



**Department of
Social Services**

Human Resources
Administration

Department of
Homeless Services

Office of Contracts

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Commissioner

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150 Greenwich Street
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January 25, 2019

**RE: Addendum #2 to the
Department of Homeless Services
Meal Program Request for
Proposals
EPIN: 07117P0003**

Dear Prospective Proposer:

The Department of Social Services and The Department of Homeless Services (“DSS/DHS”) appreciates your interest in the Request for Proposals (RFP) for The Department of Homeless Services Meal Program, issued on December 27, 2018.

Please find attached Addendum #2 for the above referenced RFP. Addendum #2 contains:

- **Revisions to the RFP:** Attached to this Addendum as Attachment A are revisions to the Department of Homeless Services Meal Program Request for Proposals (RFP). All new language is **bolded and underlined. Language that is crossed out is being deleted from the RFP.**
- **Estimated Volume of Meals per Site:** Attached to this Addendum as Attachment B is Attachment BB, Estimated Volume of Meals per Site, to the RFP.
- **Revised Attachment O:** Attached to this Addendum as Attachment C is a revised Attachment O, DHS Nutrient Specifications, to the RFP.
- **Questions and Answers:** Attached to this Addendum as Attachment D are the answers to questions submitted prior, during and subsequent to the Pre-Proposal Conference held on January 9, 2019. **No further questions regarding this RFP will be accepted.**
- **Sign-in sheets from Pre-Proposal Conference attendees:** Attached to this Addendum as Attachment E are the sign-in sheets from the Pre-Proposal Conference held on January 9, 2019.

Please acknowledge your receipt of Addendum #2 by listing it on the Acknowledgement of Addenda (Attachment C of the RFP package) and include it in your proposal submission.

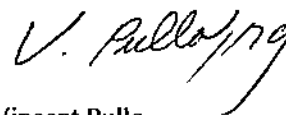
The deadline for submission of proposals has been extended to February 8, 2019.

Proposers are reminded that they must hand deliver their proposals by **February 8, 2019 at 2:00 PM to:**

NYC Department of Social Services
Office of Contracts – Attention RFP Unit
150 Greenwich Street (4 World Trade Center), 37th floor – BID Window
New York, NY 10007

Please note when bringing your proposal package to the building for submission, the package must be screened through the messenger portal in the lobby. Please allow additional time for the screening process.

Sincerely,

A handwritten signature in black ink, appearing to read "V. Pullo", with a stylized flourish at the end.

Vincent Pullo

Attachment A

Revisions to the Department of Homeless Services Meal Program RFP EPIN: 07117P0003

Please be advised that the subject Request for Proposals is described below. All new language **is bolded and underlined**. Language that is crossed out is being deleted from the Request for Proposals.

- Page 1, Table of Contents is revised as follows:

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ATTACHMENT J	HIRING AND EMPLOYMENT RIDER	
ATTACHMENT K	BROOKLYN, QUEENS AND STATEN ISLAND # OF LOCATIONS	
ATTACHMENT L	MANHATTAN AND BRONX # OF LOCATIONS	
ATTACHMENT M	NEW YORK CITY FOOD STANDARDS	
ATTACHMENT N	THE INSTITUTE OF MEDICINE (IOM) DIETARY REFERENCE INTAKE	
<u>REVISED</u> ATTACHMENT O	DHS NUTRIENT SPECIFICATIONS	
ATTACHMENT P	DHS SAMPLE AGE APPROPRIATE 3-11 MENU	
ATTACHMENT Q	DHS SAMPLE ADULT GENERAL MENU	
ATTACHMENT R	DHS SAMPLE HEART HEALTHY CARBOHYDRATE CONTROLLED MENU	
ATTACHMENT S	DHS SAMPLE RENAL FOR DIALYSIS MENU	
ATTACHMENT T	DHS SAMPLE MENU GLUTEN FREE	
ATTACHMENT U	DHS SAMPLE MENU PUREED	
ATTACHMENT V	DHS SAMPLE MENU KOSHER	
ATTACHMENT W	DHS SAMPLE MENU HALAL	
ATTACHMENT X	DHS SAMPLE MENU VEGETARIAN	
ATTACHMENT Y	DHS SAMPLE MENU VEGAN	
ATTACHMENT AA	NOTICE TO ALL PROSPECTIVE CONTRACTORS	
<u>ATTACHMENT BB</u>	<u>ESTIMATED VOLUME OF MEALS PER SITE</u>	

- Page 2, Section I – Timetable, C. Proposal Due Date, Time and Location:
 - Date: February 4, ~~8~~, 2019
- Pages 14-24, Section III - Scope of Services, J-HH, are revised as follows (due to erroneous omission of letters H and I in original RFP document):

~~J.~~ **H.** Provisions of Additional Food Items and Special Occasion Meals

~~K.~~ **I.** Outings and Barbecues

~~L.~~ **J.** Assumptions Regarding Payment Structure

~~M.~~ **K.** Liquidated Damages for Substandard Food(s) and or Beverage(s)

~~N.~~ **L.** Failure to Meet Delivery Schedules

~~O.~~ **M.** Late Delivery

~~P.~~ **N.** Non-Delivery

~~Q.~~ **O.** Liquidated Damages Assessments and Invoice Adjustments

~~R.~~ **P.** Participation by Minority-Owned and Women-Owned Business Enterprise in City Procurement

