



MISSISSIPPI STATE HOSPITAL

P.O. BOX 157-A, WHITEFIELD, MS 39193

(601) 351-8000

WWW.MSH.STATE.MS.US

James G. Chastain, Director

January 28, 2020

Public Procurement Review Board
Catoria Parker Martin, Director
501 North West Street, Suite 700 E
Jackson, Mississippi 39201

Dear Ms. Martin,

Mississippi State Hospital (MSH) requests permission to issue an RFP to contract with a food service management company to serve the dietary needs of our patients and residents.

The duties of the food service management company would include but are not limited to the following:

- Provide uninterrupted and regulation approved breakfast, lunch, dinner and additional meals/supplements as needed for MSH patients (this includes supplying the actual food and the labor to prepare the meal)
- Provide food for special events for MSH patients and/or staff
- Provide special meals or increased calorie meals to patients per physician orders
- Provide services independently of MSH due to the fact that MSH does not employ food service staff
- Provide routine cleaning of food preparation areas and cleaning of patient dining areas
- Provide adequate number of vehicles for delivery of meals
- Provide sufficient site qualified personnel to ensure the food service program is operated according to quality food service standards

To fulfill these duties, it is important that the vendor demonstrate an ability to provide a high level of performance, within MSH's budget, for all of these services. Since the chosen vendor will be an independent agent of MSH, the vendor will be responsible for all personnel, business functions and all aspects of day to day management decisions. In addition, the chosen vendor must be able to adhere to all regulations and standards that govern MSH including but not limited to: The Joint Commission; MS Department of Health, Division of Licensure and Certification; CMS Standards; MS Department of Education Child Nutrition Program, MS Department of Mental Health Policies and Procedures, MSH Policies and Procedures.

Services of this capacity require a food service management company that has a history of providing food services in a setting such as MSH. The ability for MSH to exercise comparative judgments in evaluating

A FACILITY OF THE MISSISSIPPI DEPARTMENT OF MENTAL HEALTH

ACCREDITED BY THE JOINT COMMISSION ON ACCREDITATION OF HEALTHCARE ORGANIZATIONS



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vendor submissions is imperative. Through this process, MSH wishes to attract as many qualified vendors as possible, while being able to apply agency specific knowledge and due professional judgement when selecting the most qualified vendor for this service. Moreover, MSH has successfully used this method of procurement in the past and believe it to be most advantageous to the agency and the State.

We appreciate your consideration in this matter.

Sincerely,

James G. Chastain

Director

Mississippi State Hospital

A FACILITY OF THE MISSISSIPPI DEPARTMENT OF MENTAL HEALTH

ACCREDITED BY THE JOINT COMMISSION ON ACCREDITATION OF HEALTHCARE ORGANIZATIONS



**PETITION FOR RELIEF FROM BIDDING AS A PROCUREMENT METHOD
(INDEPENDENT CONTRACTOR)**

Agency: Mississippi State Hospital
Agency Contact Name: H.L. Lockhart
Agency Contact Email Address: lockhhl@msh.state.ms.us
Agency Contact Phone Number: 601-351-8056
Date Form Submitted to PPRB's OPSCR staff: 2/5/2020
Requested PPRB Meeting Date: 3/4/2020
Briefly describe the proposed scope of work for the procurement:

Contractor shall provide professional food service management services to all Mississippi State Hospital (MSH) Departments/Divisions. Acting as an independent agent contractor shall be responsible for the day to day operation of MSH food services, to include personnel, business functions and all aspects of day to day management decisions.

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1. Petition for relief from bidding (the use of Invitation for Bids) as a procurement method may be requested for one of the reasons listed below. Check the reason that prevents your agency from using Invitation for Bids (IFB) as a procurement method for this service:
 - ☐ Federal and/or state law has established limitations on the use of competitive bidding for the personal or professional contracts the agency is seeking to procure;
 - ☐ The agency is required to hire professionals whose members are prohibited from bidding by the rules of professional conduct promulgated by the regulating agency or agencies for that professional; or
 - ☒ Competitive bidding through the use of an Invitation for Bids (IFB) is not practicable and advantageous to the business of the agency.
 2. Provide a detailed explanation of the reason(s) why a procurement method other than bidding (IFB) is requested (attach supporting documentation including, but not limited to, any identified laws, orders, rules, or regulations issued by a governing body):
 - A. The invitation for bid procurement process has the singular primary focus on price as the determining factor in awarding a contract. This food service management contract will require evaluation of other factors which are just as important or of greater importance than price alone. Focus on price alone will not allow flexibility on selecting a food service management company. MSH requires the ability to be able to put a significant weight on other factors such as the contractor's demonstrated knowledge in institutional food preparation and management. Knowledge of food service regulations/standards must also be measured to ensure that the contractor is capable of producing high quality and safe meals for MSH patients and staff. Vendors must be able to demonstrate a working knowledge of regulations/standards to include: MS Department of Health Minimum Standards for Psychiatric Hospitals subchapters 51 to 54, MS Department of Health minimum standards for hospitals subchapter 23, 40, & 41, MS Department of Health minimum standards for institutions for the aged or infirm subchapters 28, 29, & 30,



