

**REQUEST
FOR
PROPOSAL
NO. 2025-02**

**Alabama Department of Corrections
Comprehensive Nutritional Food Services**



**Alabama Department of Corrections
Office of the Commissioner
301 South Ripley Street
Montgomery, AL 36104**

March 17, 2025

Section	TABLE OF CONTENTS-RFP 2025-2	Page
I	Introduction	4
II	General Terms and Conditions	22
III	Required Proposal Format, and Selection Criteria	32
IV	Certifications and Vendor Acknowledgement	46
V-1	Scope-Statement of Work ADOC Facilities- Includes GKICC New Facility	56
V-2	Scope-Statement of Work ACJTC Dining Facility	73
VI	Contract Monitoring and Staffing Requirements	86
VII	Price-Costs and Required Pricing Forms	100
Appendix		
A	Required Forms	
B	ADOC Performance Indicators	
C	Current ADOC Food Service Staffing	
D	ADOC Facility Equipment List	
E	State of Alabama Vendor IT Policy	

Section I

SECTION I

INTRODUCTION

1. The Alabama Department of Corrections (ADOC) announces this Request for Proposal (RFP) to all eligible and interested parties for the opportunity to submit a proposal, in accordance with the requirements herein, for management and delivery of a Comprehensive Nutritional Food Services Program to all inmates in the care, custody, and control of the ADOC at fourteen (14) major facilities, twelve (12) Community Based and Community Work Facilities, the Alabama Law Enforcement Agency (ALEA) Alabama Criminal Justice Training Center (ACJTC) located in Selma, Alabama; and the Governor Kay Ivey Correctional Complex (GKICC) scheduled to open in the latter part of the State of Alabama's fiscal year of 2026-2027. The GKICC facility is located in Elmore County, Alabama and is under construction; current completion is projected for May of 2026.
2. A complete listing of the names and addresses of the ADOC facilities requiring services and the ALEA-ACJTC facility are located in Section I; Exhibit A, at the end of this section.
3. Selected vendor will assume responsibility for providing the delivery of comprehensive food services under this RFP for services at the ADOC facilities listed and ACJTC- beginning at 12:01 a.m. CDT, October 1, 2025. Vendor will have the ADOC basic systems as outlined in Section V; V-1 of this RFP, and the basic systems for the ACJTC as outlined in RFP Section V; V-2 fully implemented and operational within ninety (90) days of performance under the contract. The total anticipated average daily inmate population (ADP) at the start of services is 21,500 inmates.
4. All requirements, specifications and terms submitted in the Vendor's Program Proposal including the program and services set forth in Section V; V-1, shall apply to the services to be provided at GKICC. Services for the GKICC facility are projected to begin in October 2026. These specifications and terms shall also apply to the ACJTC identified as applicable in Section V-2.
5. The implementation of services for GKICC will be based on a coordinated weekly phase-in of inmates and services. Phase-in dates of services will be decided at a later date in the early months of 2026. The anticipated full capacity ADP for GKICC is 4,000 inmates. These inmate beds are not an addition to the current ADP of 21,500 inmates/beds projected on October 1, 2025.
6. The GKICC phase-in of beds/inmates will simultaneously occur with the scheduled close out of inmate beds and movement of inmates of listed existing facility beds; projected to begin in the latter part of the State's 2026-2027 fiscal year, into the GKICC facility.
7. For Existing facilities and Governor Kay Ivey Correctional Complex, **Vendor shall have a minimum of five (5) years of experience providing food services of more than 15,000 daily consumers, in multiple facilities over a large geographical area. For the ACJTC, Vendor or its' Public/Staff Division Services shall have a minimum of five (5) years of food service**

experience serving 100 meals per day.

1.1 Mandatory Bidder's Conference

1. A mandatory Bidder's Conference will be held virtually on Monday, March 31, 2025, at 10:00 a.m. CDT. The Bidder's Conference and Facility Tour schedule and registration information is included in Section I; Attachment B, at the end of this section. Vendors who are not represented at the Bidders Conference will not be eligible to submit a proposal.
2. Regional Site Tours have been scheduled following the Bidder's Conference on March 31, 2025. Facility tours will begin at 1:00 pm (CDT) after the Bidder's Conference and will be completed no later than 5:00 pm on April 1, 2025. All tours are mandatory. Due to the number and various geographical locations, the ADOC will conduct multiple regional site tours on the same day, and most likely at the same time. Any Vendor that does not have a representative on the tours will not be eligible to submit a proposal or questions. No individual or special tours will be given. The names and a copy a valid state issued identification card shall be emailed to ADOC's single point of contact, Mandy Speirs, at mandy.speirs@doc.alabama.gov no later than noon CST on March 24, 2025. Due to security precautions, only individuals whose names and ID cards have been submitted will be permitted inside ADOC facilities.
3. The ADOC has divided the state into three (3) regions in an effort to ensure the Vendor has the full opportunity to see each site where services are to be provided. To accomplish individual site tours for each region-specific facility, the ADOC recommends that each Vendor allow for a minimum of three (3) representatives, one (1) each to conduct each regional facilities tour.
4. A complete facility tour and travel schedule has been included at the end of Section I; Exhibit B.
5. Vendors who are present at the facility tours will be able to submit questions in writing to rfp.questions@purchasing.alabama.gov, by **April 9, 2025**.
6. Response to questions will be posted by **April 18, 2025**, prior to the close of business at Alabamabuys.gov.
7. Although an attempt has been made to provide accurate and up-to-date information, the State of Alabama does not warrant or represent that the background information provided herein reflects all relationships or existing conditions related to this RFP.

1.2 Proposal Submission and Bid Bond

1. Each sealed, proposal must be accompanied by a Guarantee or Bid Bond payable to the State of Alabama consisting of a cashier's check, other type bank certified check (personal or company checks are not acceptable), money order, or surety bond issued by a company authorized to do business in the State of Alabama in the amount of two hundred fifty thousand dollars (\$250,000.00) as a guarantee of good faith and firm proposal for one hundred twenty (120) days. Letters of "Guarantee" will not be an acceptable form of either bid or performance bonding. The Commissioner of the ADOC, or his designee, will be the

custodian.

2. **Proposals not accompanied by this Guarantee or Bid Bond will not be considered.**
3. Paper copies of Proposals must be delivered by 4:00 p.m. CDT on Friday, May 23, 2025, attention Ms. Mandy Speirs to the Alabama Department of Corrections, Commissioner's Office, at 301 South Ripley Street, Montgomery, AL 36104. In accordance with Section III: Required Proposal Format and Selection Criteria. parcels or packages containing proposals must be clearly marked on the external packaging "ADOC RFP 2025-02 Comprehensive Nutritional Food Services."

In addition, two separate email submissions of the Vendor's proposals must be emailed to: rfp.responses@purchasing.alabama.gov by 4:00 p.m. CDT, on May 23, 2025. One email submission should be clearly labeled as the 'Vendor's Program Proposal' and the other email shall be labeled as 'Vendor's Cost Proposal'.

4. **Costs Proposals and subsequent required pricing forms are to be submitted separated from the Program Proposal in sealed envelope or file clearly marked "Cost Proposal." Both the Program and Costs Proposals may be mailed in the same shipping box, but must be clearly marked with the Cost Proposal separately bound and sealed.**
5. Vendor Interviews, if deemed necessary, will be scheduled during the time period of the week of June 9, 2025.

1.3 Responsibility to Read and Understand

1. By responding to this solicitation, Vendor will be held to have read and thoroughly examined this RFP, Exhibits, Attachments and Required Forms. Failure to read and thoroughly examine this RFP and subsequent documents will not excuse any failure to comply with the requirements of this RFP or any Contract, nor will such failure be a basis for claiming additional compensation.
2. Vendor is directed to Section III of this RFP in the preparation of its' proposal response. Section III has been broken down into three (3) areas as follows: Section 3.1 outlines the instructions for "Proposal Submission and General Preparation;" **Section 3.2, the "Required Proposal Format," should be the substantive format of the submitted proposal;** Section 3.3, "Method of Selection," outlines the selection process and criteria. This Section of the RFP provides a 'Road Map' for the Vendor to prepare a responsive proposal to this RFP.
3. If Vendor suspects an error, omission, or discrepancy in this solicitation, or if Vendor has questions regarding this RFP, Vendor must email; rfp.questions@purchasing.alabama.gov.
4. The written responses will be posted to in Alabamabuys.gov.

1.4 Objectives of the RFP

1. The objective of this RFP is to secure a contract with an experienced and qualified Vendor who can manage and provide comprehensive Inmate Food and Nutrition Services, that delivers nutritional and healthy food in a safe and sanitary environment, that promotes health and wellness to all inmates assigned to the ADOC, regardless of place of assignment or disciplinary status.
2. Services are to be provided for the ACJTC as outlined in Section V; V-2. At a minimum all food and nutrition services are to meet the dietary guidelines of the United States Department of Health and Human Services Office of Disease Prevention and Health Promotion, Office of the Assistant Secretary of Health (OASH) Dietary Guidelines and/or the Dietary Guidelines of the National Institute of Health.
3. The qualified Vendor must comply with applicable court orders, ADOC policies, procedures, and ARs (including, but not limited to the policies, procedures, and ARs administered by the Office of Health Services (OHS)), and specific nutritional and food services standards as set forth by; the American Correctional Association (ACA) and National Commission of Correctional Healthcare (NCCHC).
4. Within the Scope of Services/Work Section; V, of this RFP, individualized services specifications to the ADOC Facilities (including GKICC) and the ACJTC dining facility, are addressed within their designated subsections as follows:
 - a) ADOC Scope of Services: Section; V-1
 - b) ACJTC Scope of Services: Section; V-2

1.5 Cost of Preparation

1. The ADOC is not responsible for, and will not pay for any costs associated with, the preparation and submission of Vendor's proposal regardless of whether or not Vendor is selected for negotiations. Any costs associated with this procurement will be the responsibility of Vendor.

1.6 Program Guarantee Performance Bond

1. Vendor must provide official documentation in its' Proposal from a bonding or surety company that it has the ability to provide a Performance Guarantee or Bond in the amount of twelve-million dollars (\$12,000,000.00) within fifteen (15) working days of contract signature by the ADOC Commissioner. Security will be in the form of a formal bond or other form acceptable to the ADOC.
2. Letters of guarantee from a parent company or subsidiary will not be an acceptable form of a performance guarantee. The Performance Guarantee or Bond will remain in force from October 1, 2025, through the end of the initial contract term. A breach of contract by Vendor will cause

the Performance Guarantee or Bond to become payable to the State of Alabama. The Department will be the custodian of the Performance Guarantee or Bond.

3. The Performance Guarantee or Bond is predicated upon the condition of verified services rendered by Vendor regarding the fulfillment of all contractual obligations. A good faith effort has been made by the ADOC to list all functions and/or services required for the fulfillment of the contract in the provision of Inmate Nutritional and Food Services.
4. This in no way relieves Vendor of the obligation to furnish all personnel, services, and equipment required in meeting the needs of the ADOC for proper and professional implementation of the contract.

1.7 Reservations

1. The State reserves the following rights: (1) to reject all proposals; (2) to reject individual proposals for failure to meet any requirement; and (3) to waive minor defects. The State may seek clarification of the proposal from Vendor at any time, and failure of the Vendor to respond is cause for rejection. The submission of a proposal confers on Vendor no right of selection or to a subsequent contract.
2. This process is for the benefit of the ADOC only and is to provide the ADOC with competitive information to assist in the selection process. All decisions on compliance, evaluation, terms, and conditions will be made solely at the discretion of the ADOC and made to favor the State.

1.8 Communications

1. From the date of receipt of notice of this RFP until a binding contractual agreement exists with Selected Vendor, or at such time as the State rejects all proposals, informal communications shall cease. Informal communications shall include, but will not be limited to, requests or communications related to this RFP from any Vendor to any facility, division, or employee of the ADOC.
2. From the date of receipt of this RFP until a binding contractual agreement exists with Selected Vendor, or at such time as the State rejects all proposals, all communications regarding this RFP between the ADOC and the Vendors will be formal, as provided in this RFP or as requested by the ADOC. Formal Communications shall include, but will not be limited to:
 - a) Written Requests for Clarification/Information;
 - b) In Person Interviews;
 - c) Negotiations.

3. All formal inquiries for information should be directed to rfp.questions@purchasing.alabama.gov.
4. Failure to comply with this provision could result in disqualification of Vendor from continuing in this process.

1.9 Vendor Contact

1. The ADOC will consider the person who signs Vendor’s proposal the contact person for all matters pertaining to the proposal unless Vendor designates another person in writing. All contact information including, title (position within the organization), signature and printed name, address where formal letters of communication can be mailed, email address and phone number, must be included.

1.10 Contract Negotiations

1. Selected Vendor will be required to enter into contract negotiations, if the ADOC believes such is necessary or desirable. If an agreement cannot be reached to the satisfaction of the ADOC within thirty (30) days of notification of an intent to negotiate, the ADOC may reject Selected Vendor’s proposal or revoke the selection and begin negotiations with the next Selected Vendor.

1.11 Notice of Award and Protest

1. The Chief Procurement Officer shall provide a notice of intent to award upon review and recommendation by the Commissioner of the ADOC.
 - a) Any Vendor who proceeds to file an action protesting the intended Vendor award shall submit written notice to the Chief Procurement Officer within fourteen (14) calendar days after the notice to award is issued. in accordance with §41-4-161 Code of Alabama. Additional information and Procedures are outlined in **Section II; General Terms, Subsection 2.4.**

1.12 Definitions

- 1) “ADOC,” “DOC,” or “Department” – the Alabama Department of Corrections.
- 2) ACJTC – Alabama Criminal Justice Training Center Dining Facility located on the campus of Wallace Community College, 1005 Charles Byrd Boulevard, Selma, Alabama. Training facility located in Selma, Alabama that provides daily meals within dining facilities at ALEA Criminal Justice Training Center.
- 3) Adequate Relief Staff - the substitution of one employee for another on a fixed post requiring continuous coverage to accommodate the regular days off, annual leave, sick leave, training assignment, or administrative leave of the regularly assigned employee.

- 4) ADOC Approved Substitution Guidelines - a list or chart of foods that may be used in place of another food item due to shortages or extenuating circumstances. Substitution should be in the same food group and served at the same portion required to fulfill dietary requirements.
- 5) ADPH – The Alabama Department of Public Health.
- 6) ADP – The average daily population count of inmates physically housed within a ADOC Facility.
- 7) AIS - A unique number assigned by ADOC to an inmate.
- 8) Alabamabuys.gov – State of Alabama Accounting, Vendor Registration and Resource Systems: <https://Alabamabuys.gov>.
- 9) American National Standards Institute (ANSI) - the private, non-profit organization that administers and coordinates the U.S. voluntary standards and conformity assessment system that includes the food safety certification program sponsored by the American Restaurant Association.
- 10) Annual Leave or PTO – leave earned by an employee which can then be taken to vacation or personal reasons with pay after requesting as far in advance as possible and receiving written/electronic notification of approval from the employee’s supervisor.
- 11) AR – ADOC Administrative Regulation. AR’s can be located on the ADOC website.
- 12) Authorized Representative – any person or entity duly authorized and designated in writing to act for and on behalf of a party to this agreement or resulting contract, which designation has been furnished to all the parties herein.
- 13) Annual Safety Inspection - a detailed observation and written evaluation of the fire prevention systems and safety codes of each County and State department/division required by codes of law, as well as previous audit conducted by designated ADOC Safety Program personnel.
- 14) Compliance – Rating applied when a requirement is met by the Vendor at eighty-five percent (85%) of the time during the inspection period.
- 15) Confinement/Infirmary Meals - meals served in restrictive housing, protective custody, or health and behavioral service housing units. Depending on requirements of the housing unit or special needs of an inmate for protection, these types of meals may require special trays and utensils generally made with paper/cardboard type materials.
- 16) Contraband - any items including but not limited to cell phones, tobacco products or substitutes, written or recorded information intended to be given or transmitted to inmates or

family members, currency which is intended to be given or transmitted to inmates or family members, any article of clothing intended to be given or transmitted to inmates or family members, any unauthorized food item intended to be given or transmitted to inmates or family members, any intoxicating beverage or substance intended to be given or transmitted to inmates or family members, any controlled substance, prescription or non-prescription drug having a hypnotic, stimulating or depressing effect, firearms or weapons of any kind or explosive substances or materials, or any item not permitted by ADOC AR 250.

- 17) Daily Meal Count – Number of actual meals served at each facility.
- 18) Daily Population Count – official daily inmate facility count.
- 19) ‘Fail Safe Tray’- Also commonly referred to as ‘Dead Man Tray’: A tray of food served for each meal that is labeled with date and time of the serving, that is frozen at the beginning of each meal service. All ‘Fail Safe Trays’ are collected are kept frozen and then discarded after seven (7) days from the date of preparation.
- 20) Deficient – an indicator that an item or aspect of an operation is found to be non-compliant with the standard governing the use, presence, or purpose of an item.
- 21) Dietary Reference Intakes (DRI) - recommended nutritional guidelines for adults as published by the Office of Disease Prevention and Health Promotion (OASH).
- 22) District/Statewide Manager (DSM) -Vendor management leadership with validated experience in providing management and leadership to a statewide corrections food services programs, with the responsibility of multiple facilities over a large geographical area.
- 23) Electronic Monitoring System - an information system provided by the Vendor that documents the number of meals being served and the inmate who received the meal.
- 24) Emergency Meals – Refer to Section V-I: 5.23; V-1 Emergency Services and Response Plan.
- 25) Inmate – a person who has been sentenced to the care, custody and control of the ADOC.
- 26) Food Services Director - a vendor employee who is responsible for food service operation within ADOC’s facilities and/or the Academy.
- 27) Food Service Management - Vendor managers who are responsible for organizing, coordinating, and overseeing all the daily functions within their department.
- 28) General/Regional Manager (GRM) Vendor management staff assigned to one or more facilities to provide oversight of the food services provided by a facility Managers.
- 29) Halal – food or food items that adhere to Islamic law, as defined by the Koran.
- 30) Hazard Analysis and Critical Control Points (HACCP) - a management system in which

food safety is addressed through the analysis and control of biological, chemical, and physical hazards from raw material production, procurement and handling, to manufacturing, distribution and consumption of the finished product

- 31) Holiday Menu - A specific menu developed to celebrate a recognized religious or national day/day of observance, commemoration, or celebration and are to be served to the entire population as part of the Standardized Menu
- 32) Kosher – food that follows the laws of the Torah and the Rabbis and is acceptable to practicing Jewish inmates.
- 33) License Dietitian and/or Licensed Nutritionist (LD-N) Required Alabama Licensed in accordance with the rules of the Alabama Board of Examiners for Dietetic/ Nutritionist Practice Act. Vendor staff charged with developing nutritional requirements, therapeutic and general menus for all ADOC and ALEA contracted facilities. Will be available for Consults with facility Physicians and the ADOC Deputy Commissioner when requested.
- 34) Non-critical Violations - violations, as defined by the Department of Health, not directly related to the cause of food-borne illness, but if uncorrected, could impede the operation of the kitchen.
- 35) Non-standard Diet Orders - diet orders not included within the Vendor’s Food Service Therapeutic Diet Manual.
- 36) Non-Standardized Menus - any menu not inclusive on the Standardized Menu Program.
- 37) OASH - United States Department of Health and Human Services Office of Disease Prevention and Health Promotion, Office of the Assistant Secretary of Health, Dietary Guidelines.
- 38) OHS- Alabama Department of Corrections Office of Inmate Health Services
- 39) Plan of Corrective Action - a detailed explanation of how each deficiency noted in the annual inspection or subsequent inspection will be corrected.
- 40) Provider – A healthcare Physician or/and a Certified Registered Nurse Practitioner
- 41) Quality Control Program - a written plan created by the Vendor and approved in writing by the Deputy Commissioner of Health Services, designed to provide guidelines for Food Service operations compliance with all federal and state laws and regulations, including ADOC inspection requirements and policies.
- 42) Recommended Daily Allowance (RDA) - minimum dietary recommendations for calories, fat, protein, vitamins, and minerals for men, women, and children as promulgated by the U.S. Department of Agriculture and the Dietary Guidelines of the National Institute of Health.
- 43) Registered Dietician (RD) Required Alabama Licensed in accordance with the rules of the

Alabama Board of Examiners for Dietetic/ Nutritionist Practice Act. Vendor staff charged with developing nutritional requirements, therapeutic and general menus for all ADOC and ALEIA contracted facilities

- 44) Religious Diet – specific foods and/or food preparation techniques that satisfy religious dietary requirements.
- 45) Sack Lunch - lunches provided for groups of inmates who require meals and cannot receive lunches normally, including inmates going to outside appointments, work crews, and transfers.
- 46) ServSafe – American National Standards Institute (ANSI) food safety certification program sponsored by the American Restaurant Association.
- 47) Shelf-Stable Meals - meals or non-perishable foods that can be safely stored at room temperature in accordance with the USDA regulations as detailed at Shelf-Stable Food Safety/ Food Safety and Inspection Service.
- 48) Staffing Plan - a written plan, created by the Vendor and approved in writing by the ADOC, indicating the staffing positions and number of Vendor employees needed in each position to perform the responsibilities as specified in the Contract.
- 49) Standardized Menu - a twenty-eight (28) day menu cycle that is designed to be uniform and identical at all ADOC facilities statewide that includes the following:
Standardized diet served to the general inmate population;
 - a) Therapeutic Diets;
 - b) Holiday menu/meals;
 - c) Religious diet accommodations/menu;
 - d) Specialty Diets;
 - e) Sack Lunches.
 - f) The standardized menu will be used except for emergency situations where contingency menus may be served.
- 50) Standards – industry best practices and all applicable federal and state laws, constitutional requirements, court orders and settlement agreements, and ADOC policies and procedures. If there is a conflict between any of these and this RFP or the awarded contract, the more stringent shall apply, as determined by the ADOC.
- 51) Therapeutic Diet - special meal or food combination lists developed by the Vendor’s dietitian and prescribed by an authorized health care professional as part of the inmate’s medical or dental treatment.