~~S.~~ **Q.** Submission of Invoices

~~T.~~ **R.** Miscellaneous Equipment and Items

~~U.~~ **S.** Food Handling Apparel

~~V.~~ **T.** Training

~~W.~~ **U.** Supervision and Inspection

~~X.~~ **V.** Insurance and Applicable Laws

~~Y.~~ **W.** Specifications, Standards & Definitions (Weights & Measures)

~~Z.~~ **X.** Vendor Facilities, Sanitation and Safe Handling Procedures

~~AA.~~ **Y.** Provision for Timely Response to Contractual Service Requests

~~BB.~~ **Z.** Compliance with Local Law 34 of 2007

~~CC.~~ **AA.** Whistleblower Protection Expansion Act Rider

~~DD.~~ **BB.** Food Guidelines

~~EE.~~ **CC.** Compliance with the Iran Divestment Act

~~FF.~~ **DD.** Subcontractor Compliance Notice

GG. EE. Paid Sick Leave Law Contract RiderHH. FF. Compliance with HireNYC and Reporting Requirements

- Page 12, Section III - Scope of Services, G. Competition Pools, b. Adult Regular Meals, i., is revised as follows:
 - i. The contractor would provide complete catering services for the provision of three (3) balanced, individual, fresh, frozen, pre-plated, ready to heat and serve, nutritious meals and or bag lunches per day as set forth in Attachment N, O, and Q (The Institute of Medicine (IOM) Dietary Reference Intake, DHS Nutrient and Menu Specifications, Sample Menus-Adult) attached hereto and made part hereof, for the adult residents of the ~~Family Services Shelter Program~~ **DHS Shelter Program**. Per industry Standard, each food item package should contain a Meal Nutritional Value label, ingredient list and allergen notification. The meals provided at breakfast and lunch may be meals intended to be consumed cold or hot. The dinner meal must be heated and include protein, starch, and vegetable. All fresh items would have an expiration date.

- Page 14, Section III - Scope of Services, J. Assumptions Regarding Payment Structure, i., is revised as follows:
 - i. DHS's assumptions regarding the performance-based payment structure that would most likely assure that the selected proposer(s) would perform the work under the contract(s) awarded from this RFP in a manner that is cost-effective and most likely to achieve the goals and objectives set forth above is:
 - There would be fixed prices per meal for breakfast, lunch and dinner.
 - There would be no cost to the City beyond the per-meal prices.
 - Specialty Meals would be provided at the same prices as standard meals **(Except for Halal and Kosher Meals)**.
 - Contractors would submit monthly invoices. The contractor would attach to each invoice daily Bills of Lading for each site served, signed by the appropriate supervisor (CDP site manager or Shelter Supervisor). The Bill of Lading would indicate date, time, location, and number of meals of each type.

- Page 17, Section III - Scope of Services, N. Non- Delivery, i., is revised as follows:
 - i. Non-delivery would be defined as the contractor's failure to deliver all meal(s) or additional food items to locations as requested. In the event of non-delivery, the contractor would be responsible for the cost to DHS of replacing the meals(s) or additional food items the contractor failed to deliver **(DHS will provide receipts for cost reimbursement)**. This definition would be applicable to all food items and meals enumerated in these specifications.

- Page 28, Section IV – Format And Content of Proposal, B. Proposal Package Contents, a., is revised as follows:
 - a. A sealed inner envelope labeled “Program Proposal,” containing one original set and six (6) duplicate sets, and one (1) ~~CD~~ **USB drive** containing all of the documents listed below. The documents will be presented in the following order:
 - Proposal Cover Letter Form (Attachment A)
 - Technical Proposal
 - Narrative, which includes information on its sanitation program from receipt of ingredients to production, storage, and delivery. Proposer must describe the mechanism (both human and mechanical) to ensure safe temperatures during all production, storage, and distribution.

- Three (3) letters of references for the Proposer
 - The proposer's current Food Service Establishment Permit from DOHMH or equivalent license or permit.
 - Resumes and/or Description of Qualifications for Key Staff Positions
 - Organizational Chart
 - Audit Report or Certified Financial Statement or a statement as to why no report or statement is available
 - Copies of all additional current relevant permits, licenses and certificates, including:
 - Good Manufacturing Practice (GMP) plan
 - Hazard Analysis Critical Control Points (HACCP) plan with date of implementation
 - Sanitation Standard Operating Procedures (SSOP) with date of implementation
 - Federal grant of inspection
 - FSIS inspection schedule
 - 28 -day Sample Menu
 - Nutrient Analysis for 28 day sample menu. A total daily value must be calculated for: Calories, Protein, Carbohydrates, Total Fat, Saturated Fat, Trans fat, Cholesterol, Fiber, Sodium, Potassium, Phosphorus, Calcium, Vitamin A, C, D, E, and K.
 - Evidence of established procedures for testing both incoming and raw ingredients and finished products
 - Records of microbiological analysis performed on ingredients used and products supplied by the proposer
 - A description of training in food safety and safe handling practices that it provides to its customers at their preparation sites. Training description would include:
 - Receiving
 - Storage
 - Cooking and holding procedures
 - Employee hygiene
 - Clean-safe temperature monitoring
 - Documentation of procedures followed by its procurement and production staff to ensure that all respective food handlers practice proper sanitation and food safety guidelines
 - Acknowledgment of Addenda Form (Attachment C)
 - Signed Certification of Compliance with Iran Divestment Act (Attachment G)
- b. A separate sealed inner envelope labeled "Price Proposal" containing one original and six (6) duplicates of the Price Proposal.
- Price Proposal Form (Attachment B)
 - Proposed Performance-Based Payment Structure
- c. **A separate sealed inner envelope containing:**
- **"Subcontractor Utilization Plan" (Revised Attachment F-L, Schedule B, Part II)**
 - or:**
 - **Approved Waiver of Target Subcontracting Percentage (Revised Attachment F L, Schedule B, Part III)**
- d. All proposals must contain a ~~third~~ **fourth** sealed inner envelope labeled "Doing Business Data Form" containing an original, completed Doing Business Data Form (see Attachment D).
- e. A sealed outer envelope, enclosing the ~~three~~ **four** sealed inner envelopes. The sealed outer envelope should have two labels containing:
- The proposer's name and address, the Title and EPIN of this RFP, the service option for which the proposal is being submitted, and the name and telephone number of the Proposer's Contact Person.

