

## **Request for Information from Potential Teaming Partners – Business Enterprise Program (BEP)**

### **Notice**

The Business Enterprise Program (BEP) in Kansas Rehabilitation Services (KRS) is seeking information from potential teaming partners. BEP anticipates an opportunity to operate the Fort Leavenworth Full Food Service Dining Facilities (unclassified). Detailed specifications, requirements and date of official solicitation are not yet confirmed.

However, at this time, BEP is requesting information to identify potential teaming partners who are interested in working with vendors licensed by KRS, and experienced in working with contracts that are subject to statutory priority under the Randolph-Sheppard Act. (20 U.S.C. 107 et seq.).

Interested parties must submit required information specified in the full Request for Information document. See below for the Request for Information Requirements following this notice. A printable PDF version is also available.

Interested parties should provide complete information in the order in which it is presented in the Request for Information Requirements. Incomplete documentation or any deviation from the requirements will disqualify competitors from participating in the evaluation process.

Please email questions to [Daniel.Klucas@srs.ks.gov](mailto:Daniel.Klucas@srs.ks.gov) no later than 1 p.m. September 30, 2010. All interested parties will receive the responses to questions submitted to Mr. Klucas.

Completed responses to the Request for Information must be submitted no later than 10 a.m. October 8, 2010, via e-mail to [Daniel.Klucas@srs.ks.gov](mailto:Daniel.Klucas@srs.ks.gov). All information must be in a digital format that is accessible for people who are blind or visually impaired.

### **Request for Information Requirements**

#### **1. Financial Qualifications**

The private food concession company (teaming partner) shall submit evidence of financial responsibility and capacity to carry out the terms of the solicitation. Example: The most recent audited financial statements for 2008, 2009 and 2010 (unaudited if audited report not yet available).

The teaming partner will provide contact names and releases for information to KRS with your current financial institutions to confirm financial capability, lines of credit and experience with your organization.

## 2. Insurance Requirement

Include a copy of liability insurance coverage in the amount of at least \$1,000,000 per occurrence.

## 3. Required Contents of Company Information

### (A) Past Performance

List a minimum of two government agencies and/or private sector accounts that reflect similar conditions and size as appropriate to your best information related to a solicitation appropriate for Fort Leavenworth. Accounts should be recent (within five years) and/or existing contract operations.

Accounts shall reflect experience with contracts that are subject to statutory priority under the Randolph-Sheppard Act.

Provide the following information:

- name and title of the client contact,
- telephone number,
- opening date, size of location, patronage,
- annual dollar value, and
- type of contractual arrangements (i.e., management fee, profit and loss, fixed price or other).

### (B) Quality Control Plan

Provide copies of all policies and procedures which include the following information:

- company standards,
- operating requirements,
- sanitation training programs,
- inspection procedures,
- frequency schedules,
- management reports,
- cleaning schedules,

- government/contractor partnering plan including joint walk-through inspections,
- backup staffing,
- tenant complaint and follow up procedures,
- food incident reporting and testing procedures, and
- customer satisfaction survey procedures currently in use at present locations.

### (C) Controls

Demonstrate accounting systems and procedures including information required in the solicitation to include sample management reports and other control checks with planned frequency schedules.

- The accounting system must provide information on sales, meal counts, check averages, and cost per meal data.

Demonstrate that internal audits are conducted on adherence of pricing to contract, operational controls, financial statistics, methods, procedures, and systems.

Demonstrate the adequacy of control checks, reports, and frequent reporting schedules; and provide sample reports and schedules.

Provide copies of written policies or procedures that describe the controls described above.

### (D) Resources & Staffing

Provide assurance that you have the experience to provide a timely response to meet the Fort Leavenworth solicitation based upon the pending bid release. What is your level of success with winning new contract bids, or in renewing existing contracts?

Provide organizational charts, to include any current contracts that would show your ability to staff the future Fort Leavenworth solicitation. Additionally, provide the names of the current management staff that would be required to accomplish the proposal including years of experience, education and past performance of proposals.

Demonstrate your company history in hiring employees who are blind or visually impaired or who have other disabilities.

Provide assurance that the teaming partner will agree to affirmatively employ people who are blind, visually impaired and other persons with disabilities. The successful teaming partner will provide a written plan to support efforts to employ people who are blind, visually impaired and other persons with disabilities prior to the scheduled implementation of services provided.

(E) Training Plan

Does the company have a track record of success, bringing training and onsite support to the blind vendor?

Describe your philosophy in working with the Randolph-Sheppard Act and describe how you have incorporated BE P Vendors into active management of your contractual services.

Please explain in detail your training program that will assist the Randolph-Sheppard vendor to learn the integral parts of your operation; i.e. labor negotiations, human resources, menu development, etc., and what type of military protocol training will you provide to the Randolph-Sheppard vendor.

Describe your experience and willingness to provide on-site opportunities for manager trainees, other than the primary BEP Manager you will contract with.

(F) Additional Management Information. Please provide:

- 1) Contractor Performance Assessment Reporting System (CPARS) for the past 5 years for any contract you have been involved in.
- 2) How many Contract Discrepancy Reports (CDRs) have been filed during the length of your contract(s)? Have you successfully responded to the discrepancies? Share with us the written responses to these reports from the Army.
- 3) Has your contract status ever changed because of the number of CDRs or complaints filed? Explain in detail and provide documentation of the resolution of these CDRs or complaints.
- 4) Have you ever received any Cure notices, been suspended or debarred? Provide all details.
- 5) Has your company ever faced a non-renewal? Explain.
- 6) Central Contractor Registration confirmation information.

- 7) Are you able to provide a strong management team with extraordinary, proven, award winning, Army food service experience? Is this on site management, or called in as needed, or on periodic basis?
- 8) If you require a separate contract with the BEP Vendor, provide a copy of you contact template, to include provisions of compensation and benefits.
- 9) If there are large fluctuations in the meals served at any of the locations, how will you handle the financial impact? Will this impact the Vendor's income?
- 10) Provide a commitment to, or a proposal for a monthly payment directly to the BEP Program for administrative costs, which is separate from the compensation you will offer the BEP Vendor.
- 11) Provide assurances that you will comply with all requests for information to meet DOD expectations, requirements, and reports in a timely manner.
- 12) Provide assurances that you will comply with all requests for information to meet KRS BEP expectations, requirements and reports in a timely manner.
- 13) Do you have an active website?
- 14) Provide information on your company ownership and active management staff, with levels of experience, training or expertise. Where is your corporate headquarters, regional or other offices that will provide resources to the management of this contract?
- 15) Describe your efforts to train vendors and/or assistant vendors and help them achieve active participation in the operations of any facility or operations.
- 16) Provide assurance that you will pay BEP a monthly administrative fee for the services provided by BEP in the administration of the contract.

KRS will review this information and make a final decision by approximately November 1, 2010. The potential teaming partner will be provided written notification by approximately November 5, 2010.

Thank you for participating in the selection opportunity as a potential teaming partner for the Fort Leavenworth proposal.

Dennis Rogers  
BEP Administrator