

STATE OF NEW HAMPSHIRE
DEPARTMENT OF CORRECTIONS
105 PLEASANT STREET
CONCORD, NEW HAMPSHIRE 03301

ADDENDUM # 4 TO BID INVITATION #NHDOC 2024-03

DATE OF BID OPENING: 10/30/2023

TIME OF BID OPENING: 2:00 PM

FOR: CANTEEN/COMMISSARY SERVICES

POSTED DATE: 10/17/2023

Question 1: In response to Question 2, the NHDOC states: “Yes. Please combine the two outlines. You may strike the ‘Technical Proposal’ and follow outline on Page 14.” Elsewhere, in response to Question 16, NHDOC provides that the final expected outline combining the formats listed on Page 14 and Pages 16-17 is in Appendix M. However, Appendix M is largely identical to the “Technical Proposal” that vendors were instructed to strike. Additionally, Appendix M (and the “Technical Proposal”) references Exhibits that are not part of the RFP, and fails to reference Appendixes that are part of the RFP (such as Appendix D: *Topics for Mandatory Narrative Responses*; Appendix E: *Standards for Describing Vendor Qualifications – Section E-1: Required Information on Corporate Qualifications*, and Section E-2: *Team Organization and Designation of Key Vendor Staff*, etc.). The outline in Appendix M doesn’t have a place for all of the information required in the outline on p. 14-15. Additionally, the information and order of information required in Appendix M is inconsistent with the information and order of information required in the outline on p. 14-15. Could the state please **choose** whether to comply with the outline on pages 14-15, **or** Appendix M, and not both? (The outline on p. 14-15 seems to be more relevant as it references the Appendixes that are actually attached to the RFP).

Answer 1: Appendix M has been modified and attached.

Question 2: Appendix M refers to the “Standard Terms and Conditions Proposal,” but it is difficult to understand what needs to be provided in this section. Appendix M references “Items 1.3, 1.4, 1.5, 1.11, and 1.12,” that need to be executed, but doesn’t explain what those items are. This section also references various links to forms (such as contract signing authority, PREA, etc.), that are typically part of the contracting process after award. Is the “Standard Terms and Conditions Proposal” section intended to be submitted with a vendor’s proposal, or completed after award? If it is to be submitted with the proposal, please clarify exactly what information needs to be submitted in this section of the proposal?

Answer 2: Please see REVISED Appendix M: Proposal Check Sheet. Standard Terms and Conditions noted previously and Appendix G-3 will be part of the contract and at time of award.

Question 3: If the vendor will be required for salary for the three Full-time staff members, can you please provide average wages?

Answer 3: Monthly average salary for three full-time staff is \$26,5532.00

Question4: It appears that the DOC has in place three full time workers and residents who work in the canteen. Will this labor and workers still be paid and under the direction of the DOC? Who is responsible for paying the warehouse staff and the inmate works; the DOC or the vendor?

Answer4: Yes, this will be paid under direction of DOC and they are considered DOC employees and paid by the State and reimbursed by vendor.

Administrator II - Contracts & Grants: Loretta Razin

TEL. NO.: 603-271-7602

NOTE: IN THE EVENT THAT YOUR BID INVITATION HAS BEEN SENT TO THIS OFFICE PRIOR TO RECEIVING THIS ADDENDUM, RETURN ADDENDUM WITHIN THE SPECIFIED TIME WITH ANY CHANGES YOU MAY WISH TO MAKE AND MARK ON THE REMITTANCE ENVELOPE BID INVITATION NUMBER AND OPENING DATE. RETURNED ADDENDA WILL SUPERSEDE PREVIOUSLY SUBMITTED BID.

BIDDER _____ ADDRESS _____

BY _____
(this document must be signed)

_____ TEL. NO. _____
(please type or print name)

APPENDIX M: PROPOSAL CHECK SHEET

If applicable and/or hard copies are delivered; Contractors shall submit one (1) original hard copy, labeled "Original", three (3) copies of the original labeled "Copy" and one (1) thumb drive of the original completed proposal in response to this RFP. The originals shall be signed in **blue ink**. These originals must be typed or clearly printed in **black ink**. Proposals that are not completed or unsigned shall be considered “technically non-compliant.” Any proposal(s) received after the deadline shall not be considered. Proposals must be sealed, or they shall not be accepted. Proposals shall not be stapled, or three-hole punched. Use only binder clips to secure and separate sections to the Technical and Cost Proposal. Contract Signatory shall initial and date the bottom right-hand corner of each page to the Appendix C documents and any other required documents for their Proposal.

If interested in submitting a proposal for these services, please fully complete, execute and return the following documentation in the sequence below:

Part A

- Technical Proposal Cover Sheet, labeled:
 - “Technical Proposal”
 - Name of Organization;
 - RFP Title and Number, Date of Submission; and
 - Marked as “Original”.
- Transmittal Letter (*refer to Appendix J*)
- Table of Contents
- Technical Proposal Contents
 - Executive Summary
 - Standards for Describing Vendor Qualifications (*refer to Appendix E*)
 - Information on Corporate Qualifications (*refer to Section E-1*)
 - Team Organization and Designation of Key Vendor Staff (*refer to Section E-2*)
 - Organizational Approach
 - Board of Directors and/or Personnel, Trustees and Business Addresses, Telephone (*redact all **personal** information, use Organization’s business address, and contact information*)
 - Financial Statements
 - References
 - Mission Statement (*only applicable to Non-Profit organizations*);
 - Sub-contractor Letter(s) of Commitment, (*if applicable*)
 - Licenses/Certifications, (*if applicable*)
- Responses to Requirements and Deliverables
- Narrative Responses (*refer to Appendix D*)
- Reimbursement Proposal (*refer to Appendix F*)
- Copy of RFP and any Signed Addendum(s)
- Alternate W-9 Registration (NOT INCLUDED HEREIN). The Contractor shall complete their Contractor Registration process on-line through the following link: <https://www.das.nh.gov/purchasing/vendorresources.aspx>; which will direct a potential Contractor to the State of NH Vendor Registration site. A Contractor should submit proof of their submission with their proposal. Please follow the instructions provided.
- Exceptions to Terms and Conditions(s) Letter (*refer to Section 5.23.3*) and below
- Non-Disclosure of Right to Know of Information Letter to State Agency (*refer Section 5.13 Public Disclosure*)
- Glossary of Terms and Abbreviations
- Redacted Copy of entire proposal (*if applicable*)