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Center for Medicare & Medicaid Services Appendix A food and dietetic services 42 CFR, Center for Medicare & Medicaid Services Appendix PP 42 CFR, Mississippi Academy of Nutrition and Dietetics, Food and Nutrition Board of the National Research Council of the National Academy of Science, and the Joint Commission Dietary Standards 2020. Vendor must also be able to provide food which meets the varied needs of all MSH patients from the approved MSH Dietary Formulary to include: regular, chopped entrée, puree, extra (2400 calories), extra plus (2800 calories), double (standard diet calories doubled), clear liquids, full liquids, Consistent CHO (diabetic-1200 kcals-1500 kcals-1800 kcals-2000 kcals-2200 kcals & 2500 kcals), low concentrated sweet diet, low sodium diet, no salt added, low fats diet, heart healthy/calorie controlled diet, vegetarian or renal hi/low diet as examples. Contractor shall provide at least three (3) meals in each twenty-four (24) hours which all meet the current recommended dietary allowance of the Food and Nutrition Board of the National Research Council of the National Academy of Science adjusted for individual needs. Vendor will be required to ensure meals are developed from a standard food planning guide (e.g., food pyramid) or nutrient based menu (determined by nutritional analysis) and meals planned and food purchase accordingly. The guide will be adjusted to consider individual differences such as age, size, gender, physical activity, or state of health. Residents identified with significant nutritional problems will receive appropriate medical nutrition therapy based on current professional standards. Flexibility to not just rely on price as the determining factor is critical for MSH to successfully award this contract to a competent contractor.

- B. MSH is focused on hiring a food service management company that has a demonstrated history of performing the needed food management services at a high level for similar customers in a healthcare setting to include Psychiatric, Nursing Home, and Acute Care populations and must have demonstrated experience in managing day to day food service operations within a medium to large healthcare facility. MSH must be able to interview previous customers and the contractor in order to better evaluate the contractor's knowledge of food service regulations and business operation competencies.
- C. MSH seeks to have the flexibility to evaluate the offers submitted by prospective contractors based on the food service company having the ability to apply food service regulations and standards into daily food service operations while producing a consistently high quality food product. The RFP process will allow MSH the diverse evaluation process which will help to identify and measure all relative aspects of a contractors food service management company's knowledge and experience and the ability to use these traits in producing an high quality final food product.
- D. Performing the duties/tasks related to this food service management contract requires specific abilities, training and education that must be evaluated prior to awarding a contract. Particular food service knowledge and experience in a hospital setting is necessary because of the key role that dietary regimen plays in the wellness outcome of MSH patients.
- E. The service being procured under this contract does not involve aesthetic or artistic values.



**PETITION FOR RELIEF FROM BIDDING AS A PROCUREMENT METHOD
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- F. The services sought under this contract will require the use of comparative judgmental evaluations to thoroughly assess the offers received from food service management companies. This process will involve verification of credentials and actual ability to perform the needed services at the required service level in similar settings. Assessment will also be made against MSH's own food service policies and procedures.
 - G. Quality, consistency and capability are critical factors equally as important as price when awarding a contract for a long term provider of something as essential/important as the food products that will be consumed by patients/staff with the expectation of receiving a nutritious and safe meal. Price alone will not ensure that these expectations are met.
 - H. The RFP process has been used successfully by MSH in the past and helped in ensuring that the MSH food service requirements are met at a high level for a reasonable cost.
 - I. It is important to note that food service management companies will respond better to solicitation permitting evaluation and discussions of diverse criteria which takes into consideration of qualities such as knowledge, experience, and ability to perform and produce the required product. The RFP will provide all interested offerors a fair opportunity to present their services and be ensured that they will receive equal consideration before a final award is made. The RFP process actually allows offerors a greater opportunity to present their services and their successes.
3. If petition for relief from bidding is granted, a competitive procurement procedure for selecting the vendor must be established. The PPRB may audit your records to ensure competitive procedures were used to procure the required service. If the request for petition for relief from bidding (IFB) is granted, please indicate the method of procurement that will be used:

XRequest for Proposals

☐ Request for Qualifications

☐ Other (Please explain):

- 4. When will the procurement be issued and/or advertised? March 11th & March 18th
- 5. When will the vendor(s) be selected? By May 15th
- 6. How many contract(s) will be issued as a result of the procurement? One
- 7. What evaluation factors will be used and what is the weight/percentage of each factor?