- The name, title, and address of DHS's Agency Chief Contracting Officer:

Vincent Pullo
Agency Chief Contracting Officer
Department of Social Services
Office of Contracts, 37th Floor, Bid Window
150 Greenwich Street (4 World Trade Center)
New York, New York 10007

Attachment B

Attachment BB - Estimated Volume of Meals per Site

WEEKLY ESTIMATES					3-11	Adults	Medical	Specialty	Total
Borough	Sum of Breakfast	Sum of Lunch	Sum of Dinner	Sum of Total # of meals	10%	80%	5%	5%	100%
Bronx	5,500	11,000		16,500	1,650	13,200	825	825	16,500
Brooklyn	5,367	5,367	5,367	16,101	1,610	12,881	805	805	16,101
	110	110	110	330	33	264	17	17	330
	2,657	2,657	2,657	7,970	797	6,376	398	398	7,970
Manhattan	4,366	4,366	4,366	13,098	1,310	10,478	655	655	13,098
	847	2,893	847	4,587	459	3,670	229	229	4,587
Queens	770	880	1,100	2,750	275	2,200	138	138	2,750
Grand Total	19,616	27,272	14,446	61,335	6,133	49,068	3,067	3,067	61,335
COMPETITION POOL 1 - Brooklyn, Queens & Staten Island	8,903	9,013	9,233	27,150	2,715	21,720	1,358	1,358	27,150
COMPETITION POOL 2 - Manhattan & Bronx	10,713	18,259	5,213	34,185	3,418	27,348	1,709	1,709	34,185
TOTALS	19,616	27,272	14,446	61,335	6,133	49,068	3,067	3,067	61,335

**Initially the food RFP was directly run and other sites. The food RFP qty was revised based on the number of directly run family sites - therefore percentage of 3-11 est. to be 10 percent*

Attachment C

Revised Attachment O - DHS Nutrient Specifications

The goal of DHS meal service is to serve clients healthy, nutritionally adequate meals that meet federal and local nutrition guidelines and medical restrictions, if necessary. All DHS clients should receive meals that meet the federal and local nutrition standards. The NYC Food Standards aim to improve the health of all New Yorkers. The standards are based on the USDA’s 2015-2020 Guidelines for Americans and recommend agencies serving a majority of participants up to and including 18 years of age follow the Institute of Medicine’s Food and Nutrition Board’s Dietary Reference Intake for appropriate age groups.

All meals, including the general adult and child age appropriate meals, should meet the requirements defined in the NYC Food Standards. The USDA Dietary Guidelines and DRIS and/or evidenced-based nutrition guidelines for medical conditions should be used to determined nutrient requirements for nutrients that are not outlined in the NYC Food Standards.

Medically Prescribed Diets

The special population section in the NYC Food Standards notes that nutrient requirements consistent with established medical guidelines and diets for patients under therapeutic care replace general nutrition criteria. The Heart Healthy, Carbohydrate Consistent Diet and the Renal for Dialysis Diet have additional restrictions or nutrient requirements outlined in the table.

DHS Age Appropriate Category

DHS Age Appropriate menu is intended to provide more child friendly meals and packages for children. The age range for this group is 3-11 years. The IOM defines nutrient requirements for multiple age groups within the range of 3-11. The nutrients provided should provide the greatest nutrient requirement from the multiple groups for calories, protein, carbohydrates, calcium, potassium, phosphorus, iron and the lowest allowed amount from all of the groups for total fat, saturated fat, and sodium content.

Fiber content for children age appropriate diet: The NYC food standards specifies 25gm/day. Meals must contain a minimum of 25 grams of fiber.

DHS Diet Category Nutrient Specifications – this table is a guide

Bold Type indicates the nutrient standard is not from the NYC Food Standard

<u>Nutrient</u>	<u>DHS General Diet-(Developed in accordance with the NYC Food standards, US Dietary Guidelines and DRI)</u>	<u>DHS Heart Healthy Carbohydrate Consistent Diet</u> <u>(Developed in accordance with the NYC Food standards and recommendations from the Academy of Nutrition and Dietetics and the Institute of Diabetes, Digestive & Kidney Disease)</u>	<u>DHS - Renal for Dialysis</u> <u>Developed in accordance with the NYC Food standards and recommendations from the Academy of Nutrition and Dietetics and the Institute of Diabetes, Digestive & Kidney Disease</u>	<u>DHS Pureed Diet-(Developed in accordance with the NYC Food standards, US Dietary Guidelines and DRI)</u>	<u>DHS – Diets:</u> <u>Gluten Free, Kosher, Halal, Vegetarian and Vegan</u> <u>Developed in accordance with the NYC Food standards, US Dietary Guidelines and DRI)</u>	<u>DHS Children Age Appropriate 3-11</u>
Energy (kcal/day)	2000-2200 kcal (NYC Food Standards)	2000-2200 kcal (NYC Food Standards)	2000-2200 kcal (NYC Food Standards)	2000-2200 kcal (NYC Food Standards)	2000-2200 kcal (NYC Food Standards)	2000 kcal (Greatest calorie requirement in age group)
Protein (g/day)	10-35% kcal (NYC Food Standards)	10-35% kcal (NYC Food Standards)	20%- (20% of 2200 = 110 g protein per day)	10-35% kcal (NYC Food Standards)	10-35% kcal (NYC Food Standards)	10-35% kcal (NYC Food Standards)

