

# REQUEST FOR PROPOSALS

**Food Service for Capital Area Recovery Program  
State Fiscal Year 2026 - 2027**



**RFP #:3000026183**

**Proposal Due Date/Time: Thursday, May 21, 2026, 4:00 p.m. CT**

**Capital Area Human Services District  
Baton Rouge, Louisiana**

**Issued Monday, April 20, 2026**

**Proposal Opening Notice: Proposals will be opened on Thursday, May 21, 2026 at 4:00 PM at the Capital Area Human Services District, 12301 Coursey Blvd, Baton Rouge, LA 70816. During this opening, only the names of those who have submitted a proposal will be read aloud as this will begin the evaluation process. In person attendance is allowed but not required. Results will be posted to the LaPAC and Central Auction House websites and via email to those who submitted paper proposals.**

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**REQUEST FOR PROPOSALS**  
**Food Service for Capital Area Recovery Program**  
**State Fiscal Year 2026 – 2027**

**PART 1: ADMINISTRATIVE AND GENERAL INFORMATION**

**1.1 Purpose**

The purpose of this Request for Proposal (RFP) is for Capital Area Human Services District (CAHSD) to obtain competitive proposals from qualified Proposers who are interested in providing food service for Capital Area Recovery Program (CARP), which is a 40-bed unit that provides social detoxification along with short-term residential addiction treatment services for adults. CARP is located at 2455 Wooddale Boulevard, Baton Rouge, Louisiana 70805. Non-profit and for-profit agencies may submit proposals in response to this RFP. The services contracted as a result of this RFP will be managed by CAHSD and provided to CARP clients. The contract funds shall be used solely for the provision of these services. The contract shall commence on or near the date approximated in the Schedule of Events. The term of this contract is for a period of up to twelve (12) months, contingent upon contractor performance, and availability of funding. At the option of CAHSD and with the concurrence of the contractor, this contract may be extended for two additional twelve (12)-month periods at the same price, terms, and conditions. Total contract time may not exceed thirty-six (36) months.

**1.2 Background**

CAHSD was established by legislation in 1996 and enacted in 1997, as a political subdivision of the State of Louisiana, to direct the operation and management of publicly-funded community-based programs and services for mental health, addictive disorders, developmental disabilities, and co-occurring disorders in the Louisiana Parishes of Ascension, East & West Baton Rouge, East & West Feliciana, Iberville, and Pointe Coupee. The mission of CAHSD is to facilitate person-centered recovery by empowering people of all ages with behavioral health needs and developmental disability challenges to strengthen relationships, establish independence, and enhance their ability to improve their physical health and emotional wellbeing.

**1.3 Goal and Objective**

CAHSD is conducting a fair and impartial competitive procurement process to solicit proposals in order to meet the following goal: Provide food services (i.e., at least three meals daily plus an evening snack) for a 40-bed unit (i.e., CARP) 365 days/year pursuant to a written agreement with an outside food management company.

**1.4 Term of Contract**

The term of any contract resulting from this RFP shall begin on or about July 1, 2026 and is anticipated to end on June 30, 2027, contingent upon contractor performance, and availability of funding. At the option of CAHSD and with the concurrence of the contractor, this contract may be extended for two additional twelve (12)-month periods at the same price, terms, and conditions of the initial contract. Total contract time may not exceed thirty-six (36) months. The continuation of the contract is contingent upon the availability of funds to fulfill the requirements of the contract.

**1.5 Definitions**

Agency	Capital Area Human Services District (CAHSD)
CAHSD	Capital Area Human Services District
Contractor	Any person having a contract with a governmental body; the selected Proposer.

Discussions	For the purposes of this RFP, a formal, structured means of conducting written or oral communications/presentations with responsible Proposers who submit proposals in response to this RFP.
DOA	Division of Administration
FDA	United States Food and Drug Administration
LDH	Louisiana Department of Health
May and Can	The terms “may” and “can” denote an advisory or permissible action.
Must	The term “must” denotes mandatory requirements.
OPH	Louisiana Department of Health-Office of Public Health
Proposer	A firm or individual who responds to this RFP.
R.S.	Louisiana Revised Statute(s)
RFP	Request for Proposal
Shall and Will	The terms “shall” and “will” denote mandatory requirements.
Should	The term “should” denotes a desirable action.
State	The State of Louisiana.

### 1.6 Schedule of Events

Event	Date
RFP Posted and advertised	Monday, April 20, 2026
Blackout period begins	Monday, April 20, 2026
Deadline for receipt of written inquiries	Monday April 27, 2026, 4:00 p.m. CT
Deadline to answer written inquiries	Wednesday, May 6, 2026 4:00 p.m. CT
Deadline for receipt of proposals and Proposal opening date	Thursday, May 21, 2026, 4:00 p.m. CT
Notice of Intent to award announcement, and 14-day protest period begins, on or about	Thursday, May 28, 2026
Contract execution, on or about	Wednesday, July 1, 2026

NOTE: The CAHSD reserves the right to revise this schedule. Revisions, if any, before the Proposal Submission Deadline will be formalized by the issuance of an addendum to the RFP. Revisions after the proposal deadline, if any, will be by written notification to the eligible proposers.

### 1.7 Proposal Submittal

Firms or individuals who are interested in providing services requested under this RFP must submit a proposal containing the mandatory information specified in the section. The proposal must be submitted electronically at <https://www.centralauctionhouse.com/main.php> or received in hard copy (printed) version by the RFP Coordinator on or before the date and time specified in the Schedule of Events. Fax or e-mail submissions shall not be acceptable. Proposers mailing their proposals should allow sufficient mail delivery time to ensure receipt of their proposal by the time specified. The proposal package must be delivered at the Proposer's expense to:

Other Boozer, Procurement Specialist- RFP Coordinator  
 CAHSD Fiscal Services  
 Capital Area Human Services District  
 12301 Coursey Blvd.  
 Baton Rouge, LA 70816

The responsibility solely lies with each Proposer to ensure their proposal is delivered at the specified place and prior to the deadline for submission. Proposals received after the deadline will not be considered.

### **1.8 Mandatory Qualifications for Proposer**

For food services described in this RFP, Proposers must be licensed by the State of Louisiana to provide services that require a license (when applicable) and must comply with all applicable provisions of the Louisiana State Sanitary Code. Proposers should have the staff, relationships, and resources necessary to implement their proposed services or should demonstrate the ability to acquire and develop them in a timely manner upon being funded for an award through this RFP. The Proposer should give a brief description of their organization (or collaboration) and address the following qualifications that must be met or exceeded prior to deadline for receipt of proposals:

- Have the capacity and willingness to perform all services described in this RFP;
- Not be an individual or entity excluded from state or federally funded health care programs (<https://adverseactions.ldh.la.gov/SelSearch> and (<https://oig.hhs.gov/exclusions/index.asp>);
- Have a valid retail food permit issued by the Louisiana Department of Health-Office of Public Health and submit copy with proposal (<https://ldh.la.gov/index.cfm/page/632>);
- Have a valid state food safety certificate issued by the Louisiana Department of Health-Office of Public Health and submit copy with proposal (<https://ldh.la.gov/index.cfm/page/632>);
- Have a minimum of three (3) years of experience providing the services described in this RFP;
- Be registered to do business within the State of Louisiana (<https://www.sos.la.gov/BusinessServices/Pages/default.aspx>);
- Have its principal place of business be located inside the continental United States;
- Have financial resources sufficient to conduct the program and submit copies of most recent independent financial audit report or audited financial statements for each of the last three (3) years including at least a balance sheet and profit and loss statement; and
- Have not had a contract terminated, withdrawn in lieu of termination, or not renewed for non-performance or poor performance within the past five (5) years.