1.13 Critical Dates and Deadlines

1. Deadlines and other critical dates in this RFP have been provided in Section I; Exhibit C, that is included on the following pages of this RFP Section. For any discrepancies between Exhibit C, and the dates included in this RFP, Exhibit C will govern. Failure to strictly adhere to these deadlines and other critical dates may result in disqualification of the Vendor.
2. Should the ADOC find it necessary to modify these critical dates an Addendum to this RFP will be posted on the ADOC website at www.doc.alabama.gov and as an amendment to the RFP. In addition, a confirmation email will be sent to all Vendors who register and attend the Bidders Conference.

The rest of the Page has been intentionally left blank

SECTION I.

Exhibit A

ADOC Facilities

Central Office - Alabama Department of Corrections
301 South Ripley St., Montgomery, AL 36104

ADOC - Major Correctional Facilities

Facility	Population Capacity	Phone	Mailing Address	
Bibb	1746	(205) 926-5252	565 Bibb Lane	Brent, AL 35034
Bullock	1492	(334) 738-5625	P.O. Box 5107	Union Springs, AL 36089-5107
William Donaldson	1434	(205) 436-3681	100 Warrior Lane	Bessemer, AL 35023-7299
Easterling	1228	(334) 397-4471	200 Wallace Drive	Clio, AL 36017-2615
Elmore	1167	(334) 567-1460	3520 Marion Spillway Rd.	Elmore, AL 36025
G. K. Fountain	1230	(251) 368-8122	Fountain 3800	Atmore, AL 36503-3800
Governor Kay Ivey Correctional Complex	4000	<i>Projected to be Operational in June, 2026</i>		Elmore, Alabama 36025
Hamilton	240	(205) 921-7453	223 Sasser Drive	Hamilton, AL 35570
William C. Holman	310	(251) 368-8173	Holman 3700	Atmore, AL 36503-3700
Kilby	1076	(334) 215-6600	P.O. Box 150	Mt. Meigs, AL 36057
Limestone	2025	(256) 233-4600	28779 Nick Davis Rd	Harvest, AL 35749
St. Clair	961	(205) 467-6111	1000 St. Clair Road	Springville, AL 35146
Staton	1396	(334) 567-2221	2690 Marion Spillway Road	Elmore, AL 36025
Tutwiler PFW	685	(334) 567-4369	8966 US Hwy 231 N	Wetumpka, AL 36092
Tutwiler Intake	50		20 Training Avenue	Wetumpka, AL 36092
Ventress	1208	(334) 775-3331	P.O. Box 767	Clayton, AL 36016-0767

ADOC - Community-Based Facilities - Community Work Centers

Facility	Population Capacity	Phone	Mailing Address	
<u>Alex City</u>	199	(256) 234-7533	P.O. Drawer 160	Alex City, AL 35010-0160
<u>Birmingham</u>	215	(205) 252-2994	1216 25th Street N	Birmingham, AL 35234-3196
<u>Camden</u>	31	(334) 682-4287	1780 Alabama Highway 221	Camden, AL 36726
<u>Childersburg</u>	392	(256) 378-3821	P.O. Box 368	Childersburg, AL 35044-0368
<u>Elba</u>	160	(334) 897-5738	P.O. Box 710	Elba, AL 36323
<u>Frank Lee</u>	254	(334) 290-3200	P.O. Box 220410	Deatsville, AL 36022
<u>Hamilton</u>	180	(205) 921-9308	P.O. Box 280	Hamilton, AL 35570
<u>Loxley</u>	288	(251) 964-5044	P.O. Box 1030	Loxley, AL 36551-1030
<u>Mobile</u>	159	(251) 452-0098	P.O. Box 13150	Eight Mile, AL 36663-0150
<u>Montgomery</u>	129	(334) 215-0756	P.O. Box 75	Mt. Meigs, AL 36057
<u>North Alabama</u>	488	(256) 350-0876	1401 Highway 20 West	Decatur, AL 35601
<u>Red Eagle</u>	292	(334) 262-4604	1290 Red Eagle Road	Montgomery, AL 36110

ALEA Alabama Criminal Justice Training Center (ACJTC)

Wallace Community College
 Main Campus:
 3000 Earl Goodwin Parkway
 Selma, Alabama 36702

ACJTC-Hours of operation shall be from the hours of 6:00 am to 6:30 pm CDT.

Located on the campus of Wallace Community College 1005 Charles Byrd Boulevard, Selma AL 36702

SECTION I.
Exhibit B

Virtual Bidder’s Conference and In- Person Site Tour Schedule
Date: **March 31, 2025, Start Time: 10:00 a.m. CST**

GROUP 1 - South

*Suggested attire: business casual, comfortable walking shoes.

*Tan/Khaki clothing or open toe shoes are not permitted.

*Institution information: Picture ID - purses, money, cell phones are not permitted inside the facility

* Travel time to/between institutions/facilities listed as approximate

Day 1-March 31, 2025: Recommend Vendor makes hotel accommodations in Mobile for the night before Bidder’s Conference and Tours

10:00 a.m.	Bidder’s Conference	Virtual TEAMS Call	
1:00 p.m.	Loxley Community Based Facility	14880 CR-64 Loxley, AL 36551	1 hour 15 minutes to Fountain Correctional Facility
3:00 p.m.	Fountain Correctional Facility	9677 Highway 21 North Atmore, AL 36503	10 minutes to Fountain Annex
3:40 p.m.	Fountain Annex	Fountain Prison Drive	End Day 1 Drive to Troy, Alabama Plan to stay in Troy

Day 2- April 1, 2025

			50-minute drive from Troy to Easterling Correctional Facility in Clio, Alabama
12:30 p.m.	Easterling Correctional Facility	200 Wallace Drive, Clio, Alabama 36016	17-minute drive from Easterling to Ventress Correctional Facility
2:00 p.m.	Ventress Correctional Facility	379 Highway 239 North Clayton, AL 36016	Approximately 28 miles from Ventress to Bullock Correctional Facility – A 45-minute drive.
3:30 p.m.	Bullock Correctional Facility	104 Bullock Dr., Hwy 82 E. Union Springs, AL 36089	1 hour drive to Montgomery Alabama to spend the night and catch a flight out on Wednesday.
			End Day 2

Exhibit B

Virtual Bidder's Conference and In- Person Site Tour Schedule

Date: **March 31, 2025** -Start Time: **10:00 a.m. CST**

GROUP 2 – Central

*Suggested attire: business casual, comfortable walking shoes.

*Tan/Khaki clothing or open toe shoes are not permitted.

*Institution information: Picture ID - purses, money, cell phones are not permitted inside the facility

* Travel time to/between institutions/facilities listed as approximate

Day 1- March 31, 2025: Recommend Vendor makes hotel accommodations in Montgomery or Prattville, AL

10:00 a.m.	Bidder's Conference	Virtual TEAMS call	
1:00 p.m.	Kilby Correctional Center	12201 Wares Ferry Road Montgomery, AL 36117	10 Minutes to MWF Adjacent to Kilby-Separate Access Rd
1:45 p.m.	Montgomery Women's Community Based Work Center	P.O. Box 75 Mt. Meigs, AL 36057	30 Minutes to Red Eagle
3:00 p.m.	Red Eagle Community Corrections	1290 Red Eagle Road, Montgomery, AL 36110	18 minutes from Red Eagle to Tutwiler
3:45 p.m.	Tutwiler Prison For Women	8966 US Hwy 231N Wetumpka, AL 36092	End Day 1

Day 2- April 1, 2025

9:00 a.m.	ALEA Alabama Criminal Justice Training Center (ACJTC)	3000 Earl Goodwin Parkway, Selma, AL 36702	55 miles from Selma to Elmore for the Staton visit
12:30 p.m.	Staton – <i>Meet at Staton Gate House</i>	2690 Marion Spillway Road Elmore, AL 36025	About 25 miles North of Montgomery
1:30 p.m.	Elmore Correctional Facility	2690 Marion Spillway Road Elmore, AL 36025	1 hour and 30 minutes from Elmore to Bibb County Correctional Facility
3:30 p.m.	Bibb County Correctional Facility	565 Bibb Lane Brent, AL 35034	Plan to fly out of Birmingham or Montgomery
			End Day 2

Exhibit B

Virtual Bidder’s Conference and In- Person Site Tour Schedule

Date: **March 31, 2025** -Start Time: **10:00 a.m. CST**

GROUP 3 – North

*Suggested attire: business casual, comfortable walking shoes.

*Tan/Khaki clothing or open toe shoes are not permitted.

*Institution information: Picture ID - purses, money, cell phones are not permitted inside the facility

* Travel time to/between institutions/facilities listed as approximate

Day 1- March 31, 2025: Recommend Vendor makes hotel accommodations in Birmingham, Alabama

10:00 a.m.	Bidder’s Conference	Virtually on TEAMS	
1:00 p.m.	St. Clair Correctional Facility	1000 St. Clair Road Springville AL 25146	40 minutes to Birmingham Work Release
2:45 p.m.	Birmingham Work Release	1216 25 th St. North Birmingham, AL 35234	Travel to Hamilton, AL
			End Day 1

Day 2- April 1, 2025

11:30 a.m.	Hamilton A&I	223 Sasser Drive Hamilton, AL 35570	1.5-hour drive to North Alabama Work Release.
2:30 p.m.	North Alabama Work Release	1401 Highway 20 West Decatur, AL 35601	45-minute drive to Limestone Correctional Facility
3:30 p.m.	Limestone Correctional Facility	28779 Nick Davis Road Harvest, AL 35749	
			End Day 2

SECTION I.

Exhibit C

Critical Dates and Deadlines

<u>Event/Activity</u>	<u>Date</u>
Issue RFP 2025-02	March 17, 2025
Virtual Bidders Conference	March 31, 2025
Facility Tours	March 31 – April 1, 2025
Deadline for Submittal of Questions-4:00 pm CDT	April 9, 2025
Answers to Questions posted	April 18, 2025
Deadline for Submittal of Proposals	May 23, 2025
Potential Vendor Interviews	Week of June 9, 2025
Target Implementation Date	October 1, 2025

End of Section I

Section II

SECTION II

GENERAL TERMS AND CONDITIONS

2.1 Proposal Conditions

1. By signing a proposal, Vendor agrees to be bound by all terms and conditions of this RFP. Notwithstanding the foregoing, a Vendor may clearly identify any exceptions to the terms and conditions of this RFP in the Vendor's proposal; however, each and every exception to a term or condition of this RFP is a proposal by the Vendor and subject to the express written acceptance of the ADOC as part of the contract negotiation and finalization process.
2. All Vendor proposals will remain firm and unaltered for one hundred twenty (120) days after the proposal due date shown or until contract is fully executed with any Vendor, whichever is earlier. An exception to the criterion will be if the Vendor is engaged in contract negotiations. The Vendor will then be allowed to make proposal modification(s) in accordance with a request by the ADOC.
3. Stated Department of Health and Human Services Office of Disease Prevention and Health Promotion (OASH) Dietary Guidelines. In addition, the qualified Vendor must comply with applicable court orders, ADOC policies, procedures, and ARs (including, but not limited to the policies, procedures, and ARs administered by the Office of Health Services (OHS), and certain standards promulgated by the American Correctional Association (ACA) and National Commission of Correctional Healthcare (NCCHC).
4. Vendor's provision of services, at a minimum, must comply with applicable Court Orders, ADOC policies, procedures, and ARs (including, but not limited to the policies, procedures, and administrative regulations administered by the Office of Health Services (OHS)), and certain standards promulgated by the ACA and NCCHC and recommendations from the Center for Disease Control (CDC) and the Alabama Department of Public Health (ADPH). Notwithstanding the foregoing, Court Orders and, to the extent not inconsistent or in conflict with any Court Order, the ADOC policies, procedures, and ARs shall be the prevailing standard of care in the areas of their specification, unless specified otherwise by the ADOC. If there is a conflict between any Court Order, any ADOC policy, procedure, or AR, any ADA or NCCHC standard, and any recommendation of the CDC and ADPH, then the Court Order will govern, followed in order of governance by (1) ADOC policy, procedure, or AR, (2) the ADA or NCCHC standard, and (3) any CDC or ADPH recommendation.
5. Should a Vendor take exceptions to any requirement contained in this RFP or any standard of care specified by this RFP, then the Vendor shall clearly identify the requirement or standard of care and describe its exception to such requirement or standard in its proposal. **Exceptions are to be noted in writing and submitted with the "Certification and Vendor Acknowledgement Form" included in Section IV**, with the Vendor's Proposal. Each and every exception to a requirement or standard of care contained in this RFP is a proposal by the

Vendor and subject to the express written acceptance by an authorized representative of the ADOC as part of the contract negotiation and finalization process.

6. The State may undertake reasonable investigations, as it deems appropriate and beneficial, to determine the ability of a Vendor to perform the requested services, and Vendor shall promptly furnish to the State all data, documents, and information sought by the State for this purpose. The State reserves the right to reject any proposal if the evidence submitted by, or investigations of, a Vendor fails to satisfy the State that such Vendor is properly qualified to carry out the obligations of the awarded contract and to provide the services contemplated therein.
7. Vendors may be asked to submit financial information to prove financial responsibility. Any such financial responsibility documents will be kept confidential if a “REDACTED” copy is also submitted, as provided in Section III, Subsection 3.1 (d-6), unless otherwise required by law.
8. Upon the award of, or the announcement of the decision to award a contract, the Division of Procurement will inform the Selected Vendor in writing. Alabamabuys.gov.
9. The ADOC reserves the right to modify the requirements of this RFP or the awarded contract by: (1) changing the operational requirements or time frames; (2) adding or deleting tasks to be performed or equipment to be provided; and/or (3) making any other modification deemed appropriate and beneficial by the ADOC.
10. Any change to Vendor’s proposal (including, for example, its program or pricing) in response to an ADOC request is subject to acceptance by the ADOC. In the event price changes or proposed service changes in response to an ADOC request are not acceptable to the ADOC, Selected Vendor’s pre-award status may be rescinded. At the option of the State, another selection for pre-award may be made from the Vendors that submitted a proposal, or the State may open the process to re-negotiation based upon the new specifications.

2.2 Contract Terms

1. The awarded contract will be comprised of this RFP and any changes or modifications made during the negotiation process, which will constitute the entire contract between Selected Vendor and the ADOC. The executed contract and any subsequent renewal thereof are subject to review and approval by the Chief Procurement Officer, the Legislative Contract Review Committee and the Governor of the State of Alabama. Modifications and waivers must be in writing and signed or approved by authorized representatives of Selected Vendor the ADOC and the Chief Procurement Officer to be binding. Amendments or modifications may also be subject to review and approval in accordance with State law.
2. No interpretation of any provision of this RFP or the awarded contract, including applicable specifications, is binding on the ADOC unless furnished or agreed to in writing by the ADOC.
3. The initial contract term, with the consent of the Alabama Legislature and Chief Procurement Officer; will commence upon execution with the operational requirement beginning October 1,

2025, and will continue until the end of September 30, 2030, the end of ADOC's fiscal year. It is anticipated, therefore, that the initial contract period will be five (5) years. If the commencement of performance is delayed because the ADOC does not execute the contract on the start date, the ADOC may change the start date, end date, and milestones to reflect the delayed execution.

4. Selected Vendor will be responsible for the payment of all applicable state, county, municipal, and federal taxes, including sales tax and any other taxes imposed by other governmental entities so authorized.
5. Any work or service performed on State premises will be done through coordination with ADOC personnel and will, in any event, be performed so as to minimize inconvenience to the ADOC and its personnel and minimize interference with the operation of any ADOC Facility.
6. Vendor represents and covenants that it disclosed to the ADOC, and agrees it is under a continuing obligation to disclose, financial or other interests (public or private, direct or indirect) that may be a potential conflict of interest or that may conflict in any manner with Vendor's obligations under the awarded contract. Vendor represents and covenants that it will not employ any person with a conflict to perform under the awarded contract. Vendor further covenants that no person has an interest in Vendor or in the contract that would violate Alabama law.
7. A contract shall not be assignable by Vendor, in whole or in part, without the written consent of the ADOC and the Chief Procurement Officer. Any agreement to assign any portion of the awarded contract shall not constitute a waiver by the ADOC to consent to any subsequent assignment.
8. Selected Vendor shall be an independent contractor. Selected Vendor, its agents, subcontractor(s), and employee(s) will not be considered to be agent(s), distributor(s), or representative(s) of the ADOC. Further, neither Selected Vendor nor any employees of Selected Vendor will be entitled to participate in any retirement or pension plan, group insurance program, or other programs designed to benefit employees of the ADOC or under the Alabama State Merit System Act.
9. Selected Vendor, who executes the awarded contract, is responsible for the total performance of the contract. Subcontracting may be allowed at the sole discretion of the ADOC but must be disclosed as a part of the proposal or otherwise approved in advance of any contract award by the ADOC. Any approval by the ADOC of any subcontract or subcontractor shall not constitute a waiver by the ADOC to consent or approve any other subcontract or subcontractor. Any subcontract shall be subject to the following conditions:
 - a) Any subcontractor providing services under this RFP or in the awarded contract will meet or exceed the requirements set forth in this RFP.
 - b) The ADOC will not be bound to any terms and conditions included in any Vendor or subcontractor documents. No conditions in subcontractor documents in variance with, or in addition to, the requirements of this RFP or the awarded contract will in any way affect Selected Vendor's obligations under the contract resulting from this RFP.

10. Selected Vendor will remain fully responsible for the negligent acts and omissions of its agents, employees, and/or subcontractors in their performance of Selected Vendor's duties under the awarded contract. Selected Vendor represents that it will utilize the services of individuals skilled in the profession for which they will be used in performing services hereunder. In the event that the ADOC determines that any individual performing services for Selected Vendor is not providing such skilled services, the ADOC will promptly notify Selected Vendor and Selected Vendor will replace that individual.
11. Selected Vendor or its employees who perform services requiring a license or certification, will have and maintain said required licenses or certifications.
12. If Selected Vendor is unable to secure or maintain individuals named in the contract to render the services set forth in the contract, Selected Vendor will not be relieved of its obligations to complete performance. The ADOC, however, will have the option to terminate the contract upon written notice to Selected Vendor and pursue any other relief available in the contract or equitable, legal, or statutory relief under State law.
13. The ADOC will have the right to use and reproduce any documents, materials, and data, including confidential information, used in or developed as a result of Selected Vendor's work under the awarded contract. The ADOC may use this information for its own purposes. The ADOC may request that this information be shared or otherwise made public with prior authorization of the Selected Vendor. Selected Vendor has the right to use (but not publicly disclose) any documents, materials, and data to fulfill the requirements of this RFP and the awarded contract. However, the Selected Vendor shall not disclose and shall maintain the confidentiality of all documents, materials, and data prepared or developed by Selected Vendor or supplied by the ADOC in performance of the requirements of this RFP and the awarded contract.
14. The ADOC may disclose, without the consent of Vendor, any documents or data received from or developed by Vendor, pursuant to the State's Open Records Law, requests by the State Legislature, or any other allied state agency.
15. No research projects involving inmates, other than projects limited to the use of information from records compiled in the ordinary delivery of inmate activities, will be conducted without the prior written consent of ADOC's Commissioner. Vendor and the ADOC must agree upon the conditions under which the research will be conducted. Research will be governed by written guidelines. In every case, the written informed consent of each inmate who is a subject of a research project will be obtained prior to the inmate's participation.
16. Selected Vendor will consult with and keep the ADOC fully informed as to the progress of all matters covered by the awarded contract. Selected Vendor will promptly furnish the ADOC with copies of all correspondence and documents prepared in connection with the services rendered under the awarded contract. Upon request, Selected Vendor will arrange, index, and deliver all correspondence and documents to the ADOC.

