RFP amendment containing State responses to questions not included in this RFP amendment as well as a revision of the RFP schedule of events.</p> <p>The RFP amendment process allows for additional clarifications to State's responses in this RFP amendment if they are necessary.</p>

QUESTION / COMMENT	STATE RESPONSE
<p>agency's responses to the questions prior to submission of Proposals? (we might suggest a two week period instead of one week)</p> <p>Can the agency allow the vendors an opportunity to submit any final follow up clarifications needed based on any shortfalls in the clarity or detail of the responses provided?</p>	
<p>4 Is there a Union/CBA in place now? If so please provide a copy of the current CBA.</p>	<p>There is no union/cba in place.</p>
<p>5 We would like to request a list of the products that TRICOR provides to the facilities (to include specifications, pack sizes, prices, etc.). Also please indicate per facility what the TRICOR delivery schedules are, possibly to include copies of recent delivery invoices so we know what locations are using what specific products - and thus the average volumes of those products.</p>	<p>A response to this question would not be in keeping with the State's intent in issuing the RFP – for the vendor to propose a complete food services management solution outlining products and volumes in keeping with all applicable State and Federal guidelines and policies and ProForma Contract sections A.5 and A.6.</p> <p>Providing a response to this question is not in either the best interest of the State or an interested vendor.</p> <p>Please see the State's Response to Question 18 for facility delivery times.</p>
<p>6 Accurate Meal Count Historical Data: For all facilities we request a "snapshot" of recent <u>actual</u> meal counts at each facility broken</p>	<p>Please see data provided as RFP Attachment 6.14 Snapshot of Historical Meal Data for a recent daily snapshot of meals (unless otherwise indicated).</p>

QUESTION / COMMENT	STATE RESPONSE
<p>down by specific unit or building service areas and/or feeding locations (tray lines, trays, styrofoam trays or diets, sacks, Staff, snacks, etc.) such as Dining rooms, satellite feeding areas, medical/infirmar-y/mental health, Staff, Units, Annex, etc.</p> <p>NOTE: If actual meals served are not tracked, please provide the average populations of these specific areas that would serve to provide a total of the maximum number of meals that could be required.</p>	
<p>7 Do inmate workers in food service or any other facility jobs receive double portions or extra food incentives? If so, please detail per facility.</p>	<p>No. Inmate workers do not receive double portions or extra food incentives.</p>
<p>8 For facilities that utilize deliveries from a main kitchen to a remote location by truck, will that be handled by TN DOC Staff or the contractor staff? Will the truck be supplied by TN DOC or the contractor? Example: At MCCX there is a truck used to deliver food to the</p>	<p>State policy dictates that only State employees can operate State owned/rented/leased equipment. A contractor doing business with the State can be an authorized passenger, but cannot be the driver.</p> <p>Agency leadership has indicated that there are to be no trucks on any facility compound. Proposals must outline how the proposer would accomplish food delivery without trucks.</p> <p>Proposals must outline how the proposer would manage the delivery of food to all State facilities by two means – by State employees if available, and by Contractor staff if no State employees or State equipment are available.</p>

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<p>“O” Building – will the State continue to provide this vehicle and a State employee driver to transport foods and supplies as is currently done? If not please detail the agency’s expectation of the vendor for all facilities.</p>	
<p>9 For all facilities: please provide the number of therapeutic and religious diets being served, broken down by the numbers of each different type of diet being served.</p>	<p>The requested data is being added to the RFP as Attachment 6.15 as stated in Amendment item 12.</p>
<p>10 Regarding Reusable/Disposable service wares: We observed a significant amount of disposable cups, trays and utensils being used. Can these be changed to reusable or are there any restrictions whereby disposable is definitely required? Please identify those areas within each facility that must be served using disposables – and the specific areas and meal counts of those instances?</p>	<p>Proposals should reflect The State’s current operations concerning disposables.</p> <p>Disposable trays must be used for the Kosher diet to prevent cross-contamination, in Mental Health Services as ordered by Clinical Services, site infirmaries, for inmates under suicide watch, in some educational units, and service of contingency meals.</p> <p>The State is, however, agreeable to discussions which result in savings to the State.</p> <p>BCCX – We will use about 250 trays a day combined between the diets and the fixed postage trays. As far as inclement weather if it's bad enough that were locked down we're going to use upwards of 2700 trays for a meal When we fix the chain best bags it could average anywhere from 35 to 50 breakfast bags and lunch bags Monday Wednesdays and Fridays and then if there's a special chain it might have anywhere from 5 to 60. Being classification we could get 75 in intake a day and we never know what’s coming and what's going, so our disposable tray usage varies from day to day.</p> <p>DSNF – Approximately 150 meals served on Styrofoam trays Monday-Friday. Approximately 45 meals served on Styrofoam trays on the</p>