### **1.9 Proposal Response Format**

Proposals submitted for consideration should follow the format and order of presentation described below. Proposers should respond to this RFP with a single written proposal. Whether electronic or hard copy (printed), pages must be no larger than standard U.S. letter paper size (8.5" x 11") and the document background must be white. Pages must be single-sided and typed in black ink, single-spaced, using 12-point Times New Roman or Arial font, with all margins (i.e., left, right, top, bottom) at least 0.5 inch. Pages should be typed with one column per page and should be numbered consecutively from beginning to end so that information can be located easily during review. Proposals should include the following items in the order listed.

#### **1.9.1 Cover Letter**

A cover letter should be submitted on the Proposer's official business letterhead explaining the intent of the Proposer.

#### **1.9.2 Table of Contents**

The proposal should be organized in the order contained below.

#### **1.9.3 Executive Summary**

This section serves to introduce the scope of the proposal. It shall include administrative information including the Proposer contact name and phone number, and the stipulation that the proposal is valid for a time period of at least 90 calendar days from the date of submission. This section should also

include a summary of the Proposer's qualifications and ability to meet the Agency's overall requirements in the timeframes set by the Agency. The executive summary should include a positive statement of compliance with the contract terms. If the Proposer cannot comply with any of the contract terms, an explanation of each exception should be supplied. The Proposer should address the specific language in this RFP and submit whatever exceptions or exact contract modifications that its firm may seek. While final wording will be resolved during contract negotiations, the intent of the provisions will not be substantially altered.

#### 1.9.4 Company Background and Experience

The Proposer should give a brief description of their company including brief history, corporate or organization structure, number of years in business, and copies of its latest financial statement, preferably audited. This section should provide a detailed discussion of the Proposer's prior experience in working on projects similar in size, scope, and function to the proposed contract. Proposers should describe their experience in other states or in corporate and governmental entities of comparable size and diversity with at least three references from previous clients including names and telephone numbers. Proposers should clearly describe their ability to exceed the qualifications described in the Mandatory Qualifications for Proposer section.

#### 1.9.5 Approach and Methodology

Proposals should include enough information to satisfy evaluators that the Proposer has the appropriate experience, knowledge and qualifications to perform the scope of services as described herein. Proposers should respond to all requested areas. The Proposer should: Provide Proposer's understanding of the nature of the project and how its proposal will best meet the needs of the agency; Define its functional approach in providing the services; Define its functional approach in identifying the tasks necessary to meet requirements; Describe the approach to Project Management and Quality Assurance; Provide a proposed Project Work Plan that reflects the approach and methodology, tasks and services to be performed, deliverables, timetables, and staffing; and Provide a written Business Continuity & Disaster Preparedness Plan that describes continued staffing and service delivery to consumers during disasters (<https://www.ready.gov/business>). Proposer should include a one-month (i.e., four weeks) menu; see the example format below.

<i>Example Week 1</i>	<b>Sunday</b>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>	<b>Saturday</b>
<b>Breakfast</b>	Waffles, Peaches, Milk, Juice	Oatmeal, Apples, Milk, Juice	Bagel, Fruit Jam, Eggs, Milk, Juice	French Toast, Fruit Cup, Milk, Juice	Bagel, Fruit Jam, Eggs, Milk, Juice	Oatmeal, Bananas, Milk, Juice	Pancakes, Berries, Milk, Juice
<b>Lunch</b>	Spaghetti w/ Meatballs, Garden Salad, Fruit Cup, Tea, Lemonade	Ham and cheese poboy, Tomato and lettuce, Fruit salad, Tea, Lemonade	Egg salad wrap, Cucumber/ tomato salad, Oranges, Tea, Lemonade	Roast beef & cheese poboy, Tomato and lettuce, Fruit Cup, Tea, Lemonade	Tuna salad wrap, Cucumber/ tomato salad, Oranges, Tea, Lemonade	Turkey and cheese poboy, Tomato and lettuce, Fruit salad, Tea, Lemonade	Supreme Pizza, Garden Salad, Water-melon, Tea, Lemonade
<b>Dinner</b>	Meatloaf, Mashed Potatoes, Green Peas, Mixed Fruit, Milk, Juice	Red Beans, Rice, Sausage, Greens, Cornbread, Mixed Fruit, Milk, Juice	Ground Beef Taco Salad w/Shell, Salsa, Lettuce, Tomato, Cheese, Mixed Fruit, Milk, Juice	Grilled Chicken, Mixed Veggies, Roll, Mixed Fruit, Milk, Juice	Navy Beans, Rice, Pork Chop, Cabbage, Cornbread, Mixed Fruit, Milk, Juice	Beef Burger w/Bun, Pickles, Lettuce, Tomato, Cheese, Mixed Fruit, Milk, Juice	BBQ Chicken, Calico Corn, Green beans, Sweet Potatoes, Mixed Fruit, Milk, Juice
<b>Evening Snack</b>	Cheese slices, Wheat crackers, Water	Carrot sticks, Hummus, Water	Bananas, Peanut butter, Water	Salt-free Pretzels, Cheese cubes, Water	Apple slices, Peanut butter, Water	Celery sticks, Light ranch dip, Water	Cucumber slices, Wheat crackers, Water

### **1.9.6 Proposed Staff Qualifications**

The Proposer should provide detailed information about the experience and qualifications of the Proposer's assigned personnel considered key to the success of the project. This information should include education, training, technical experience, functional experience, specific dates and names of employers, relevant and related experience, past and present projects with dates and responsibilities and any applicable certifications. This should also specifically include the role and responsibilities of each person on this project, their planned level of effort, their anticipated duration of involvement, and their on-site availability. Customer references (name, title, company name, address, and telephone number) should be provided in personnel resumes. Proposers should clearly describe their ability to exceed the qualifications described in the Mandatory Qualifications for Proposer section.

### **1.9.7 Veteran and Hudson Initiative Programs Participation**

Not applicable for this RFP.

### **1.9.8 Cost Proposal**

The Proposer shall provide the per diem cost, including but not limited to travel and project expenses, for providing all services described in the RFP. For information purposes only, the Proposer should provide for the project's proposed staff: the total estimated number of hours by job classification; the billing rate by classification; hourly rate or unit cost and an estimated percentage of the effort that will be completed by a subcontractor (if applicable).

### **1.9.9 Certification Statement**

The Proposer must sign and submit Attachment I: Certification Statement.

### **1.9.10 Outsourcing of Key Internal Controls:**

Not applicable to this RFP.

## **1.10 Number of Copies of Proposals**

The Agency requests that one (1) original (clearly marked "Original") and six (6) numbered copies of the proposal be submitted to the RFP Coordinator at the address specified. The original proposal shall contain original signatures of those company officials or agents duly authorized to sign proposals or contracts on behalf of the organization. A certified copy of a board resolution granting such authority should be submitted if the Proposer is a corporation. The proposal containing original signatures will be retained for incorporation into any contract resulting from this RFP.

## **1.11 Legibility/Clarity**

Responses to the requirements of this RFP in the formats requested are desirable with all questions answered in as much detail as practicable. The Proposer's response should demonstrate an understanding of the requirements. Proposals prepared simply and economically, providing a straightforward, concise description of the Proposer's ability to meet the requirements of the RFP are also desired. Each Proposer shall be solely responsible for the accuracy and completeness of its proposal.