17. Selected Vendor will supply all billings, records, evidence of services performed, and other documents as may be required for review and audit by the ADOC. Licensed materials, used as a part of fulfilling the requirements of the awarded contract, will be considered a trade secret to Licensors, provided such materials are marked as confidential or in such a manner that the ADOC can reasonably determine that they are licensed and due to be treated as trade secret.
18. Selected Vendor and its subcontractors will maintain books and records related to the performance of the contract or subcontract and necessary to support amounts charged to the ADOC in accordance with applicable law, terms and conditions of the contract, and generally accepted accounting practices. Selected Vendor will maintain these books and records for a minimum of three (3) years after the completion of the contract, final payment, or completion of any contract audit or litigation, whichever is later. All books and records will be available for review or audit by the ADOC, its representatives, and other governmental entities with monitoring authority upon reasonable notice and during normal business hours. Selected Vendor agrees to cooperate fully with any such review or audit. If any audit indicates overpayment by the ADOC, Selected Vendor will immediately remit all amounts that may be due to the ADOC. Failure to maintain the books and records required by this Section will establish a presumption in favor of the ADOC for the recovery of funds under the contract for which adequate books and records are not available to support the purported disbursement.
19. If any term or condition of the contract is declared void, unenforceable, or against public policy, that term or condition will be ignored and will not affect the remaining terms and conditions of any awarded contract, and such contract will be interpreted as far as possible to give effect to the parties' intent.
20. The parties may agree in writing to modify the scope of the contract. An increase in the price or extension of time of the contract resulting from such modification shall be agreed to by the parties as a part of their written agreement to modify the scope of the contract and subject to the process set forth in Section 2.2(a).
21. It is agreed that the terms and commitments contained herein shall not constitute a debt of the State of Alabama in violation of Article 11, Section 213, of the Constitution of Alabama 1901, as amended by Amendment No. 26.
22. Any dispute arising under, or relating to, the awarded contract that cannot be informally resolved by the parties will be made in writing and presented to the ADOC for a written decision. The ADOC will issue a written decision on the dispute within thirty (30) days. In the event of any conflict between the awarded contract and this RFP, the provisions of the awarded contract will control as to such conflict. Vendor will proceed diligently with performance of the awarded contract pending final resolution of any request for relief or adjustment, or any dispute or appeal, and will comply with any direction of the ADOC pending such final resolution.
23. Should the parties still not be able to resolve the matter in accordance with (v), above, the following provisions shall apply:

- a) In the event of any dispute between the parties, senior officials of both parties shall meet and engage in a good faith attempt to resolve the dispute. Should that effort fail and the dispute involve, the parties agree to utilize appropriate forms of non-binding alternative dispute resolution including, but not limited to the payment of money, a party's sole remedy is the filling of a claim with the Board of Adjustment for the State of Alabama. For any and all other disputes arising under the terms of this Contract which are not resolved by negotiation, the parties agree to utilize appropriate forms of non-binding alternative dispute resolution including but not limited to, mediation, subject, however, at all times to the sovereign immunity of the State. Such dispute resolution shall occur in Montgomery, Alabama utilizing, where appropriate, mediators selected from the roster of mediators maintained by the Center For Dispute Resolution of the Alabama State Bar.

24. The ADOC may terminate any contract resulting from this RFP without penalty to the ADOC, or further payment required, in the event of:

- a) Any breach of the contract that, if susceptible of being cured, is not cured within sixty (60) days or the ADOC does not find evidence of progressive resolution within thirty (30) days of the ADOC giving notice of breach to Selected Vendor including, but not limited to, failure of Selected Vendor to maintain covenants, representations, warranties, certifications, bonds, and insurance;
- b) Commencement of a proceeding by or against Selected Vendor under the United States Bankruptcy Code or similar law, or any action by Selected Vendor to dissolve, merge, or liquidate;
- c) Material misrepresentation or falsification of any information provided by Vendor in the course of any dealing between the ADOC and Vendor or between Vendor and any State agency, to include information provided in Vendor's proposal;
- d) For the unavailability of funds appropriated or available to the ADOC, the ADOC will use its best efforts to secure sufficient appropriations to fund the awarded contract. However, obligations of the ADOC hereunder will cease immediately, without penalty or further payment being required, if the Alabama Legislature fails to make an appropriation sufficient to pay such obligation. The ADOC will determine whether amounts appropriated are sufficient. The ADOC will give Selected Vendor notice of insufficient funding as soon as practicable after the ADOC becomes aware of the insufficiency. Selected Vendor's obligation to perform will cease upon receipt of the notice.

2.3 Termination for Convenience of the ADOC

1. Should Selected Vendor at any time during the course of a awarded contract: (1) fail to perform the services according to the specifications required in this RFP; (2) fail in any respect to perform the service requirements of this RFP or a awarded contract with promptness and diligence; or (3) fail in the performance of any agreement contained in the awarded contract, the

ADOC will have the option, after forty-eight (48) hours written notice to Selected Vendor by registered mail, return receipt requested, to Vendor's point of contact.

2. The ADOC, with approval from the Chief Procurement Officer, reserves the right to cancel and terminate any Contract, in part or in whole, without penalty, upon thirty (30) days written notice to Selected Vendor. Any Contract cancellation notice shall not relieve Selected Vendor of the obligation to return any and all documents or data provided or generated as a result of this RFP and the resulting Contract.
3. Any notice given to the ADOC under the Contract must be submitted in a timely manner.
4. Notices will be mailed to the Alabama Department of Corrections, Attn: General Counsel, 301 South Ripley Street, Montgomery, Alabama 36104, or P.O. Box 301501, Montgomery, Alabama 36130. Notices to Selected Vendor will be mailed to the address shown in its submitted proposal, unless otherwise specified in the resulting Contract. Notices will be sent by registered mailed, return receipt requested.
5. Parties agree to fully cooperate with one another for the successful pursuit of their respective and mutual interests. Parties will share information and provide timely notification to one another in the event of a claim against either party. There will be no settlement by Selected Vendor of any claim arising out of the performance of the Contract without consultation with the ADOC.
6. If the ADOC terminates for the awarded contract for convenience, the ADOC will pay Selected Vendor for services satisfactorily provided and for authorized expenses incurred up to the time of termination.
7. Any notice given to the ADOC under the awarded contract must also be submitted in a timely manner. Notices to Selected Vendor will be mailed to the address shown in its submitted proposal, unless otherwise specified in the awarded contract. Notices will be sent by registered mail, or courier with return/delivery receipt requested.
8. Parties agree to fully cooperate with one another for the successful pursuit of their respective and mutual interests. Parties will share information and provide timely notification to one another in the event of a claim against either party. There will be no settlement of any claim arising out of the performance of the awarded contract by Selected Vendor without consultation of the ADOC.

2.4 Billing

1. Vendor shall provide a detailed invoice for the services utilizing one (1) standardized format. Vendor will work with the ADOC in designing a mutually acceptable format for invoices.
2. The ADOC expects to receive the best value cost and billing terms for the services rendered.

3. Vendor will not bill for any taxes unless a statement is attached to the invoice identifying the tax and showing why it is legally chargeable to the ADOC. If it is determined that taxes are legally chargeable to the ADOC, the ADOC will pay the tax as required. State and federal tax exemption information is available upon request. The ADOC does not warrant that the interest component of any payment, including installment payments to Vendor, is exempt from income tax liability.
4. Vendor shall comply with applicable tax requirements and stay current in payment of such taxes.
5. Payments delayed by the ADOC at the beginning of the fiscal year because of the appropriation process will not be considered a breach. While the State has not historically delayed payments at the beginning of the fiscal year, such a circumstance will not constitute a breach by the ADOC.
6. The ADOC will not be liable to pay Vendor for any supplies provided, services performed, or expenses due for the supplies and services incurred prior to the beginning of, or after the end of, the term of the contract.
7. Payments will be made to conform to State fiscal year requirements notwithstanding any contrary provision in the contract. This may include prorating payments that extend beyond the end of the fiscal year for the ADOC.
8. Vendors must be fully registered in (Alabamabuys.gov) before being awarded a contract to receive payment. **Alabamabuys.gov.**

2.5 Filing of Protests; Resolution; Administrative Review

1. **§41-4-161 Code of Alabama:** Added by *Act 2021-296, § 2, eff. 10/1/2022.*
 - (A)
 - (1) -
 - (a) A bona fide prospective bidder or offeror who is aggrieved in connection with the solicitation of a contract may protest to the Chief Procurement Officer within 14 days of the date of issuance of the solicitation or any amendment to it, if the amendment is at issue.
 - (2) –
 - (a) Except as provided in paragraph b., a bona fide actual bidder or offeror who is aggrieved in connection with the intended award or award of a contract may protest to the Chief Procurement Officer within 14 days of the date the award or notification of intent to award, whichever is earlier, is posted in accordance with this article.
 - (b) A matter that could have been raised under subdivision (1) as a protest of the solicitation may not be raised as a protest of the award or intended award of a contract.

(3) -

(a) A protest filed under subdivision (1) or (2) shall be in writing, be filed with the Chief Procurement Officer, and set forth the grounds of the protest and the relief requested with enough particularity to give notice of the issues to be decided.

(b) The Chief Procurement Officer, or his or her designee, may settle and resolve the protest of a bona fide actual or prospective bidder or offeror concerning the solicitation or award of a contract in accordance with rules adopted under this article.

(c) If the protest is not resolved by mutual agreement within 10 days after the protest is filed, the Chief Procurement Officer shall commence an administrative review of the protest and issue a decision in writing within 14 days of the review.

(d) A copy of the decision under subsection (c) shall be mailed or otherwise furnished immediately to the protestor and any other party intervening.

(e) A decision under subsection (c) shall be final and conclusive, unless fraudulent, or a party adversely affected by the decision appeals administratively to the Director of Finance in accordance with Section 41-4-164.

(f) In the event of timely protest under subsection (a) or an appeal under Section 41-4-164, the state may not proceed further with the solicitation or with the award of the contract until five days after notice of the final decision is provided to the protestor, except that solicitation or award of a protested contract is not stayed if the Chief Procurement Officer, after consultation with the head of using agency or the head of a purchasing agency, makes a written determination that the solicitation or award of the contract without further delay is necessary to protect the best interests of the state.

End of Section II

Section III

SECTION III

REQUIRED PROPOSAL FORMAT AND SELECTION CRITERIA

Introduction

Section III has been broken down into three (3) areas as follows: Section 3.1 outlines the instructions for “Proposal Submission and General Preparation;” Section 3.2, the “Required Proposal Format,” should be the substantive format of the submitted proposal; Section 3.3, “Method of Selection,” outlines the selection process and criteria. This Section of the RFP provides a ‘Road Map’ for the Vendor to prepare a responsive proposal to this RFP. In addition, it assists the subsequent Evaluation Committee in their process of a Proposal Evaluation and the allocation of points to its’ respective Vendor. *It is noted that some of this subsequent information is redundant or a re-statement of information provided in other Sections of the RFP.*

3.1 Proposal Submission and General Preparation

1. Deadlines

- a) Deadlines and other critical dates in this RFP have been provided in Section I: Exhibit C, Critical Dates and Deadlines. For any discrepancies between Exhibit C and the dates included in this RFP, Exhibit C will prevail.
- b) Sealed Proposals must be received **by 4:00 p.m. CDT, on May 23, 2025**, at the below listed address. Responses are to be submitted sealed and clearly marked on the external packaging: “ADOC RFP 2025-02: “Comprehensive Nutritional Food Services.”
- c) Two separate electronic (email) submissions of the Vendor’s proposals must be emailed to: rfp.responses@purchasing.alabama.gov **by 4:00 p.m. CDT, on May 23, 2025**. **One email submission should be clearly labeled as the ‘Vendor’s Program Proposal’ and the other email shall be labeled as ‘Vendor’s Cost Proposal’.**

2. ‘Paper’ Proposals Delivery

- a) The following address is to be used:

Direct delivery by UPS, FEDEX, or other delivery services:

State of Alabama
Alabama Department of Corrections
Attn: Mandy Speirs-ADOC Commissioner’s Office
301 South Ripley Street
Montgomery, Alabama 36104

ADOC Main Line Phone Number-334-353-3883

- b) All proposals received after the appointed date and hour for receipt, whether by mail or otherwise, will be returned unopened. The time of receipt shall be determined by the time received at the ADOC reception area. Vendors have the sole responsibility for assuring that proposals are received by the ADOC by the designated date and time.
- c) Whether proposals are mailed, hand delivered, or directly delivered by express mail, they must be delivered to the ADOC at the address shown above. Hand delivered proposals must be delivered in ample time to allow for security check-in at the ADOC reception desk of the Criminal Justice Center prior to the closing time for the solicitation.

3. Identification of Proposal Packaging

- a) Envelopes/boxes containing proposals shall be sealed and marked in the lower left-hand corner of the external packaging with the solicitation number, “ADOC RFP 2025-02,” to include the hour and due date of the proposal. This format should be used on your proposal packaging. If you submit your proposal by a courier such as FedEx or UPS, and place your sealed envelope inside the courier’s envelope, it is suggested that you clearly mark the courier’s envelope with the same information.
- b) No other correspondence should be placed in the envelope/box.
- c) Envelope/box that are prematurely opened due to Vendor’s failure to comply with this Section will not be considered. The ADOC assumes no responsibility for the premature opening of any package not properly identified.

4. Submission Requirements

- a) One (1) original and nine (9) ‘hard/paper’ copies of the Vendor’s ‘Program Proposal’ addressing RFP Sections I through VI, are to be submitted to the ADOC. Vendor must also submit nine (9) secured portable USB flash drives containing a ‘read only’ electronic copy of the ‘Program Proposal’ in a readable Adobe PDF format.
- b) Vendor is to submit one (1) original Cost Proposal and four (4) ‘hard/paper’ copies in response to Section VII. In addition, four (4) secured portable USB flash drives containing a ‘read only’ electronic copy of the ‘Cost Proposal’ in a readable Adobe PDF format should be submitted
- c) The ‘Cost Proposal’ and subsequent copies must be bound and sealed separately from the Program Proposal and labeled as follows: “ADOC RFP 2025-02: Cost Proposal” for “Comprehensive Nutritional and Food Services.” Vendors who do not include or submit a separate ‘Cost Proposal’ at the designated time of the receipt of proposals, will be disqualified.

- d) Vendor's 'Cost Proposal' should be packaged in the same container/box as the 'Program Proposal,' however the 'Cost Proposal' should be sealed, separate, and distinctly labeled as instructed.
- e) Two separate electronic (email) submissions of the Vendor's proposals must be emailed to: rfp.responses@purchasing.alabama.gov by 4:00 p.m. CDT, on May 23, 2025. One email submission should be clearly labeled as the 'Vendor's Program Proposal' and the other email shall be labeled as 'Vendor's Cost Proposal'.
- f) If Vendor chooses to submit a separate single "REDACTED" program and cost proposal, it shall be bound 'hard' copy and on a secured portable USB flash drive, in a readable Adobe PDF format. This single proposal and USB portable flash drive is to be clearly labeled as the Vendor's "REDACTED" copy.
 - i. The ADOC takes its responsibilities under the State's Open Records Law very seriously. If the Vendor considers any portion of the documents, data, or records submitted in response to this RFP to be confidential, trade secret, or otherwise not subject to public disclosure, Vendor shall appropriately redact this information from its separate "REDACTED" 'hard' copy and USB flash drive. In addition, Vendor shall provide a brief description in a separate writing, as to each redacted item, and the grounds for claiming exemption from the Alabama Open Records Law.
 - ii. The redacted copy shall be provided to the ADOC at the same time Vendor enters its proposal and must only exclude or redact those exact portions that are claimed confidential, trade secret, or otherwise not subject to disclosure. Vendor shall be responsible for defending its determination that the redacted portions of its submissions are confidential, trade secret, or otherwise not subject to disclosure. Furthermore, Vendor shall protect, defend, and indemnify the ADOC for all claims arising from or relating to Vendor's determination that the redacted portions of its proposal are confidential, trade secret, or otherwise not subject to disclosure. All the above shall be acknowledged in Vendor's separate writing that must accompany the "REDACTED COPY."
 - iii. If Vendor fails to submit a Redacted Copy with its proposal, the ADOC is authorized to produce the entire document(s), data, and/or records submitted by the Vendor in response to any public records request.

5. Vendor's Representation

- a) Vendor, by submission of a proposal, represents that it has read and understands this RFP and its specifications and has familiarized itself with all federal, state, and local laws, ordinances, rules, and regulations that may affect the cost, progress, or performance of the work.

- b) The failure or omission of any Vendor to receive or examine any form, instrument, addendum, or other documents, or to acquaint itself with conditions existing at the Facilities, shall in no way relieve Vendor from any obligations with respect to its proposal or to the awarded contract.

6. Substantive Proposal Format

- a) The Vendor proposal format, including the specifications contained in Section 3.2, must be used in submitting proposals. All documents referenced in Section 3.2 should be included with Vendor's proposal. The certification located at the end of Section IV should be completed, signed by an official that has the authority to bind Selected Vendor.
- b) The Cost Proposal Form must be signed by an individual who is an authorized officer or agent of the Vendor and can legally bind the Vendor to the contract. This Cost Proposal Form is to be submitted with the 'Cost Proposal' submitted separately as outlined in Subsection 3.1(d)3. 'Cost Proposals' will not be opened or evaluated until the complete evaluation of each 'Program Proposal.'
- c) To be considered for selection, Vendor shall submit a complete response to this RFP. Proposals should be as thorough and detailed as possible so the ADOC may properly evaluate Vendor's capabilities to provide the required services. Sections I through IV of this RFP should be acknowledged in the Vendor's response with an outline of acknowledgement and understanding per Section. However, the Vendor's outlined and written responses to Sections V through VII, are to be specific to the ADOC's request. Re-stating the written requirements of these sections of this RFP without additional confirmation, explanation or description of the Vendor's programs or services in their response may result in a lower scoring of a proposal.
- d) Vendors are required to comply with the following instructions:
 - i. Proposals shall be signed by an Authorized Representative of Vendor utilizing the Certification included in Section IV. All information requested must be submitted. Failure to submit all information requested may result in the ADOC requiring prompt submission of missing information giving a lower score in evaluation of the proposal, or rejection of the proposal by the ADOC.
 - ii. If Vendor is a business entity, then the proposal must be submitted in the official name of the business entity, not simply in a business entity's trade name. In addition, Vendor must indicate the title of the individual signing the proposal for the business entity.
- e) Proposals should be prepared simply and economically, providing a straightforward, concise description of capabilities to satisfy the requirements of this RFP. Emphasis should be on completeness and clarity of content. Vendor should not include supplemental "marketing materials" as part of its proposal.

- f) Proposals should be organized in the order as presented in the subsequent Section 3.2 of this RFP. All pages of the proposal should be numbered. Vendor is to reference the applicable Section(s) or Subsection(s) of this RFP for which the corresponding or responsive Section or Subsection of the proposal are written. Proposals that are not organized in this manner risk elimination from consideration or a lower score in the evaluation of the proposal if the evaluators are unable to find where this RFP's requirements are specifically addressed.

7. Suspected Errors/Clarification

- a) Should a Vendor suspect an error, omission, or discrepancy in this RFP, or consider any part of this RFP unclear, Vendor is to email rfp.questions@purchasing.alabama.gov by **4:00 p.m. CDT, on April 9, 2025**. Vendor must site the Section, Subsection, and page of this RFP that relates to their inquiry or question. The subject line of the e-mail should read "ADOC RFP 2025-02: Comprehensive Nutritional Food Service."
- b) In the ADOC's response, the ADOC will provide the request for clarification, the section of the RFP and a statement of clarification, if appropriate. Responses to request for clarification will be provided by close of business April 18, 2025, as an amendment on the Alabamabuys.gov website.

8. Request to Modify or Withdraw Proposal

- a) Vendor may make a written request to modify or withdraw its original proposal at any time prior to opening. No oral modifications will be allowed. Such requests should be electronically emailed to rfp.responses@purchasing.alabama.gov, labeled in the same manner as the original proposal and plainly marked Modification to, or Withdrawal of Proposal.

9. Oral Presentation

- a) Should the ADOC require Oral Presentations they will be scheduled for the week of May 19, 2025, beginning at 10:00 a.m. CDT in the ADOC Media Conference Room at 301 South Ripley Street, Montgomery, Alabama 36104. Vendors will be notified of their scheduled time prior to the week of May 19, 2025. Should presentations be required each qualified Vendor who is deemed compliant with this RFP response process will be provided a sixty (60) minute session to discuss its proposal and answer questions. This is an interview process.
- b) Formal 'PowerPoint' style presentations and handouts by the Vendor will not be allowed during this interview process. Vendors will be allowed up to four (4) representatives to be present during its designated interview time.