Technical Factors (10 Points Total)

Proposed Plan – 10 Points

Cost Factors (37.5 Points Total)

Price – 35 Points

Use of Advisory Panels – 2.5 Points

Management Factors (52.5 Points Total)

Ability to perform required services – 15 Points

Available Resources – 10 Points

Personnel Qualifications & Experience – 5 Points



Public Procurement Review Board
Office of Personal Service Contract Review
Form PPRB-003 Revised January 1, 2020
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Past Performance – 7.5 Points
Understanding of regulations – 5 Points
Menus – 5 Points
Employee cafeteria services – 2.5 Points
Food delivery system – 2.5 Points

8. What is the anticipated term of the contract? 11/1/2020 to 10/31/2024 with a one year optional renewal.
9. Will the contract include renewal terms? If yes, how many? One Renewal
10. What is the anticipated total amount of funds expended under the contract? \$14,500,000.00
11. Will the contract negate the need for an existing PIN/WIN? **NO** If so, please explain how the contract is more cost effective: **NA**
12. Please indicate whether procurement is associated with any new, continued, expanded, or terminated program(s): **Continued outsourced food service management program**
13. Please provide the names of the Evaluation Committee members. Amanda Matson, Amy Carruth, Julie Johnson, H.L. Lockhart

14. Has relief from bidding of this service been previously requested? ☒ No ☐ Yes

If "Yes" please explain and attach the previous approval or denial. If denied, please explain why this request is different. What was the date of the previous PPRB meeting when this was considered by the Board? **NA**



Chief Procurement Officer Signature



Date

EXHIBIT - F
EVALUATION FORM
RFP ??,??,????,??? (MSH FOOD SERVICE MANAGEMENT SERVICES)

OFFEROR NAME: _____

Note: Evaluate each criteria and award points on a scale of 0 to 35.

Criteria	Maximum Score	Actual Score	Comments
Proposed Plan (Technical)	10 Points		
Ability to perform required services (Management)	15 Points		
Available Resources (Management)	10 Points		
Personnel Qualifications & Experience (Management)	5 Points		
Past performance (Management)	7.5 Points		
Price (Cost)	35 Points		
Understanding of Regulations (Management)	5 Points		
Menus (Management)	5 Points		
Use of Advisory Panels (Cost)	2.5 Points		
Employee Cafeteria Services (Management)	2.5 Points		
Food Delivery System (Management)	2.5 Points		

Total Overall Score:	100 Max Points	Score:

Evaluator's Signature: _____

Job Title: _____

Date: _____

EXHIBIT - G
EVALUATION FORM SCORING GUIDE
RFP ????.???.??? (MSH FOOD SERVICE MANAGEMENT SERVICES)

OFFEROR NAME: _____

Note: Evaluate each criteria and award points on a scale of 0 to 35.

Criteria	Maximum Score	Minimum Standard	Explanation of Points Assigned
Proposed Plan (Technical)	10	Offeror submits a written detailed plan addressing all requirements of the RFP	Excellent : 8 to 10 Points Good: 5 to 7 Points Fair: 0 to 4 Points
Ability to perform required services (Management)	15	Offeror demonstrates experience in meal preparation producing nutritious, good tasting food and day to day business operation	Each good standing performance verification will receive 3 points Information obtained during reference check
Available Resources (Management)	10	Offeror submits a written listing of all available resources to be made available by the contract start date	Excellent: 8 to 10 Points Good: 5 to 7 Points Fair: 0 to 4 Points
Personnel Qualifications & Experience (Management)	5	Offeror submits resumes of all key personnel to be assigned on-site and in support in performance of the contract	5 Points for resumes for key personnel 0 Points for no resumes
Past performance (Management)	7.5	Offeror must provide at least five (5) customer references recent within ten (10) years	Each good standing reference will receive 1.5 points MSH will contact references
Employee Cafeteria Services (Management)	2.5	Offeror submits a detailed written plan outlining provision of employee cafeteria services	2.5 Points for a written employee cafeteria plan 0 Points for no written employee cafeteria plan
Understanding of Regulations (Management)	5	Offeror demonstrates knowledge of applicable regulations	5 Points for demonstration of regulatory knowledge 0 Points for failure to demonstrate regulatory knowledge

Menus (Management)	5	Sample menus(to include 21 day cycle) provided in offer	5 Points for sample menus 0 Points for no menus
Food Delivery System (Management)	2.5	Offeror submits a written plan for meal delivery to patient buildings and events to include equipment and vehicle inventory	2.5 Points for a written meal delivery plan 0 Points for no written meal delivery plan
Price (Cost)	35	See paragraph 6.26.4 of the RFP	35 Points to the lowest price offeror A percentage assigned to all other offerors
Use of Advisory Panels (Cost)	2.5	Offeror submits a written plan for the use of advisory panels	2.5 Points for a written advisory panel plan 0 Points for no advisory panel plan

Total Overall Score:	100 Max Points	Score:
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