



*Delaware Health
And Social Services*

DIVISION OF MANAGEMENT SERVICES

PROCUREMENT

DATE: February 4, 2014

HSS-14-004
Dietary Program Services
FOR
DIVISION SUBSTANCE ABUSE AND MENTAL HEALTH

Date Due: March 4, 2014
11:00AM

ADDENDUM # 2

Please Note:

THE ATTACHED SHEETS HEREBY BECOME A PART OF
THE ABOVE MENTIONED BID. Pre Bid Questions & Answers.

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STATE OF DELAWARE

HSS-14-004
DIETARY PROGRAM SERVICES
PRE-BID MEETING QUESTIONS & ANSWERS

1. Are there any requirements to provide meals for staff and employees

Staff meals are only provided for a small number of on-call Psychiatric Residents.

2. Who is current incumbent?

The current contractor is The Wood Company.

3. You said the census for the two sites on campus totaled 120. What is the current census for the off-site Terry Center?

The DPC census is capped at 122, the current census for the Terry Center for this week is 34.

4. What is the date to walk-through the kitchen and serving areas?

The walk through is scheduled for 10:00 a.m. Tuesday, February 11, 2014

5. Are any of the dietary employees in a union? If so, which union?

Yes, they are members of AFSCME Local 640.

6. Who owns the vehicles required for food deliveries to satellite sites?

The vehicles are owned by Delaware Psychiatric Center (DPC).

7. Does Dietary provide personnel that serve the food at satellite sites?

The food service staff are employees of DPC. However, during periods of staff shortages the contractor is expected to provide all services required including serving food at satellite sites.

8. Will you provide current staffing schedules?

The parameters for the staffing schedules are outlined in the RFP, Section VII Technical Proposal Requirements, Subsection G Proposed Methodology and Work Plan, Paragraph B

Provide to Hospital Administrator a sample one month schedule of coverage for DPC staff and contractor staff to manage the daily operations of a two shift, seven day a week 4:30 a.m. to 8 p.m. dietary department.

It is the responsibility of the applicant to provide a schedule that meets these requirements.

9. Will you provide a list of snacks currently provided for residents in AM, PM and evening?

The list of snacks can be provided to the successful applicant.

10. Can you explain the State's Procurement Process regarding daily/weekly food and supplies ordering? Does Dietary place orders directly with suppliers?

Yes Dietary currently places orders directly with vendors for food on a weekly basis. The successful applicant will be trained on the food ordering process.

11. Describe how "Performance Based Payments" will be administered.

Performance based targets will be negotiated with the successful applicant.

12. Describe the State's "Monitoring/Evaluation" process. (What, Frequency, Formats)

The contractor is responsible for providing service reports indicating the number of meals and snacks provided to clients per facility. In addition, a review of the costs associated with providing services will be conducted monthly, e.g., the expenses relative to all supplier purchases.

13. What are the "Agencies or School Districts" that will authorize payment of contractor invoices?

The Division of Substance Abuse & Mental Health will authorize payment of contractor invoices

14. What flexibility will the contractor have in changing staff work assignments/patterns and Dietary Department hours of operation?

The contractor is responsible for managing the daily operations of the Dietary Department and thus has flexibility to manage staff schedules with assistance from staff supervisors. The hours of operation are determined by client needs and these hours and are subject to change to meet those needs.

15. Is it the intention of DHSS to solicit a separate business proposal for the following:

1 Hardware, 2) Software and 3) Technical Staffing; resulting in 3 stand-alone business proposals?

A line item operating budget outlining the cost associated with the required services must be submitted with a detailed budget narrative. The budget narrative is not to include cost borne by DSAMH/DPC (food vehicles, facility, utilities & state employees)