3.2 Required Proposal Format

- 1. Failure to comply with the following proposal format may result in rejection of Vendor's proposal. Required forms may be submitted at the end of the section referenced or as an Appendix to the

Vendor's proposal. All required Certifications and Vendor Acknowledgements associated with Section VII, Compensation and Adjustments, must be contained in a separate and sealed 'Cost Proposal.'

The following information and organizational format is required:

A. Transmittal letter that includes the following:

- 1) Vendor's contact information, including company name (if applicable), primary contact, mailing address (including city, state, and zip code), phone number, and e-mail address of designated contact person associated with the proposed program.
- 2) Provide a statement that the Vendor submitting the proposal is the prime Vendor; and identify all services to be subcontracted.
- 3) If Vendor is a business entity, provide Vendor's FIN or FEI Number and Vendor's Alabama Business License Number, or proof of application. Should Vendor be an individual, Vendor must provide a statement that, upon award of a contract, Vendor agrees to take the steps required to sign up with the Alabama State Comptroller to receive payment.
- 4) If Vendor is, or will be, associated with any parent, affiliate, or subsidiary service furnishing any supplies or equipment to Vendor that would relate to the performance of the contract, Vendor is required to submit with the proposal written certification and authorization from the parent, affiliate, or subsidiary organization granting the State and/or the Federal Government the right to examine any directly pertinent books, documents, papers, or records involving such transactions related to the contract. Further, if at any time after a proposal is submitted, such an association arises, Vendor will obtain a similar certification and authorization, and failure to do so will constitute grounds for termination of the contract at the option of the ADOC.
- 5) If Vendor is a business entity, provide a statement that the Vendor's corporate office is registered with the Secretary of State to do business in the State of Alabama or provide proof of having submitted an application to do business with the assurance that Vendor will be licensed prior to assuming the contract.
- 6) Complete, sign, and attach the "Disclosure Statement" as required by Act 2001-955. This statement is required to be completed and filed with all proposals, bids, contracts, or grant proposals to the State of Alabama in excess of five thousand dollars (\$5,000). The form, along with instructions, can be found on the ADOC website.
- 7) At least one (1) original should be submitted. For your convenience, a copy of the form has been provided as part of Appendix A ; "Required Forms."

- 8) Provide a complete copy of Vendor's Memorandum of Understanding with the Department of Homeland Security (DHS) showing enrollment in the E-Verify system (this can be printed from your business's screen once logged in to E-Verify).
- 9) Vendor shall include a provision in all subcontracts that requires all subcontractors to utilize the U.S. Department of Homeland Security's E-Verify system to verify employment eligibility of all persons employed during the contract term by Vendor or subcontractor to perform work or provide services pursuant to this Contract with the Department.
- 10) Vendor will ensure that all workers employed in the delivery of services are either citizens of the United States or are in a proper and legal immigration status that authorizes them to be employed for pay within the United States.
- 11) Complete and attach the "CERTIFICATE OF COMPLIANCE WITH THE BEASON-HAMMON ALABAMA TAXPAYER AND CITIZEN PROTECTION ACT" as required by Act 2011-535, and as amended by Act 2012-491. This form can be found on the ADOC website.
- 12) The Parties agree, and hereby acknowledge that all terms, covenants, and conditions, or actions taken under this Agreement shall comply with all applicable state, federal, or local laws, including the Beason-Hammon Alabama Taxpayer Act and Citizen Protection Act as amended. By signing the proposed contract, the contracting parties affirm, for the duration of any Agreement, that they will not violate federal immigration law or knowingly employ, hire for employment, or continue to employ, an unauthorized alien within the State of Alabama. Further, more a contracting party found to be in violation of this provision shall be deemed in breach of the Agreement and shall be responsible for all damages resulting therefrom.
- 13) Complete and attached the "CERTIFICATE OF COMPLIANCE WITH ACT 2016- 312" as required by said Act. For your convenience, a copy of the certification form is provided on the ADOC website.
- 14) Read, expressly agree (or note exceptions) that Vendor will comply with all Terms and Conditions as set forth in Section II and Section IV of this RFP.
- 15) Vendor must certify that it does not discriminate in employment practices with regard to race, color, religion, age (except as provided by law), sex, marital status, political affiliation, national origin, or disability.
- 16) Vendor must certify that it presently has no interest, direct or indirect, that would conflict with the performance of services under the contract and will not employ in the performance of the contract any person having a conflict.
- 17) The person signing the proposal is authorized to make decisions as to pricing and has not participated, and will not participate, in any action contrary to the above statements.

- 18) Vendor acknowledges it has not been retained, nor retained a person, to solicit or secure a state contract of an agreement or understanding for a commission, percentage, brokerage or contingent fee (except for retention of bona fide employees or bona fide established commercial selling agencies maintained by Vendor for the purpose of securing business). For breach of this provision, the ADOC will have the right to reject the proposal, terminate the contract, and/or deduct from the contract price or otherwise recover the full amount of such commission, percentage, brokerage or contingent fee, or other benefit.
- 19) A copy of the Vendor's Bid Bond and letter from Surety Company of eligibility of 'Performance Bond. "Original documentation should be placed in Section I the Proposal marked "Original Copy"

B. Executive Summary: Experience and Qualifications

- 1) Vendor must include a description of its qualifications and experience in providing the requested scope of services outlined in this RFP for similar correctional systems in size and scope of the ADOC.
- 2) Primary Vendor must affirmatively state it has a minimum of five (5) years previous experience with proven effectiveness in administering a correctional 'Nutritional Food Service' programs, in correctional or custodial systems housing adult offenders, with multiple facilities and an offender population of fifteen thousand (15,000) sentenced individuals or more. The requirement of services to fifteen thousand (15,000) sentenced offenders or more, is not limited to a singular system. Vendor's response should include the following:
 - i. A separate list by name, address, telephone, and contract administrator of all correctional facilities where Vendor is currently providing food services and the length of time that each contract has been in effect;
 - ii. A separate list by name, address, telephone, and contract administrator of all Staff Dining or Public facilities where Vendor is currently providing food services as well as any catering services, and the length of time that each contract has been in effect;
 - iii. List by name, address, telephone, and contract administrator of all correctional facilities where Vendor's food services were terminated in the past three (3) years and reason for contract termination.
- 3) Vendor must demonstrate a corporate structure that includes Executive Company Leadership, Regional and Direct Operational Food Services Management, Licensed Nutritional and Registered Dietician Leadership and Management, Quality Control and Information Technology Management (including technical resource support services), and Finance and Procurement Management.
- 4) Submit three (3) references for the ADOC to contact where Vendor has contracted services that are comparable to the requested comprehensive nutritional food services program. These

references will include the name of the firm or other state departments, the name of the contact person, the address, and the telephone number of the contact person. Employees and subcontractors of Vendor may not be listed as references or contact persons. The ADOC reserves the right to contact any State, City or County entity with whom the Vendor has a contract for references.

- 5) Vendor shall provide a list all new contract awards since July of 2024 and assigned contract start-ups that were completed by December 31, 2024. The list must include the name of the firm or other state departments, the name of the contact person overseeing the contract start-up process, as well as the address and the telephone number of the contact person.
- 6) Vendor will indicate and explain the capability for long-term strategic operational planning. Additional ADOC correctional institutions are in various proposal and planning stages. It is the ADOC's expectation that Selected Vendor will assist in the planning and development of a cost-effective food services program for any new ADOC Facility and/or renovations of current ADOC facilities.
- 7) Vendor is to **include a signed copy of the "Certification and Vendor Acknowledgment form" located at the end of Section IV; Certification and Vendor Acknowledgement, and a written outline of any exceptions to the requirements of the RFP; at the end or 'last page' of their Executive Summary (Section B), of their proposal submission. This is the only requirement the Vendor is expected to comply with in its' response to this Section (IV).**

C. Program Management and Support Services

- 1) Vendor shall provide an overview of the operational administration and management that will be implemented to achieve the objectives as defined in Section V-1;V-2; through VII of this RFP.
- 2) Include resumes of prospective Central Executive Management at the local level and the direct Corporate Executive Management team that will be assigned to interact with ADOC Executive Officers and OHS. All resumes of individuals with direct oversight of the project should include their education, specialized training, and work experience.
- 3) If an individual prospect is not identified in this section of the proposal, a Job Description including qualifications desired should be submitted as it relates to the proposed position and working title.
- 4) Indicate the location of this project within Vendor's organization and the relationship of this project to other lines of business as well as a related organizational chart.
- 5) Present the projected local organizational structure (administration and reporting lines) related to the development and monitoring of both the ADOC facilities and the ACJTC dining facility in an 'Organization chart' format.

- 6) Policies and Procedures (P&P) to be incorporated into the specific requirements of the RFP for 'Program Services,' and any anticipated P&P updates. This shall include but is not limited to:
 - a) Current policies and procedures, anticipated policy updates
 - b) Review of compliance to scheduled menus plans and any subsequent deviations
 - c) Monitoring and reporting of the number of meals served by facility
 - d) Monitoring and reporting of physician prescribed therapeutic meals and specialty diets
 - e) Management of Facility and Warehouse Stock Inventories
 - f) Waste Management
 - g) Continuous Quality Assurance and Improvement
 - h) Maintenance and Inventory or equipment
 - i) Education of Security Staff
 - j) Inmate Education, Training and Vocational Guidance

- 7) Vendor must have proven ability for contract transition with an orderly and efficient startup or contract transition. Services must be operating at required capacity within ninety (90) days of the contract start date. A detailed implementation plan must be submitted, describing how the following issues will be handled:
 - a) Proposed timetable for implementation and operation and a statement relating to Vendor's ability to meet stated and required deadlines;
 - b) Recruitment and retention of current ADOC professional and support staff, currently working at the ADOC Facility level;
 - c) Identifying and assuming current inventory, unless otherwise indicated
 - d) Identification of projected geographical locations of State and Regional Management Offices and any subsequent warehouses/storage areas.
 - e) Vendor's central management personnel to be assigned to supervise and monitor the transition and to ensure the satisfactory and continued provision of services to the inmate population; and

- f) Staff and Inmate training on Vendor’s policies and procedures, including any transition process from current policies and procedures.

D. Scope/Statement of Work

Provide a plan of operation to achieve the specifications, objectives, and requirements as defined in **Section: V-1 and V-2;** of this RFP. In responding to these requirements and specifications, the responsive section or subsection of the proposal should reference the corresponding Title, Section number, Subsection number, of this RFP from Section V.

E. Contract Monitoring and Staffing Requirements

- 1) Vendor will address the following specifications as they relate to “Contract Monitoring and Staffing Requirements” as outlined in **Section VI** of this RFP to include, but not be limited to, the following:
 - a) Recruitment capabilities for all levels of professional and support staff, including interviewing for retention of current contract staff, on a local and national level;
 - b) Total company turnover rates from 2022 to 2024;
 - c) Equal employment opportunity policies;
 - d) Licensure/certification requirements;
 - e) Staff development and training plan to include:
- 2) Vendor shall describe their ‘Orientation/On-boarding’ of new personnel and a training program for employees new to corrections on appropriate interaction in a corrections environment, including:
 - a) Inservice Training, Staff retention plan that addresses how current contract staff will be retained when appropriate;
 - b) Description of health and retirement benefits for local Alabama staff, and monetary contribution required by an individual full-time employee for single and family coverage;
 - c) Experience in replacing City, County or State employees, providing services within the scope of the contract, that arise through attrition of their public service employer.
 - d) Vendor should reference and describe experience self-monitoring and experience in maintaining compliance with court ordered settlement agreements related to the provision of food services in a correctional setting that may be associated with current and former clients/contracts.

- e) Vendor must provide an acknowledgement of ADOC-OHS example of current performance indicators and designated compliance thresholds, with the understanding these performance measures will be modified to reflect the required services of the final contract between the ADOC and the Vendor, These examples have been included in Appendix B. Vendor is to identify and summarize experience in other prison system contracts where independent auditing (if any) is conducted by the client.
- 3) An outline of current ADOC Facility Food Services Staff (as of December 2024) is outlined in Appendix C ‘ADOC Food Services Staffing as of December 2024.’ **Vendor is to develop its’ State Management and Facility Management staffing and each individual ADOC and ACJTC facility service staff, to provide their proposed service program; in an outline or table form in Section VI, of their Proposal.** This outline must include the title of each position, the number of Full Time Equivalents (FTE) and the number of hours that correspond to the FTE per week and the totals per facility.
 - 4) A ‘Master’ collective outline (roll-up) of all positions, hours and FTE totals for both the ADOC and ACJTC is to be included in this Section.

F. Proposal Format in Response to this RFP

For a Vendor to receive the most points in the overall scoring of the document, its proposal response must site the applicable Title, Section(s), Subsection(s) of this RFP. The required format of the Vendor’s response is critical in ensuring the appropriate scoring of its proposal.

G. Cost: Compensation and Adjustments

Vendor is to provide its original response and subsequent copies to this Section of this RFP in a separate sealed envelope labeled as outlined in Section III, 3.1 Subsections d) 3) and 4) of this RFP. Vendor will address and acknowledge the specifications as they relate to “Compensation and Adjustments” as outlined in Section VII, Subsections 7.1 and 7.2. Vendor is to include ADOC Pricing Forms A-1-A and A-1-B, and any other Pricing Forms required by ADOC in this section of its Cost Proposal.

3.3 Method of Selection

Vendor selection will be based on the proposal that best meets or exceeds the requirements set forth in this RFP. The selection process may, however, include a request for additional information or an oral presentation to support the written proposal. The ADOC reserves the right to select a Vendor other than the low-priced Vendor if a higher-priced proposal provides the best value, as determined by the ADOC.

- a) A Vendor whose proposal does not meet the mandatory requirements and does not provide a primary bid that meets all the required specifications of a Comprehensive Nutritional Food Services program, as outlined in this RFP, will be considered non-compliant.
- b) Proposal evaluations will be scored and based on the response to the requirements of this RFP, to be considered as the primary bid/proposal. The ADOC Evaluation Committee will present their

recommendation to the Commissioner of the ADOC, who will make his final recommendation to the CPO. The final selection of a qualified Vendor to enter into negotiations for a Nutritional Food Services contract will be made, subsequent to the CPO’s review.

- c) Alternative Proposals will not be considered as the basis for the evaluation of the successful bidder. All proposals received will become the property of the ADOC.
- d) A sample of evaluation criteria and scoring is outlined on the following pages. The ADOC reserves the right to adjust or modify the evaluation criteria, if ADOC deems it appropriate, especially in the event of any modifications to this RFP. Any potential adjustments will apply in the scoring of all qualified responsive proposals received.

ADOC RFP-2025-02, Program Selection Criteria

RFP Proposal Format 3.2	RFP Section and Subsections	Total Points Allotted per Section
A	Transmittal Letter	40
B	Executive Summary: Experience and Qualifications	100
C	Program Management and Support Services	100
D	Scope/Statement of Work: Sections: V; V-1 and V;V5-2	2000
E	Contract Monitoring and Staffing Requirements: Section: VI	300
F	Proposal Format	40
G	Compensation and Adjustments: Section: VII; Required Pricing Forms	1720
Total Point Available		4300

Section IV

SECTION IV

CERTIFICATIONS AND VENDOR ACKNOWLEDGEMENT

Introduction

1. Vendor shall thoroughly review the terms set forth in Subsections 4.1 to 4.11. A signed and complete copy of the “Vendor Acknowledgment” at the end of this section must be included in Vendor’s proposal. If Vendor concurs with the terms as outlined in 4.1 to 4.11 without exception, date and check “no exceptions” next to authorized signature. Should the Vendor take exception to one or more of the terms as set forth, date and check “exceptions” next to authorized signature. **If exceptions are taken, an outline of the exceptions, including reference to the Section and the terms, shall be provided directly behind the signature page.**
2. Vendor is to **include the signed “Certification and Vendor Acknowledgment ‘ form and a written outline of any exceptions to the requirements of the RFP; at the end or ‘last page’ of their Executive Summary (Section B), of their proposal submission. *This is the only requirement the Vendor is expected to comply with in its’ response to this Section (IV).***

CERTIFICATIONS

VENDOR ACKNOWLEDGEMENT at the end of This Section of the proposal will be incorporated into the final contract of Successful Vendor.

4.1 Liability and Indemnification

1. Vendor shall defend in any action at law, indemnify, and hold the ADOC, its officials, agents, and employees harmless against any and all claims arising from the provisions of the Contract, including, without limitation, any and all claims arising from:
 - a) Any breach or default on the part of Vendor in the performance of the Agreement;
 - b) Any claims or losses for services rendered by Vendor and/or by any person or firm performing or supplying services, materials, or supplies in connection with the performance of the Contract;
 - c) Any claims or losses to any persons, including Inmates, injured or property damaged from the acts or omissions of Vendor, its officers, agents, or employees in the performance of this Agreement by Vendor;
 - d) Any claims or losses by any person or firm injured or damaged by Vendor, its trustees, officers, agents, or employees by the publication, translation, reproduction, delivery, performance, use, or disposition of any data processed under the Agreement in a manner not authorized by the Agreement, or by federal, state, or local regulations or statutes; and,

- e) Any failure by Vendor, its officers, agents, or employees to observe the Constitution or laws of the United States and the State of Alabama; and;
- f) Vendor's failure to perform any services as required or obligated by an awarded contract between Vendor and the ADOC.
- g) All costs, reasonable attorneys' fees, and liabilities incurred in or about any such claim, action, or proceeding brought thereon are the responsibility of Vendor.
- h) Said indemnification shall not be applicable to any claim, injury, death, or damage to property arising out of any act or omission on the part of the ADOC, its officials, agents, servants, or independent vendors (other than Vendor) who are directly responsible to the ADOC.
- i) In case any action or proceeding is brought against the ADOC by reason of any such claim, Vendor, upon notice from the ADOC, shall defend against such action by counsel satisfactory to the ADOC, and the Attorney General of the State of Alabama. Said counsel will not enter into any settlement contract with respect to any claim which may affect the ADOC without first obtaining approval of the ADOC and the Attorney General.
- j) In defending the ADOC, its officials, agents, and employees, Vendor shall advise and consult with the General Counsel's Office of the ADOC which may, in its discretion, enter any legal proceeding on behalf of the ADOC, its officials, agents, or employees.
- k) It is understood that the obligations arising out of Section IV, 4.1, shall extend beyond the term of the awarded contract and shall include claims filed both during and after the contract term that arise out of or relate to services rendered by Vendor under the awarded contract and will continue until the final disposition of any such litigation.

4.2 Insurance Coverage

1. Vendor shall continuously maintain and pay for such insurance as will protect Vendor, the State, the ADOC, its officers, agents, and employees as insureds from all claims, including death and claims based on violations of civil rights, arising from or relating to the services performed under the awarded contract, and actions by a third party against Vendor as a result of the awarded contract. Coverage required must also include, but not be limited to, Comprehensive General Liability, Worker's Compensation, and Employee's Liability. Before signing the contract, Selected Vendor must file with the ADOC a certificate from Selected Vendor's insurer showing the amounts of insurance carried and the risk covered thereby. Selected Vendor must carry Comprehensive General Liability insurance coverage with one million dollars (\$1,000,000) combined single limit for personal injury and property damage and three million dollars (\$3,000,000) in the aggregate that incorporates

said coverage for all Selected Vendor’s agents, employees, subcontractors, and sub-vendors. This coverage is required to extend to services performed at any Facility where services will be provided under the contract.

2. Selected Vendor will also maintain public liability and casualty insurance in sufficient amounts to protect the ADOC from liability for acts of Selected Vendor and risks and indemnities assumed by Selected Vendor in accordance with State law. If Selected Vendor does not have minimum coverage for bodily injury – including two hundred fifty thousand dollars (\$250,000) per person and five hundred thousand dollars (\$500,000) per occurrence and, for property damage, one hundred thousand dollars (\$100,000) per occurrence – Selected Vendor must inform the ADOC and seek written permission for lesser coverage.
3. All insurance policies required under this RFP must name the ADOC as being a named insured or loss payee and as entitled to all notices under the applicable policies. All certificates of insurance shall contain the following provision: *The coverage provided shall not be canceled, reduced, or allowed to lapse unless and until the ADOC has received at least ten (10) working days written notice.* At least thirty (30) days prior to each policy anniversary date, Vendor shall provide the ADOC-OHS Finance and Benefits Manager with renewal information, identify any changes in coverage.