Carbohydrate (g/day)	45-65% Kcal	Follow carb consistent – 60 -75 gm carb/meal and 30gm snack 45% 2000 kcal diet Follow carb consistent – 60 -75 gm carb/meal and 30gm snack	Follow carb consistent – 60 -75 gm carb/meal and 30gm snack 45% 2000 kcal diet	45-65%	45-65%	45-65%
Added sugar	Less than 10% calories	Less than 10% calories	Less than 10% calories	Less than 10% calories	Less than 10% calories	Less than 10% calories
Fiber (g/day)	28 grams /day or greater	28 grams /day or greater	Goal is greater than 28 g/day but accept lower amounts because many high fiber foods are high in K and Phosphorus.	Goal is greater than 28 g/day but accept lower amounts considering pureed foods may be low in fiber.	28 grams /day or greater	25 grams /day or greater NYC Food Standards
Total Fat (g/day)	Less than or equal to 35% kcal	Less than or equal to 35% kcal	Less than or equal to 35% kcal	Less than or equal to 35% kcal	Less than or equal to 35% kcal	Less than or equal to 35% kcal
Saturated Fat (g/day)	Less than 10% calories	Less than 6% calories	Less than 6% calories	Less than 10% calories	Less than 10% calories	Less than 10% calories
Trans Fatty Acids (g/day)	0 gams in purchased food	0 gams in purchased food	0 gams in purchased food	0 gams in purchased food	0 gams in purchased food	0 gams in purchased food
Cholesterol (mg/day)	As low as possible while consuming a nutritionally adequate diet (2010-2015 Dietary Guidelines)	<200 mg	As low as possible while consuming a nutritionally adequate diet (2010-2015 Dietary Guidelines)	As low as possible while consuming a nutritionally adequate diet (2010-2015 Dietary Guidelines)	As low as possible while consuming a nutritionally adequate diet (2010-2015 Dietary Guidelines)	As low as possible while consuming a nutritionally adequate diet (2010-2015 Dietary Guidelines)
Calcium (mg/day)	1000 mg/day or more	1000 mg/day or more	2000mg/day OR LESS (Nutrition Care Manual)	1000 mg/day or more	1000 mg/day or more	1300 mg/day or more (RDA)
Potassium (g/day)	4,700 mg/day or greater	4,700 mg/day or greater	≤ 2.4 gram/day or < 650 mg per meal (Nutrition Care Manual)	4,700 mg/day or greater	4,700 mg/day or greater	4,500 mg/day or greater (RDA)
Phosphorus (mg/day)	1250 mg/day or greater (RDA)	1250 mg/day or greater (RDA)	800 mg/day - 1000mg per day (Nutrition Care Manual)	1250 mg/day or greater (RDA)	1250 mg/day or greater (RDA)	1250 mg/day or greater (RDA)
Sodium (g/day)	2.3 gram/day or less	1.6 gram /day or less (DASH DIET)	2.3 gram/day or less	2.3 gram/day or less	2.3 gram/day or less	1.7 gram/day or less
Iron (mg/day)	>8gm /day Goal: 18mg/day	>8gm /day	>8gm /day	>8gm /day	>8gm /day	18mg/day or greater (RDA)

<p>Special Note</p>				<p>All food items must be pureed with a pudding like consistency. Food items must be smooth and lump free</p>	<p>-All Kosher meals must be from certified kosher vendors and meet religious diet guidelines and requirements -All halal meat must be certified -Vegetarian meals cannot contain meat or fish -Vegan meals cannot contain dairy, eggs or animal products</p>	
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Attachment D

Questions and Answers

1. **Question:** Will there be a Public Opening? If so, what is the date?

Answer: No, there will not be a public opening.

2. **Question:** Page 4 states the contractor will furnish labor; is the expectation the contractor supplies the labor to heat and serve the meals?

Answer: No, the contractor will not have to supply the labor to heat and serve meals.

3. **Question:** Can the contractor submit their own NYC Food Standard compliant 28-day breakfast, lunch, and dinner menus?

Answer: Yes, the contractor will need to submit their own NYC Food Standard compliant 28-day breakfast, lunch, and dinner menus.

4. **Question:** If the contractor offers 3 compartment individual meals, are serving trays and paper plates required?

Answer: Yes, serving trays and paper plates are required.

5. **Question:** Can you provide an example of a Performance Based Payment Structure?

Answer: Performance is based on the delivery of meals and the payments are done in accordance with PPB Rules. Performance Based Payment Structures are highly varied; proposers may submit a payment structure for DHS to consider.

6. **Question:** Please confirm all specialty and medically prescribed meals must comply with the NYC Food Standards and are not required to be produced in a USDA inspected facility.

