



STATE OF WASHINGTON
DEPARTMENT OF SOCIAL AND HEALTH SERVICES
PO Box 45811, Olympia WA 98504-5811

DATE: August 21, 2024

TO: RFQQ #2435-857 Bidders

FROM: James O'Brien, Solicitation Coordinator
DSHS Central Contracts and Legal Services

SUBJECT: Amendment No. 01 – RFQQ #2435-857 Bidder's Q & A from Pre-Bid Conference and Pre-Bid Conference Presentation of August 20, 2024

DSHS amends the RFQQ # 2435-857 to include questions and answers from the Pre-Bid Conference held on August 20, 2024 as well as the presentation from the same Pre-Bid Conference.

Bidder's Questions and Answers
RFQQ# 2435-857

Question #1: Will the presentation be available for download afterwards and may I have the solicitation coordinator email address for additional questions?

A: The presentation will be posted as an amendment on WEBS and on the DSHS Procurement site along with the official answers from today's questions. Any additional questions should be sent to the solicitation coordinator at James.obrien2@dshs.wa.gov.

Question #2: Will there be a direct link available for the required documents?

A: They are posted on the [DSHS website](#) - as well as the WEBS site.

Question #3: What qualities and abilities would the ideal candidate possess?

A: We are looking for a bid that answers all the questions and qualifications as described in the RFQQ documents.

Question #4: Does it matter if I have more of a transportation background or a culinary background?

A: Food preparation and delivery services are both needed, and they are both equally important.

Question #5: Are food deliveries expected to be on individual trays or bulk delivery? How is delivery anticipated?

A: Please see Attachment A – Sample Contract for specifics. These requirements are described in detail in the sample contract.

Question #6: 3 meals, 3 snacks and beverages for each meal are expected. Does delivery include all meals, snack and beverages at once or multiple deliveries throughout the day?

A: The current vendor is delivering for the following day, and it includes 3 meals, 3 snacks and beverages for each meal. DSHS is open to alternatives if proposed.

Question #7: Is this the first launch or is there a current vendor?

A: The current vendor is Pioneer Human Services. This is not the first request for these services.

Question #8: Who is the current vendor?

A: Pioneer Human Services is the current vendor for both Maple Lane Campus and Olympic Heritage. They cannot continue to provide the service to Olympic Heritage as of September 1. New units will be coming on-line at Maple Lane Campus, expanding the client population. They cannot expand services to accommodate any added clients at Maple Lane Campus.

Question #9: What is the current contract going for?

A: The current contract(s) in place, do not reflect all the needs for this RFQQ. Below are some of the rates contained in the current contract(s). DSHS is looking for potential bidders to conduct their due diligence and offer DSHS the best pricing possible for the best quality of food possible. This decision of pricing is at the sole discretion of the bidder.

Beginning January 1, 2024:

| Diet Type | Charge Per Meal | Base Charge (3 Meals per Day per Patient/Resident) |
|-----------|-----------------|--|
| Regular | \$7.54 | \$22.62 |
| Special | \$8.20 | \$24.60 |

Question #10: Was Pioneer Human Services providing both food preparation and delivery?

A: Yes, they were. However, we are open to joint proposals.

All other terms and conditions in this Solicitation remain the same.

Attendees at the August 20 Bidder Conference included the following:

1. James O'Brien, DSHS
2. Stephaine Ssaaka, DSHS
3. Mara Lake, DSHS
4. Kiara Moses, DSHS
5. Blessing Guillermo, DSHS
6. Todd (last name and company name not received)
7. Roshaun Yates, Lifestyle LLC DBA Lifestyles Valet Shuttles & Tours

Welcome to the Bidder Conference

DSHS/BHA Request for Qualifications and
Quotations (RFQQ) #2435-857
Food Preparation and Meal Delivery Services

August 20, 2024

10:00 to 11:00 a.m. Pacific Time

Agenda

- Introductions and Ground Rules
- Opening Remarks
- Project Scope and RFQQ Goals
- Important Reminders & Key Dates
- Q&A

Introductions and Ground Rules

- DSHS Introductions
- Presentation, followed by Q&A
 - Please hold questions until end
 - Questions must be sent to the RFQQ Coordinator via Chat
- List of attendees may become a public record
- Focus on general issues related to RFQQ instructions, requirements, etc.
- **Verbal responses to questions are unofficial**
- Official responses to be posted as an RFQQ amendment.