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	<p>weekends.</p> <p>MCCX – Infirmary 4  Kosher 14  High Security (26B):24  Finger Food 0  Intake 8  Total: 150 each day [50 each meal (add 2166 each meal for contingency)]</p> <p>MLCC – Only use disposable trays and cups on lockdown – 6 cases of trays and 3 cases of cups. Currently MLCC has 1 religious diet. MLCC feeds 175 staff. For the work crew, MLCC provides 30 sack lunches per day.</p> <p>NECX Main – Total Styrofoam 160 per day.</p> <p>NWCX – 252 served on Styrofoam trays  If we are on complete lockdown  Main compound  24 cs per day  Annex  12 cs per day  NRU  6 cs per day</p> <p>RMSI – Compound- Disposables per day  Breakfast- 150  Lunch -150  Dinner- 100  Unit 3- 130  Unit- 1-120  Total- 650</p> <p>TCA --- 1-3 disposables weekly. 3 disposable trays, 3 cups, 3 sporks.</p> <p>TCIX -- 4 trays To 4 Units 3 meals a day  5 to 10 Trays Diet to 1 pod and 2 Units 3 meals a day  8 or more depending on the Chain Bus Intake  8 to Back Desk  4 to Sally port  Estimate 64-80 trays per day depending on what is taking place at facility</p> <p>TCIX (Wayne County) – 30 to 40 trays a day depending on how many inmates are in the hold and how many staff have to be fed on post.</p>

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	<p>TPW -- Main compound Styro foam trays we serve Staff Breakfast 20 trays, lunch staff 26, dinner staff 26. Inmates Styrofoam Unit 3 b pod 26 Finger food 4 per meal. Styro ID intake lunch 25.</p> <p>Annex compound Styro Foam trays, we serve 10 per day for staff.</p> <p>WTSP – Approximately 600 meals per day (Monday – Friday) 400 meals per day (Saturday &amp; Sunday)</p>
<p>11 In regards to the dishmachines used throughout the DOC facilities: Please provide a list of all machines that are rented or leased (we observed several Autochlor but please note if there are any others) by facility and the specific locations within that facility. Are those lease payments and chemicals to be the responsibility of the vendor? If so, please provide information on costs including a copy of the lease for each type and model machine. Additionally, it is important to note if those machines are high temperature (usually have a booster heater unit) or low temperature machines (require chemical sanitizers). Also please provide a company contact name/phone/email address for each location</p>	<p>Please see RFP Amendment 2 item 10. An attachment is being added to the RFP as RFP Attachment 6.16 as referenced in Amendment item # 13, and is a listing of machines at State locations.</p> <p>Lease payments will continue to be made by the State throughout the duration of current leases. Once those leases expire, the Contractor will be expected to secure new leases and assume responsibility for all lease and chemical costs.</p>
<p>12 Warehouses – for all locations please</p>	<p>a. The hours that deliveries can be received at facility warehouses are as follows:</p>