Answer: All specialty and medically prescribed meals must comply with the NYC Food Standards or nutrient defined based on evidence based practice and must be produced in a facility that has all of the applicable local, state and federal permits. All specialty and medically prescribed meals must comply with the NYC Food Standards and are required to be produced in a facility that has all of the applicable local, state, and federal guidelines. This may include USDA inspection, kosher, or halal certification. If food is procured from a third party, the proposing vendor will have to submit the same permits and supportive documentation for the third party.

7. **Question:** Please confirm all the medically prescribed meals need to be priced at the same rate and not at the rate of standard meals.

Answer: All meal settings, such as breakfast, lunch, and dinner, are subject to different prices and are not to exceed \$10.00 in total. However, all prices must be the same for all categories with the exception of Kosher and Halal meals which should not exceed \$15.00 in total.

8. **Question:** Since the Kosher and Halal meals are at a higher Not to Exceed Rate, will DHS allow these two meal types be priced higher than the standard and other specialty meals?

Answer: Yes, DHS will allow these two meal types be priced higher than the standard and other specialty meals.

9. **Question:** Will the menus need to be 3 or 4 week cycles? (The bid menus only provide 3 week samples)

Answer: Submitted menus will need to cover four weeks cycles minimum.

10. **Question:** Will the specialty & the medically prescribed meal menus need to be 2, or 4 week cycles? (Breakfast, lunch and dinner for all?)

Answer: Submitted specialty and medically prescribed menus will need to cover a four week cycle minimum.

11. **Question:** Can we offer the same menus/meals (with slight changes) to both adults and children?

Answer: The goal is to offer meals that are acceptable to children while maintaining nutritional value and variety. Some meals may be acceptable to both adults and children, while some meals may have more child friendly options. Proposers should outline meals and child friendly packaging or adjustments that will be made to any meal in the proposal.

12. **Question:** Can we offer bagged lunches for both children and adults? Can they receive fresh salads on the side?

Answer: Cold lunch meals may be appropriate for children and adults as long as they meet the NYC food standards for purchased food and nutrients. This is verified with labels, menus, and nutrient analysis reports. Fresh salads can be offered but must be in the serving size of one cup to be considered a vegetable.

13. **Question:** Dinner: do these need to be 3 compartment tray meals for BOTH children and adults? Can the children's meal receive individual entrée and vegetable mods instead?

Answer: Dinner must be hot and individual mods are acceptable if the proposer submits a plan to heat and serve that ensures the meals match the menu and meet food safety standards. The proposer should submit plan on how the staff will be trained on the new method.

14. **Question:** Is bread and fresh fruit overwrapped?

Answer: Yes. These items should contain a label and expiration or best use by date.

15. **Question:** Page 10 (G) defines *Medically Prescribed Diet Meals* as Heart Healthy-Low Sodium/Fat and Carbohydrate Controlled, Renal for Dialysis, Pureed Food and Gluten Free Meals and defines *Specialty Meals* as Kosher, Halal, Vegetarian and Vegan. Yet page 38: Attachment B states "for providing kosher, halal, vegan and vegetarian option allergen-free and diabetic options upon request ("Special Meals"), proposers should enter a price per meal below". Are the medically prescribed diet meals from page 10 considered "Specialty Meals" or they a separate category from "Specialty Meals"?

Answer: Specialty meals are defined as Heart Healthy-Low Sodium/Fat and Carbohydrate Controlled, Renal for Dialysis, Pureed Food, Gluten Free, Kosher, Halal, Vegetarian and Vegan. However, Heart Healthy, Renal for Dialysis, Pureed Food, and Gluten Free are medically prescribed diets while the others are not. Nonetheless, the pricing must be the same for all diets- however different prices are allowed for each setting such as breakfast, lunch, and dinner –Not to exceed \$10.00 per day with the exception of the Halal and Kosher meals whose not exceed rates are \$15.00 per day.

- 16. Question:** Please provide a detailed daily meal count (volume) for each meal/diet listed in this RFP, including Age Appropriate Children Meals, Adult Meals, Medically Prescribed Diet Meals and Specialty Meals.

Answer: Please see Attachment BB: Estimated Volumes of Meals per Site. Please note, the estimated volumes are based on the daily census at each location within this RFP. DHS reserves the right to add and/or subtract sites as the need arises.

- 17. Question:** Page 14 (L) (i) states ...“Specialty Meals would be provided at the same prices as standard meals.” and Page 38: Attachment B states “DHS intends to pay for the items below at a price not to exceed the meal price above.”, yet the “Not to Exceed Rate” for the Halal, Kosher and Special Occasion Meals are all higher than every other meal type. Considering that the proposer cannot charge more for any specific type of meal, how can the “Not to Exceed Rate” be different for certain meal types?

Answer: All diets are the same price with the exception of Halal and Kosher meals, which are priced at \$15.00 per day.

- 18. Question:** Considering that DHS encourages vendors to make deliveries during off hours, that is between the hours of 6PM and 4 AM, and the RFP states that deliveries are to be made between the hours of 5 AM and 2 PM, is DHS flexible on the delivery hours outside of the times specified in the bid?

Answer: DHS is flexible on the delivery hours outside of the times specified in the RFP and have agreed to off hour deliveries for the next day’s meals.

- 19. Question:** Does this bid require a USDA continuous inspection by the USDA Grant of Inspection. (FSIS)?

Answer: All federal, state, and local permits appropriate for the type of food service operation in place must be provided.

- 20. Question:** Page 10 (G) states the vendor will be responsible for providing Age Appropriate (3-11) Children Meals. Is the 3-11 age group indicated in parentheses to be translated as the age group the children meals will service? What are the age groups for Children? If 3-11 indicates the age range of the children, and as stated on page 11 (a) (ii) the nutritionals must meet the requirement set forth by the USDA Dietary Guidelines, IOM DRIs and NYC Food Standards, how are age group overlaps handled?

