

**RFP# SMHTF 2019-002FS - ADDENDUM #0001**

**REQUEST FOR PROPOSAL**

**November 19, 2018**

**State of Florida**

**Department of Children and Families**

**Provision of Food Services for State Mental Health Treatment Facilities**

FAILURE TO FILE A PROTEST WITHIN THE TIME PRESCRIBED IN SECTION 120.57(3), FLORIDA STATUTES, OR FAILURE TO POST THE BOND OR OTHER SECURITY REQUIRED BY LAW WITHIN THE TIME ALLOWED FOR FILING A BOND SHALL CONSTITUTE A WAIVER OF PROCEEDINGS UNDER CHAPTER 120, FLORIDA STATUTES.

For revisions, underline represents additions and strikethrough represents deletions. In the event of a conflict between the previously released information and the information contained herein, the information herein shall control. The information included in this addendum is now made part of this solicitation.

Request for Proposal **RFP# SMHTF 2019-002FS - Provision of Food Services for State Mental Health Treatment Facilities** is hereby revised as follows:

- 1. Pages 9, Section 2.9.3 Changes to Proposals after Submission Prohibited, first sentence, is revised to read:**

Once the proposal opening deadline has passed, no changes, modifications, or additions to the proposal submitted will be accepted by or be binding upon the Department ~~until the Department initiates negotiations or requests supplemental proposals.~~

- 2. Page 10, Section 2.11.2 Right to Inspect, investigate, and Rely on Information, is revised to read:**

~~In ranking proposals for negotiation and in making a final selection, the~~ The Department reserves the right to inspect a vendor's facilities and operations, to investigate any vendor representations and to rely on information about a vendor in the Department's records or known to its personnel.

**3. Page 10, Section 2.11.5 Reserved Rights After Notice of Award:**

The Department reserves the right, after posting notice thereof, to withdraw or amend its Notice of Award and reopen discussions with any vendor at any time prior to execution of a contract.

**4. Page 21, Section 5.4.4 Reserved Rights After Notice of Intent to Award, is revised to read:**

The Department reserves the right:

- ~~• To schedule additional negotiation sessions with Vendor(s) identified in the Notice of Intent to Award in order to establish final terms and conditions for contracts with the Vendor(s).~~
- To post a notice of withdrawal or amendment of its Notice of Intent to Award and reopen negotiations with any Vendor at any time prior to execution of the contract.
- To post a notice of withdrawal of award in the event that the selected Vendor fails to execute the contract or defaults in performance. In such event, the Department reserves the right to re-procure services in accordance with Rule 60A-1.006(3) F.A.C.

**5. Page 25, Appendix III, “f. Certification Regarding Subcontractors and Other Providers,” the immediately following text is revised to read:**

By checking the “True” box in the Master Certification and signing the same, I hereby certify the Vendor’s Agreement to the following: 1) ~~during the negotiation phase~~ the Department may request, and any vendor submitting a proposal to this RFP may propose, that such vendor use any of the subcontractors or Providers used or identified by any other vendor submitting a proposal to this RFP; and 2) that the vendor waives any contract provision to the contrary.

**6. Section 3.3; Appendix XI, Exhibit F Minimum Financial Specifications**

The selected vendor shall be compensated in the manner set forth in **APPENDIX XI – the Department’s STANDARD CONTRACT PART 2 EXHIBIT F** in accordance with all terms therein.

**7. Page 11, Section 3.4 Vendor Registration in MyFloridaMarketPlace, first sentence, is revised to read:**

In order to be paid each vendor doing business with the state must register in the MyFloridaMarketPlace system and pay the required transaction fees, unless exempted under Rule 60A-1.0311030(3), F.A.C.

**8. Page 13, Section 4.2.1.E. is revised to read:**

Name of director ~~program coordinator~~ (if known).

**Page 25, Appendix III, “b. Certification of Representations Per Section 9 of Form PUR 1001” is revised to read:**

By checking the “True” box in the Master Certification and signing the same, I hereby certify understanding, acknowledgement, and representation, of all matters set forth in Section 9 of PUR 1001, only limited in the manner provided in that same section.

**9. Page 15, Title for Section 4.2.7 Tab: 6 Core Team Qualifications (Limited to 2 Pages.) is revised to read:**

**Section 4.2.7 Tab: 6 Core Team Qualifications (Limited to 2 Pages. Resumes of key leadership personnel are not included in the 2-page limit.**

**10. Page 16, Section 4.3.3 TAB 2: BUDGET is revised to read:**

This shall include line item budget(s) (as detailed in the “Project Budget Summary and Detail Instructions” and the “Project Budget Summary”). These documents can be found in APPENDIX VII and APPENDIX VIII. These budgets show total costs to be paid by the Department for the entire proposed contract period and renewal years with specific breakouts by contract year (July – June) within the entire proposed contract period, as well as the allowable renewal period. Any missing year budgets, for the initial term, will be assumed to be a duplicate of the earliest year of the initial term budget submitted. In contrast, the budgets for all five renewal years must be submitted, or, though the proposal will not be rendered non-responsive, any resulting contract will not be eligible for renewal. The sum of the renewal years’ budgets may not exceed the sum of the initial years’ budgets by more than 10%. ~~The budget totals should be based on available funding projections, if any, and if different, the vendor should explain the differences.~~

11. Appendix IX – Proposed Cost Allocation Plan, Page 1 of 1, is hereby deleted.

13. Appendix XI, Standard Contract 2018, Exhibit A – Special Provisions, Page 18, after the phrase “as provided herein:” is revised to insert “N/A” signifying not applicable, at the end of each line, as follows (please note the other underlining in this part is from the original text and does not indicate revision):