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<p>clarify:</p> <p>a. The hours that deliveries can be received at the Warehouse</p> <p>b. If the facility requires that all deliveries go to the warehouse or if any direct deliveries can be made to the food service areas</p> <p>c. Will the agency continue to support housing of product as well as regular deliveries to the food service areas that require it?</p>	<p>BCCX – M-F 8 am – 4 pm</p> <p>DSNF -- 8:00 a.m. to 1:00 p.m.</p> <p>MCCX -- 7:30-3:00 Mon-Fri.</p> <p>MLCC -- <i>WarehousedeliveryhoursatMLCC: 7am-2:30pm Mon-Fri.</i></p> <p>NECX -- Delivery received from 7:00 am to 2:00 pm.</p> <p>NWCX -- 8:00 am -3:30 pm Monday thru Fridays, excluding holidays.</p> <p>RMSI -- M-F between the hours of 7:30 am and 2:15 pm</p> <p>TCA -- Monday -Friday, 8:00a.m. to 2:00p.m</p> <p>TCIX 8AM to 2PM - Monday - Friday</p> <p>TCIX Wayne Co. 8 am and 2:30 pm. No gate movement 11:15-12:15 due to count. No gate movement after 3:45 pm</p> <p>TPW -- 7:00 AM-2:00 PM Monday-Friday, closed on holidays</p> <p>WTSP -- 7:30am to 3:00pm, Monday –Fridays, with the exception of holidays</p> <p>b. BCCX – Bread is the only delivery the kitchen receives directly from the Vendor.</p> <p>DSNF Direct deliveries that are currently made to Food Service are Milk on Tuesday and Friday and Produce on Wednesday. The deliveries should remain the same due to limited space. DeBerry has an exemption on file.</p> <p>MCCX -- Right now fresh fruit, bread and drinks are delivered straight to the kitchen. All other deliveries go to the warehouse and that can continue.</p> <p>MLCC -- The only exception at MLCC is Produce and Bread. These two items are delivered to the Kitchen.</p> <p>NECX -- All deliveries are to go to the Warehouse</p> <p>NWCX -- Three (3) locations-- Food delivered to warehouse. Milk/juice and bread delivered to Main Compound Kitchen and Annex Kitchen..</p> <p>RMSI – RMSI requires all deliveries be made to the warehouse where it is received, inventoried and dispensed to the proper area.</p> <p>TCA – If food purchases are made by the facility, then they must be checked in thru the warehouse. If the contract</p>

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	<p>vendor makes the purchase themselves then the delivery does not go thru the warehouse. Everything has to be processed through the warehouse. Some food is delivered straight to the cafeteria, but all paperwork still has to be processed through the warehouse</p> <p>TCIX -- At TCIX everything goes through the warehouse TCIX Wayne County – All deliveries are made to the kitchen. We cannot take a delivery during lunch (12-1 pm).</p> <p>TPW -- All deliveries go to the warehouse and then delivered within TDOC Guidelines for the exception of bread, dairy, and produce are delivered directly to the kitchens</p> <p>WTSP -- All deliveries are to go to the Warehouse</p> <p>c. Vendors will have the option to store foodstuffs and meals in State warehouses and coolers as stated in ProForma Contract section A.31.a.</p>
<p>13 Will the agency consider accepting alternate proposals?</p>	<p>Please revisit RFP section 3.3.3. as restated here for convenience:</p> <p>3.3.3. A response must not propose alternative goods or services (i.e., offer services different from those requested and required by this RFP) unless expressly requested in this RFP. The State may consider a response of alternative goods or services to be non-responsive and reject it.</p>
<p>14 Will the agency consider modifying the job descriptions of the State positions to accommodate any changes in the food service operating plan as set forth by the vendor?</p>	<p>No. The State will not consider modifying the job descriptions of State food service positions.</p>
<p>15 Given the requirements set forth on pages 51-52 Section A.18: we are concerned about the potential issues that can arise from having employees of both the vendor and the State working in the same operation and yet</p>	<p>Although State employees will take direction from the Contractor concerning food service operations, and perform day-to-day food service operations under the supervision of the Contractor, State employees electing to remain with the State will report directly to a deputy warden or fiscal director and be supervised by the Fiscal Director.</p> <p>All disciplinary actions concerning State employees will come through the appointing State authority. Performance evaluations or salary increase evaluations for State employees must be performed by the facility Fiscal Director.</p> <p>Full-time state employees must be scheduled for 40 hours per week. Scheduling may be done by the Contractor.</p>