For example the IOM DRIs have for 3 year olds 1,000 kcals, 13 grams of protein, 19 grams of fiber, while 4-8 year olds have 1,200 kcals, 19 grams of protein and 25 grams of fiber. The DHS Children Nutrition Specification (attachment O) states 2000 kcals for children, 34 grams of protein and 31 grams of fiber based on DRI and 25 grams based on NYC Food Standards, but there is no age distinction listed on the DHS Nutrition Specification. The NYC Food Standards has 19 grams of fiber for ages 1-4 and 25 grams for ages 5-18 and the DRIs doesn’t state 31 grams of fiber until age 9-13. What age group should the Age Appropriate Children Meals menu be based on?

Answer: Please see the revised Attachment O: DHS Nutrient Specifications. The identified age ranges for age appropriate children meals are children aged three (3) to eleven (11). Per NYC Food Standards, fiber for children's meals must be no less than 25 grams per day.

- 21. Question:** Based on the above question, is it the intent to have more than one Age Appropriate Children's menu for all the different age groups?

Answer: No, there is only one age group.

- 22. Question:** Page 11 (a)(i) states the contractor would provide shelf stable baby formula and baby food for age 0-3 years old, All formula would be provided pre-mixed and in proportioned bottles. Considering this request and the varying age range nutritional standards, can you advise what Age Appropriate Children Meals are included in this contract and at what volume of service for each age group?

Answer: Age appropriate meals for Children aged three (3) through eleven (11) will be provided and served in the same process as the adult meals. Shelters need to be able to order shelf stable infant formula and baby food such as stage 1, 2, and 3 meals to provide children.

- 23. Question:** Page 37-38: Attachment B includes pricing for Breakfast, Lunch and Dinner for the two contract options plus nine of the ten "special meals" outlined in the contract. A line for pricing on Age Appropriate Children Meals is not provided in this Attachment. Are the Age Appropriate Children Meals not meant to be part of this contract?

Answer: Age Appropriate Children Meals are part of this contract and are priced the same as Adult meals, whose not-to-exceed rate is set at \$10.00 per day.

- 24. Question:** Page 39: Attachment B includes pricing per unit (case, box dozen, etc.) of instant baby cereal, strained vegetables and fruit, liquid formulas, etc. with a grand total for baby food and formulas. Is this the only pricing for Age Appropriate Children's meals for ages 0-3 years mentioned on page 11 of the RFP? Are ages 4-11 not part of this contract?

Answer: Age appropriate children meals for aged four (4) to eleven (11) are part of this contract. The pricing for meals for children aged four (4) to eleven (11) are the same as adult meals, whose not-to-exceed rate is set at \$10.00 per day.

- 25. Question:** Page 29 (B) (a) bullet 11, specifies seventeen nutrients that must be included in the nutrient analysis. Seven out of the seventeen nutrients are not standard nutrients under the Food and Drug Administration (FDA) or USDA's Food Safety and Inspection Service (FSIS) labeling regulations. Since the NYC Food Standards set specific nutrient standards for review through vendor specification sheets, and vendors are not legally required to provide nutrient information outside their federal labeling agency (FDA or FSIS), how do you expect the proposer to gain this information? Are the proposers expected to pull this information off nutritionally similar items if and/or when available?

Answer: Please provide a standard label on the items. Other information must be obtained and submitted via a nutrient analysis report to verify the meals provided meet the nutrient requirement. Nutrient reports with verification documentation are expected.

26. Question: Page 10-13 (G) Competition Pools include label requirements for each meal type. The RFP states that “All fresh, frozen meals and food items would be individually packaged and labeled with a nutrient label, ingredient list, allergy label, expiration date and heating instructions if applicable.” Under FDA and FSIS labeling guidelines food products “not for retail sale” are not required to be labeled with all the information listed in the RFP. For example, expiration date is not a required feature on FSIS labels, nor is it a term that is used on frozen foods since, as per FDA/USDA food safety regulations, frozen food never expires. Considering the varying labeling requirement under each federal labeling program, will proposers whose labels contain only what is legally required be eliminated as a proposer if they do not provide all the categories on their labels as outlined in the RFP?

Answer: No, proposers will not be eliminated if they do not provide all the categories on their labels. However, shelter staff will need to know when any non-frozen item must be discarded and how long frozen meals can be stored from the time it is defrosted. Expiration dates are needed on all fresh/ packaged items (sandwiches, salads, etc.) to ensure they are served within the appropriate time period. Shelter staff will need to be able to identify the food items being provided to the clients.

An acceptable plan to label shipping and use by date and a plan on how the proposer will ensure the staff know when to serve and discard the items will be considered. Allergy information is needed for all items, alternative methods to provide the information in a format that is easy to understand and accessible to clients and staff will be considered.

27. Question: Page 8, C. Meal Specifications (ii) states all poultry served must be antibiotic free. Can you please provide how “antibiotic free” is defined in this RFP?

Answer: Chicken from producers that are in conformance with Certified Responsible Antibiotic Use (CRAU) is acceptable but DHS reserves the right to require chicken be certified as “no antibiotics added” or raised without antibiotics.

28. Question: Must a company be a not for profit in order to respond to the Meal Program procurement?

Answer: No, a company does not need to be a not for profit in order to respond to the meal program procurement.