A-1. ENGAGEMENT, TERM AND CONTRACT DOCUMENT - N/A

A-2. STATEMENT OF WORK - N/A

A-3. PAYMENT, INVOICE AND RELATED TERMS - N/A

A-4. GENERAL TERMS AND CONDITIONS GOVERNING PERFORMANCE - N/A

A-5. RECORDS, AUDITS AND DATA SECURITY - N/A

A-6. PENALTIES, TERMINATION AND DISPUTE RESOLUTION - N/A

A-7. OTHER TERMS - N/A

A-8. FEDERAL FUNDS APPLICABILITY - N/A

A-9. CLIENT SERVICES APPLICABILITY - N/A

14. Appendix XI, Standard Contract 2018, Exhibit D – Deliverables, Pages 26 and 27, D-1., Deliverables Table is revised to add the following:

**(Updates Exhibit D – Deliverables to include staff satisfaction surveys.)**

The staff survey tool will be developed in cooperation with the selected provider.

<b>DELIVERABLES</b>				
<b>#</b>	<b>Title</b>	<b>Due Date</b>	<b># Copies</b>	<b>Contents</b>
1.	Provision of all resident meals, daily snacks, special unit snacks and supplements to approximately 1870 residents, 365 days a year.	Submit one copy of Exhibit D1 to the contract manager by the 15 <sup>th</sup> calendar day of each month	One Electronic copy to the Hospital contract manager	Monthly submittal of report documenting the, daily census, the number of resident meals served, resident snacks served, special function snacks served and special event snacks served. See Exhibit D1.
2.	Provision of staff breakfast and lunch meals Monday through Friday to approximately 450 staff members at the three facility cafeterias.	Submit one copy of Exhibit D1 to the contract manager by the 15 <sup>th</sup> calendar day of each month	One Electronic copy to the Hospital contract manager	Monthly submittal of report documenting the number of staff meals served in facility cafeterias. See Exhibit D1.
3.	Provision of nutritional assessments, and dietician consultations to approximately 1870 residents.	Submit one copy of Exhibit D2 to the contract manager by the 15 <sup>th</sup> calendar day of each month	One Electronic copy to the Hospital contract manager	Monthly submittal of report documenting the dietician services to include the number of admission assessments, other assessments, resident progress notes, resident consults/counseling. See Exhibit D2
4.	High degree of resident satisfaction with the meals served	Submit one copy of Exhibit D3 to the contract manager by the 15 <sup>th</sup> calendar day of each month	One Electronic copy to the Hospital contract manager	Monthly submittal of resident satisfaction survey results for each facility demonstrating a 93% satisfaction level or higher. See Exhibit D3.
5.	High degree of staff satisfaction with the meals served	Submit one copy of Staff Survey to the contract manager by the 15 <sup>th</sup> calendar day of each month	One Electronic copy to Hospital contract manager	Monthly submittal of staff satisfaction survey results demonstrating a 93% satisfaction level or higher.
6.	Provision of sufficient Staffing and compliance with Vacancy limits,	Submit one copy of Exhibit D4 to the contract manager by the 15 <sup>th</sup> calendar day of each month	One Electronic copy to the Hospital contract manager	Monthly submittal of staffing vacancy report detailing all vacancies and the number of vacancies over the allowable 30-day threshold. See Exhibit D4
7.	Timely Delivery of meals to residents	Submit one copy of Exhibit D5 to the contract manager	One Electronic copy to the Hospital contract manager	Monthly submittal of meal delivery time results for each facility demonstrating a 99% level or higher. See Exhibit D5.

		by the 15 <sup>th</sup> calendar day of each month		Monthly Submittal of replacement meal delivery time log documenting an average delivery time of 30 minutes or less. See Exhibit D5.1
8.	Provision of the correct resident diet ordered meals served at the correct temperature.	Submit one copy of Exhibit D6 to the contract manager by the 15 <sup>th</sup> calendar day of each month	One Electronic copy to the Hospital contract manager	Monthly Submittal of report documenting meals served as ordered and at the correct meal temperature 99% of time. See Exhibit D6  Quarterly submittal meal cycle rotations. See Exhibit D6.1
9.	Demonstrate compliance with safety, accrediting standards and regulatory requirements.	Submit one copy of Exhibit D7 to the contract manager by the 15 <sup>th</sup> calendar day of each month	One Electronic copy to the Hospital contract manager  One Electronic copy to the Hospital contract manager	Monthly submittal of all reports demonstrating 100% compliance with external inspections/surveys/ and corrective action plans received during the month from, Hospital Environmental Specialist, Department of Health, Agency for Health Care Administration, etc.), CARF and or Joint Commission, fire marshal and other entities. See Exhibit D7
10.	Provision of required food service and Hospital training to all food services staff.	Submit one copy of Exhibit D8 to the contract manager by the 15 <sup>th</sup> calendar day of each month	One Electronic copy to the Hospital contract manager	Monthly submittal of report documenting with sign in sheets the Hospital Required Training and Monthly Provider Food Service Training. See Exhibit D8
11.	Participation of Food Service in Hospital Committees	Submit one copy of Exhibit D9 to the contract manager by the 15 <sup>th</sup> calendar day of each month	One Electronic copy to the Hospital contract manager	Monthly submittal of documentation of participation in Hospital's Safety Committee, infection control committee, and resident government. See Exhibit D9
12.	Provision of an Annual Report summarizing the services provided, the status on management goals, special achievements and plans for the next contract year.	Submit one copy of Exhibit D10 to the contract manager by the 30 <sup>th</sup> calendar day of the Contract year end	One Electronic copy to the Hospital contract manager	Receipt of Annual report of services no later than 90 days after the end of the contract year. See Exhibit D10

**EXHIBIT D – DELIVERABLES**

D-1.