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<p>reporting to management from the vendor and the State as well. Our experience is that because the vendor will be responsible for the well being and performance of the overall operation that the vendor should be the single point of authority in the operation. Can the DOC please address this issue to avoid potential problems associated with dual leadership?</p>	<p>The Contractor may ask State employees to sign in for management purposes, but such sign-ins shall not be used for State employee timekeeping purposes.</p> <p>Such an arrangement will require constant and close communication between the Contractor and the facility Fiscal Director.</p> <p>Contract employees disciplinary actions will come through the Contractor's chain of command.</p>
<p>16 Can the agency provide details as to the current food service workers State benefits package?</p>	<p>Information concerning benefits for State employees may be found at:  <a href="http://www.tn.gov/hr/topic/benefits">http://www.tn.gov/hr/topic/benefits</a></p>
<p>17 During our tours we are seeing what we would consider to be very high levels of inventory, not including what we believe are emergency/contingency menu supplies. Could you supply an inventory list by location? Could you also define the terms "Procuring State agency and State Agency providing Standardized Menu Services at the time of</p>	<p>An inventory list is being added as RFP attachment 6.17 (Warehouse Inventory by Facility sites) as referenced in Amendment 3 item 14 listed below.</p> <p>The State would work with an awarded Contractor to reduce excess/unnecessary inventory and transition impact throughout the State.</p> <p>The State is fully cognizant that unnecessarily high inventory drives up food service costs.</p> <p>The Tennessee Department of Correction is the Procuring State Agency referenced in ProForma contract section A.56.</p> <p>TriCor is the State Agency providing Standardized Menu Services at the time of contract execution as referenced in ProForma contract section A.56.</p>

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<p>contract execution”, as noted in section A.56 on page 73.</p> <p>As a follow to (the) question above, could we expect that that the State Agencies noted in section A.56 would work with an awarded contractor to reduce excess/unneccessary inventory everywhere in the state to minimize the impact at transition? Does the agency understand that high inventory levels of products in general as well as high inventory of products that the vendor will not require on our own menu will result in additional costs being applied to our pricing model?</p>	
<p>18 Please provide a feeding schedule by location for all areas in each facility for weekdays as well as the weekends when only 2 meals are served.</p>	<p>BCCX -- We begin feeding when 6 AM count clears 11AM count clears and 4 PM count clears. On weekends when 6 AM count clears and 4 PM count clears.</p> <p>DSNF serves 3 meals per day, 7 days per week.</p> <p>MCCX – Information concerning meal times is being added to the RFP as Attachment 6.18. MCCX Meal Times as referenced in Amendment 3 item # 16 listed below.</p> <p>MLCC -- MLCC does 3 meals per day Mon.thru Friday and on the weekends Sat &amp; Sun. two meals: Breakfast &amp;</p>

QUESTION / COMMENT	STATE RESPONSE						
	<p>Dinner.</p> <p>MAIN: Breakfast 6:15 a.m. – 7:45 a.m.  Lunch: 11:30 a.m. - 12:40 p.m.  Dinner: 4:30 p.m. - 5:30 p.m.</p> <p>ANNEX: Breakfast: 6:15 a.m. – 7:45 a.m.  Lunch: 11:30 a.m. - 12:40 p.m.  Dinner: 4:30 p.m. - 5:30 p.m.</p> <p>NECX -- Monday-Friday breakfast 6:30 AM, lunch 11:30 AM,  Dinner 4:30 Saturday/Sunday 6:30 AM and 4:30 PM</p> <p>NWCX -- Breakfast 6:15 am Mon-Fri      7:00 am Sat/Sun</p> <table data-bbox="714 709 1274 821"> <tr> <td>Lunch</td> <td>11 am Mon-Fri</td> <td>N/A</td> </tr> <tr> <td>Dinner</td> <td>5:00 pm Mon-Fri</td> <td>5:00 pm Sat/Sun</td> </tr> </table> <p>Times are subject to change due to clearing of count</p> <p>RMSI</p> <p>Units 1-4</p> <p>Monday-Friday</p> <p>Breakfast 6:15 am</p> <p>Lunch 11:30 am</p> <p>Dinner 4:30 pm</p> <p>Saturday &amp; Sunday</p> <p>Breakfast 6:16 am</p> <p>Dinner 4:30 pm</p> <p>Unit 5</p> <p>Monday-Friday</p> <p>Breakfast 6:45 am</p> <p>Lunch 12:45 pm</p> <p>Dinner 5:30 pm</p> <p>Saturday &amp; Sunday</p> <p>Breakfast 6:45 am</p> <p>Dinner 5:30 pm</p>	Lunch	11 am Mon-Fri	N/A	Dinner	5:00 pm Mon-Fri	5:00 pm Sat/Sun
Lunch	11 am Mon-Fri	N/A					
Dinner	5:00 pm Mon-Fri	5:00 pm Sat/Sun					

