



**STATE OF TENNESSEE**  
**Department of Children's Services**

**REQUEST FOR INFORMATION  
FOR  
FOOD SERVICE PROGRAM**

**RFI # 35910-08309**  
**November 23, 2022**

**1. STATEMENT OF PURPOSE:**

The State of Tennessee, Department of Children's Services issues this Request for Information ("RFI") for the purpose of developing and implementing a food service program at Wilder Youth Development Center including: purchasing all food, non-food items, dietary supplies, and office supplies necessary to provide quality food service operations. We appreciate your input and participation in this process.

**2. BACKGROUND:**

Wilder Youth Development Center is located in West Tennessee - Fayette County, in the town of Somerville. Somerville is approximately 35 miles from the Memphis metropolitan area. Wilder YDC is charged with the responsibility of providing public safety, holding youth responsible for their behaviors, and offering males (ages 14-18) opportunities to build competencies. The Contractor shall supply a complete food service management program, including management and oversight of food preparation and service, food procurement, labor, materials, and expendable supplies necessary to feed youth, staff, and visitors. The final draft menu will be submitted to the State for written approval and contain caloric intake appropriate for these young men. Services considered within the scope of this Contract include, but are not limited to the following:

1. Provide food service to all youth, serving three meals a day and three snacks per day, including any special diets, confinement meals, religious meals, emergency meals, special event meals, snacks, sack meals, and staff/guest meals; as well as any other meals authorized by the Deputy Commissioner.
2. Purchase and receive all food supplies necessary to meet the needs of this Contract.

3. Develop a Standardized menu program that is approved by the DCS Registered Dietitian. Menus must meet or exceed minimum Recommended Daily Allowance or Dietary Reference Intakes and comply with the Academy of Nutrition and Dietetics Nutrition Care Manual.
4. Maintain proper sanitation for the food service operation, including the cleaning and safe operation of all food service equipment.
5. Operation and management of food service will be in accordance with all applicable state policies, standards, laws, and regulations.
6. Provide all necessary staff to provide quality food service operations.
7. Maintain sanitation and inspection schedules for all food service operation areas.

**3. COMMUNICATIONS:**

3.1. Please submit your response to this RFI to:  
 Susan Finney, Program Coordinator  
 Department of Children’s Services  
 UBS Building 12<sup>th</sup> Floor  
 315 Deaderick Street  
 Nashville, TN 37243  
 EI\_DCS.Contracts@tn.gov

3.2. Please feel free to contact the Department of Children’s Services with any questions regarding this RFI. The main point of contact will be:  
 Susan Finney, Program Coordinator  
 Department of Children’s Services  
 UBS Building 12<sup>th</sup> Floor  
 315 Deaderick Street  
 Nashville, TN 37243  
 EI\_DCS.Contracts@tn.gov

3.3. Please reference RFI # 35910-08309 with all communications to this RFI.

**4. RFI SCHEDULE OF EVENTS:**

EVENT		TIME (Central Time Zone)	DATE (all dates are State business days)
1.	RFI Issued		November 23, 2022
2.	RFI Response Deadline30		November 30, 2022

**5. GENERAL INFORMATION:**

- 5.1. Please note that responding to this RFI is not a prerequisite for responding to any future solicitations related to this project and a response to this RFI will not create any contract rights. Responses to this RFI will become property of the State.
  
- 5.2. The information gathered during this RFI is part of an ongoing procurement. In order to prevent an unfair advantage among potential respondents, the RFI responses will not be available until after the completion of evaluation of any responses, proposals, or bids resulting from a Request for Qualifications, Request for Proposals, Invitation to Bid or other procurement method. In the event that the state chooses not to go further in the procurement process and responses are never evaluated, the responses to the procurement including the responses to the RFI, will be considered confidential by the State.
  
- 5.3. The State will not pay for any costs associated with responding to this RFI.

**6. INFORMATIONAL FORMS:**

The State is requesting the following information from all interested parties. Please fill out the following forms:

**RFI #35910-08309**

**TECHNICAL INFORMATIONAL FORM**

1. RESPONDENT LEGAL ENTITY NAME:

2. RESPONDENT CONTACT PERSON:

Name, Title:

Address:

Phone Number:

Email:

3. BRIEF DESCRIPTION OF EXPERIENCE PROVIDING SIMILAR SCOPE OF SERVICES/PRODUCTS

**COST INFORMATIONAL FORM**

1. Describe what pricing units you typically utilize for similar services or goods (e.g., per hour, each, etc.):

2. Describe the typical price range for similar services or goods

**ADDITIONAL CONSIDERATIONS**

1. Please provide input on alternative approaches or additional things to consider that might benefit the State: