

Entity Name: South Dakota State Government
Event Number: 10085
Event ID: 24RFP10085
Event Name: Institutional Food Services
Requested By: Missy Schuetzle
Created By: Missy Schuetzle
Due By Date: 05/01/2024 05:00 PM Central Time
Q&A Cutoff Date: 02/08/2024 9:26 AM Central Time
Invitation Type: Invitation Only
Assigned Commodities: 918-52 Food Service Consulting; 963-47 Meals
Allow Supplier Terms and Conditions: No
Public Responses: No
Display Awardee: Display
Posting Board Status: Published
Event Status: Event Under Review

Section #: Name:

1 Section 1 - 24RFP10085

"Response to Offeror Questions" document and "Cost Proposal Template" document attached.

Do not submit responses through ESM Sourcing; please submit your response as specified in the RFP document.

The Invitation Type for this RFP, designated as "Invitation Only," indicates that vendors who have chosen the applicable NIGP codes for the requested services will receive an autogenerated system email notification. The Invitation Only designation does not impose exclusivity or restrictions on access; it does not limit who can respond. Also, the RFP document is accessible to all interested parties for download via the Central Bid Exchange on OPM's website: <https://sourcing.esmsolutions.com/postingboard/entities/3444a404-3818-494f-84c5-2a850acd7779>.

All vendors are encouraged to download the RFP and submit their proposals following the instructions outlined in the RFP document.

1.0 GENERAL INFORMATION

1.1 PURPOSE OF REQUEST FOR PROPOSAL (RFP)

The State of South Dakota (State) intends to secure manual food service operations for the Michael J. Fitzmaurice SD Veterans Home located in Hot Springs. The purpose of the RFP is to define the State's needs to solicit a proposal from your company and to gain adequate information to evaluate the services that your company has to offer. It is anticipated that this RFP will result in a single award contract.

The State is seeking a nutritional, high quality, cost effective, and innovative solution to the food service needs of residents of the State Veterans Home. These services must be provided in a manner that will meet the needs and concerns of residents and staff. The full achievement of the comprehensive goals of this program should result in an innovative food service operation that will complement the mission of the State Veterans Home.

State Veterans Home, Hot Springs, South Dakota

The mission of the Michael J. Fitzmaurice South Dakota Veterans Home is to provide a quality living environment with adequate medical support in an independent living and long-term care setting for all eligible South Dakota veterans and their spouses, widows, or widowers. The facility serves up to 106 residents with 78 nursing care beds and 28 domiciliary beds. Residents live in 8 different Households. Each Household has 13-14 single occupancy rooms, and each household has its own kitchen and dining area. Offerors should note that the State Veterans Home offers residents home-style dining served on each individual household. Diets and medications for residents are similar to those found in private and public nursing homes and assisted living facilities.

This RFP is designed to provide interested Offerors with sufficient basic information to submit proposals meeting minimum requirements but is not intended to limit a proposal's content or exclude any relevant or essential data. Offerors are at liberty and are encouraged to expand upon the specifications to evidence service capability under any agreement.

All participating Offerors shall agree to comply with all of the conditions, requirements and instructions of this proposal as stated or implied herein. Should anything have been omitted from this proposal that is necessary to a clear understanding of its requirements, or should it appear that various instructions are in conflict, the Offeror shall secure written instructions from the Director of Procurement Management at least forty-eight hours prior to the time and date of the opening of the proposal.

1.2 ISSUING OFFICE AND RFP REFERENCE NUMBER

The Department of Veterans Affairs, Michael J. Fitzmaurice South Dakota Veterans Home is the issuing office for this document and all subsequent addenda relating to it, on behalf of the State of South Dakota. The reference number for the transaction is RFP #24RFP10085. This number must be referred to on all proposals, correspondence, and documentation relating to the RFP.

1.3 LETTER OF INTENT

All interested offerors must submit a Letter of Intent to respond to this RFP.

The Letter of Intent must be submitted no later than 4:30 pm on March 15, 2024, to Pamela Horton, Business Manager via email at pamela.horton@state.sd.us. Please place the following in the subject line of your email: "Letter of Intent for RFP #24RFP10085".

1.4 SCHEDULE OF ACTIVITIES (SUBJECT TO CHANGE)

RFP Publication February 10, 2024
Letter of Intent to Respond Due March 15, 2024
Site Visits Will Be Completed March 15 - April 01, 2024
Offeror Questions Due April 10, 2024
Responses to Offeror Questions
Proposal Submission May 01, 2024
Oral Presentations/discussions (if required) May 10, 2024
Proposal Revisions (if required) May 20, 2024
Anticipated Award Decision/Contract Negotiation June 01, 2024
Contract Start Date July 01, 2024

1.5 SITE VISITS

Offerors are strongly encouraged to inspect the project site completely prior to submitting their proposal in order to determine all requirements associated with the contract. Offerors wishing to make a site visit must contact Pamela Horton, Business Manager, South Dakota Veterans Home at (605) 745-5127 Ext. 1500114 for instructions. All site visits must be completed by the date indicated in the Schedule of Activities. More site information can be found in Section II. Failure to inspect the facilities adequately shall not relieve the Offerors from any items and conditions of this RFP.

1.6 PREPARING AND SUBMITTING YOUR PROPOSAL

1.6.1 General Information

The evaluation and potential selection of a Contractor will be based on the information submitted in the Offeror's proposal plus references and the on-site visits. Each Offeror shall furnish a complete description of capabilities in the field of manual food services. Failure to respond to each of the requirements in the RFP may be the basis for rejecting a proposal.

Elaborate proposals (e.g., expensive art work) beyond that sufficient to present a complete and effective presentation are not necessary or desired.

1.6.2 Incurring Costs

The State is not liable for any cost incurred by Offerors in replying to this RFP.

1.6.3 Submitting the Proposal

All proposals must be completed and received at the Michael J. Fitzmaurice South Dakota Veterans Home by the date and time indicated in the Schedule of Activities.

Proposals received after the deadline will be late and ineligible for consideration.

An original and three identical copies of the proposal shall be submitted.

All proposals must be signed, in ink, by an officer of the responder, legally authorized to bind the responder to the proposal, and sealed in the form intended by the respondent. Proposals that are not properly signed may be rejected. The sealed envelope should be marked with the appropriate RFP Number and Title. Proposals should be addressed and labeled as follows:

REQUEST FOR PROPOSAL #24RFP10085
PROPOSAL DUE MAY 01, 2024
ATTN: PAMELA HORTON, BUSINESS MANAGER
2500 MINNEKAHTA AVE.
HOT SPRINGS, SD 57747

No proposal shall be accepted from, or no contract or purchase order shall be awarded to any person, firm or corporation that is in arrears upon any obligations to the State of South Dakota, or that otherwise may be deemed irresponsible or unreliable by the State of South Dakota.

Terms and Conditions

ESM Sourcing Terms

None

General Terms and Conditions

None

Event Specific Terms and Conditions

See attached RFP Document.