Procurement Goals

- Fair, open and competitive procurement process
- DSHS is a public entity and subject to state procurement rules and regulations
- To obtain the services of a qualified organization, who will collaborate with DSHS, BHA to provide Food Preparation and Meal Delivery Services as requested in the RFQQ.

Opening Remarks

Behavioral Health Administration

The Department of Social and Health Services, Behavioral Health Administration transforms lives by supporting sustainable recovery, independence and wellness.

BHA Facilities provide in-patient behavioral health treatment in a secure environment to assist people in stabilizing their acute psychiatric symptoms and support the development and implementation of an individual recovery plan. Following treatment, it is the goal of the programs to transition patients back to the jail, the community, or to a less-restrictive setting.

Background

BHA Facilities in need of this service may include but is not limited to the following:

Short-term Needs:

- Behavioral Health & Treatment Facility – Maple Lane Campus, located at 20311 Old Highway 9 Southwest, Centralia, Washington, 98531. Current client population is 76, but client population is expected to expand to 140 by February 2025.
- Olympic Heritage Behavioral Health Facility, located at 12844 Military Rd South, Tukwila, WA 98168. Current client population is 120.

Long-term Needs:

- Behavioral Health & Treatment Facility – Brockmann Campus, planned location at 16015 NE 50th Avenue, Vancouver, WA, 98686. This facility is currently under construction and planned client population is 48. Planned facility will open in phases and is scheduled to start in May 2025 and be completed by September 1, 2025 (total client population when complete will be 48).

Project Scope

Orders

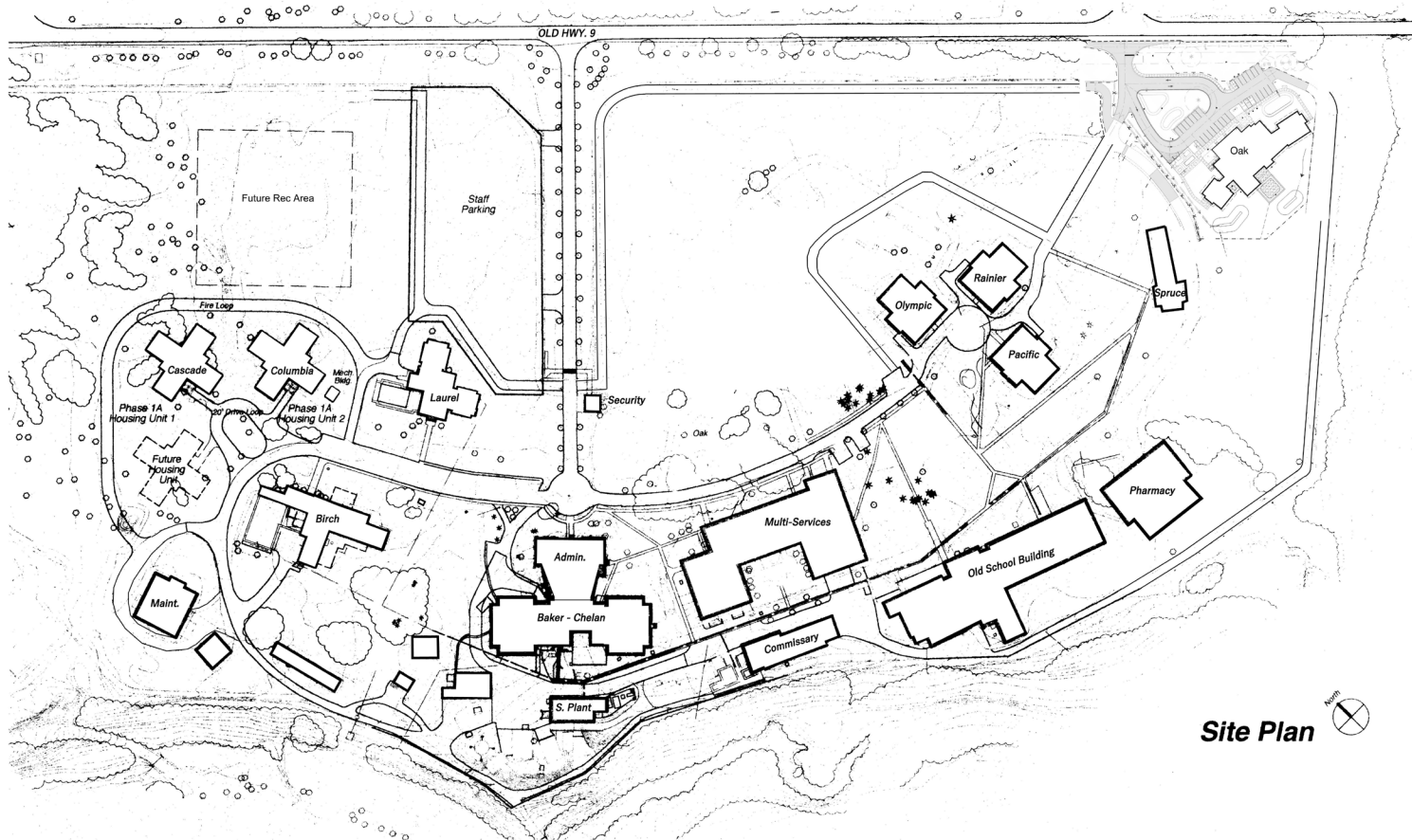
- Placement and Confirmation of Orders
- Contents of the Order
- Order Changes