4.3 Bribery Convictions

1. Vendor certifies compliance, or agreement to comply, with the following legal requirements and that it is not barred from being awarded a contract or subcontract due to a violation of these requirements or an inability or unwillingness to comply with these requirements:
 - a) No person or business entity will be awarded a contract or subcontract if that person or business entity:
 - i. Has been convicted under the laws of Alabama, or any other state, of bribery or attempting to bribe an officer or employee of the State of Alabama or any other state in that officer’s or employee’s official capacity; or
 - ii. Has made an admission of guilt of such conduct that is a matter of record but has not been prosecuted for such conduct.
2. No business will be barred from contracting with the ADOC as a result of the bribery conviction of any employee or agent of the business if the employee or agent is no longer employed by the business, and:
 - a) The business has been finally adjudicated not guilty; or,
 - b) The business demonstrates to the ADOC that the commission of the offense was not authorized, requested, commanded, or performed by a director, officer, or a high managerial agent on behalf of the business.

- c) When an official, agent, or employee of a business committed the bribery or attempted bribery on behalf of the business and pursuant to the direction or authorization of a responsible official of the business, the business will be chargeable with the conduct.

4.4 Felony Conviction

1. No person or business entity, or officer or director of such business entity, convicted of a felony is eligible to do business with the ADOC from the date of conviction until three (3) years after the date of completion of the sentence for such felony, unless no person held responsible by a prosecutorial office for the facts upon which the conviction was based continues to have any involvement with the business.

4.5 Inducements

1. Any person who offers to pay or pays any money or valuables to any person to induce him or her not to submit a proposal in response to this RFP is guilty of a felony. Any person who accepts money or other valuables for not submitting a proposal in response to this RFP, or who withholds a proposal in consideration of the promise for the payment of money or other valuables, is guilty of a felony. Vendor certifies that it will not take part in any such conduct.

4.6 Reporting Anticompetitive Practices

1. When, for any reason, the Vendor or its designee suspect collusion or other anticompetitive practice among any other Vendors or employees of the ADOC, a notice of the relevant facts will be transmitted to the Alabama Attorney General and the ADOC Commissioner. This includes reporting any Chief Procurement Officer, State purchasing agency, executive officer, or their designee who willfully uses or allows the use of specifications, requests for proposal documents, proprietary competitive information, proposals, contracts, or selection information to compromise the fairness and integrity of the procurement or contract process, or any current or former elected or appointed State official or State employee who knowingly uses confidential information, available only by virtue of that office or employment, for actual or anticipated gain for themselves or another person.

4.7 Confidentiality and Use of Work Product

1. Any documents or information obtained by Vendor from the ADOC in connection with this RFP or the awarded contract will be kept confidential and will not be provided to any third party unless the ADOC approves the disclosure in writing. All work product produced directly or indirectly by Vendor under this RFP including, but not limited to, documents, reports, information, documentation, and ideas, whether preliminary or final, is for the ADOC's use alone. Any patent, copyright, or other intellectual ideas, concepts, methodologies, processes, inventions, and tools (including computer hardware and software, where applicable) that Selected Vendor previously developed and brings to the ADOC in furtherance of performance of the awarded contract will remain the property of Selected Vendor. Selected Vendor grants to the ADOC a perpetual, nonexclusive license to use and

employ such software, ideas, concepts, methodologies, processes, inventions, and tools solely within its enterprise.

2. Selected Vendor will, at its expense, defend the ADOC against all claims, asserted by any person or business entity, that anything provided by Selected Vendor infringes a patent, copyright, trade secret, or other intellectual property right and will, without limitation, pay the costs, damages, and attorneys' fees awarded against the ADOC in any such action, or pay any settlement of such action or claim. Each party agrees to notify the other promptly on any matters to which this provision may apply and to cooperate with each other in connection with such defense or settlement. If a preliminary or final judgment is obtained against the ADOC for its use or operation of the items provided by Selected Vendor hereunder, or any part thereof, by reason of any alleged infringement, Selected Vendor will, at its expense, either:
 - a) modify the item so that it becomes non-infringing;
 - b) procure for the ADOC the right to continue to use the item;
 - c) substitute for the infringing item other item(s) having at least equivalent capability; or;
 - d) refund to the ADOC an amount equal to the price paid, less reasonable usage from installation acceptance through cessation of use, which amount will be calculated on a useful life not less than five (5) years, and plus any additional costs the ADOC may incur to acquire substitute supplies or services.

4.8 Warranty

1. Vendor warrants that all services will be performed in a good and professional manner.
2. Vendor warrants that it has the title to, or the right to allow the ADOC to use, the supplies and services being provided and that the ADOC will have use of such supplies and services without suit, trouble, or hindrance from Vendor or third parties. This is to ensure that no infringements, prohibitions, or restrictions are in force that would interfere with the use of such supplies and services that would leave the ADOC liable.

4.9 Compliance

1. All work completed under the awarded contract must comply with all applicable federal, state, and local laws, rules, ordinances, and regulations, as well as any current or future decrees, judgments, and orders from a court of competent jurisdiction. Vendor certifies that it complies, and will remain in compliance with, all federal, state, and local laws, rules, ordinances, and regulations, all applicable decrees, judgments, and orders, and all ADOC policies, procedures, and ARs in the performance of any prospective contract including, but not limited to, the following, if applicable:

- a) the Civil Rights Act of 1964;
- b) the nondiscrimination clause contained in Section 202, Executive Order 11246, as amended by Executive Order 11375, relative to Equal Employment Opportunity for all persons with regard to race, color, religion, sex, or national origin, and the implementing rules and regulations prescribed by the Secretary of Labor;
- c) Section 504 of the Federal Rehabilitation Act of 1973 as amended (29 U.S.C. 794), the requirements imposed by the applicable H.E.W. regulation (45 C.F.R. Part 84), and all guidelines and interpretations issued pursuant thereto;
- d) the prohibition of unlawful discrimination in employment.
- e) the pursuit of affirmative action to assure equality of employment opportunity and eliminate the effects of past discrimination;
- f) ADOC's policies, procedures, and requirements concerning equal employment opportunities and affirmative action;
- g) the existence of a written sexual harassment policy that is consistent with the ADOC's policy, to include, at a minimum, the following information:
 - i. the illegality of sexual harassment;
 - ii. the definition of sexual harassment;
 - iii. Vendor's internal complaint process, including penalties;
 - iv. the legal recourse, investigative, and complaint process available through Vendor;
 - v. directions on how to contact Vendor; and
 - vi. protection against retaliation;
- h) current enrollment with the Department of Homeland Security (DHS) in the E-Verify system and a recognized obligation to not knowingly hire or continue to employ a person who is not either a citizen of the United States or a person who is not in proper and legal immigration status authorizing them to be employed for pay in the United States.
- i) a provision in all subcontracts with the Vendor requiring its subcontractors to utilize the E-Verify system to verify employment eligibility of all persons employed during the contract term. If requested, subcontractor must provide documentation as identified above.

- j) In compliance with the Beason-Hammon Alabama Taxpayer and Citizen Protection Act, as amended, by signing this Agreement, the contracting parties affirm, for the duration of the awarded contract, that they will not violate federal immigration law or knowingly employ, hire for employment, or continue to employ an unauthorized alien within the State of Alabama. Furthermore, a contracting party found to be in violation of this provision shall be deemed in breach of any awarded contract and shall be responsible for all damages resulting therefrom;
- k) Vendor will maintain a drug-free workplace. Vendor certifies that no individual engaged in the unlawful manufacture, distribution, dispensation, possession, or use of any illegal drug or controlled substance will be eligible for employment by Vendor under the awarded contract.
- l) Vendor acknowledges and understands that any employee or subcontractor will be subject to, and will comply with, all security regulations and procedures of the ADOC and the Office of Information Technologies (OIT)
- m) All Selected Vendor employees and subcontractors who may enter any ADOC Facility are subject to a background check and security check of his or her person and personal property (including his or her vehicle) and may be prohibited from entering the Facility in accordance with ADOC policies, procedures, and ARs. Additionally, any Selected Vendor employee and subcontractor found to have violated any security regulation may be barred from entering any ADOC Facility.
- n) Vendor must have appropriate certifications, permits, and licenses in accordance with federal, state, and local law, rule, ordinance, and regulation. The Vendor and its subcontractors will be responsible for obtaining any and all required governmental permits, consents, and authorizations and payment of all taxes.
- o) Vendor shall comply with Alabama Code Section 14-11-31, as well as 28 C.F.R. Part 115, the Prison Rape Elimination Act (PREA). The ADOC has a Zero Tolerance Policy toward all forms of custodial sexual misconduct, sexual abuse, and sexual harassment. See Administrative Regulation 454, Inmate Sexual Assault and Harassment Awareness (Prison Rape Elimination Act (PREA)). Any type of conduct – including suspected conduct – that falls within the context of custodial sexual misconduct/sexual abuse, as defined by either the federal or state laws referenced above, shall be reported immediately to the Warden of Kilby Correctional Facility (CF) or his/her designee for conduct involving male Inmates, or the Warden of Tutwiler Prison for Women (PFW) or his/her designee for conduct involving female Inmates, as well as the ADOC's PREA Director.
- p) In compliance with Act 2016-312, Selected Vendor hereby certifies that it is not currently engaged in, and will not engage in, the boycott of a person or an entity based in or doing business with a jurisdiction with which this state can enjoy open trade.

- q) In compliance with Ala. Act No. 2023-409, by signing this proposed contract, Vendor/Contractor provides written verification that Contractor, without violating controlling law or regulation, does not and will not, during the term of the contract engage in economic boycotts as the term “economic boycott” is defined in Section 1 of the Act.

4.10 Federal Funds

1. Vendor agrees that any lost or reduced federal matching funds resulting from unacceptable performance in a Vendor task or responsibility defined in this RFP will be accompanied by reductions in State payments to Vendor at the option of the ADOC.

4.11 Cooperation

2. Both parties agree to fully cooperate with one another for the successful pursuit of their respective and mutual interests. Both parties will share information, provide timely notification to one another in the event of a claim against either party, or present a collaborative defense against such claims. There will be no settlement of any claim by Vendor without consultation and approval of ADOC.

Vendor Acknowledgement and Statement Form provided on next page.

The rest of this page has been intentionally left blank.

SECTION IV
CERTIFICATIONS

VENDOR ACKNOWLEDGEMENT

MUST BE INCLUDED IN VENDOR'S PROPOSAL

_____ (Vendor) acknowledges and concurs with all terms set forth in Section IV, "Certifications," of the Alabama Department of Corrections RFP 2025-02.

I, _____, am an authorized agent of
(Print name)

_____ (Vendor) and have the legal authority to legally bind said company to the terms set forth in Section IV, of the Alabama Department of Corrections RFP 2025-02.

_____ Date: _____
(Authorized Signature)

No exceptions taken.

Yes, exceptions taken, and alternate terms are outlined in this Section of the Proposal. If additional space is required, the Vendor may attach additional pages to this form.

Section V

V-1 and V-2

SECTION V-1

ADOC – Inmate Facilities

SCOPE/STATEMENT OF WORK NUTRITION AND FOOD SERVICES

5.1 V-1 Introduction

The ADOC is responsible for securing Comprehensive Nutritional Food Services for inmates, as well as daily management and support programs, herein after referred to as “Food Services.” Services are to be provided to all inmates regardless of their place of confinement or custody status. In addition, the ADOC is responsible for providing constitutionally adequate inmate health services. Therefore, therapeutic and Special Needs diets are to be provided by the Vender as needed and/or prescribed by the inmate’s healthcare Provider. Section V: V-1”outlines Food Services that are primarily provided onsite at the ADOC facilities, to include the future services provided at the GKICC.

1. The objective of the ADOC is to secure a contract with an experienced qualified Vendor who can manage and provide comprehensive Inmate Nutritional Food Services, that delivers nutritional and healthy food in a safe and sanitary environment, that promotes health and wellness to all inmates assigned to the ADOC, regardless of place of assignment or disciplinary status.
2. At a minimum all food and nutrition services are to meet the dietary guidelines of the United Stated Department of Health and Human Services Office of Disease Prevention and Health Promotion, Office of the Assistant Secretary of Health (OASH) Dietary Guidelines.
3. In addition, the qualified Vendor must comply with applicable court orders, ADOC policies, procedures, and ARs (including, but not limited to the policies, procedures, and ARs administered by the Office of Health Services (OHS)), and specific nutritional and food services standards as set forth by; the American Correctional Association (ACA) and National Commission of Correctional Healthcare (NCCHC).
4. Specific objectives of Vendor’s scope of work include, but are not limited to:
 - a) Implement a written Nutritional and Food Services plan with clear and measurable objectives;
 - b) Develop and implement Alabama-specific and Facility-specific Vendor policies and procedures consistent with this RFP.
 - c) Maintain all State licensure, certifications, requirements, standards, and reporting requirements regarding the delivery of Food Service;
 - d) Maintain acceptable levels of staffing and inventory control;

- e) Maintain full reporting and accountability to the ADOC;
- f) Maintain an open, collaborative relationship with the administration and staff of the ADOC and the individual Facilities;
- g) Provide quality Nutrition and Food Services in a cost-effective manner;
- h) Deliver constitutionally adequate Food Service program to promoting health and wellness;
- i) Maintain an evidence-based quality assurance control program;
- j) Maintain a sanitary and safe environment in accordance with all state and local laws, and requirements of the ADPH.

5.2 V-1 Menu Planning

1. Vendor shall provide a Standardized Menu based on a twenty-eight (28) day menu cycle that is designed to be uniform and identical at all ADOC facilities where inmates are housed statewide, as follows:
2. Standardized Menu shall be inclusive of:
 - a) Standardized diet served to the general inmate population;
 - b) Therapeutic and Medically Prescribed Diets;
 - c) Holiday menu/meals for established National Holidays;
 - d) Religious diet accommodations/menu; (e.g. Kosher, Halal
 - e) Specialty Diets (e.g. Renal, Diabetic, Vegan, Vegetarian);
3. Vendor is to provide in its' response copies of samples of the above listed menu that are based on a 28- day menu cycle. The standardized menu will be used except for emergency situations where contingency menus may vary.
 - a) Vendor shall include a copy of its Contingency Meal plan for emergency situations.
4. All designated ADOC facility Menu Plans are to incorporate three (3) meals per day, Breakfast, Lunch and Dinner, five (5) days per week, Monday through Friday. Menus for Saturday and Sunday must include a minimum of two (2) meals; Breakfast and Dinner, per day.
5. No pork or pork products may be used in any menu or menu item at any ADOC inmate facility.
6. Meal service time will be at the discretion of the facility Warden. Style of meal service varies at each ADOC facility includes cafeteria, confinement/infirmarium, satellite areas, and sack lunches. Times may vary by facility depending on its' security levels,

unforeseen institutional events, and the overall mission of the facility. However, as a general practice current inmate facility meals times are as follows:

- a) Breakfast-Diabetics at 3:30 am: General Population Breakfast at 4:00 a.m.
 - b) Lunch- Diabetics at 9:30 am: General Population Lunch at 10:00 am.
 - c) Dinner – Diabetics at 3:30 pm: General Population Dinner at 4:00 pm.
7. Vendor is to develop their menu plan to accommodate traditional and religious holidays food items and/or restrictions.
 8. Traditional and religious holidays foods, as well as occasional Warden approved special request may include:
 - a) National holidays, days of observances, commemoration or celebrations for religious or national days of observance;
 - b) Celebrations that may surround, graduations, sporting events, or as approved by the Warden;
 - c) Required religious meals as established by clergy or other religious authority; including Ramadan, including Halal and Kosher specific foods and prohibited foods.
 - d) Specified for holidays including: Thanksgiving, Christmas, Easter, Passover, Ramadan.
 9. Vendor shall ensure that any existing facilities have three (3) days of emergency menu items stored and GKICC shall have ten (10).

5.3 V-1 Policies and Procedures

1. The Vendor shall develop and provide a policy and procedure manual for food service operations which mirrors the requirements outlined in the RFP to ADOC for written approval.
2. The Vendor shall ensure that its policies comply with and are consistent with all ADOC's policies.
3. Key, sharp and tool control specific to the Kitchen area must be consistent with the SOP of the facility. The Vendor will review this SOP with each Warden and insure all employee staff are familiar with the rules requirements.
4. The Vendor is to incorporate these policies into a facility specific Policy and Procedural Manual for each ADOC facility.
5. The Prison Rape Elimination Act (PREA) and instructions for equipment maintenance request should be included in all Procedure Manuals.

6. The Vendor shall ensure that its policies in the manual include an employee section that addresses attendance, employee attire and badges, employee conduct and performance, operations and facility security including tool control, prohibition on fraternizing with inmates, disciplinary actions, drug free workplace, employee criminal history record checks, sanitation,
7. Within thirty (30) days of the Effective Date of any awarded Contract, the Vendor shall provide the Policy and Procedure Manual to the Office of Health Services for written approval.

5.4 V-1 Dietary Manual

1. Vendor shall develop and maintain a comprehensive Dietary Reference Manual for ADOC services that includes National and NCCCHC recommendations for Therapeutic Diet Guidelines for Correctional Institutions.
2. The manual will be reviewed by the OHS designated Medical Physician to include a bi-annual signature of approval.
3. At a minimum, this manual will address the following:

• ADOC Approval Form	• Diet Call-in Sample Telephone Log
• Regular and Restricted Diets	• General Population Menu (Male, Female, Minors).
• Outline of Restricted Medical Diets	• Suicide/Mental Health Watch Protocol
• Regular and Restricted Diets	• Diabetes Management Protocol
• Ordering and Canceling Diets	• Hypertension and Cardiac Protocol
• Procedures for Restricted Diets	• Dental/Mechanical Soft Diet
• Dietary Consultations	• Renal Dialysis/Controlled Protein Diet
• Wasting Syndrome Diet	• Pregnancy Diet
• Gluten Intolerance Diet	• Clear Liquid Diet
• Full Liquid Diet	• Pureed Diet .
• Liquid Nutrition Supplement Guidelines	• Prescribed Snack
• Outline of Common Fare Diet	• Long Term Full Liquid Menu
• Kosher Diet	• Halal
• Vegetarian and Vegan	• Approved Recognized – Religious Restrictive Diet

5.5 V-1 Nutrition Service/Therapeutic Diets

1. The Vendor will provide medically necessary therapeutic diets, as ordered by a ADOC contracted healthcare ‘Provider’.
2. Vendor’s Licensed Nutritionist (LN), is responsible for assessing nutritional requirements and consulting with the contracted healthcare “Provider” when deficits are apparent.

3. It is understood the LN's responsibilities during this process is as a "Consulting Nutritionist." The contracted healthcare "Provider" is ultimately responsible for an the therapeutic diet they ordered and the clinical outcome.
4. The ADOC's contracted healthcare vendor is responsible for the provision of dietary supplements (i.e. Ensure and Boost) prescribed by a physician.
5. The ADOC approved Vendor Dietary Manual is to be available for guidance and review, by medical and mental health care staff in the facility.
6. Vendor is responsible for maintaining an electronic database of inmates on therapeutic diets for each Facility.
7. Diet receipts are to be utilized and maintained for specialty diets that are to be signed by the inmate and/or staff, indicating receipt of therapeutic diets.
8. Therapeutic Diet and prescribed snacks – menus shall conform as closely as possible to the Standardized Menu served to the general population while accommodating the specific healthcare diet needs.

5.6 V-1 Comprehensive Quality Assurance/ Improvement Program

1. The Vendor will establish a Comprehensive Quality Improvement Program (CQI). This program will be established utilizing national and local standards associated with the provision of Food Services.
2. Quality assurance encompasses a broad set of activities to prevent defects proactively. It is an ongoing effort – not a one-time activity – and must therefore be practiced every day to achieve the desired outcomes on an ongoing basis. Vendor's CQI program will include but should not be limited to essential quality assurance best practices to include but not limited to the following:
 - a) Determine Quality Expectations
 - b) Best Practices For Defining Quality Metrics
 - c) Quality Assurance Essential Procedures
 - d) Execute Against Expectations
 - e) Achieve Data-Driven Continuous Improvement
3. Implementing essential quality standard operating procedures is fundamental for food service providers to ensure product safety, consistency, and compliance.
4. Regular training, monitoring, are an important element of a continuous improvement program.