## **1.12 Confidential Information, Trade Secrets, and Proprietary Information**

All financial, statistical, personal, technical and other data and information relating to the Agency's operation which are designated confidential by the Agency and made available to the Contractor in order to carry out the contract, or which become available to the Contractor in carrying out the contract, shall be protected by the Contractor from unauthorized use and disclosure through the observance of the same or more effective procedural requirements as are applicable to the Agency. The identification of all such confidential data and information as well as the Agency's procedural requirements for protection of such data and information from unauthorized use and disclosure shall

be provided by the Agency in writing to the Contractor. If the methods and procedures employed by the Contractor for the protection of the Contractor's data and information are deemed by the Agency to be adequate for the protection of the Agency's confidential information, such methods and procedures may be used, with the written consent of the Agency, to carry out the intent of this paragraph. The Contractor shall not be required under the provisions of the paragraph to keep confidential any data or information which is or becomes publicly available, is already rightfully in the Contractor's possession, is independently developed by the Contractor outside the scope of the contract, or is rightfully obtained from third parties.

Under no circumstance shall the Contractor discuss and/or release information to the media concerning this project without prior express written approval of the CAHSD Executive Director. Only information which is in the nature of legitimate trade secrets or non-published financial data shall be deemed proprietary or confidential. Any material within a proposal identified as such must be clearly marked in the proposal and will be handled in accordance with the Louisiana Public Records Act, R.S. 44: 1-44 and applicable rules and regulations. Any proposal marked as confidential or proprietary in its entirety shall be rejected without further consideration or recourse.

### **1.13 Proposal Clarifications Prior to Submittal**

#### **1.13.1 Pre-proposal Conference**

Not required for this RFP.

#### **1.13.2 Proposer Inquiries**

Written questions regarding RFP requirements or Scope of Services must be submitted to the RFP Coordinator listed below.

Otha Boozer, Procurement Specialist- RFP Coordinator  
CAHSD Fiscal Services  
Capital Area Human Services District  
12301 Coursey Blvd.  
Baton Rouge, LA 70806  
Email [cahsaccounting@la.gov](mailto:cahsaccounting@la.gov)

The Agency will consider written inquiries and requests for clarification of the content of this RFP received from potential Proposers. Written inquiries must be received by the date and time specified in the Schedule of Events. The Agency shall reserve the right to modify the RFP should a change be identified that is in the best interest of the Agency. Official responses to all questions submitted by potential Proposers will be posted by the date specified in the Schedule of Events at <https://www.centralauctionhouse.com/main.php> and <https://wwwcfprd.doa.louisiana.gov/osp/lapac/pubmain.cfm>.

Only the CAHSD Executive Director has the authority to officially respond to a Proposer's questions on behalf of the Agency. Any communications from any other individuals shall not be binding to the Agency.

Note: LaPAC is the Agency's online electronic bid posting and notification system resident on the Office of State Procurement website <http://www.doa.la.gov/Pages/osp/Index.aspx>. In that LaPAC provides an immediate e-mail notification to subscribing Bidders/Proposers that a solicitation and any subsequent addenda have been let and posted, notice and receipt thereof is considered formally given as of their respective dates of posting. To receive the e-mail notification, Vendors/Proposers

must register in the LaGov portal. Registration is intuitive at the following link: [https://lagoverpvendor.doa.louisiana.gov/irj/portal/anonymous?quest\\_user=self\\_reg](https://lagoverpvendor.doa.louisiana.gov/irj/portal/anonymous?quest_user=self_reg). Help scripts are available on OSP website under vendor center at: <http://www.doa.la.gov/Pages/osp/vendorcenter/regnhelp/index.aspx>.

### **1.13.3 Blackout Period**

The blackout period is a specified period of time during a competitive sealed procurement process in which any Proposer, bidder, or its agent or representative, is prohibited from communicating with any state employee or contractor of the Agency involved in any step in the procurement process about the affected procurement. The blackout period applies not only to Agency employees, but also to any contractor of the Agency. "Involvement" in the procurement process includes but may not be limited to project management, design, development, implementation, procurement management, development of specifications, and evaluation of proposals for a particular procurement. All solicitations for competitive sealed procurements will identify a designated contact person, as per Proposer Inquiries section of this RFP. All communications to and from potential Proposers, bidders, vendors and/or their representatives during the blackout period must be in accordance with this solicitation's defined method of communication with the designated contact person. The blackout period will begin upon posting of the solicitation. The blackout period will end when the contract is awarded. In those instances, in which a prospective Proposer is also an incumbent contractor, the Agency and the incumbent contractor may contact each other with respect to the existing contract only. Under no circumstances may the Agency and the incumbent contractor and/or its representative(s) discuss the blacked-out procurement.

Any bidder, Proposer, or Agency contractor who violates the blackout period may be liable to the Agency in damages and/or subject to any other remedy allowed by law. Any costs associated with cancellation or termination will be the responsibility of the Proposer or bidder. Notwithstanding the foregoing, the blackout period shall not apply to: A protest to a solicitation submitted pursuant to La. R.S. 39:1671; Duly noticed site visits and/or conferences for bidders or Proposers; Oral presentations during the evaluation process; or Communications regarding a particular solicitation between any person and staff of the procuring agency provided the communication is limited strictly to matters of procedure. Procedural matters include deadlines for decisions or submission of proposals and the proper means of communicating regarding the procurement, but shall not include any substantive matter related to the particular procurement or requirements of the RFP.

### **1.14 Error and Omissions in Proposal**

The Agency reserves the right to seek clarification of any proposal for the purpose of identifying and eliminating minor irregularities or informalities.

### **1.15 Changes, Addenda, Withdrawals**

The Agency reserves the right to change the schedule of events or revise any part of the RFP by issuing an addendum to the RFP at any time. It shall be the responsibility of the Proposer to check the website for addenda to the RFP. Addenda, if any, will be posted at

<https://www.centralauctionhouse.com/main.php> and <https://wwwcfprd.doa.louisiana.gov/osp/lapac/pubMain.cfm>.

### **1.16 Withdrawal of Proposal**

A Proposer may withdraw a proposal that has been submitted at any time up to the date and time the proposal is due. To withdraw a proposal, a written request signed by the authorized representative of the Proposer must be submitted to the RFP coordinator identified in the RFP.

### **1.17 Waiver of Administrative Informalities**

The Agency shall reserve the right, at its sole discretion, to waive minor administrative informalities contained in any proposal.

### **1.18 Proposal Rejection/RFP Cancellation**

Issuance of this RFP in no way shall constitute a commitment by the Agency to award a contract. The Agency shall reserve the right to accept or reject, in whole or part, all proposals submitted and/or cancel this RFP if it is determined to be in the Agency's best interest.

### **1.19 Ownership of Proposal**

All materials submitted in response to this RFP shall become the property of the Agency. Selection or rejection of a proposal shall not affect this right.

### **1.20 Cost of Offer Preparation**

The Agency shall not be liable for any costs incurred by Proposers prior to issuance of or entering into a contract. Costs associated with developing the proposal, preparing for oral presentations, and any other expenses incurred by the Proposer in responding to this RFP shall be entirely the responsibility of the Proposer and shall not be reimbursed in any manner by the Agency.

### **1.21 Taxes**

Contractor shall be responsible for payment of all applicable taxes from the funds to be received under contract awarded from this RFP. In accordance with R.S. 39:1624(A)(10), the Louisiana Department of Revenue must determine that the prospective contractor is current in the filing of all applicable tax returns and reports and in payment of all taxes, interest, penalties, and fees owed to the State of Louisiana and collected by the Department of Revenue prior to the approval of the contract by the Agency. The prospective contractor shall attest to its current and/or prospective compliance by signing the Certification Statement, Attachment I, submitted with its proposal, and also agrees to provide its seven-digit LDR Account Number to the contracting agency so that the prospective contractor's tax payment compliance status may be verified. The prospective contractor further acknowledges understanding that issuance of a tax clearance certificate by the Louisiana Department of Revenue is a necessary precondition to the approval and effectiveness of the contract by the Agency. The contracting agency reserves the right to withdraw its consent to the contract without penalty and proceed with alternate arrangements should the vendor fail to resolve any identified apparent outstanding tax compliance discrepancies with the Louisiana Department of Revenue within seven (7) days of such notification.