Preparation and Meal Planning

- General
- Daily Meal Components
- Meal Quality
- Plans and Procedures
- Meal Packaging
- Meal Plan: Menus
- Transporting Meals
- Transportation Breakdown
- Delivery Tickets
- Collection of Soiled Containers
- Special Menu Items

Maple Lane Campus

Meal Delivery Site Map



Site Plan 

Brockmann Campus

Meal Delivery Site Map



Olympic Heritage

Meal Delivery Site Map

KEY PLAN



NORTH

Lower Level:

- Kitchen
- Dining room

First Floor:

- Security
- Pharmacy

Second Floor:

- Ward: Juniper

Third Floor:

- Ward: Trillium

North Entrance

NORTH BUILDING

Meal Delivery location



EAST BUILDING

EAST

Lower Level:

- Commissary
- Warehouse

SOUTH

First Floor:

- NEO
- MOD

Second Floor:

- Staff offices

Third Floor:

- Staff offices

WEST

First Floor:

- IT
- Treatment Mall, Court Services

Second Floor:

- Ward: Camas

Third Floor:

- Ward: Fern

Fourth Floor:

- Ward: Sitka

WEST BUILDING

ADMIN

Second Floor:

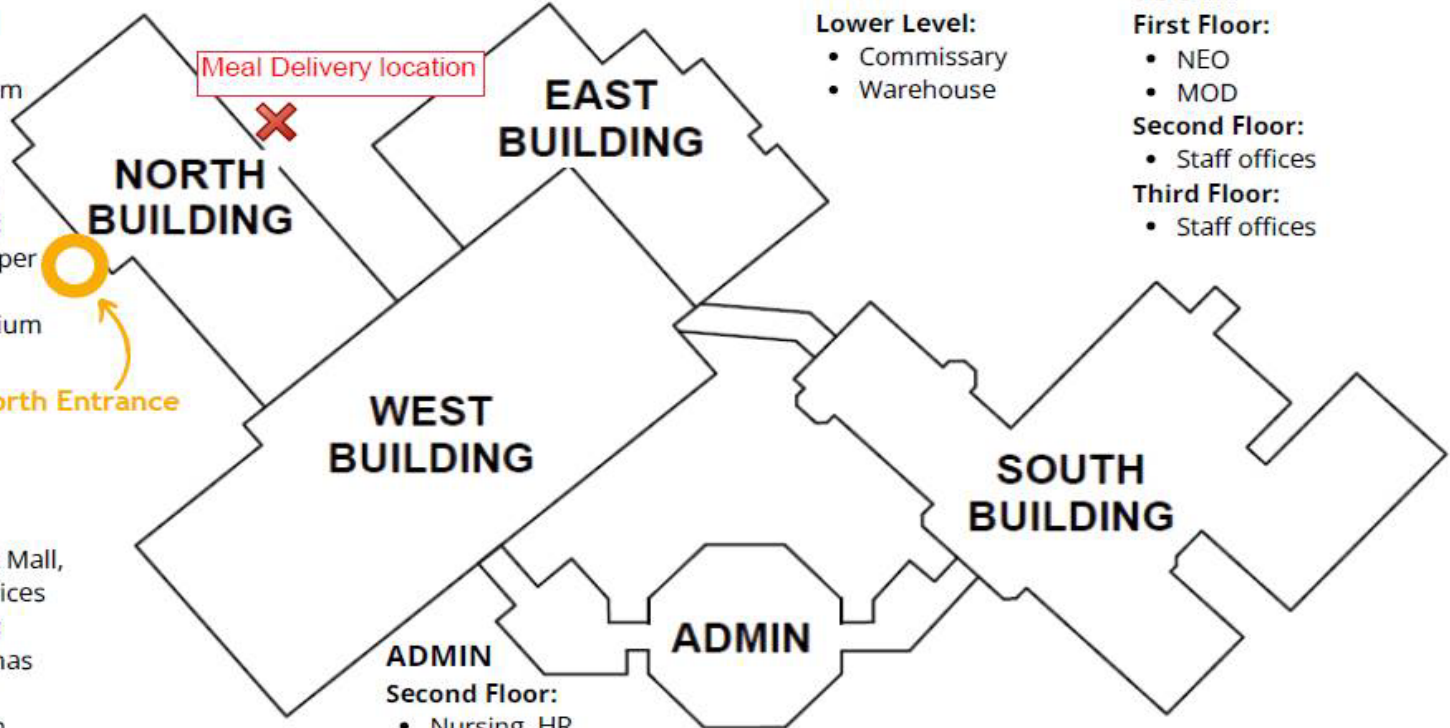
- Nursing, HR

Third Floor:

- Executive offices

ADMIN

SOUTH BUILDING



Bidders' Proposals

- Based on the terms, conditions and deliverables set forth in the RFQQ and Attachment A: Sample Contract
- Provide clear, concise, direct, detailed and specific responses
- Ensure responses are accurate, without assumptions
- Apparent Successful Bidder's Proposal may become part of the Contract

Submitting a Proposal that does not follow the RFQQ requirements will be deemed non-responsive

Submission Requirements



Attachment B: Sample Submission Letter

Attachment C: Certifications & Assurances

Attachment D: Bidder Response Form

1. Bidder Information (Administrative Response)
2. Bidder Qualifications and Experience