5. **Hazard Analysis and Critical Control Points (HACCP)** training and guidelines provide for a structured procedure in the Identification, Prevention and Control of Food Safety. It is proven to be an intercritical part of a Food Services CQI Program.
6. The seven principles of HACCP are a systematic approach to the identification, prevention, and control of food safety hazards. These principles include:
 - a) Hazard analysis
 - b) CCP identification
 - c) Establishing critical limits
 - d) Monitoring procedures
 - e) Corrective actions
 - f) Verification procedures
 - g) Record-keeping and documentation
7. In addition to ServSafe certification, Vendor's Facility Food Services Managers and General/Regional Manager are required to obtain HACCP Certification.
8. Essential Quality Procedures should at a minimum include:

- a) **Equipment Calibration and Maintenance:** Regular calibration and/or maintenance of equipment for accurate measurements, consistent performance, and adherence to quality standards. A schedule and document calibration, maintenance, and repairs to minimize equipment-related issues and ensure reliable operations, should be established.
- b) **Cleaning and Sanitation:** Robust cleaning and sanitation procedures are essential to prevent cross-contamination, microbial growth, and foodborne illnesses. Establish detailed Standard Operating Procedures (SOPs) for cleaning and sanitizing equipment, utensils, and processing areas, including proper use of cleaning agents, frequency of cleaning, and verification methods.
- c) **Recipe Control:** Recipe control can ensure consistent product quality. Standing Operational Procedures should be established to ensure precise measurement of ingredients, proper mixing procedures.
- d) **Food Quality and Safety:** Conduct regular sensory evaluation, testing (when applicable) and adherence to shelf-life requirements to ensure only products meeting quality standards are released for distribution and use. Maintain a "Fail Safe Tray"; also commonly referred to as 'Dead Man Tray,' in accordance with a SOP that incorporates the requirements of ADPH, as defined in Section I, Subsection: 1.12 Definitions (19).
- e) **Pathogen Control:** Effective pest control measures are essential to prevent contamination and maintain a hygienic processing environment. Develop SOPs for regular inspections, preventive actions, and appropriate use of pesticides to prevent and control pests effectively.

- f) **Training and Employee Hygiene:** Comprehensive training programs and SOPs to ensure employees understand and practice proper hygiene protocols. Emphasize handwashing, personal protective equipment (PPE) usage, and illness reporting to minimize the risk of contamination.
- g) **Environmental Monitoring:** Implement SOPs to monitor and manage environmental factors that can affect food quality, such as temperature, humidity, and air quality. Regularly monitor and document these parameters to mitigate any adverse effects on food integrity.
- h) **Documentation and Recordkeeping:** Maintain accurate and organized documentation to demonstrate compliance with standards and regulatory requirements. Develop SOPs for proper documentation and recordkeeping of SOPs, production activities, inspection, and corrective actions taken.

9. Vendor shall achieve and maintain a minimum score of ninety-percent (90%) on ADPH Food Service Inspections.

10. Vendor shall be responsible for compiling data from all facilities and presenting reports of CQI monitoring findings on a monthly basis for ADOC facilities to the ADOC-Office of Health Services designee with a copy to the Warden of the facility.

11. At least one (1) process and/or outcome quality improvement study shall be completed each year. **Vendor shall report any suspected food-borne illness to the Warden, the OHS ADOC Deputy Commissioner, and/or the designated OHS Regional Associate Director, and Food Service Specialist immediately.**

5.7 V-1 Reports

1. Vendor will provide the following reports to the ADOC's OHS Deputy Commissioner of Health Services, with specific designated reports to the Regional Directors of Security Operations (RDO) and Chief Financial Officer as requested.
2. Vendor will provide a management information system capable of providing statistical data reports necessary for evaluation and monitoring.
3. Monthly summary report showing number of meals served based on individual meals serviced outlined by facility.
4. Monthly summary of all specialty and/or therapeutic diets/meals and snacks served by facility.
5. Monthly summary of all sack lunches or meals prepared and distributed by facility.
6. Monthly participation report showing the number of meals supplied and number of meals served with the variance percentage grouped by facility.

7. Fiscal year trend report showing number of meals served from the first month of the fiscal year to the last month, grouped by facility.
8. Fiscal year trend report showing the number of all specialty and/or therapeutic diets/meals and snacks from the first month of the fiscal year to the last month, grouped by facility.
9. The Vendor is to provide a year over year trend and utilization analysis of all meals serviced by their designated category at the end of the second contract year. and then annually for each additional year of the contract.
10. Additional custom reports as may be requested by the ADOC or recommended by Vendor.
11. Vendor will cooperate with the ADOC in answering surveys and questionnaires from allied agencies.
12. Vendor shall maintain comprehensive records including but not limited to:
 - a) Weekly inventory logs showing the perpetual inventory maintained on all food products
 - b) Documentation of the actual standardized menu, religious and therapeutic menus served monthly, with identification of any menu item changes for the previous month and any substitutions. Such documentation will be reviewed by the ADOC Food Service Specialist or designee during routine facility visits.
 - c) Diet receipts, signed by inmates and/or staff, indicating receipt of therapeutic diets.
 - d) As a manner of contraband control all documentation (inventory) of food products and supplies received at the facility, quantity, and product.
 - e) All records and documents indicating the total meal count.
 - f) All County and/or State Health Department inspection reports.
 - g) Monthly report for Equipment Expenditures.
13. Significant variances in the data will be investigated by the FSS and the Vendor's Food Services Manager assigned to the facility.
14. Failure to produce and/or provide reports as scheduled and/or in a timely manner may be subject to a monetary penalty as outline in Section VI; Staffing and Contract Monitoring.

5.8 V-1 Management and Line Staff

1. The Vendor shall provide management staff and line staff who will provide oversight of work performed by inmate labor for the complete provision of food service operations including meal preparation, meal service, and cleanup.

2. Vendors are encouraged to provide an outline, flow chart, and/or policies and procedures in response to this specification.
3. The Vendor shall provide a current ServSafe Certificate for its personnel (within 30 days of hire) and is responsible for any costs associated with obtaining and maintaining the certificate.

5.9 V-1 Inmate Labor

1. Inmate labor will be available and can be utilized by the Vendor at no cost to the Vendor. The Vendor is responsible for properly training inmates for their assignments. Vendor may use ADOC inmate labor for unloading deliveries, food preparation, serving, sanitation, and other activities vendor and ADOC deem appropriate.
2. Cost incurred for the education/training of inmate enrolled in a Vocational Program that provides certification for either ServSafe or HACCP, will be the responsibility of the Vendor.
3. Vendor understands that ADOC will strive to provide inmate labor but cannot guarantee such due to lock downs, strikes, or other emergencies.
4. Inmates are not allowed to supervise other inmates.
5. Inmates will not be considered employees of vendor for any purpose.
6. Inmate labor is limited to the inmates housed at the specific facility where their services are utilized.

5.10 V-1 Uniforms

1. Vendor shall provide staff uniforms for all Vendor employees. Uniforms must be neat in appearance and conform to the facility dress code. At no point may the Vendors uniforms be similar to that assigned to Inmates or Correctional Officers.
2. Uniforms are to be clean and free of any rips, tears, holes, loose buttons, visible dirt, or excessive jewelry. Daily clean uniforms are mandatory, and Vendor facility management personnel is responsible for ensuring that personnel uniforms are clean, staff maintains their personal hygiene. The Vendor is solely responsible for all costs associated with the procurement and maintenance of their personnel's uniforms.
3. The Vendor is responsible for providing disposable masks, gloves, and appropriate head and beard covers for personnel preparing and serving food. Disposable gloves shall be changed as appropriate throughout each shift to insure sanitation and prevent cross contamination.

5.11 V-1 Required Health Clearances and Vaccinations

1. All inmates and Food Service workers are required to have a health clearance prior to hire and on a quarterly bases while employed. ADOC inmates will receive their health clearances from the ADOC health services contractor at the facility where they reside. Vendor is to have a health clearance process for new hires, with an ongoing health surveillance policy and process during employment. All employees of the Vendor must submit to this process.
2. All inmates and Food Service workers are required to have the appropriate vaccinations as recommended by the Center for Disease Control (CDC) for hospitality and restaurant workers to include:
 - a) Hepatitis A and B vaccinations
 - b) Annual Influenza
 - c) TDPA – Tetanus, Diphtheria and Pertussis
3. Any deviations or request from these vaccinations must be submitted in writing to the Deputy Commissioner of OHS, prior to the final approval for hire.

5.12 V-1 Vocational Training for Inmates

1. Vendor shall provide Vocational training for Inmates who have a medical clearance by healthcare providers to work in food services, as well as security clearance by the Warden of the facility. They are to include but not limited to the following:
 - a) Food Handler Certificate (ServSafe -ANIS approved) and/or;
 - b) HACCP Certification
 - c) Internship Program to support daily operations of a correctional facility
2. Vendor is to provide a detailed response to this requirement to include any additional options or programs it can provide to both long term and short term sentenced inmates. On a quarterly basis Vendor will provide the OHS designee, Warden, and Classification Supervisor with the names and AIS numbers of inmates that have completed Vocational Training Course with a copy of any Certification of a Food Services Program.
3. Warden approved and HACCP certified inmates can be a member of the designated HACCP team at a facility at the discretion of the Vendor's Food Service Manager. In addition, the Vendor facility Food Manager or other designee shall complete any inmate work performance reports, developed by the ADOC, and submit such performance reports to the designated facility point of contact.

5.13 V-1 Food Products, Supplies and Deliveries

1. Vendor shall purchase all food and non-food items, dietary supplies, and office supplies necessary to provide quality food service operations. ADOC shall purchase all cleaners and

cleaning supplies to maintain a sanitary environment. ADOC shall provide the following: hand soap, paper towels, and toilet tissue.

2. The appropriate disposable trays, dishes, and utensils will be utilized when inmates are confined to their cells for meals when placed on crisis or suicide watch. The use of Styrofoam products is prohibited in these circumstances.
3. The Vendor shall notify the Warden and Shift Commanders of the dates and times of all food and supply deliveries. Changes to the dates and scheduled time of a delivery should be communicated to the Warden and shift Commanders in a timely fashion.

5.14 V-1 Office Space, Equipment, and Inventory Supplies

1. The ADOC will provide Vendor with office space at facilities, as designated by the ADOC, and utilities, except for long distance telephone services (which will be by credit or billed for services from the facility) to enable Vendor to perform its obligations and duties.
2. The provision of telephones, voice mail, and/or dedicated communication lines will be limited to existing services. Additional services will be at the expense of Vendor. Vendor is responsible for the procurement of office furnishings and the maintenance of any existing furnishings, and/or replacement for the duration of the contract.
3. Vendor will use and maintain the equipment and supplies in place at the designated facilities at the commencement of the contract in the performance of its responsibilities under the contract and will return all such equipment and any new and/or purchased equipment, in good state of repair and working order, and any remaining supplies to the ADOC upon termination of the contract. Thirty (30) days prior to the termination of the contract, representatives from the ADOC, existing Vendor, and potential subsequent change in Vendor, will tour the designated Facilities to determine the condition of said equipment.
4. No Vendor personnel will be allowed cell phones within the any correctional facility. The Vendor's facility or Regional Food Services Manager may be allowed to have a phone provided by the Vendor and assigned to a specific employee for work/company services **only** if pre-approved by Warden.

5.15 V-1 Daily Sanitation

1. The Vendor shall maintain proper sanitation for the food service operations at all ADOC facilities, including the cleaning and safe operation of all food service equipment consistent with HACCP, OSHA, State and County Health Departments, and federal requirements.
2. Sanitation inspections should be part of the Vendor's self-monitoring and Quality Assurance Program. The ADOC Food Service Specialist reporting to the Deputy Commissioner of OHS and ADPH will conduct scheduled and random sanitation inspections. Violations noted will require a 'Corrective Action Plan' within the **time frame outlined in Section VI**; of this Proposal.

5.16 V-1 Cleaning and Pest Control

1. The ADOC provides support for cleaning, which includes the use of inmate labor and equipment at facilities where inmates are housed.
2. Maintaining cleanliness for all Food Service areas within the ADOC and ACJTC facilities is mandatory. Vendor will have ultimate responsibility for the assurance of cleanliness with cooperative support from the ADOC.
3. The ADOC provides environmental services for pest control, in facilities where inmates are housed. Vendor is responsible for maintaining sanitary conditions in all Food Service areas within a Facility.
4. Vendor is to communicate with the facility Wardens, or their designee, of any cleaning needs, pest control, or physical building repairs related to the safety and well-being of staff and inmates. In addition, Vendor's Facility Food Service Manager is to notify their respective ADOC Food Service Specialist.

5.17 V-1 Daily Maintenance and Repairs

1. Vendor will be allowed to use all existing kitchen equipment at ADOC facilities. Kitchen inventory is listed in Appendix D.
2. Vendor shall be responsible for the proper operation and cleaning of any ADOC owned equipment. Equipment will be maintained in accordance with manufactures recommendations. Vendor will be responsible for negligence in operation and cleaning of ADOC owned equipment.
3. The Vendor shall procure and maintain pots, pans, trays, tumblers, sporks, small wares, insulated cart/carriers, portable beverage dispensers, sheet pans, service pans, and any other necessary equipment required to transport meals and maintain temperatures for all scheduled meals and meals needed determined by the facility inmate population count each day. **The costs of such items will not apply to the terms and conditions set forth in Subsection 5.18., that follows this subsection.**
4. General and small repairs that do not exceed \$2,000 per incident will be the responsibility of the Vendor.
5. Any Capital of Major Equipment replacement items under this Section shall be subject to the ADOC approval of the application to the Capital Equipment Aggregate Fund **as outlined in Subsection 5.18, that follows.**

5.18 V-1 Repair and Purchase of Capital, Non-disposable Equipment

1. An Aggregate Fund of ten-million dollars (\$10,000,000) over the five (5) year contract term, is to be established and included in the overall costs of the Vendor's Bid. This pass through of costs is to be incurred year over year as follows:
 - a) The Vendor's established financial responsibility for such equipment and supplies will be designated and limited to an annual aggregate cap limits of five-million dollars (\$5,000,000) for the first annual contract term period.
 - b) The Vendor's established financial responsibility for such equipment and supplies will be designated and limited to an annual aggregate cap limits of two-million dollars (\$2,000,000) for the second annual contract term period.
 - c) The Vendor's established financial responsibility for such equipment and supplies will be designated and limited to an annual aggregate cap limits of two-million dollars (\$2,000,000) for the third annual contract term period.
 - d) The Vendor's established financial responsibility for such equipment and supplies will be designated and limited to an annual aggregate cap limits of one-million dollars (\$1,000,000) for the fourth annual contract term period.
 - e) Total cost of equipment items purchased under this aggregate fund will be reconciled every six (6) months.
 - f) The ADOC will have the option to deduct the total amount of dollars spent and the balance left of each designated Contract Period's Annual Cap at the end of each twelve (12) month contract period, or roll a positive balance forward into the next contract period.
2. Vendor will work with the ADOC in projecting new or replacement of major facility kitchen equipment needs for any designated ADOC Facilities where inmates are housed or the ACJTC Dining Facility (e.g. Ovens, Refrigerators, Ventilation Hoods). A formal request form will be developed and approved by the ADOC Deputy Commissioner of OHS, prior to any authorized repair and/or purchase. Costs of such repairs and equipment placement shall apply to the designated annual Contract Term Repair and Purchase of Capital, Non-disposable Equipment.
3. The Vendor shall initiate replacement or repair orders within three (3) days of the date that the equipment was declared unusable. Any items purchased by Vendor to meet the needs of ADOC will become property of the ADOC at the expiration any contract period
4. The year over year aggregate fund cannot to be used by the Vendor for male facilities prior to ADOC joint approvals by the Deputy Commissioner of OHS and Deputy Commissioner Men 's Services Operations. Signed copies of approvals will be distributed to the Director of Engineering, the facility Warden and/or his or her designee.

5. Equipment request for female facilities must have the joint approval by the Deputy Commissioner of OHS and Deputy Commissioner Women's Services Operations. Signed copies of approvals will be distributed to the Director of Engineering, the facility Warden and/or his or her designee.
6. Equipment request for the ACJTC facility must have the joint approval by the Chief of Staff and the ADOC Director of Training, copied to the Deputy Commissioner of OHS. Signed copies of approvals will be distributed to the Director of Engineering, the facility Director and/or his or her designee.
7. Cost of repairs to a single piece of equipment that exceeds two-thousand dollars (\$2,000) per incident, may be applied to the designated fund, with the approval process outlined in the two: 2) and three; 3) as outlined above.
8. Upon Contract Termination, all inventoried equipment shall be returned to the ADOC in good working order.

5.19 V-1 Waste and Chemical Disposal

1. Vendor will make the provision for the collection and removal of food and its' subsequent biproducts, in compliance with all applicable federal and state guidelines and regulations for disposal of food and or any chemical (hazardous) waste.
2. Training for staff and inmates working with food waste or chemical waste will be conducted, and in-service updates and training provided regularly, but no less than yearly.
3. Waste containers located inside a facility will be emptied a minimum of once per meal shift and cleaned/sanitized weekly.
4. Vendor is responsible for removal of refuse and garbage from the kitchen area. Outside refuse and garbage removal shall be the responsibility of ADOC.
5. ADOC shall pay cost of cleaning grease traps and the removal of all fats, oils, and grease. Vendor shall ensure that all are properly disposed, in the appropriate manner.

5.20 V-1 Plate Waste Study

1. Vendor shall provide a plate waste study when recommending that a menu item be removed or added to the Standardized Menu at any ADOC facility. The Study shall include the following information:
 - a) Facility name
 - b) Fate
 - c) Cycle Menu week/meal
 - d) Food items served
 - e) Number of individuals served

- f) Number of individuals
- g) Number of individuals who received the meal or item but did not eat the item

5.21 V-1 Management Information System

1. Vendor will provide computer capabilities to the various ADOC Facilities, including but not limited to hardware, software, staffing, data entry, individual meal tracking, inventory control, reporting and training to be used in the delivery of Nutrition and Food Services.
2. The Management Information Systems Inventory List will be provided at the time of contract negotiations to document equipment available and its location. Vendor will have an option at that time to walk through all departments to validate current equipment inventory levels.
3. Each Facility must be equipped with computers, the appropriate number of printers, and the appropriate software within thirty (30) days of the effective date of the contract.
4. Hardware and software provided under this Subsection must be approved by the ADOC prior to installation.
5. The ADOC Director of Information and Technology (IT) and Network Manager must be notified of all changes that impact ADOC Facilities prior to the implementation.
6. Vendor will adhere to all ADOC policies, procedures, and ARs related to internet access within a secure facility environment.
7. Vendor will participate in periodic network audits to ensure compliance with ADOC/OIT/State policies.
8. Vendor is required to follow the State ‘Vendor IT Security and Requirement’ policy found in Appendix E.
9. At the expiration or any earlier termination of the awarded contract, ADOC purchased equipment and software will remain the property of the ADOC.

5.22 V-1 Electronic Software Support

1. Vendor shall use an automated means of capturing inmate meal counts.
2. Vendor shall notify the Warden or designee within one (1) hour if the facility system is not operational.
3. Vendor shall insure a ‘back-up’ system when there is an electronic failure.

4. If repairs to the system are anticipated to extend more than twenty-four (24) hours, the Warden and OHS shall be notified.
5. Vendor shall ensure that each individual receive only one meal per meal time through related tracking software.
6. The Warden or designee shall be responsible for ensuring that all inmates scan their badge to obtain a meal.
7. Vendor's equipment, including computers, software, printers, copy machines, or any other electronic device or office supplies, shall not be connected to the State of Alabama Network, unless prior permission has been authorized by ADOC-IT and Security.
8. The Vendor staff, when authorized by the ADOC, may be required to access certain State applications.
9. ADOC will provide computer access at each specified location that Vendor staff will use to access State applications.
10. Vendor shall provide their staff email capabilities and access to email within each facility food service area, as well as compatible software in order to read State-originated information.
11. The Vendor shall ensure that computers, telephones, and other technologies must be secured to prevent inmate access or use in accordance with State of Alabama requirements.

5.23 V-1 Emergency Services and Response Plan

1. During emergency situations, a Contingency Menu may be used as described in Section: 5.2 V-I. of this RFP.
2. Vendor will develop and implement Policies and Procedures for emergency preparedness within sixty (60) days of assuming the contract to address the provision of Food Services to include:
 - a) Natural Weather and Geological Disasters
 - b) Epidemics
 - c) Civil unrest and Riots
 - d) Mass non-scheduled evacuations of a Facility
 - e) Mass non-scheduled intake of inmates
3. The Response Plan will include the following elements:
 - a) Communication 'organization tree' and method of communication;
 - b) Establishment of a central food and supply distribution area, when feasible ;
 - c) Recall of key staff;
 - d) Assignment of employees
 - e) Assignment of food services inmate workers, with ADOC Command Staff approval ;

- f) Use of emergency equipment and supplies (e.g. Mobile Kitchens, Food Trucks, Hydration Stations) ;

5.24 V-1 ADOC Security Staff Training

1. ADOC Corrections Officers (CO) will be present in the Food Service and Kitchen areas in all ADOC facilities where inmates are housed, during food preparation, serving and clean-up time periods.
3. The Vendor will conduct an introduction and information session to current security, healthcare and facility staff, prior to or within the two (2) weeks of service. The sessions should include but are not limited to:
 - a) Introduction to the Vendor’s Company
 - b) Services to the facility that are provided by the Vendor
 - c) Presentation and introduction of Vendor Management and line staff names and positions that will be located at the facility.
 - d) Vendor’s facility organizational chart, chain of management and pertinent phone numbers, and email addresses to initiate the facilitation of information , and coordination of operations and communications.
 - e) Identify resources and/or pertinent policies (e.g. count and special diet tracking systems).
4. The Vendor should include any specific recommended training that they can provide to security, healthcare and facility staff to enhance communication and facilitate a seamless operation and transition of services.