### **1.22 Determination of Responsibility**

Determination of the Proposer's responsibility relating to this RFP shall be made according to the standards set forth in LAC 34:2536. The Agency must find that the selected Proposer: Has adequate financial resources for performance, or has the ability to obtain such resources as required during performance; Has the necessary experience, organization, technical qualifications, skills, and facilities, or has the ability to obtain them; Is able to comply with the proposed or required time of delivery or performance schedule; Has a satisfactory record of integrity, judgment, and performance; and, Is otherwise qualified and eligible to receive an award under applicable laws and regulations. Proposers should ensure that their proposals contain sufficient information for the Agency to make its determination by presenting acceptable evidence of the above to perform the contracted services.

### **1.23 Use of Subcontractors**

The Agency shall have a single prime Contractor as the result of any contract negotiation, and that prime Contractor shall be responsible for all deliverables specified in the RFP and proposal. This general requirement notwithstanding, Proposers may enter into subcontractor arrangements,

however, shall acknowledge in their proposals total responsibility for the entire contract. If the Proposer intends to subcontract for portions of the work, the Proposer shall identify any subcontractor relationships and include specific designations of the tasks to be performed by the subcontractor. Information required of the Proposer under the terms of this RFP shall also be required for each subcontractor. The prime Contractor shall be the single point of contact for all subcontract work. Unless provided for in the contract with the Agency, the prime Contractor shall not contract with any other party for any of the services herein contracted without the express prior written approval of the Agency.

#### **1.24 Written or Oral Discussions/Presentations**

Not applicable to this RFP.

#### **1.25 Acceptance of Proposal Content**

All proposals will be reviewed to determine compliance with administrative and mandatory requirements as specified in the RFP. Proposals that are not in compliance will be rejected from further consideration.

#### **1.26 Evaluation and Selection**

The evaluation of proposals will be accomplished by an evaluation team, to be designated by the Agency, which will determine the proposal most advantageous to the Agency, taking into consideration price and the other evaluation factors set forth in the RFP. The evaluation team may consult subject matter expert(s) to serve in an advisory capacity regarding any Proposer or proposal. Such input may include, but not be limited to, analysis of Proposer financial statements, review of technical requirements, or preparation of cost score data.

#### **1.27 Best and Final Offers (BAFO)**

The Agency reserves the right to conduct a BAFO with one or more Proposers identified by the evaluation committee to be reasonably susceptible of being selected for an award. If conducted, the Proposers selected will receive written notification of their selection, a list of specific items to address in the BAFO, and instructions for submittal. The BAFO negotiation may be used to assist the Agency in clarifying the scope of work or to obtain the most cost effective pricing available. The written invitation to participate in BAFO will not obligate the Agency to a commitment to enter into a contract.

#### **1.28 Contract Award and Execution**

The Agency reserves the right to enter into a contract based on the initial offers received without further discussion of the proposals submitted. The Agency reserves the right to contract for all or a partial list of services offered in the proposals. The RFP content, including any addenda added, and the selected proposal shall become part of the contract initiated by the Agency. The selected Proposer shall be expected to enter into a contract that is issued by the Agency. A Proposer shall not submit its own standard contract terms and conditions as a response to this RFP. The Proposer should submit in its proposal any exceptions or contract deviations that its firm wishes to negotiate. Negotiations may coincide with the announcement of the selected Proposer. If the contract negotiation period exceeds five (5) business days, or if the selected Proposer fails to sign the final contract within five (5) business days of delivery, the Agency may elect to cancel the award and award the contract to the next-highest-ranked Proposer.

#### **1.29 Notice of Intent to Award**

The Evaluation Team shall compile the scores and make a recommendation to the head of the agency on the basis of the responsive and responsible Proposer(s) with the highest score(s). The Agency will notify the successful Proposer(s) and proceed to negotiate terms for final contract(s). Unsuccessful Proposers will be notified in writing accordingly. The proposals received (except for that

information appropriately designated as confidential in accordance with R.S. 44.1, et seq.), selection memorandum, list of criteria used with the weight assigned each criteria, scores of each proposal considered along with a summary of scores, and a narrative justifying selection shall be made available, upon request, to all interested parties after the "Notice of Intent to Award" letter has been issued. Any person aggrieved by the proposed award has the right to submit a protest in writing to the Agency's Executive Director within fourteen (14) calendar days after the agency issues a Notice of Intent to award a contract. The award of a contract shall be subject to the approval of the Agency. The Agency reserves the right to make multiple awards.

### **1.30 Right to Prohibit Award**

In accordance with the provisions of R.S. 39:2192, any public entity shall be authorized to reject a proposal from, or not award a contract to, a business in which any individual with an ownership interest of five percent or more, has been convicted of, or has entered a plea of guilty or nolo contendere to any state felony or equivalent federal felony crime committed in the solicitation or execution of a contract or RFP awarded under the laws governing public contracts under the provisions of Chapter 10 of Title 38 of the Louisiana Revised Statutes of 1950, and all contracts under Title 39, Chapter 17 of the Louisiana Procurement Code, including contracts for professional, personal, consulting, and social services.

### **1.31 Insurance Requirements for Contractors**

Insurance shall be placed with insurers with an A.M. Best's rating of no less than A-: VI. This rating requirement shall be waived for Worker's Compensation coverage only.

#### **1.31.1 Contractor's Insurance**

The Contractor shall purchase and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the Contractor, its agents, representatives, employees or subcontractors. The cost of such insurance shall be included in the total contract amount.

#### **1.31.2 Minimum Scope and Limits of Insurance**

##### **1.31.2.1 Workers Compensation**

Workers Compensation insurance shall be in compliance with the Workers Compensation law of the State of the Contractor's headquarters. Employers Liability is included with a minimum limit of \$1,000,000 per accident/per disease/per employee. If work is to be performed over water and involves maritime exposure, applicable LHWCA, Jones Act, or other maritime law coverage shall be included. A.M. Best's insurance company rating requirement may be waived for workers compensation coverage only.

##### **1.31.2.2 Commercial General Liability**

Commercial General Liability insurance, including Personal and Advertising Injury Liability and Products and Completed Operations, shall have a minimum limit per occurrence of \$1,000,000 and a minimum general annual aggregate of \$2,000,000. The Insurance Services Office (ISO) Commercial General Liability occurrence coverage form CG 00 01 (current form approved for use in Louisiana), or equivalent, is to be used in the policy. Claims-made form is unacceptable.

##### **1.31.2.3 Professional Liability (Errors and Omissions)**

Professional Liability (Error & Omissions) insurance, which covers the professional errors, acts, or omissions of the Contractor, shall have a minimum limit of \$1,000,000. Claims-made coverage is acceptable. The date of the inception of the policy must be no later than the first date of the anticipated work under the contract. It shall provide coverage for the duration of the contract and shall

have an expiration date no earlier than 30 days after the anticipated completion of the contract. The policy shall provide an extended reporting period of not less than 36 months from the expiration date of the policy, if the policy is not renewed.

#### **1.31.2.4 Automobile Liability**

Automobile Liability Insurance shall have a minimum combined single limit per accident of \$1,000,000. ISO form number CA 00 01 (current form approved for use in Louisiana), or equivalent, is to be used in the policy. This insurance shall include third-party bodily injury and property damage liability for owned, hired and non-owned automobiles.