QUESTION / COMMENT	STATE RESPONSE
	<p>Unit 6</p> <p>Monday Thru Friday</p> <p>Breakfast 7:15 am</p> <p>Lunch 12:15 pm</p> <p>Dinner 5 pm</p> <p>TCA</p> <p>Monday – Thursday</p> <p>Breakfast- 6-6:30 Basic Correctional Officer Training BCOT</p> <p>6:30-7:30 rest of the students</p> <p>Lunch- 10:30-11:00 BCOT</p> <p>11:00-1:00 Staff and rest of the students</p> <p>Supper-4:00-4:30 BCOT</p> <p>4:30-6:00 rest of the students</p> <p>Friday</p> <p>Breakfast 6:30-7:30 am</p> <p>Lunch 10:30-11:45 am</p> <p>Sunday- sack meal 5:00-6:00 pm</p> <p>TCIX – Inmate:</p> <p>M-F</p> <p>Breakfast 6-8 am</p> <p>Lunch = School 10:30-11 am</p> <p>Dinner = 5-7 pm</p> <p>Saturday-Sunday</p> <p>Breakfast 6-8 am</p> <p>Dinner 6-7 pm</p> <p>Staff Lunch 10:30 am-12:30 pm</p> <p>Dinner 3-5 pm</p> <p>11pm – 1 am 3<sup>rd</sup> shift feeding</p> <p>Brunch Sat and Sun 8:30-9:30</p> <p>TCIX Wayne County -- Breakfast: Monday through Friday 6:00 AM--7:00AM /Saturday and Sunday 6:30 AM--7:30AM</p>

QUESTION / COMMENT	STATE RESPONSE
	<p>Lunch Monday through Friday 12:00-1:00 PM</p> <p>Saturday and Sunday no lunch for general population/there are approximately 140 sack lunches for the Boot Camp Program inmates and modified diet. 12:00-12:15 PM</p> <p>Supper Monday through Friday 4:30 PM--5:30 PM Saturday and Sunday 4:30--5:30PM</p> <p>The serving times are the same for both kitchens at TCIX Wayne County.</p> <p>TPW -- Monday-Sunday Breakfast 6:15 AM-7:00 AM, Lunch Monday-Friday 11:30 AM- 12:30 PM, 12:30 PM Weekend no Lunch, Dinner 4:30 PM-5:30 PM</p> <p>WTSP -- Monday- Friday, 3 meals are served following count at 6 am, 12pm &amp; 4pm, Saturday- Sunday, 2 meals are served after count at 6 am and 4pm</p>
<p>19 If there are vacancies in the Food Service or a shift is vacant for a day due to employee absence does the facility security staff fill in or “cover” for that shift?</p>	<p>No. Facility security staff will not 'fill in' in the event of food service vacancies. The Contractor is responsible for providing adequate staff to run the food service operation or risk being assessed Liquidated Damages.</p>
<p>20 For each facility please verify the status of the food service offices being equipped with existing phone and internet lines. Are these facility network or separate outside</p>	<p>Currently, all offices are equipped with existing phone and internet lines.</p> <p>The current phones are on the State system (not direct outside lines).</p> <p>Vendors have been allowed to use existing state computers under certain conditions: (1) if the vendor's remote application is a web based application so the vendor's employee accesses an Internet web page to log into the vendor's application. This means that there is no client software on the state computer, other than possibly an active x control. Or, (2) the vendor's</p>

