**Attachment B – Specifications**

**Emergency Mass Feeding - Statewide**

**RFx: 3000021926**

Per the State of Louisiana, Emergency Operations Plan (dated August 2019) and the State of Louisiana Mass Care Feeding Plan (2019), the Louisiana Workforce Commission (LWC), has primary responsibility for coordinating mass feeding to disaster victims and emergency personnel during all phases of disasters. This includes contracting with vendors to provide meals in all state-sponsored shelters, in some non-state sponsored shelters, or other feeding locations upon request from other agencies or local governments.

The purpose of this solicitation is to establish a contract(s) for a period beginning May 1, 2024 or date of the award, whichever is later, through April 30, 2025. Awarded Contractor(s) will provide meals - as directed by the Louisiana Workforce Commission (LWC), inclusive of, but not limited to: hot, cold, or portable meals and snacks. The meals will be for individuals located, assigned or transported to established state sponsored Medical Special Needs Shelters (MSNS), Critical Special Needs Shelters (CTNS), Non-Congregate Shelters (NCS), non-state sponsored Critical Transportation Needs Shelters(NSCTNS), Federal Medical Stations (FMS), and for such other locations (e.g., Ambulatory Elderly Shelters, DSNAP Offices, Parish Pickup Points (PPP), or POD’s) throughout the state opened by either the Governor’s Office, the Division of Administration (DOA), or the Department of Children and Family Services(DCFS) pursuant to an Emergency Declaration.

Once established, the contract(s) will be available for use by State Agencies, Political Subdivisions, Quasi State Agencies, External Procurement Units, and Agencies of the United States Government. In the event of any conflict between orders from multiple agencies, the LWC emergency mass feeding contract release orders shall prevail and priority of service shall be given to LWC orders throughout the duration of any declared emergency.

The locations of each established state sponsored shelter and the shelter capacities are listed in Attachment C – Shelter Listing. Additional state-sponsored shelter facilities may be added by the State based on the needs of individual disasters. Each of the separate and distinct LWC feeding Regions is listed on the map in Attachment D – LWC Mass Feeding Regions.

Note: The feeding of evacuees located in parish shelters or parish run “Point to Point” shelters is the primary responsibility of the American Red Cross. In the event that the American Red Cross cannot supply the meals, the State, through the Department of Children and Family Services and its partnership with the Louisiana Workforce Commission, has agreed to supply meals to the in parish shelters or “Point to Point” shelters.

**Meals:**

1. Unless otherwise directed by LWC to substitute a portable meal for those individuals to be transported, there shall be three balanced meals per day for shelter evacuees including breakfast, lunch, and dinner. All three meals shall be hot meals, plus one overnight/midnight staff meal that shall be either a portable or a hot meal (This meal would typically be delivered at the same time as the dinner meal. Quantities for this staff meal based on historical orders at shelters-could be approximately 10% or more of the dinner meal total.

During a disaster there may be limited resources and/or logistical problems; however meals should follow the current USDA Food Guide/DASH Eating Plan using a minimum 2,000 calorie daily intake. The initial meal upon contract implementation should be time of day appropriate (i.e. breakfast / lunch / dinner).

1. A cold meal or shelf stable option will only be allowed to be substituted for a hot meal at the discretion of the requesting agency, depending on the current emergency situation, limited resources, and/or logistical problems.
2. All meals at Medical Special Needs Shelters (MSNS) shall be prepared with no salt or with a salt substitute; fruit juice and ultra-pasteurized milk is to be included in the breakfast meal. Soft meal options shall be included when requested. Meals provided at the MSNS shall offer at least one sugar free cereal if cereals are being served. If dessert is provided, it shall be sugar free.
3. Tea, bottled water, and coffee are to be provided for all meals and shall include cups, sugar, artificial sweetener, cream, stirrers and ice.
4. Food must be kept at a proper temperature according to the Louisiana Board of Health Standards for Louisiana Department of Health (LDH) inspection. Food temperatures will be monitored randomly by LDH inspectors. Food that does not meet proper health standards, or found to be unacceptable by LDH inspectors must be replaced by the contractor at their expense, or the State reserves the right to transfer the order to the next lowest Contractor.
5. Hot meals are to be served in “clam shell” type containers. The containers shall be factory sealed “banquet pack” and shall include medium-weight disposable eating utensils, salt and pepper packets and a napkin with each meal.

**Portable Meals:**

1. The portable meal is a meal suitable for being transported (boxed or bagged) and consumed during an evacuee’s return trip home, or by emergency personnel in the field, or in any other scenario as deemed necessary by LWC or the requesting agency utilizing the contract.
2. Meal contents must be durable to prevent spoilage for a minimum four hour bus trip and shall be nutritional in food value. The meal shall contain a protein entrée (i.e. sandwich, wrap or comparable item) and adequate snacks such as (but not limited to) a fruit product, cookies, cheese, crackers, chips, etc. This meal shall include water or juice (in lieu of coffee or tea).

The package shall include a napkin and any other utensils or condiments necessary to eat the meal. The meal is to be provided pre-packaged and ready to hand out to the evacuees or emergency personnel

**Snacks:**

1. The snack is to be non-perishable and must consist of one or more, but not limited to, the following items: a fruit product, a granola bar, a candy bar, crackers, or chips.The snack shall include one bottle of water.

**Transportation/Delivery:**

1. The unit price for meals shall be inclusive of all transportation anywhere within a feeding region, all labor and supplies necessary to provide and serve the number of requested meals per person and all equipment necessary to transport meals at the proper temperature to the destination.
2. It is recognized that additional logistics may be involved in delivery of meals to Non-Congregate hotel locations and allowances will be addressed in the pricing section of this specification. Unit prices shall be inclusive of all transportation, and all labor and supplies needed to deliver to the multiple hotel locations. Delivery will be to one drop off location (i.e. lobby, conference room, etc.) per hotel. There is no expectation that meals would be delivered to individual rooms.