The rest of this page has been intentionally left blank

End of Section V-1

Section V-2 follows this page

SECTION V-2

ADOC –Training Dining Facilities **SCOPE/STATEMENT OF WORK NUTRITION AND FOOD SERVICES**

5.1 V-2 Introduction and Instruction

The **Alabama Criminal Justice Training Center (ACJTC)** located in Selma, Alabama, includes a dining area and kitchen designated for the preparation and provision, of Food Services. The Vendor is to establish guidelines for operation of the ACJTC Facility in the preparation and serving of food in the form of nutritious, appetizing, and balanced meals to students, staff, and guests of the Alabama Criminal Justice Training Center.

1. The Vendor is to provide Food and Nutrition Services at the ACJTC, for staff, trainees and/or cadets, four-days full days per week, Monday through Thursday, and the potential for morning meals on Friday. An average of one-hundred (100) meals are served each day. Hours of operation shall be from the hours of 6:00 am to 6:30 pm CDT. The Alabama Criminal Justice Training Center is comprised of the Alabama Law Enforcement Agency and the Alabama Department of Corrections.
2. The previous Section V; V-1, of this RFP outlines the foundation of the “scope of work” for Food Services to ADOC present and future facilities, as well as the ACJTC. However, all the specifications and terms outlined in ‘V-1’ are not applicable to the services to be provided to ACJTC. Inclusion, exclusions and modifications, revisions, and additions to Section V; V-1, are requested and outlined on the following pages of this section (V-2) of the RFP. Vendor does not need to restate their response to the terms associated with services as specified in ‘V-1’ that apply to ACJTC. Vendor is to **‘acknowledge’ those terms that will or will not apply** as outlined in V-2 , Subsections; 5.2.
3. The Vendor is to read carefully and respond to the specific modifications, revisions, exclusions and additions, as written/outlined in ‘V-2’ as they apply to services provided to ACJTC in their Proposal response.

5.2 V-2 Section V; V-1 Terms and Conditions that Apply or are Excluded from ‘V-2’ Services

1. The Vendor is to acknowledge that the Requirements of Service and Specifications requested in Section V; V-1, that will apply to services provided at the ACJTC Dining Facility
 - a) 5.1 V-1: Introduction; Subsections: 2); 4); Apply
 - b) 5.2 V-I: Menu Planning; Excluded.
 - c) 5.3 V-I: Policies and Procedures Subsections: 1); 4); 5); 6); Apply
 - d) 5.4 V-1: Dietary Manual; Excluded_

- e) 5.5 V-1: Nutrition Services/Therapeutic Diets; Excluded
- f) 5.6 V-1: Comprehensive Quality Assurance/Improvement Program; Apply- Excluding the last sentence. of 11).
- g) 5.7 V-1: Reports; Apply.
- h) 5.8 V-1: Management and Line Staff; Apply with the Exclusion of the reference to ‘inmate labor’.
- i) 5.9 V-1: Inmate Labor; Excluded
- j) 5.10 V-1: Uniforms; Apply
- k) 5.11 V-1: Required Health Clearances and Vaccinations; 2) and 3); Shall Apply, Excluding the reference to ‘inmates’.
- l) 5.12 V-1: Vocational Training for Inmates; Exclude.
- m) 5.13 V-1: Food Products and Delivery; Exclude
- n) 5.14 V-1: Office Space Equipment and Inventory Supplies; Apply with the exclusion of 4)
- o) 5.15 V-1: Daily Sanitation; Apply
- p) 5.16 V-1: Cleaning and Pest Control; 1) and 3) are excluded; Apply 2); 4) shall be applied however, the reference to “Warden” shall be replaced with “ADOC Director of Training”.
- q) 5.17 V-1: Daily Maintenance and Repairs; 1) ACJTC is excluded from Appendix D; 3) “Inmate population count” is replaced with “employee/student count”
- r) 5.18 V-1: Repair and Purchase of Capital, Non-disposable Equipment; Apply.
- s) 5.19 V-1: Waste and Chemical Disposal; Apply
- t) 5.20 V-1: Plate Waste Study; Apply
- u) 5.21 V-1: Management Information Systems; Include Subsections, 8) and 9).
- v) 5.22 V-1: Electronic Software Support; Exclude
- w) 5.23 V-1: Emergency Services and Response Plan; Apply
- x) 5.24 V-1: V-1 ADOC Security Staff Training; Exclude_

5.3 V-2 Use of ACJTC Facility

1. Use of the ACJTC Facility shall be utilized by the Vendor to fulfill the provisions of this contract only. There shall be no use by the Vendor of any item of inventory or any of the facilities or equipment provided by the ACJTC as required by this contract by the Vendor to

provide any service to any party not so indicated in this contract. Any evidence of violations by the Vendor of this provision of the contract shall be forwarded to the proper authorities for investigation and possible prosecution of any criminal act so indicated.

2. By submitting a proposal, vendor warrants that neither vendor nor any of vendor's trustees, officers, directors, employees, agents, servants, volunteers, subcontractors, etc. is a current employee of ADOC and that no such individuals have been employed by ADOC within a two (2) year window preceding the issuance of this RFP. During the term of any awarded contract, vendor shall be responsible for ensuring compliance with this requirement.

5.4 V-2 Conflicts

1. By submitting a proposal, vendor warrants that neither vendor nor any of vendor's trustees, officers, directors, employees, agents, servants, volunteers, subcontractors, etc. is a current employee of ADOC and that no such individuals have been employed by ADOC within a two (2) year window preceding the issuance of this RFP. During the term of any awarded contract, vendor shall be responsible for ensuring compliance with this requirement.
2. Vendor certifies by submission of a proposal that vendor has not publicly or privately colluded with any other vendor.
3. Vendor certifies by submission of a proposal that it has disclosed and agrees to be held by a continuing obligation to disclose financial and other interests (public or private, direct, or indirect) that may pose a potential conflict of interest, or which may conflict in any manner with vendor's obligations and performance of an awarded contract. Vendor shall not employ any individual with a conflict of interest to perform any service described in this RFP.

5.5 V-2 Additional Definitions

1. Low Cholesterol Diet - a diet that limits foods containing animal fats and saturated fatty acids, including egg yolk, cream, butter, milk, muscle and organ meats, and shellfish. It concentrates instead on poultry, fish, vegetables, fruits, low-fat dairy products, and polyunsaturated fats.
2. Low Sugar Diet - one which limits the amount of sugar consumed especially from processed food. A low sugar diet emphasizes whole foods such as whole grains, vegetables, fruits, lean proteins, nuts, and seeds.
3. Vegetarian Diet - no meat is eaten, no foods of animal origin.
4. Beverage - any of various liquids for drinking, other than water
5. Spot Clean – cleaning only the affected area
6. Boxed Meals - i.e., cold sub-sandwich w/side, or alternative meal prepared in advance and suitable for transport to locations that do not possess a dining facility.

7. Catering – providing buffet style and/or heavy hors d’oeuvres station, snacks (ex. cookies, crackers, muffins, fruits, vegetables), coffee, tea, water as requested by ALEA during special events such as graduation ceremonies, specialized training sessions, or satellite events.

5.6 V-2 ACJTC-Facility Management Responsibilities

1. ADOC shall furnish the physical facilities of the ACJTC Facility for use of the Vendor to prepare and serve meals to persons authorized by the Training Director or his/her designee to utilize the dining facility. ADOC shall furnish tables and chairs necessary to accommodate patrons of the ACJTC Facility.
2. ADOC shall provide equipment necessary to store, refrigerate, cook, prepare, and serve meals required by the terms of this contract at no cost to the Vendor. A charcoal grill and natural gas grill shall be used to cook and prepare food for meals.
3. ADOC shall be responsible for providing service of water, natural gas, and local telephone service as necessary for the operation of the ACJTC Facility.
4. ADOC shall be responsible for the exterior building maintenance of the ACJTC facility, and the contents contained therein which is the property of State. ADOC shall not be considered at fault in the event of any failure of electrical power, or surge of electrical power and shall not be deemed responsible for loss of any perishable foods which are the property of the Vendor.
5. ADOC shall be responsible for providing, via email, an estimated number of meals to be served by Tuesday prior to the next week. Any revisions to the estimated meal count shall be promptly provided to the contracting party (ex. Class canceled, new class added, or increase/decrease in class size). We will notify the vendor of any changes as soon as we are aware. Substitute menu options are acceptable if the food supply has been ordered and meets the meal requirements.

5.7 V-2 Vendor’s -Facility Management Responsibilities

1. The Vendor shall provide the Training Director or his/her designee a copy of each Health Department Inspection within five (5) working days of the inspection, via hand delivery or email.
2. Restrooms within the ACJTC Facility will be cleaned/sanitized daily. A maintenance log must be maintained and posted in the restrooms and signed by the manager when cleaning occurs.
3. Vendor’s personnel shall not carry or have in/on their possession any firearm. The possession and/or use of any firearm are strictly prohibited and cause immediate removal and dismissal from a State property.

4. The use and possession of any alcoholic beverage or illegal drugs are prohibited by anyone on any of the premises under the control of the Director of Training. Any violation by the Vendor's personnel of this policy shall be cause for immediate order of removal of the offending party and barred from further employment under this and future contracts pertaining to operation of the ACJTC.
5. Kitchen equipment and repairs will be subject to the specifications and conditions as outlined in; V-1, Subsection: 5.18; Repair and Purchase of Capital and Non-Disposable Equipment, as it applies to Pricing forms A-1-A, A-1-B and A-1-C. **An aggregate fund of seven-hundred fifty-thousand dollars (\$750,000), for pricing purposes for Pricing Forms B-1-A, B-1-B and B-1-C is to be included in the Vendor's cost. The terms outlined in V-1, Subsection 5.18 apply however, the total fund is reduced to \$750,000 for pricing purposes.**

5.8 V-2 Cleaning of ACJTC Dining and Kitchen Areas

1. Inspections of the kitchen and dining facility shall be made by the Training Center's Commander or his/her designee as often as deemed necessary to ensure proper maintenance and cleaning of the building and equipment. The Vendor shall maintain/post a cleaning schedule in the restrooms.
2. The Vendor shall furnish all cleaning equipment and supplies.
3. The Vendor shall have dedicated separate personnel for cooking and cleaning.
4. The Vendor shall ensure tables are cleaned quickly, condiment dispensers and napkin holders are kept clean and filled as needed, and table covers (table covers are optional) are changed as needed.
5. The serving line and all countertops are to be clean and free of spills and streaks. All stainless-steel countertops and cabinets shall be cleaned on a weekly basis. Any food/beverage which is spilled on the floor shall be picked up immediately and floor spot cleaned.
6. Use of wet floor signs is encouraged when needed. Final cleaning of the dining area shall not start until after the meal serving period is over and all patrons have departed the dining hall.
7. On a weekly basis, tables shall be moved, the floors underneath swept and mopped, table legs and chairs are to be cleaned. All floors shall be mopped as often as necessary to maintain cleanliness.
8. The tabletops within the dining area have laminated tops (Wilsonart Deepstar Flint 1811K-35). Table covers are optional and there is no specific grade required. The Dining Facility currently does not have any table covers. The vendor may purchase and maintain table covers at their own expense. Tables must be cleaned between meals and throughout the day.

9. Dry sweeping, which can produce dust or cause dust to circulate in the air, is prohibited during food preparation in the preparation area. Inspections of the kitchen and dining facility shall be made by the Training Center's Commander or his/her designee as often as deemed necessary to ensure proper maintenance and cleaning of the building and equipment. The Vendor shall furnish all cleaning equipment and supplies.
10. The Vendor shall ensure any, and all beverage dispensers are cleaned daily. Spigots should be removed, soaked overnight in carbonated water, and cleaned prior to replacing on dispensers. This is to prevent any bacteria buildup on spigots.

5.9 V-2 Menu, Meal and Beverage Services

1. Vendor shall provide a Standardized Menu based on a six week (6), four full days per week, Monday through Thursday, and the potential for morning meals on Friday, menu cycle. A sample of such Menu shall be included in the Vendor's Proposal Response.
2. The monthly menu cycle shall be submitted to the Training Director or his/her designee, ten-days (10) prior to the next month's services.
3. Under no circumstances shall the Vendor serve leftovers from an outside source (I.E., food from an outside job the Vendor has worked).
4. The Vendor shall prepare and serve nutritionally balanced selections and adhere to United States Department of Agriculture (USDA) recommendations. The USDA recommends, "...individuals consume a variety of nutrient-dense foods and beverages within and among the basic food groups while choosing foods that limit the intake of saturated and trans fats, cholesterol, added sugars, and salt."
5. All products served will be of good to excellent quality and prepared on site. Fruits and vegetables shall be of a Grade A quality whether fresh, frozen, or canned depending upon use.
6. Poultry, pork, and beef are to be USDA approved. Turkey rolls, pressed chicken and pressed ham or similar items are acceptable only upon approval of Training Center Commander.
7. Ground beef shall contain no more than 20% fat. Additives, such as soybean flour are allowed in certain dishes such as meatloaf.
8. Food items must be stored, cooked, and prepared in accordance with the Rules and Regulations of the ADPH. Seafood and seafood products must conform to the requirements of the rules and regulations of the ADPH.
9. The Vendor must offer low fat, low cholesterol options at each meal and include a vegetarian option available for lunch and dinner. The Vendor must clearly designate which entrees are low or non-fat or are otherwise healthy alternatives.

10. The Vendor must provide nutritional information including, but not limited to, total calories, calories from fat, fat grams, percentage of calories from fat sodium content and carbohydrates grams for all items at every meal.
11. Cooking oil shall be vegetable and shall not contain any extract from any palm tree or coconut. Animal fats will not be used. Vegetable shortening may be used to prepare baker items. Deep fat fryers shall be drained and cleaned daily.
12. The oil/grease shall be strained and filtered if it is to be re-used and will not be re-used more than three (3) times. The current frying vat does not contain filters, and there are no filters to be replaced. Oil which has been used to prepare food which of its nature (such as seafood) makes it unsuitable for use in preparing other foods will be discarded. No burned cooking oil shall ever be re-used.
13. The Vendor shall provide and maintain equipment for the dispensing of carbonated and other types of beverages (e.g. sweetened and unsweetened iced tea). The Vendor shall provide a variety of beverages (Gatorade, Pepsi/Coke, Sprite, etc....) as specified by the Training Center Commander, to include bottled water or a size designated by the Vendor.

5.10 V-2 Required Meals

1. Mealtime shall be agreed upon between the Vendor/Dining Hall Manager and Training Center Commander or his/her designee and is subject to change/modification at the discretion of the Training Commander.
2. Should any changes/modifications be needed, the Dining Hall Manager will be notified immediately.
3. If no breakfast is to be served or boxed meal is needed for breakfast, Vendor will be notified the previous evening;
 - a) If lunch is to be boxed or not served, Vendor will be notified by 8:00 am of that day; if dinner is to be boxed or not served,
 - b) Vendor will be notified by noon of that day. The cafeteria will not serve meals when there are less than 25 patrons.
 - c) This section above refers to any meal count changes and notifications. In essence, if a meal is no longer needed (the class decides to order pizza, go out for a particular meal, etc.).

5.11 V-2 Food Allergies

1. Whenever there are patrons with food allergies, the Command Staff or their designee will notify the Vendor in writing and verbally so that food preparations can be prepared appropriately.

5.12 V-2 Boxed Meals

1. Boxed meals are to be prepared upon request by ALEA or ADOC.
2. The Vendor shall upon the request of ALEA or ADOC, prepare boxed meals for takeout.
3. Boxed meals will be prepared at the ACJTC Facility and will be obtained from the Vendor by Training Center personnel who will deliver them to the site of the training or other activity.
4. The quality of the foods utilized in box lunches must meet the same standards as food served in the cafeteria, however the selections may be reduced/changed at the discretion of the cafeteria manager (ex. Sandwiches, chips, fruit, etc. may be used but the quality of the food must meet the same standards).

5.13 V-2 Catering

Upon prior approval by the ADOC Chief of Staff and the ALEA Commander, or their designee, the Vendor shall provide food and services to satellite locations for special occasions, events; graduations, or ceremonies involving the Academies. The food provided under these situations shall meet the specifications identified for meals in this document. The Vendor shall receive at least two weeks' notice for any special events.

1. An Aggregate Fund of ten-thousand dollars (\$10,000) per contract period (twelve-(12) months), is to be established and included in the overall costs of the Vendor's Bid, for approved 'catering services.' This pass through of costs is to be incurred year over year as for each contract period.
2. Total cost of 'catering services' provided under this aggregate fund will be reconciled every six (6) months.
3. The ADOC will have the option to deduct the total amount of dollars spent and the balance left, of each designated contract period's Annual Cap, at the end of each twelve (12) month contract period; or roll a positive balance forward into the next contract period.

5.14 V-2 Breakfast

1. A minimum of two (2) breakfast meats such as sausage, bacon, ham. One (1) must be considered low in cholesterol. One (1) of the two (2) will not be served more than two successive days.
2. At least two (2) types of bread such as muffins, bagels, pastries, biscuits, pancakes, waffles, or toast, is to be included in the breakfast meal. One (1) of the two (2) will not be served more than two successive days.

3. At least two (2) egg dishes to include at least one (1) which is considered low in cholesterol (egg whites/eggbeaters).
4. Grits, hash browns, diced potatoes, one (1) of the two (2) will not be served more than two successive days.
5. A minimum of three (3) unsweetened cold cereals
6. A fruit selection, yogurt selection or yogurt parfait selection each day
7. Milk, coffee, and fruit juice without added sugars.

5.15 V-2 Lunch and Dinner

1. Two (2) to three (3) meat entrees, one (1) which may be fried, and not served on more than two (2) consecutive days.
2. All meat cuts must be in accordance with USDA I.M.P specifications. All other food items not included in the identified categories shall be of comparable quality.
 - a) Meat-USDA No. 2 for pork or USDA choice for beef, veal, and lamb, cut to I.M.P. specifications.
 - b) Seafood- US Grade a, certified. Poultry-US Grade A.
 - c) These referenced grades are intended as minimum standards only, the Vendor is encouraged to exceed these minimums whenever possible.
3. A minimum of three (3) vegetables, two (2) shall be green, one must be fresh (not can or bagged). One (1) of the three (3) will not be served more than two (2) consecutive days.
4. One (1) food classified as starch such as potatoes, rice, macaroni, or similar potato substitute. One (1) of which will not be served more than two (2) consecutive days.
5. One (1) bread such as loaf bread, rolls, and cornbread are to be served in this meal category.
6. Two (2) to three (3) dessert items, one (1) of which will be low-fat and low sugar.
7. Ice cream and or frozen yogurt will be available for all lunch and dinner meals and is not considered a dessert.

5.16 V-2 Deli/Soup Bar

1. A Deli/Soup bar shall be maintained for lunch and dinner meals consisting of at least four various types of sandwiches sliced meat/cold cuts and items suitable for preparing sandwiches, such as various breads, cheese, sauces, condiments, etc.

2. Chips and crackers are also to be available. The soup will be vegetable, chicken noodle, cream of broccoli, potato, beef, stew, chili, etc., and will not be served more than two (2) consecutive days.

5.17 V-2 Salad Bar

1. A salad bar shall be maintained for lunch and dinner meals consisting of two kinds of lettuce, coleslaw, chopped/sliced boiled eggs, tomatoes, pickles, non-processed shredded cheese, chopped ham or similar items, broccoli, cauliflower, cottage cheese and similar items, crackers, at least (3) varieties of salad dressings, plus one low calorie dressing, and two types of salad toppings.
2. Tuna or chicken salad and several varieties of canned or fresh fruit shall be provided.
3. All vegetables shall be fresh and of high-grade quality (Fruits-US Fancy, Vegetables-US Extra Fancy or Grade A, as applicable).

5.18 V-2 Regular Hot Service Line

1. The Regular Hot Service Line shall be set up with established menus and the Vendor will provide nutritional information for all items served in any dining venue. Nutritional information shall be provided at the serving line.