QUESTION / COMMENT	STATE RESPONSE
<p>lines? Will the vendor be required to pay for any access or use of the facility networks? Please note the local phone and internet providers per facility, especially if the vendor will be required to provide their own outside lines.</p>	<p>employee accesses the vendor's system by logging into a VPN client on the state's computer.</p> <p>If a vendor were to use the state computers and an additional computer were required, there is the cost of the computer (approximately \$800), and the network fee which TDOC pays to the state agency which controls the network (approximately \$100/month).</p> <p>The State's vendor for network circuits is AT&amp;T. The two prison sites where local phone companies are also involved are BCCX and MCCX. The local phone companies in these counties are Bledsoe County Phone Company, and Highland Phone Company.</p> <p>From an operational/security standpoint, it is preferable for the vendor to use the State's computers and phones, if an arrangement can be reached. If the vendor were to have an outside phone installed, that phone would not have the security restrictions which the State places on phones behind the fence such as requiring a PIN to call outside the compound. Additionally, a vendor installed outside phone would not be able to directly call all of the phones at the prison, such as the living units. Similarly if a vendor establishes their own network circuit, the State has no control or monitoring of the use of the computer.</p>
<p>21 Do all inmates and staff have a bar code or magnetic strip on their ID Cards for purposes of counting meals with an electronic meal count system?</p>	<p>No. Inmates and staff have neither a bar code or magnetic strip on ID cards for the purpose of counting meals with an electronic count system.</p>
<p>22 Our time clock system uses facial recognition of employees. Will an affixed time clock containing a camera be allowed into the facilities in a secured location?</p>	<p>No. An affixed time clock containing a camera will be permitted <u>outside</u> the facility secure perimeter at checkpoint.</p>
<p>23 Staffing: For all Facilities please provide: a. The daily</p>	<p>The requested data is being added to the RFP as Attachments 6.19a and 6.19b. as referenced in Amendment 3 item #17 as listed below.</p>

QUESTION / COMMENT	STATE RESPONSE
<p>opening and closing times of each of the kitchens</p> <p>b. The current State Food Service staff work schedules**</p> <p>c. The current inmate worker schedules**</p> <p>**This applies to each specific feeding area where any State Staff or inmate workers are utilized. Please note if any regular security staff are utilized in the feeding or distribution of meals as well.</p>	
<p>24 Will/Can the TN DOC provide additional inmate labor to the vendor in order to facilitate increased preparation and production of menu items on location?</p>	<p>TDOC will provide as many available inmates for inmate food service positions as have been properly trained, have been assigned by TDOC, and have received the appropriate medical clearance.</p>
<p>25 Please provide copies of current Menus – Regular, therapeutic diets, religious diets, snacks, sack lunches, and any other meals applicable to the current operation.</p>	<p>The requested information is being added to the RFP as RFP Attachments 6.20a, 6.20b, 6.20c and 6.20d to this RFP for documents titled RFP Attachment 6.20.a.Deberry Special Needs Facility (DSPND), RFP Attachment 6.20b.Food Allergy Diet chart, RFP Attachment 6.20c.Men Women SM and RFP Attachment 6.20d.TCAMaster,Winter2015-2016. These additions are referenced in Amendment item #18.</p>

**3. Delete RFP section 1.1 in its entirety and insert the following in its place (any sentence or paragraph containing revised or new text is highlighted):**

**1. Statement of Procurement Purpose**

The State operates seven all-male and two all-female facilities and the Tennessee Correction Academy. One facility houses both male and female inmates in separate complexes. All but one of these 10 facilities has full kitchen facilities. These facilities are located in urban and rural

settings spread across Tennessee. Facility locations and demographic information are included as RFP Attachment 6.7. **NECX and TCIX, two male facilities, have two sites each, several miles apart. NWCX and WTSP have three kitchen sites each.**

The total inmate capacity for these facilities is approximately 15,700. The State also offers meals to staff at the facilities. Over 4,000 staff are eligible for one meal a day.

From July 2014 – June 2015, the State prepared more than 15 million meals for its inmates and staff.

The Tennessee Correction Academy, located in Tullahoma, is the State's primary training and staff development center for the State and a specialty training site for selected law enforcement and emergency management type agencies. Training is also provided to the State's Community Supervision staff (who supervise probationers and parolees) and for staff from the Department of Children's Services and Juvenile Justice entities. Over 6,000 people attend one of the Academy's numerous pre-service, in-service or specialized training schools or certification programs each year. The Academy serves three meals Monday-Thursday, breakfast and lunch on Friday, and a sack meal on Sunday evenings. In 1993, TCA became the second correctional training academy in the nation to be fully accredited by the American Correctional Association.

Nine of the ten State facilities serve three meals a day on weekdays and two meals a day on weekends. The site with no kitchen facilities uses cold plate re-thermalization and serves three meals every day. Meals are brought in from another facility in the Metro Nashville area, re-heated, and served.