**Minimum Qualifications**

1. Bidders shall have a minimum of two years of emergency preparedness experience in preparing and delivering meals as part of disaster response feeding operations serving greater than 500 evacuees per location at multiple locations simultaneously.
2. Bidders shall demonstrate their disaster response feeding capabilities by completing the Questionnaire on page 17 of Attachment A – Standard Terms and Conditions and returning it with their bid response. If additional space is needed, bidders may submit separate documentation with their bid.

**Requirements**

1. Successful bidder(s) in each Region will be tasked to provide all contractual requirements to each feeding location opened in that prospective Region. Once a feeding location is opened in that Region, the lowest bidder (primary Contractor) must provide all elements of the contract to that location. If all elements cannot be provided, the second lowest bidder (secondary Contractor) will be tasked to provide meals to that feeding location only. The elements of the contract include any combination of hot meals, portable meals, or snacks.
2. The right of first refusal will remain with the lowest bid award (primary Contractor) for each feeding location opened in the Region. The inability to provide meals to a specific feeding location within a Region due to ongoing demands at the time will not preclude the primary Contractor’s right to provide meals to the next feeding location within the Region that opens. However, once a succeeding vendor (secondary Contractor) assumes the provision of meals to a feeding location, it will remain with them for the duration of the emergency declaration, if they are able to meet the needs of the location.
3. **Contractors MUST be available when called upon, or LWC has the right to move to the next lowest Contractor.**
4. Lead time to have meals delivered after placing an order shall not exceed 12-24 hours.
5. Meals may be requested to be provided for up to 30 days or more.
6. As on-site kitchen facilities cannot be guaranteed, the Contractor shall be responsible for preparation, delivery and service of all meals and beverages in a timely and organized fashion.
7. Delivery times and quantities shall be determined by LWC and will be coordinated with the Contractor upon opening of the shelter(s).
8. Contractors shall provide to the LWC Incident Management Team a daily accounting of total meals served.
9. Contractors shall provide individual company delivery tickets per day, or per meal, that document receipt of the meals at shelters or delivery location as supporting documentation for invoices. These will be signed by personnel receiving meals at the shelter or delivery location.

**Pricing:**

1. The unit price shall be inclusive of: all transportation to anywhere within a feeding Region, and all labor and supplies necessary to provide and serve the number of requested meals per person. The unit price must reflect the price to be paid for one meal, per person, whether it be breakfast, lunch, dinner, or portable meal.
2. For each Region, this solicitation establishes four tiers relative to the numbers of meals prepared per person for each location within the Region.

Tier 1 includes those locations having 1-50 individuals.

Tier 2 includes those locations having 51-500 individuals.

Tier 3 - which historically includes the majority of shelters or locations - are those having between 501- 1500 individuals.

Tier 4 would be a location in which more than 1500 individuals are to be fed.

1. The unit price of snacks charged by each Contractor is to be 1/3 of their established Tier 3 bid times 30%, subject to a maximum of $3.50 each. The price of snacks will not be considered as part of the bid evaluation.
2. Bidders are asked to bid only on Tier 3 on Attachment E – Price Sheet. Submit one price for Congregate locations, and one price for Non-Congregate locations.
3. The pricing quoted by each bidder for Tier 3 will then determine the prices to be charged for Tier 1, Tier 2, and Tier 4 locations. Unit pricing bid be based on Tier 3 quantities of 501 -1,500 individuals per location. Pricing adjustments for quantities outside of this range will be calculated based on the following formula:

Tier 1: 1 – 50 = Unit price bid +10%

Tier 2: 51 – 500 = Unit price bid + 3%

Tier 3: 501 – 1,500 = Unit price per meal bid on Attachment E – Price Sheet

Tier 4: 1,501+ = Unit price bid -3%

1. Tier 3 bids for each separate Region 1-6 should be entered on Attachment E: Price Sheet for both Congregate and Non-Congregate locations.

**Definitions:**

1. Congregate Shelters – Shelters where evacuees are housed in one large facility such as MSNS, FMS, or CTNS.
2. Non-Congregate Shelters (NCS) – Nontraditional shelter facilities meant to house evacuees separately in smaller groups such as hotels. This may include multiple hotels to account for the number of evacuees that might otherwise be housed in one large congregate location.
3. Medical Special Needs Shelters (MSNS) – Shelter for evacuees that need almost constant medical care but do not require hospitalization. The shelter is run by State personnel.
4. Federal Medical Stations (FMS) - Shelter for evacuees that need almost constant medical care but do not require hospitalization. The shelter is run by Federal personnel.
5. Critical Special Needs Shelters (CTNS) – Shelter for evacuees classified as a CTN which is an individual who does not have the means to transport themselves out of a risk area and who depends on government supported assistance.
6. Non-State run Critical Transportation Needs Shelters (NS-CTNS) – Shelters for CTN evacuees that are being run by parishes or volunteer organizations.
7. Ambulatory Elderly Shelters – Shelters closer to the affected disaster area for mobile elderly evacuees that cannot make the longer trips to northern shelters.
8. Parish Pickup Points (PPP) - A major collection location within a parish where CTN evacuees are brought to in order to be registered, triaged and transported out of the risk area.
9. Point of Distribution (POD) - Sites where the general public will obtain life sustaining emergency relief supplies until such time as power is restored, retail establishments are reopened, or fixed and mobile feeding sites are in place.
10. DSNAP Offices – Local offices opened by the Department of Children and Family Services to certify individuals for Disaster Supplemental Nutrition Assistance Program benefits.