#### **1.31.2.5 Cyber Liability**

Cyber liability insurance, including first-party costs, due to an electronic breach that compromises the Agency's confidential data shall have a minimum limit per occurrence of \$1,000,000. Claims-made coverage is acceptable. The date of the inception of the policy must be no later than the first date of the anticipated work under the contract. It shall provide coverage for the duration of the contract and shall have an expiration date no earlier than 30 days after the anticipated completion of the contract. The policy shall provide an extended reporting period of not less than 36 months from the expiration date of the policy, if the policy is not renewed. The policy shall not be cancelled for any reason, except non-payment of premium.

#### **1.31.3 Deductibles and Self-Insured Retentions**

Any deductibles or self-insured retentions must be declared to and accepted by the Agency. The Contractor shall be responsible for all deductibles and self-insured retentions.

#### **1.31.4 Other Insurance Provisions**

The policies are to contain, or be endorsed to contain, the following provisions:

##### **1.31.4.1 Commercial General Liability, Automobile Liability, and Cyber Liability Coverages**

The Agency, its officers, agents, employees and volunteers shall be named as an additional insured as regards negligence by the Contractor. ISO Forms CG 20 10 (for ongoing work) AND CG 20 37 (for completed work) (current forms approved for use in Louisiana), or equivalents, are to be used when applicable. The coverage shall contain no special limitations on the scope of protection afforded to the Agency. The Contractor's insurance shall be primary as respects the Agency, its officers, agents, employees and volunteers for any and all losses that occur under the contract. Any insurance or self-insurance maintained by the Agency shall be excess and non-contributory of the Contractor's insurance.

##### **1.31.4.2 Workers Compensation and Employers Liability Coverage**

To the fullest extent allowed by law, the insurer shall agree to waive all rights of subrogation against the Agency, its officers, agents, employees and volunteers for losses arising from work performed by the Contractor for the Agency.

##### **1.31.4.3 All Coverages**

All policies must be endorsed to require 30 days written notice of cancellation to the Agency. Ten-day written notice of cancellation is acceptable for non-payment of premium. Notifications shall comply with the standard cancellation provisions in the Contractor's policy. In addition, Contractor is required to notify Agency of policy cancellations or reductions in limits. The acceptance of the completed work, payment, failure of the Agency to require proof of compliance, or Agency's acceptance of a non-compliant certificate of insurance shall release the Contractor from the obligations of the insurance requirements or indemnification agreement. The insurance companies issuing the policies shall have

no recourse against the Agency for payment of premiums or for assessments under any form of the policies. Any failure of the Contractor to comply with reporting provisions of the policy shall not affect coverage provided to the Agency, its officers, agents, employees and volunteers.

#### **1.31.5 Acceptability of Insurers**

All required insurance shall be provided by a company or companies lawfully authorized to do business in the jurisdiction in which the Project is located. Insurance shall be placed with insurers with an A.M. Best's rating of A-:VI or higher. This rating requirement may be waived for workers compensation coverage only. If at any time an insurer issuing any such policy does not meet the minimum A.M. Best rating, the Contractor shall obtain a policy with an insurer that meets the A.M. Best rating and shall submit another Certificate of Insurance within 30 days.

#### **1.31.6 Verification of Coverage**

Contractor shall furnish the Agency with Certificates of Insurance reflecting proof of required coverage. The Certificates for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf. The Certificates are to be received and approved by the Agency before work commences and upon any contract renewal or insurance policy renewal thereafter. The Certificate Holder shall be listed as follows:

Capital Area Human Services District  
12301 Coursey Blvd.  
Baton Rouge, Louisiana 70816

In addition to the Certificates, Contractor shall submit the declarations page and the cancellation provision for each insurance policy. The Agency reserves the right to request complete certified copies of all required insurance policies at any time. Upon failure of the Contractor to furnish, deliver and maintain required insurance, the contract, at the election of the Agency, may be suspended, discontinued or terminated. Failure of the Contractor to purchase and/or maintain any required insurance shall not relieve the Contractor from any liability or indemnification under the contract.

#### **1.31.7 Subcontractors**

Contractor shall include all subcontractors as insureds under its policies OR shall be responsible for verifying and maintaining the Certificates provided by each subcontractor. Subcontractors shall be subject to all of the requirements stated herein. The Agency reserves the right to request copies of subcontractor's Certificates at any time.

#### **1.31.8 Workers Compensation Indemnity**

In the event Contractor is not required to provide or elects not to provide workers compensation coverage, the parties hereby agree that Contractor, its owners, agents and employees will have no cause of action against, and will not assert a claim against, the Agency, the State of Louisiana, its departments, agencies, agents and employees as an employer, whether pursuant to the Louisiana Workers Compensation Act or otherwise, under any circumstance. The parties also hereby agree that the Agency, the State of Louisiana, its departments, agencies, agents and employees shall in no circumstance be, or considered as, the employer or statutory employer of Contractor, its owners, agents and employees. The parties further agree that Contractor is a wholly independent contractor and is exclusively responsible for its employees, owners, and agents. Contractor hereby agrees to protect, defend, indemnify and hold the Agency, the State of Louisiana, its departments, agencies, agents and employees harmless from any such assertion or claim that may arise from the performance of the contract.

### **1.32 Indemnification and Limitation of Liability**

Neither party shall be liable for any delay or failure in performance beyond its control resulting from acts of God or force majeure. The parties shall use reasonable efforts to eliminate or minimize the effect of such events upon performance of their respective duties under Contract.

Contractor shall be fully liable for the actions of its agents, employees, partners or subcontractors and shall fully indemnify and hold harmless the Agency and its Authorized Users from suits, actions, damages and costs of every name and description relating to personal injury and damage to real or personal tangible property caused by Contractor, its agents, employees, partners or subcontractors, without limitation; provided, however, that the Contractor shall not indemnify for that portion of any claim, loss or damage arising hereunder due to the negligent act or failure to act of the Agency. If applicable, Contractor will indemnify, defend and hold the Agency and its Authorized Users harmless, without limitation, from and against any and all damages, expenses (including reasonable attorneys' fees), claims, judgments, liabilities and costs which may be finally assessed against the Agency in any action for infringement of a United States Letter Patent with respect to the Products furnished, or of any copyright, trademark, trade secret or intellectual property right, provided that the Agency shall give the Contractor: (i) prompt written notice of any action, claim or threat of infringement suit, or other suit, (ii) the opportunity to take over, settle or defend such action, claim or suit at Contractor's sole expense, and (iii) assistance in the defense of any such action at the expense of Contractor. Where a dispute or claim arises relative to a real or anticipated infringement, the Agency or its Authorized Users may require Contractor, at its sole expense, to submit such information and documentation, including formal patent attorney opinions, as the Commissioner of Administration shall require.

The Contractor shall not be obligated to indemnify that portion of a claim or dispute based upon: i) Authorized User's unauthorized modification or alteration of a Product, Material or Service; ii) Authorized User's use of the Product in combination with other products not furnished by Contractor; iii) Authorized User's use in other than the specified operating conditions and environment.

In addition to the foregoing, if the use of any item(s) or part(s) thereof shall be enjoined for any reason or if Contractor believes that it may be enjoined, Contractor shall have the right, at its own expense and sole discretion as the Authorized User's exclusive remedy to take action in the following order of precedence: (i) to procure for the Agency the right to continue using such item(s) or part (s) thereof, as applicable; (ii) to modify the component so that it becomes non-infringing equipment of at least equal quality and performance; or (iii) to replace said item(s) or part(s) thereof, as applicable, with non-infringing components of at least equal quality and performance, or (iv) if none of the foregoing is commercially reasonable, then provide monetary compensation to the Agency up to the dollar amount of the Contract.