3. Bidders Solution to RFQQ (Technical Response)
4. Bidders Proposed Pricing (Cost Response)
5. Bidder EO 18-03 Certification

Attachment E: Contractor Inclusion Plan

Important Reminders

- As Amendments are posted to WEBS, these should be carefully reviewed and downloaded by the Bidders
- DSHS is committed to ensuring a fair and open competitive process
- To ensure that all Bidders receive a fair and open opportunity, it is vital that all interested parties abide by the requirements
- **All questions and information regarding this RFQQ should be directed to the RFQQ Coordinator and to no one else, unless otherwise directed in writing by the RFQQ Coordinator**



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|---|----------------------|
| Bidders may submit written questions or requests for change in Solicitation Requirements until 5:00 p.m. Pacific Time | August 23rd, 2024 |
| DSHS intends to post responses to written questions | August 28th, 2024 |
| Bidders must submit Responses by 5:00 p.m. Pacific Time | September 10th, 2024 |
| DSHS Evaluates Written Responses | September 13th, 2024 |
| Announcement of Apparent Successful Bidder on WEBS | September 23rd, 2024 |
| Contract Execution/Start Date | As soon as possible |



- Questions must be sent to the RFQQ coordinator directly via Chat
- **Verbal responses to questions are unofficial**
- Official responses shall be posted on WEBS as an RFQQ Amendment
- If there are questions that we do not get to today, please submit these via email to the RFQQ Coordinator at: james.Obrien2@dshs.wa.gov

Final Questions are due via email no later than August 23rd, 5:00PM PT

**DSHS appreciates your time and
interest in this solicitation!**