The meals served in institutions must meet State and federal nutritional guidelines and meet the dietary needs of its inmate population. These needs include special therapeutic and religious (Muslim, Jewish and other) populations. Therapeutic meals include but are not limited to those required by inmates at a medical facility and facility infirmaries. Sack lunches are provided to inmates who are part of work crews that work outside of the facility, are in transit to other facilities, or are going to court.

The State houses inmates of all security levels and serves meals to them in several locations, i.e. central dining rooms, individual cells and units, and remote units outside of the main facility.

Nine of the ten facilities have full kitchen facilities, including coolers and freezers. These kitchens may not be necessarily complete for use as free standing institutional kitchens. Some equipment has not been necessary under the current operation and may have been repurposed elsewhere. It would be acceptable to the State if food were prepared at a nearby facility, transported to the facility where meals are delivered to inmates, and reheated upon arrival if necessary.

Likewise, nine of the ten facilities have full kitchen facilities, including coolers and freezers and a limited amount of dry goods storage space. There are also satellite kitchens and other unique food service set-ups. Likewise, all ten of the facilities have warehouse space outside of the main secure perimeter. These warehouse facilities vary in size, and also have freezers, coolers and dry goods shelving space. The State uses inmate labor extensively in its warehouses, kitchen, and other food service facilities. Included as RFP Attachment 6.8 are figures on numbers of staff food service workers by site and Attachment 6.9 Cook Chill employees.

The State is transitioning to a LEAN/quality environment.

The State is also committed to minimizing waste while providing an adequate food supply to meet peak demands and emergency situations when the standard diets cannot be prepared.

Each component of the State's correctional system has been re-accredited by the American Correctional Association (ACA) in a three-year cycle. ACA Accreditation standards and information will be made available upon written request to the RFP Coordinator listed in Section 1.4.2.1.

South Central Correctional Facility is managed by Corrections Corporation of America. Trousdale County, which is anticipated to begin receiving inmates in early 2016, will also be managed by Corrections Corporation of America. Hardeman County Correctional Facility and Whiteville Correctional Facility are owned by Hardeman County government and are leased by the State. These four facilities are not included in the scope of services of this RFP.

The State also houses inmates in Tennessee county jails. Food services for inmates housed in Tennessee county jails are also excluded from the scope of services of this RFP.

If the State determines it in the best interest of the State, after award and execution of a contract, the State may execute an amendment to add other State agencies to the contract resulting from this RFP.

If the State determines it is in its best interest to change the mission or offender population in any of its facilities throughout the contract term, the Contractor will be expected to work with the State in adjusting services including but not limited to diets, menus and staffing patterns. The State makes no guarantees of a minimum inmate population at any State facility.

5. Delete RFP section 3.2.2.1. in its entirety and replace with the following:

3.2.2.1. One (1) original Technical Response paper document labeled:

**“RFP # 32901-31294 TECHNICAL RESPONSE ORIGINAL”**

and **fifteen (15) digital copies** of the Technical Response each in the form of one (1) digital document in “PDF” format properly recorded on its own otherwise blank, standard CD-R recordable disc or USB flash drive labeled:

**“RFP # 32901-31294 TECHNICAL RESPONSE COPY”**

The digital copies should not include copies of sealed customer references, however any other discrepancy between the paper Technical Response document and any digital copies may result in the State rejecting the proposal as non-responsive.

6. Delete RFP Attachment 6.2 Section C.4 in its entirety and replace with the following:

Provide a heart-healthy general population menu for a 28-day cycle, 3 meals per day Monday-Friday, 2 meals each Saturday and Sunday. The Standardized heart-healthy Menu shall contain entrees of no less than 75 percent chicken, turkey, or beef, and no more than 25 % texturized vegetable protein. All diets included in the Standardized Menu Program must meet the RDA requirements for sodium, cholesterol, fiber, calcium, iron, Vitamins A,C and D, protein, carbohydrates, saturated and total fats **and must be in accordance with the American Dietetic Association's Nutrition Care Manual**. No pork or pork products can be included in the menu. RDA and Dietary Reference Intake (DRI) tables may be found at: <http://iom.nationalacademies.org/activities/nutrition/summarydri/dri-tables.aspx>

Information on the American Dietetic Association's Nutrition Care Manual can be found at <http://www.diet.com/> (ProForma Contract section A.5.c.4.)