For all other claims against the Contractor where liability is not otherwise set forth in the Contract as being "without limitation", and regardless of the basis on which the claim is made, Contractor's liability for direct damages, shall be the greater of \$100,000, the dollar amount of the Contract, or two (2) times the charges rendered by the Contractor under the Contract. Unless otherwise specifically enumerated herein or in the work order mutually agreed between the parties, neither party shall be liable to the other for special, indirect or consequential damages, including lost data or records (unless the Contractor is required to back-up the data or records as part of the work plan), even if the party has been advised of the possibility of such damages. Neither party shall be liable for lost profits, lost revenue or lost institutional operating savings.

The Agency and Authorized User may, in addition to other remedies available to them at law or equity and upon notice to the Contractor, retain such monies from amounts due Contractor, or may proceed

against the performance and payment bond, if any, as may be necessary to satisfy any claim for damages, penalties, costs and the like asserted by or against them.

### **1.33 Payment**

Payment terms shall be negotiated with the successful Proposer. During the execution of tasks contained in the Statement of Work, the Contractor may submit invoices, not more frequently than monthly.

#### **1.33.1 Electronic Vendor Payment Solutions**

The Agency desires to make payment to the awarded Proposer(s) electronically. The method of payment may be via EFT, a method in which payment is sent directly from the Agency's bank to the payee's bank. Please see the links for additional information regarding electronic payment methods and registration: <https://www.doa.la.gov/pages/osp/vendorcenter/vendorregn.aspx> and <https://www.doa.la.gov/media/2xlpqc3u/a-4-eft-enrollment-form.pdf>.

### **1.34 Termination**

#### **1.34.1 Termination of the Contract for Cause**

Agency may terminate the Contract for cause based upon the failure of the Contractor to comply with the terms and/or conditions of the Contract; provided the Agency shall give the Contractor written notice specifying the Contractor's failure. If within thirty (30) calendar days after receipt of such notice, the Contractor shall not have either corrected such failure or, in the case of failure which cannot be corrected in thirty (30) calendar days, begun in good faith to correct said failure and thereafter proceeded diligently to complete such correction, then the Agency may, at its option, place the Contractor in default and the Contract shall terminate on the date specified in such notice. Failure to perform within the time agreed upon in the contract may constitute default and may cause cancellation of the contract. Contractor may exercise any rights available to it under Louisiana law to terminate for cause upon the failure of the Agency to comply with the terms and conditions of the contract provided that the Contractor shall give the Agency written notice specifying the Agency's failure and a reasonable opportunity for the Agency to cure the defect.

#### **1.34.2 Termination of the Contract for Convenience**

The Agency may terminate the Contract at any time without penalty by giving thirty (30) calendar days' written notice to the Contractor of such termination or negotiating with the Contractor an effective date. Contractor shall be entitled to payment for deliverables in progress, to the extent work has been performed satisfactorily.

#### **1.34.3 Termination for Non-Appropriation of Funds**

The continuation of the contract shall be contingent upon the appropriation of funds by the legislature to fulfill the requirements of the contract by the legislature. If the legislature fails to appropriate sufficient monies to provide for the continuation of the contract, or if such appropriation is reduced by the veto of the Governor or by any means provided in the appropriations act of Title 39 of the Louisiana Revised Statutes of 1950 to prevent the total appropriation for the year from exceeding revenues for that year, or for any other lawful purpose, and the effect of such reduction is to provide insufficient monies for the continuation of the contract, the contract shall terminate on the date of the beginning of the first fiscal year for which funds have not been appropriated.

### **1.35 Assignment**

No Contractor shall assign any interest in the contract by assignment, transfer, or novation, without prior written consent of the Agency. This provision shall not be construed to prohibit the Contractor from assigning to a bank, trust company, or other financial institution any money due or to become due from approved contracts without such prior written consent. Notice of any such assignment or transfer shall be furnished promptly to the Agency.

### **1.36 Right to Audit**

The Agency, the Louisiana Legislative Auditor, federal auditors, and internal auditors of the Louisiana Department of Health or the State's Division of Administration, shall have the option to audit all accounts directly pertaining to the resulting contract for a period of five (5) years from the date of final payment or as required by applicable State and Federal law. Records shall be made available during normal working hours for this purpose.

### **1.37 Civil Rights Compliance**

The Contractor agrees to abide by the requirements of the following as applicable: Title VI of the Civil Rights Act of 1964 and Title VII of the Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972, Federal Executive Order 11246 as amended, the Rehabilitation Act of 1973, as amended, the Vietnam Era Veteran's Readjustment Assistance Act of 1974, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, the Fair Housing Act of 1968 as amended, and Contractor agrees to abide by the requirements of the Americans with Disabilities Act of 1990. Contractor agrees not to discriminate in its employment practices, and will render services under the contract without regard to race, color, religion, sex, sexual orientation, national origin, veteran status, political affiliation, disability, or age in any matter relating to employment. Any act of discrimination committed by Contractor, or failure to comply with these statutory obligations when applicable shall be grounds for termination of the contract.

### **1.38 Record Ownership**

All records, reports, documents, or other material related to any contract resulting from this RFP and/or obtained or prepared by the Contractor in connection with the performance of the services contracted for herein shall become the property of the Agency and shall, upon request, be returned by the Contractor to the Agency, at the Contractor's expense, at termination or expiration of the contract.

### **1.39 Entire Agreement/Order of Precedence**

The contract, together with the RFP and addenda issued thereto by the Agency, the proposal submitted by the Contractor in response to the Agency's RFP, and any exhibits specifically incorporated herein by reference, shall constitute the entire agreement between the parties with respect to the subject matter. In the event of any inconsistent or incompatible provisions, this signed agreement (excluding the RFP and the Contractor's proposal) shall take precedence, followed by the provisions of the RFP, and then by the terms of the Contractor's proposal.

### **1.40 Contract Modifications**

No amendment or variation of the terms of the contract shall be valid unless made in writing, signed by the parties and approved as required by law. No oral understanding or agreement not incorporated in the contract shall be binding on any of the parties. The Agency reserves the right to increase or decrease the amount of meals at the unit price stated in the bid. During emergencies or extenuating circumstances, the agency reserves the right to decrease meals based on client occupancy at the unit price stated in the bid.

### **1.41 Substitution of Personnel**

The Contractor's personnel assigned to the Contract shall not be replaced without the prior written consent of the Agency. Such consent shall not be unreasonably withheld or delayed provided an equally qualified replacement is offered. In the event that any Agency or Contractor personnel become unavailable due to resignation, illness, or other factors, excluding assignment to a project outside the contract, outside of the Agency's or Contractor's reasonable control, as the case may be, the Agency or the Contractor shall be responsible for providing an equally qualified replacement in time to avoid delays in completing tasks. The Contractor will make every reasonable attempt to assign the personnel listed in his proposal.

#### **1.42 Governing Law**

The contract shall be governed by and interpreted in accordance with the laws of the State of Louisiana. Venue of any action brought with regard to the contract shall be in the Nineteenth Judicial District Court, Parish of East Baton Rouge, State of Louisiana.

#### **1.43 Claims or Controversies**

Any claim or controversy arising out of the contract shall be resolved by the provisions of Louisiana Revised Statutes 39:1672.2-1672.4.

#### **1.44 Code of Ethics**

Proposers shall be responsible for determining that there will be no conflict or violation of the Louisiana Ethics Code if their company is awarded the contract. The Louisiana Board of Ethics shall be the only entity which can officially rule on ethics issues.