29. Question: Is a USB acceptable in lieu of a CD-ROM for the electronic version of the bid submittal?

Answer: Yes.

30. Question: Can we create a proposal for a partial amount of RFP delivery since we are a MWBE small business?

Answer: Proposers should submit proposals that contain the full amount of the RFP.

31. Question: How can we reach the primary contractor to fulfill the 30% MWBE goal?

Answer: Any potential subcontractors can request the list of companies who downloaded the Request for Proposals by contacting accoprocurments@dss.nyc.gov.

32. Question: Prior to submission, will you disclose the company names that are interested?

Answer: Please see the answer to question 31.

33. Question: Is this RFP looking for a 3 meals/per day program that does not exceed \$10?

Answer: Yes.

34. Question: Can facility be NYC DOH inspected instead of USDA inspected?

Answer: The proposal must include copies of local, state, and/or federal permits and inspections that are required for the food service operation.

35. Question: Do meals for children need to comply with any federal programs like CACFP?

Answer: DHS does not receive USDA Child Adult Care Food Program (CACFP) funding but is evaluating funding opportunities and reserves the right to request CACFP compliance.

36. Question: Would it be possible to see a schedule of deliveries for the previous contract?

Answer: No.

37. Question: Approximately, how long would the committee selection process take to decide?

Answer: The length of the selection process varies from procurement to procurement.

38. Question: Would early proposals be accepted?

Answer: Yes.

39. Question: In Section III, Article T, sub-section g it states, "...an ample supply of commercial electric ovens at each location..." Would we be required to buy ovens for each location we are servicing?

Answer: Yes, proposers will be required to buy ovens for each location that will be serviced.

40. Question: Is there space that can be dedicated to vendor for refrigeration or cooler?

Answer: Yes, there is dedicated space at each identified shelter location for refrigeration.

41. Question: Is there designated parking for each location?

Answer: No.

42. Question: Are there provisions for food cost increases over the next three (3) years?

Answer: The Request for Proposals contains provisions that allow for increases. Any potential increases are subject to the approval of the City and an appropriate funding allocation. Finalization of this clause will take place during contract negotiations.

43. Question: Is there an allowable price increase clause or index that will be applied each year of the 3-year contract or is it fixed?

Answer: Please see the answer to Question 42.

44. Question: What is the price escalator for the 3-year contract extension?

Answer: Please see the answer to Question 42.

45. Question: What type of mutual cancellation clause does this contract include?

Answer: There is no mutual cancellation clause within this Request for Proposals or the resultant contracts.

46. Question: Can you provide an overview of the members of the committee?

Answer: No, an overview of the members of the committee will not be disclosed.

47. Question: Please provide Appendix C regarding MBE/WBE? Please consider extending the due date considering the specifics of MBE were not included in the original document?

Answer: Attachment AA: Notice to All Prospective Contractors and a revised Attachment F, Schedule B – M/WBE Utilization Plan has been attached to the RFP. Please see Addendum #1 to this RFP.

48. Question: What financial documentation is expected by the bidder to demonstrate they have the financial capacity to service DHS considering payables can run 3-6 months?

Answer: Financial documents can include but not be limited to bank accounts, lines of credit, certified financial statements, and current client list.

49. Question: Is DHS responsible for the cost of equipment, small wares, and service labor if meals are delivered in bulk as option #2 provides or is the vendor?

Answer: It is the responsibility of the proposer to cover the cost of equipment, small wares, and service labor. Current practice is that ovens are paid for but coffee urns are supplied with coffee at no cost to DHS.

50. Question: In Section II – B, if sites are not listed in Attachment L will they be considered emergency or temporary shelters?

Answer: Yes, a shelter not listed in Attachment L may be considered either an emergency or temporary shelter.

51. Question: Can DHS provide some examples of their service expectations as it relates to page 9 Deliveries in sections 3 & 4? How quickly are deliveries expected to be made if an emergency shelter is opened? How much notice is given? Is it the same day?

Answer: DHS tries to give 24 hour notice; however emergency situations may not allow for this.

52. Question: On page 11 of the RFP It states Per Industry Standard, each package needs to have a nutrient fact label, ingredient list, allergen label and expiration date and heating instructions. This requirement is traditionally for a retail package, the industry standard in this case is foodservice. Would it be acceptable to make all this information readily and publicly available along with on the case label as opposed to labeling each individual item which is inconsistent with the type of packaging and purpose along with adding a tremendous amount of cost? (The above language is in the varying menus and products, not just on page 11. It is on page 13, 15 and all other menus.)

Answer: Food items are delivered to individual clients for consumption and individual labels are preferred; However, DHS is flexible if the vendor proposes a comprehensive plan to ensure the information on nutrients and allergens for each item is available. Expiration dates will need to be on individual items to ensure they are rotated and discarded.

53. Question: Is DHS requesting the bidder proposing a menu plan, menu cycle, and variety that meets the NYC standards consider the large variety of sample menus?

Answer: Yes.

54. Question: Can DHS provide the estimated volume for specialty meals by site?

Answer: Medically prescribed diets and religious preferences may vary with DHS population.

55. Question: The cost of the specialty meals can be substantially different so is it possible to provide estimated volumes?

Answer: Medically prescribed diets and religious preferences vary with DHS population.

56. Question: Considering the detail of this RFP and the change in scope of the proposal requirements, would DHS extend the due date another 15-30 days?

Answer: The due date for this RFP has been extended to Friday, February 8th, 2019 at 2:00pm.