**7. Delete ProForma Contract Section A.5.b in its entirety and replace with the following:**

A.5.b. Menus must meet or exceed minimum Recommended Daily Allowance or Dietary Reference Intakes (RDA or DRI) as published by the Institute of Medicine of the National Academies and found at:

<http://iom.nationalacademies.org/activities/nutrition/summarydri/dri-tables.aspx>)

and comply with the American Dietetic Association's Nutrition Care Manual. Information on the American Dietetic Association's Nutrition Care Manual can be found at <http://www.diet.com/>

Menus must meet said requirements for the following:

- Sodium
- Cholesterol
- Fiber
- Calcium
- Iron
- Vitamins A, C, D
- Protein
- Carbohydrates
- Total fat
- saturated fat

**8. Delete ProForma Contract Section A.18D. in its entirety and replace it with the following:**

**A.18.D. EMPLOYEE TRANSITION PROCESS:**

1. There are currently State employees working in food service positions, and whose positions appear in **RFP ATTACHMENTS 6 and 7**. The positions highlighted in yellow are State positions that the Contractor will have to make offers of employment as an **employee of the Contractor**. Said offer shall be at least 120% of employees' current base salary. Benefits will be the contractor's standard package. For a period of 120 days, these employees may only be terminated for cause.
2. State employees with a full sixty months or more of service credit as of the end of the contractor transition period, will have the option for employment with either the State at their current salary or with the Contractor at 120 percent of their current salary.
3. State employees with fewer than sixty months service credit will **not** have the option of remaining with the State. The positions offered by the Contractor must be at 120 percent of the employee's current salary. Upon acceptance of the Contractor's offer, said employees must be retained by the Contractor for a period of 120 days unless terminated for cause.
4. The effect on the maximum liability is outlined in section C.3.c. State staff may choose to remain as employees of the STATE or transfer to another State position.
5. Those employees who remain with the STATE will continue to provide food services within the scope of services delineated in the contract. State employees who elect to stay with the State may report to the facility **Fiscal Director** and/or to a **State** Contract Monitor (Section A.53). The determination of who the remaining State employees report to will be made by the State.

6. Upon award of the Contract, all vacant State food service positions will be designated contract positions. Any State position that is vacated for any reason will be designated as a contract position immediately.

**9. Add the following as RFP ProForma Contract section A.34.c and renumber any subsequent sections as necessary:**

A.34.c. 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.

**10. Delete RFP ProForma Contract Section A.46.d. and replace with the following:**

A.46.d. The State will continue to pay lease costs for any kitchen equipment leased by the State prior to the commencement of this contract until the end of the current lease. Once the current lease expires, lease costs will become the responsibility of the Contractor.

**11. Add the following as RFP ProForma Contract Section A.46.e.:**

A.46.e. If during the term of this contract the Contractor provides equipment at any State facility for food preparation, the equipment becomes the property of the State at the termination of the contract.

**12. Add the document referenced in State's Response to Question 6 concerning the snapshot of historical meal counts as RFP Attachment 6.14.**

**13. Add the document referenced in State's Response to Question 9 concerning religious and therapeutic diets as RFP Attachment 6.15.**

**14. Add the document referenced in State's Response to Question 11 concerning leased dishwashing equipment at State facilities as RFP Attachment 6.16.**

**15. Add the document referenced in State's Response to Question 17 concerning warehouse and kitchen inventory as RFP Attachment 6.17.**

**16. Add the document referenced in State's Response to Question 18 concerning meal times at MCCX as RFP Attachment 6.18.**

**17. Add the documents referenced in State's Response to Question 23 concerning kitchen opening and closing times as RFP Attachment 6.19a and 6.19b.**

**18. Add the documents referenced in State's Response to Question 25 concerning menus at DSNF as RFP Attachment 6.20a; Food Allergy Diet chart as RFP Attachment 6.20b; Men and Women SM as RFP Attachment 6.20c; and TCA Master, Winter 2015-2016 as RFP Attachment 6.20d.**

**19 . 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.