#### **1.45 Corporate Requirements**

If the Contractor is a corporation not incorporated under the laws of the State of Louisiana, the Contractor shall have obtained a certificate of authority pursuant to R. S. 12:301-302 from the Louisiana's Secretary of State. If the Contractor is a for-profit corporation whose stock is not publicly traded, the Contractor shall ensure that a disclosure of ownership form has been properly filed with the Louisiana's Secretary of State.

#### **1.46 Prohibition of Discriminatory Boycotts of Israel**

In preparing its response, the Proposer has considered all proposals submitted from qualified, potential subcontractors and suppliers, and has not, in the solicitation, selection, or commercial treatment of any subcontractor or supplier, refused to transact or terminated business activities, or taken other actions intended to limit commercial relations, with a person or entity that is engaging in commercial transactions in Israel or Israeli-controlled territories, with the specific intent to accomplish a boycott or divestment of Israel. Proposer also has not retaliated against any person or other entity for reporting such refusal, termination, or commercially limiting actions. The Agency reserves the right to reject the response of the Proposer if this certification is subsequently determined to be false, and to terminate any contract awarded based on such a false response.

## **PART 2: SCOPE OF WORK/SERVICES**

### **2.1 Scope of Work**

**Overview** Contractor shall provide food service for Capital Area Recovery Program (CARP), which is a 40-bed unit that provides social detox along with short-term residential (24/7) addiction treatment services for men and is located at 2455 Wooddale Blvd., Baton Rouge, LA 70805. Contractor is required to maintain meal preparation equipment in accordance with state licensing and permit requirements. Purchase of kitchen equipment cannot be billed to the contract. Contractor is

responsible for the cost of services provided by a licensed dietician who directs as well as approves the meal preparation and is maintained for the duration of the contract.

**Staffing** Contractor is responsible for providing staff to fulfill the scope of work. The proposal must include an organizational chart with clearly depicted lines of authority for contractor's staff. The contractor is required to provide CAHSD with phone, fax, email, and in-person access to appropriate contract staff twenty-four (24) hours a day, seven (7) days a week, during business hours, after hours, weekends, and holidays. The proposal must include a written Continuity of Operations Plan that will ensure continued contract staffing and service delivery to consumers during disasters (e.g., pandemic flu, hazardous materials incident, fires, flooding, severe storms, hurricanes, tornadoes).

**Communication** For concerns related to completion of the contract work, contractor's staff communicates with their own direct supervisor. For concerns related to contract technical assistance, contract invoices, or other contract matters, the contractor communicates with the CAHSD Procurement Director. If the complainant is a consumer, the consumer is required to follow the process outlined in the CAHSD Consumer Complaint Process provided by CARP.

**Personnel Files** Contractor shall maintain a written Drug Free Workplace Policy and personnel files on all staff, which include copies of valid Louisiana picture IDs, proof of current driver's insurance, results of annual driving record checks, job descriptions, validations of qualifications, verification of credentials, references, signed statements of confidentiality, results of annual criminal record checks, annual performance evaluations, and evidence of orientation training as well as annual trainings completed by staff.

**Fiscal Records** Contractor shall employ record-keeping and receipt procedures that will provide an audit trail for expenditures made and income received. Appropriate financial documentation for invoices must be submitted monthly to CAHSD. CAHSD is responsible for the technical direction of the contract which includes receiving and accepting all reports relative to services, financial documentation and verification, and other reports as requested. Notwithstanding any other terms of this contract, failure of the contractor to submit required reports when due, or failure to perform or failure to deliver required work or services will result in the withholding of payments under the contract.

When required by state law, Contractor shall have an annual audit conducted by an independent certified public accountant, and it must be submitted within six (6) months of the end of the contractor's business year. Two (2) copies of the audit should be sent to LDH-Fiscal Management (P.O. Box 91117, Baton Rouge, LA 70821-3797) and two (2) copies to CAHSD-Administration (7389 Florida Blvd., Suite 100A, Baton Rouge, La 70806). By law, seven (7) copies (six bound and one unbound) of the audit must also be submitted to the Office of the Legislative Auditor (P.O. Box 94397, Baton Rouge, LA 70804). All audit copies must be submitted prior to the start of the contract. The cost of the audit is the responsibility of the contractor.

**Fraud and Abuse** The contractor shall have internal controls and policies and procedures in place that are designed to prevent, detect, and report known or suspected fraud and abuse activities. Such policies and procedures must be in accordance with state and federal regulations. The contractor shall have adequate staffing and resources to investigate unusual incidents and develop and implement corrective action plans to assist the Contractor in preventing and detecting potential fraud and abuse activities.

**Terms of Payment** All monthly invoices are due by the fifth (5th) day of the following month. Services must be billed on a typed invoice form completed by Contractor; original documents must be

signed and dated in blue ink. Contractor shall be reimbursed at the negotiated rate, upon submission of monthly invoice forms and substantiating documents. Contractor shall not bill more than one twelfth of the maximum contract amount per month. Supporting documentation must include the unduplicated number of persons served during the month and the cumulative unduplicated number of persons served from the start of the contract. Contractor is obligated to submit final invoice to CAHSD within five (5) days after termination date of contract.

**Monitoring** Contractor agrees that all work performed under this contract shall be monitored by CAHSD. On-site review of contractual performance shall be conducted quarterly, or more frequently as necessary. Contractor shall respond to corrective actions indicated as necessary within time frames stipulated by CAHSD.

**Termination** The contract may be terminated by either party upon giving thirty (30) days advance written notice to the other party, or by CAHSD immediately with due cause, but in no case shall continue beyond the specified termination date.

## 2.2 Task and Services

Contractor shall provide food service for Capital Area Recovery Program (CARP), a licensed residential addiction treatment facility for adult males, located in Baton Rouge, Louisiana. The contractor must deliver three (3) fully prepared meals per day (i.e., breakfast, lunch, and dinner, including beverages and condiments) and an evening snack, 365 days per year for a minimum of 10 (ten) clients per day but not to exceed forty (40) clients per day. The contractor must prepare meals under the direction and approval of a licensed dietician who is maintained for the duration of the contract. Food must be such quality and in such quantity as to meet the Dietary Guidelines for Americans (<https://www.dietaryguidelines.gov/>) and the orders of the authorized licensed prescriber. Food quantity shall meet the needed 2,200 to 2,400 calories per day for an adult. Meals shall have no added salt, so that clients can add their own salt according to individual dietary restrictions. Fresh fruit and vegetables must be provided daily. Milk and milk products shall be Grade A and pasteurized. Other beverages are required and must be acceptable for clients with milk allergies or lactose intolerance.

The contractor must be able to prepare special meals as needed to meet the dietary needs of specific clients for religious restrictions (e.g., vegetarian) and per physician's orders (e.g., low sodium diet or diabetic diet). Special meals are ordered as needed to accommodate individual clients as they are admitted to the facility. The contractor must be able to prepare special meals as needed to meet the dietary needs of specific clients for religious restrictions (e.g., vegetarian) and per physician's orders (e.g., low sodium diet or diabetic diet). Notice is given as soon as staff is aware of the client's need for special meals, which may be as little as one hour prior to the upcoming delivery time.

Monthly (i.e., four weeks) menus must be submitted at least one week in advance for posting at the facility. Menus shall provide for a sufficient variety of foods and shall vary from week to week. The contractor is not permitted to invoice for missing, spoiled, moldy, or otherwise tainted food. The contractor must have a mechanism for immediately replacing food that cannot be consumed. Daily delivery times for meals are 7:00 a.m., 11:00 a.m., and 5:00 p.m. Contractor will provide vehicle, equipment and supplies necessary to transport food to CARP while maintaining proper food temperatures, and will provide a system of regular temperature checks to confirm that food temperature is correct at time of delivery. CARP staff will serve the food to the clients.