57. Question: Attachment B, Baby Food Pricing- Is this a case price? Is there a specific brand/manufacture that has this size unit? Can the vendor provide pricing that matches the manufacture unit size and case pack to ensure consistency? Or please be specific of the manufacture and code. And can you please explain the column 8ct - 2/4oz; are the containers 2 or 4 oz.?

Answer: Yes, the baby food pricing listed on Attachment B is a case price. Please note, the baby food is in stages-early stages are at two ounces (2oz) and the later stages are at four ounces (4 oz). Proposers may provide pricing that matches the provided unit size. DHS is aware that manufacturers have different sizes, packaging and prices. However, each proposer must be able to provide the variety of baby food items.

58. Question: Will DHS provide a history of the number of meals by daypart (B, L, S) provided by site location? Can DHS provide data that reflects the children population by site expected at each site?

Answer: Please see Attachment BB: Estimated Volumes of Meals per Site. Please note: the estimated volumes are based on the daily census at each location listed within this RFP. DHS reserves the right to add and/or subtract sites as the need arises.

59. Question: Exhibit III - Can DHS provide a historical or estimated volume by site of the special occasion meals?

Answer: Holiday meals usually match standing orders and occur three to six times per year but may increase to twelve times per year.

60. Question: If the vendor provided the equipment are they responsible for the repair and or replacement if needed?

Answer: Yes, the proposer is responsible for the repair and the replacement of any provided equipment.

61. Question: Page 19, Equipment- Is the vendor required to replace the ovens? Can DHS provide an equipment list by site and the ownership of each piece of equipment? If census increases in a shelter, is it the responsibility for the vendor to provide equipment as needed?

Answer: The general equipment requirements are listed within the RFP. The vendor is responsible to provide equipment as needed.

Attachment E

Sign-In Sheets from Pre-Proposal Conference Attendees

DEPARTMENT OF SOCIAL SERVICES
DEPARTMENT OF HOMELESS SERVICES
For

Department of Homeless Services Meal Program RFP - EPIN: 07117P0003

Pre-Proposal Conference

DATE: January 09, 2019

PRINT AGENCY/COMPANY NAME	PRINT ADDRESS	TELEPHONE & FAX	PRINT CONTACT PERSON	PRINT E-MAIL ADDRESS
1. KORI KORI	68 W3, NY, NY 10012	212 777 7215	Liz LAPADULA	Liz@korianc.com
2. Preferred Meals	5100 1st Ave Brooklyn C045	732-261-7328	Jim Corrigan	Jim.CORRIGAN@preferred
3. Elion NA Restaurant	5200 St. George Ave. Brooklyn NY	647-910-0191	Jim Drummer	Jim.Drummer@elion-na.com
4. Preferred Meals	5246 St. Charles Brooklyn NY	708-590-5050	Tom Trench	Thomas.Trench@preferredmeals.com
5. F.H.T. W. Culinary	2060 Broadway Blvd Brooklyn NY 11213	646-270-7795	James Peterson	JamesP@calmline.com
6. God's Love We Deliver	166 Avenue of the Americas New York NY 10013	708-212 244 185	Dannelle Chynoweth	Dchensensor@stlady
7. Regent Catering	30-28 College Point Queens NY	978-394-3345	Jesse Song	Jesses@regentmanagerment.com
8. Kosha's Still	3105 Skillman Ave Brooklyn NY	516-790-6199	Gus Silla	Aesika@koshasstill.com
9. Michael Sidoran	312 Cleftburn Brooklyn NY	646-732-0202	Mike Sidoran	Mike.Sid1978@Axe
10. Bona Fide Event	37-18 Northern Blvd Sukh 311 Brooklyn NY	718-937-6622	Brianna Cas	Brianna@bonafideevent.com

Brianna Cas LIC NY 11/01

bonafideevent.com

Department of Homeless Services Meal Program RFP
 Pre-Proposal Conference
 EPIN: 07117P0003

PRINT AGENCY/COMPANY NAME	PRINT ADDRESS	TELEPHONE & FAX	PRINT CONTACT PERSON	PRINT E-MAIL ADDRESS
11 Kluvo Parents	37-18 Waverle Bl	917-417-9237	Robert Care	Robert.Care@kluvo.org
12 STOP International	The 244 5 th Avenue	Manchester	Kate Arnold	Karnadi@stopintl.org Karnadi@stopintl.org
13 Genuine Foods	121 MacDonough Street (BROOKLYN)	781-223-3174	Jeff Mills	Jeff@GenuineFoods.com Jeff@GenuineFoods.com
14 Bel Air Diner	3191 21 st St	718 721 366	Gal Dellaportas	belairediner@gmail.com
15 HIDDEN CITY VERONICA ROMEIRO	514 East 20 th St 145 E 23 rd St NY 10010	551-404-7309 917 3791689 212 979 6161	Nasser Nasser	nasser.lens@ gmail.com
17 Ted Man	Bridge Enterprises 39-24 Bedford Blvd Brooklyn NY 11231	(718) 631-1500	Ted Man	Navy officer 86201@gmail.com
18 Elvis Inn	115 - 5 th Ave 410 Madison Street	914 486 2882	Elvis Inn's	chef-elvis@eatonline.com
19 Noe's Kitchen	J.M. Brocklyn, NY 11233	646 571 5670	Rob Crawford	Robert@noelskitchen.com
20 DeAnna Watkins	1800 19 th St Estimote NY 11796	631-750-4303	Michael Vlahi	combushitcombushit@gmail.com
21 Michael Vlahi	↓	↓	Michael Vlahi	vlahi@estimates.com
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