## 2.3 Deliverables

The deliverables listed in this section are the minimum desired from the successful proposer:

- Contractor shall provide monthly (i.e., four weeks) menus at least one week in advance;

- Menus shall provide for a sufficient variety of foods and shall vary from week to week;
- Contractor must deliver three (3) fully prepared meals per day (i.e., breakfast, lunch, and dinner, including beverages and condiments) and an evening snack, 365 days per year for a minimum of 10 (ten) clients per day but not to exceed forty (40) clients per day.
- Contractor shall deliver meals at 7:00 a.m., 11:00 a.m., and 5:00 p.m.; and
- Meals must be such quality and in such quantity as to meet FDA dietary guidelines.

## 2.4 Technical Requirements

Not applicable to this RFP.

## 2.5 Project Requirements

Contractor shall provide food services according to the following requirements:

- LDH-OPH - Eat Safe Louisiana - Retail Food Permit <http://ldh.la.gov/index.cfm/page/632>
- Louisiana Administrative Code, Title 51 Public Health—Sanitary Code, Part XXIII. Retail Food Establishments <https://www.doa.la.gov/Pages/osr/lac/books.aspx>
- Louisiana Behavioral Health Service Provider Licensing Standards, LAC 48: I, Chapter 56, Subchapter N. Additional Requirement for Substance Abuse/Addictive Residential Treatment Programs, §5715. Dietary Services <https://www.doa.la.gov/media/15odwaqn/48v01.pdf>

## PART 3: EVALUATION

Proposals that pass the preliminary screening and mandatory requirements review will be evaluated based on information provided in the proposal. The Evaluation Team will evaluate and score the proposals using the criteria and scoring as follows.

Criteria	Maximum Score
Company Background & Experience (Work previously done in this area.)	25
Approach & Methodology (Detailed description of work to be done.)	25
Proposed Staff Qualifications (Clearly depicted lines of authority, adequate qualified personnel, and Continuity of Operations Plan.)	25
Reasonable Cost*	25*
<b>Total Score</b>	<b>100</b>

The proposal will be evaluated in light of the material and the substantiating evidence presented to the Agency, not on the basis of what may be inferred. Proposer must receive a minimum score of 37.5 points (50%) of the total available points in the technical categories of Company Background and Experience, Approach and Methodology, and Proposed Staff Qualifications to be considered responsive to the RFP. Proposals not meeting the minimum score shall be rejected and not proceed to further Cost evaluation. The Proposer with the highest overall score will be recommended for award.

### 3.1 Cost Evaluation

\*The Proposer with the lowest total cost shall receive 25 points. Other Proposers shall receive cost points based upon the following formula:  $CCS = (LPC/TCP \times 25)$

Where: CCS = Computed Cost Score (points) for Proposer being evaluated  
LPC = Lowest Proposed Cost of all Proposers  
TCP = Total Cost of Proposer being evaluated

### **3.2 Veteran-Owned and Service-Connected Disabled Veteran-Owned Small Entrepreneurships (Veteran Initiative) and Louisiana Initiative for Small Entrepreneurships (Hudson Initiative) Programs Participation**

Not applicable for this RFP.

## **PART 4: PERFORMANCE STANDARDS**

### **4.1 Performance Requirements**

Measurable outcomes include the following:

- Contractor shall provide monthly (i.e., four weeks) menus at least one week in advance 95% of time;
- Menus shall provide for a sufficient variety of foods and shall vary from week to week 95% of time;
- Contractor shall deliver meals at 7:00 a.m., 11:00 a.m., and 5:00 p.m. 95% of time; and
- Meals must be such quality and in such quantity as to meet FDA dietary guidelines 95% of time.

### **4.2 Performance Measurement/Evaluation/Monitoring Plan**

Contractor agrees that all work performed under this contract shall be monitored by CAHSD.

### **4.3 Veteran and Hudson Initiative Programs Reporting Requirements**

Not applicable for this RFP.

**ATTACHMENT I: CERTIFICATION STATEMENT, Page 1 of 2**

The undersigned hereby acknowledges she/he has read and understands all requirements and specifications of the Request for Proposals (RFP), including attachments.

**OFFICIAL CONTACT.** The Agency requests that the Proposer designate one person to receive all documents and the method in which the documents are best delivered.

*The Proposer should fill in the information below (Print or Type Clearly).*

Official Contact Name & Title:

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E-mail Address:

---

Phone & Fax Numbers (with Area Code):

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U.S. Mailing Address (with City/State/Zip):

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Proposer shall certify that the above information is true and shall grant permission to the Agency to contact the above named person or otherwise verify the information provided.

By its submission of this proposal and authorized signature below, Proposer shall certify that:

1. The information contained in its response to this RFP is accurate;
2. Proposer shall comply with each of the mandatory requirements listed in the RFP and will meet or exceed the functional and technical requirements specified therein;
3. Proposer shall accept the procedures, evaluation criteria, mandatory contract terms and conditions, and all other administrative requirements set forth in this RFP.
4. Proposer's quote shall be valid for at least 90 calendar days from the date of proposal's signature below;
5. Proposer understands that if selected as the successful Proposer, he/she will have five (5) business days from the date of delivery of final contract in which to complete contract negotiations, if any, and execute the final contract document.
6. Proposer shall certify, by signing and submitting a proposal for \$25,000 or more, that their company, any subcontractors, or principals are not suspended or debarred by the General Services Administration (GSA) in accordance with the requirements in 2 CFR §200 Subpart F. (A list of parties who have been suspended or debarred can be viewed via the internet at <https://www.sam.gov>).
7. Proposer understands that, if selected as a contractor, the Louisiana Department of Revenue must determine that it is current in the filing of all applicable tax returns and reports and in payment of all taxes, interest, penalties, and fees owed to the State of Louisiana and collected by the LDR. Proposer shall comply with R.S. 39:1624(A)(10) by providing its seven-digit LDR account number in order for tax payment compliance status to be verified.

**ATTACHMENT I: CERTIFICATION STATEMENT, Page 2 of 2**

8. Proposer further acknowledges its understanding that issuance of a tax clearance certificate by LDR is a necessary precondition to the approval of any contract by the Agency. The contracting agency reserves the right to withdraw its consent to any contract without penalty and proceed with alternate arrangements, should a prospective contractor fail to resolve any identified outstanding tax compliance discrepancies with the LDR within seven (7) days of such notification.
9. Proposer certifies and agrees that the following information is correct: In preparing its response, the Proposer has considered all proposals submitted from qualified, potential subcontractors and suppliers, and has not, in the solicitation, selection, or commercial treatment of any subcontractor or supplier, refused to transact or terminated business activities, or taken other actions intended to limit commercial relations, with a person or entity that is engaging in commercial transactions in Israel or Israeli-controlled territories, with the specific intent to accomplish a boycott or divestment of Israel. Proposer also has not retaliated against any person or other entity for reporting such refusal, termination, or commercially limiting actions. The Agency reserves the right to reject the response of the Proposer if this certification is subsequently determined to be false, and to terminate any contract awarded based on such a false response.

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SIGNATURE of Proposer or Authorized Representative

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DATE

*The Proposer should fill in the information below (Print or Type Clearly).*

Proposer or Authorized Representative Name & Title:

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Organization Name:

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Organization E-mail Address:

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Organization Phone & Fax Numbers (with Area Code):

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Organization U.S. Mailing Address (with City/State/Zip):

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