5.19 V-2 Services Restricted to Authorized ADOC and ACJTC Patrons

1. The Vendor is expressly forbidden to use any State owned or operated facility, equipment, supplies, or personnel to contract with or provide food or services to any person (other than authorized walk-in patrons at the ACJTC), company, business, or government agency without prior written authorization from the ADOC Chief of Staff, and/or ALEA Secretary of Law Enforcement, his/her designee.
2. Walk-in patrons shall be accounted for on either ALEA's Guest Roster or the Alabama Department of Corrections' Staff Roster.
3. The Vendor is prohibited from charging for any soft serve ice cream, fountain dispensed drinks, soft drinks, tea, juices, snacks such as apples, oranges, granola bars, crackers, chips, etc. , and the Vendor agrees to provide Training Center Staff members, guest, and students the above listed items at no cost during their break periods.
4. Each Academy class that attends the ACJTC for training has varying break schedules, as well as the number of class participants. ALEA/DOC does not frequent the cafeteria, and Recruits do not come in on breaks.
5. The Vendor may provide meals for Vendor's personnel. Personnel shall not bring food from other sources into the dining facility, nor shall they remove previously prepared food from the premises.

5.20 V-2 Conservation of Utilities

1. The Vendor shall implement an energy conservation program. The Vendor shall use procedures which prevent the waste of utilities to include:
 - a) Using lights only in areas where and when patrons are present, or work is being performed.
 - b) Carefully controlling heating, ventilation, and air conditioning systems.
 - c) Turning off water faucets or valves when not in use.
 - d) Scheduling the most efficient use of food preparation and service equipment.

5.21 V-2 Number of Meals

1. ADOC shall pay for students of the Alabama Criminal Justice Training Center at the rate determined by the proposal, upon verification of the ALEA Commander
2. The rates shall be for three (3) meals per day (breakfast, lunch, and dinner) Monday through Friday unless otherwise specified by the Training Center Commander or his/her designee.
3. All catering services will be applied to the twelve-month annual aggregate cap as described in V-2, **Subsection 5.13; 1) through-3).**
4. While typical operations of the ACJTC occur Monday through Friday, there are occasions wherein training, and other, operations occur on Saturday, Sunday, and/or State Holidays.
5. The Vendor shall provide the same cafeteria services on Saturdays, Sundays, and Holidays as provided Monday through Friday, when requested, at the rates identified for breakfast, lunch, dinner, and/or box meals.
6. The contract shall be based upon an average of one hundred (100) meals per day; however, if ADOC-ALEA fails to meet the minimum of one hundred (100) meals per day, then any people that patronize the dining facility shall be counted toward the minimum. This average is to be determined by an average daily attendance computed over the Contract period.
7. For the purposes of this contract, a day shall be an operating day and the contract period shall be for a fiscal year, and shall be counted on the operating day basis. This shall be interpreted as that the **Vendor will be paid not on the basis of one hundred (100) meals per day for a full calendar year, but on the basis of the number of operating days in a fiscal year.**

8. Billing for services will be monthly, and payment will reflect the prior month of service, number of meals served, per meal category.

The rest of this page has been intentionally left blank.

End of Section V-2

Section VI

SECTION VI

STAFFING REQUIREMENTS AND CONTRACT MONITORING

6.1 Contract Monitor

1. To evaluate and assess that all applicable standards, terms and conditions are being met, and the Vendor is in compliance with the awarded contract, the OHS, under the direction of the Deputy Commissioner of Health Services (DCHS), will implement a contract monitoring program as part of its internal CQI system. Such contract monitoring will occur at unannounced times, with and without participation of Vendor.
2. The contract monitoring will include, but is not to be limited to, the review of services and task that include, but are not limited to the following:
 - a) Menu rotations;
 - b) Timeliness in meeting scheduled meal times;
 - c) Specialty and Therapeutic Diets served;
 - d) Sanitation and Safety;
 - e) Working Equipment;
 - f) Scheduled Repairs
 - g) Timing of Request for Equipment Replacement
 - h) Food Storage and Food Line temperature controls
 - i) Food Service Lines – serving portions
 - j) Storage of Dry Goods
 - k) Shelf-life of Inventoried Food
 - l) Staff Hygiene Stations
 - m) Required service protection (i.e. gloves, hair and beard coverings)
 - n) Cleaning and Sanitation Supplies
 - o) Required posting of ADPH Graded Inspections
 - p) ServSafe Certifications
3. Designated ADOC officials will conduct site visitations, interviews, and inspections, as required to insure the integrity of the Food Services Program. In addition, meetings will be held on a regular basis with representatives of Vendor to address contract issues to include, but not limited to;
 - a) Assist in the development of future change requests, as needed;
 - b) Review Vendor documentation to ensure compliance with contractual obligations;
 - c) Review of work schedules, time sheets, personnel records, and wage forms to ensure compliance with staffing levels;
 - d) Review of files, records, and reports pertinent to the provision of Food Services;

- e) Review of billings to determine appropriateness to contract specifications and cost effectiveness to the ADOC;
4. All monitoring reports will be reviewed by the DCHS.
5. OHS monitoring staff roles and responsibilities include the provision of constructive processes that enable Vendor to perform and deliver Nutritional and Food services at its optimum level.
6. The ADOC is seeking a Vendor that can work in a collaborative and constructive manner with OHS staff to encourage positive provider and patient experiences and lend to a cost-effective program.
7. OHS staff's daily role in the delivery of Food Services is one of providing resources, assistance, and monitoring contract compliance. OHS and facility Security Staff are not responsible for the day-to-day operational management of the Food Services Program.
8. OHS has developed and modified performance criteria to review the Food Service program objectives, to include but not be limited to:
 - a) Timely and consistent meal services;
 - b) Documentation in accordance with applicable contract requirements, and ADOC policies, procedures, and ARs;
 - c) Infection control related to food borne illness and sanitation in accordance with CDC recommendations and ADPH regulations;
 - d) Inmates receive meals in accordance with Nutritional Guidelines of the United States Department of Health and Human Services Office of Disease Prevention and Health Promotion , Office of the Assistant Secretary of Health (OASH)and/or; the Dietary Guidelines of the National Institute of Health.
 - e) Therapeutic or specialty diets are based on a 'patient specific care plan' by a Licensed Provider.
 - f) A venue for the OHS-CQI state-wide program.
9. A sample of current performance indicators for Food Services is included in Appendix B, for reference and review.
10. Prior to the implementation of the Vendor's contract OHS will submit to the Vendor any modifications and/or additional indicators that will be used in the monitoring the services. Indicators will be based solely on the final requirements of the awarded contract.

11. The minimum acceptable threshold of compliance with each performance monitoring standard is considered as an overall compliance rating of eighty-five percent (85%).
12. Vendor's staff is required to participate in the quarterly OHS review process in an effort to work collectively in achieving on-going compliance and jointly developing corrective action plans to address deficiencies. Monitoring criteria is reviewed annually for content and objectives.

6.2 Payment Adjustment for Non-Performance

1. ADOC contract monitoring staff will monitor Vendor's service delivery at the individual ADOC facilities to determine if Vendor has achieved at least eighty-five percent (85%) compliance with the required criteria of the performance on individual CQI tool.
2. The required level of performance, as set forth in each individual monitoring or performance indicator within a CQI tool, will be applicable to all ADOC facilities. Such monitoring may include, but is not limited to, both announced and unannounced facility visits.
3. The monitoring staff will provide a verbal exit report at the conclusion of its facility monitoring visit and submit a written monitoring report to Vendor within forty-five (45) to sixty (60) working days of the visit.
4. The contract monitoring report shall include the completed contract monitoring tool and shall identify each monitoring performance indicator in which Vendor was deemed non-compliant and the reason(s) therefore.
5. Non-compliance issues identified by ADOC monitoring staff will be identified in sufficient detail to provide Vendor with the opportunity for correction and develop a corrective action plan.
6. Vendor will have thirty (30) working days from the time of the receipt of an OHS Facility monitoring report to submit a corrective action plan and then cure any deficiencies related to performance indicators that were scored less than the eighty-five percent (85%) or other minimal threshold.
7. Should a monitoring indicator outline a deficiency that is of immediate or emergent concern to food safety (e.g. gloves not available to food handlers, refrigeration system not maintaining the consistent proper temperature), a corrective action plan must be submitted within ten-working (10) days of the finding.
8. Those performance indicators that scored below the applicable threshold will be re-audited or monitored on the return visit by OHS. Penalties will be assessed on the repeat failure of those indicators that remain below the eighty-five percent (85%) threshold.

9. In the event Vendor disputes any of the noted deficiencies in the ADOC's monitoring report, Vendor shall be required to inform the ADOC of such dispute within fifteen (15), working days of receipt of the ADOC's monitoring report.
10. For failings of an emergent finding (refer to number 6.) the vendor will respond within two (2) working days.
11. Vendor shall describe in writing the basis for the dispute and provide necessary back-up documentation to support its position regarding the dispute. The parties shall work together in good faith to resolve the dispute.
12. Repeated instances of failure to meet contract compliance or to correct deficiencies may result in imposition of penalties, as specified in the paragraph below, or a determination of breach of contract.
13. On a quarterly basis, the ADOC may impose non-performance penalties in the amount of two thousand dollars (\$2,000) per violation for each applicable monitoring tool that demonstrates less than eighty-five percent (85%) compliance.

6.3 Request for Information and Reports

1. Upon request of the DCHS or her designee, Vendor shall provide access to pertinent files to include, but not be limited to, payroll records, licensure certification records, training, orientation and staffing schedules, logs, and Vendor's internal CQI reports.
2. Service invoices by a sub-contracted service entered into by Vendor for the purposes of carrying out the requirements of the contract, or may be requested to resolve issues related to service or non-payment by the Vendor.
3. This method of reviewing and reporting must be ongoing, comprehensive, and expeditious.
4. The following ADOC staff will be given immediate access to Vendor documentation that is pertinent to their respective areas of responsibility, or that has been requested by the Commissioner, DCHS, and/or General Counsel:
 - a) ADOC Commissioner;
 - b) Deputy Commissioner of Health Services;
 - c) ADOC General Counsel;
 - d) Law Enforcement Services Commander;
 - e) Director of Medical Services;
 - f) Regional Clinical Manager of Medical Services;
 - g) Food Services Specialist
5. Failure to respond to the request of any of the above-mentioned ADOC personnel within a reasonable time frame, based on an evaluation by the DCHS and/or General Counsel of the

accessibility of the information requested, and the subsequent negative impact to the ADOC of any such delay, may result in a one- thousand dollars (\$1,000) fine per occurrence.

6. Examples of frequent requests that may be associated with fines for non-response may include, but are not limited to, payback and equipment funding reports, population or therapeutic meal counts, payroll records, and institutional staffing sign in sheets.
7. Vendor will have five (5) calendar days from notification of a failure to respond and to comply prior to a fine being assessed by the DCHS and/or General Counsel. The fine will be assessed beginning on day six (6). The ADOC reserves the right to impose a one- thousand dollars (\$1,000) fine per day for non-response until such time the Vendor provides the requested information.

6.4 Vendor Staffing and existing ADOC Food Service Personnel

1. Vendor must provide adequate and sufficient Nutritional and Food Service personnel required to perform the various services.
2. Staffing must include professional management and certified personal, Licensed Nutritionists and Registered Dieticians, as well as administrative, clerical and other support staff required to comply with the provisions of the RFP.
3. The Vendor must submit staffing plans for each of the following grouping of facilities:
 - a) A separate Management and Staffing for the current ADOC facilities identified in Section I: Exhibit A, based on an ADP of 21,500 inmates, the GKICC facility and the ACJTC Dining Facility.
 - b) A separate Management and Staffing plan for the ACJTC Dining Facility and the new GKICC, based on an ADP of 4,000 inmates.
 - c) Included in Appendix C of the RFP the ADOC has included a listing by ADOC facility of the current ADOC State employees and positions. These positions are to be included in the Vendor's staffing plan, however they are to be 'marked' or 'noted' as ADOC employees.
 - d) The ADOC will continue to pay the salaries of these employee and provide their State benefits. Therefore, The Vendor should not include the salaries or benefits for these positions in the total costs of their program.
 - e) Through attrition when these positions become vacant and no longer ADOC employees, the Vendor shall assume these vacated positions when the Vendor identifies these positions as necessary for the operation of the facility.
 - f) As an ADOC Food Service position attuites and the Vendor identifies the need for a replacement, the Vendor shall propose the cost of replacement to the ADOC-DCHS

to facilitate a; Contract Addendum or Amendment for the cost associated with the replacement.

- g) ADOC Food Service Workers must follow the Vendor's Policies and Procedures.
- h) The Vendor will report any management issues such as, repeated failure to follow Vendor's policies, of an ADOC employee assigned to the kitchen operation of the facility in writing, to the Warden of the facility.
- i) The ADOC Warden will be responsible for any disciplinary procedures of an ADOC employee, assigned to the Food Service operation at the facility.
- j) Vendor must include a means of transportation (vehicle), or milage reimbursement for employees who may be required to make circuit or regional site visits.
- k) The ADOC does not assume any liability for the safety of any Vendor employee when traveling from one facility to another in the fulfillment of any contract service requirements.

6.5 Staffing Paybacks for Unfilled Hours of Service

A. Service Hours Worked

1. Vendor will provide Nutritional and Food Services, state and facility management, licensed professionals as designated, food service workers, technical, clerical and support personnel as necessary for the rendering of the Food Services, as required to provide the services contemplated under any contract awarded as a result of this RFP.
2. On a monthly basis, for each of the position categories subject to payback penalties, Vendor will provide the ADOC with an itemized list of hours worked at each ADOC Facility, for each of the positions identified in the Vendor's proposed **staffing plan, assigned to that facility, for the prior month of service.**
3. Hours worked will be applied to services provided by Vendor's staff. Hours paid will not be applied except in situations as outlined in Subsection; **B. Credit– Grace Hours:**” that follows.
4. Positions are to be by Facility and a 'working' title is to be assigned to each position as listed.
5. Failure to appropriately identify designated position titles may result in a deficit when calculating the required hours of service, designated by a position title. Part-time or temporary personnel, utilized to fulfill the required hours, will be applied to the fulfillment of a position's designated hours of service.

6. Vendor will provide a monthly report, by the seventeenth (17th) calendar day subsequent to the month of service, in the form of an ADOC accounting approved Excel workbook outlining the fulfilled staffing hours of the individual Facilities.
7. Monthly reports will include all staff resignations, terminations and those placed on family and medical leave (FMLA).
8. On a quarterly basis, for each of the position categories subject to payback penalties, Vendor will provide the ADOC with an itemized list of hours worked at each ADOC Facility by position/working title per Facility for each of the positions, **for the prior months in the aggregate**. Quarterly reports are due within forty-five (45) days of any given quarter.
9. Supporting payroll and automated time-keeping information that demonstrates and verifies filled and unfilled hours per position/per Facility is to be provided. The listing of hours worked will be reported utilizing an ADOC comparable institutional staffing reconciliation worksheet to be provided within thirty (30) days of an awarded contract to the Vendor.
10. Payroll information and the ADOC staffing reconciliation worksheet will be the authorized documents for which staffing penalties will be determined.
11. Paybacks for unfilled hours (worked) of service will apply to all positions outlined in the Vendor's staff plans with the exception of facility staff assigned to ACJTC and the following support position classifications
 - a) Administrative Assistant
 - b) Clerks
 - c) Receptionist
12. In the event that less than eighty-five percent (85%) of the required staffing hours of all positions (with the exception of staff assigned to ACJTC, and the three (3) classifications identified as exempt from 'paybacks') are worked in a given quarter for any position subject to a payback assessment at any Facility, Vendor shall credit the ADOC for such unfilled hours to the extent that such hours, per position classification/per Facility, fall below the eighty-five percent (85%) threshold.
 - a) For example, if there are 2 FTE Food Line Workers (FLW) identified for a Facility, then the calculation of the eighty-five percent (85%) threshold for the FLW position at the Facility will be based on the number of hours equal to 2 FTEs for that quarter and the total number of fulfilled FLW hours. Credit shall be at a rate equal to the average hourly wage plus twenty-five percent (25%) for benefits (hourly rate \$ x 1.25 = payback \$) for the hours.
 - b) The required eighty-five percent (85%) of the fulfillment of hours worked accommodates Vendor's staff vacation time, sick time, holidays, or paid time off (PTO). Consideration for PTO will not be given in addition to the eighty-five percent (85%) requirement. The ADOC may waive, at its discretion, hours not worked for

Vendor staff that are participating in corporate functions, community training and/or education to include programs to obtain Continuing Education Credits (CEU).

- c) Vendor's Statewide Program Director must submit a request for training and identify who will attend the training and length of his/her absence, two (2) weeks in advance of the date of the activity or event to the DCHS or her designee, for approval.

B. Credit – “Grace Hours:”

1. The ADOC understands the challenges in recruiting staff in today's working environment and labor market. Therefore, special considerations are given for recruiting key positions when they are vacated.
2. Management Positions subject to special considerations and credit “Grace Hours” outlined herein, will be identified during contract negotiations with the successful Vendor.
3. To accommodate recruitment of highly essential personnel and management personnel and FMLA, the ADOC will allow thirty (30) working days' credit or 'grace hours' prior to the assessment of a payback penalty.
4. ADOC will allow credit or 'grace' hours to be applied to a position vacated due to resignation, termination and/or FMLA; once per individual employee or designated contract FTE, per contract period.
5. Credit hours will not be applied to subcontractors utilized by the Vendor in the provision of services.
6. Hours calculated for payback penalties will begin on the employee's last day of worked hours, resignation, termination or FMLA and shall not exceed thirty (30) working days accumulatively.
7. A position will be considered vacated when an employee has worked in their designated position for no less than two (2) weeks prior to resignation or termination.
8. Credit hours (hours not worked) will only apply to the extent that required period hours per FTE/per Facility fall below the eighty-five percent (85%) threshold.

6.6 Initial Staffing Paybacks

1. To allow the successful Vendor a period of time to process and recruit staff successfully, the ADOC will allow a one-hundred twenty (120) contract start-up period suspension, or wavier of staffing payback requirements, from the start date of October 1, 2025 for all positions, outlined for the current ADOC facilities as outlined in Section I; Exhibit A.

2. This initial one-hundred and twenty (120) day payback suspension does not relieve the responsibility of the successful Vendor to immediately staff at least consistent with their proposed staffing plan.
3. Failure of Vendor to continuously provide staffing, as required by the contract, may result in termination of the contract, at the discretion of the ADOC.

6.7 Personnel - Hired by Vendor

1. Vendor will employ the necessary individuals for the operation of the programs defined herein, subject to a completed background investigation. Sign off on background investigations will not be unduly withheld. The typical time frame from submission to approval is a two (2) week period.
2. Due to the sensitive nature of the prison environment, Vendor agrees that in the event the ADOC is dissatisfied with any of the personnel provided under the contract, the ADOC can deny access into the facility.
3. The ADOC will give written notice to Vendor of such fact. Vendor will remove the individual in question from the programs herein and cover with other appropriate personnel until an approved replacement is found.
4. The Vendor will engage only qualified and/or licensed personnel to provide services as require.
5. All Vendor staff are required to submit to a background investigation conducted by ADOC.
6. All Vendor staff will comply with applicable state, federal, and local laws, regulations, Court Orders, ARs, administrative directives, and policies and procedures of the ADOC and Vendor, including any amendments thereto.
7. All Vendor staff licensed personnel will maintain any insurance required by law or regulation associated with their licensure.
8. All full-time Vendor personnel are required to complete sixteen (16) hours of annual training at the ADOC at training sites designated by the respective facilities.
9. Part-time and temporary staffs are required to complete eight (8) hours of ADOC training.
10. All full-time Food Service staff must complete sixteen (16) hours of annual Vendor training, and eight (8) hours related to professional responsibilities. Training hours must be documented. Vendor will not be penalized for hours not worked when an employee is attending required ADOC training.
11. All contract staff must receive an annual TB test or annual follow-up if positive. Vendor must have written policy and procedure providing an Occupational Exposure Control Plan as

required by OSHA Standard 29 CAR Part 1910.1030, Occupational Exposure to Blood-borne Pathogens.

6.8 Drug-Free Workplace

1. Vendor will provide a drug free workplace.
2. No individual engaged in the unlawful manufacture, distribution, dispensation, possession, or use of any illegal drug or controlled substance will be eligible for employment under contract.
3. False certification or violation of the certification may result in sanctions including, but not limited to, suspension of contract, termination of contract, and/or debarment of contracting opportunities with the ADOC for at least one (1) year, but not more than five (5) years.
4. Vendor certifies and agrees to provide a drug free workplace by:
 - a) Publishing a statement for the purpose of: (1) notifying employees that the unlawful manufactured, distribution, dispensation, possession, or use of a controlled substance, including cannabis, is prohibited in Vendor's workplace; (2) specifying the actions that will be taken against employees for violations of such prohibition; and (3) notifying the employee that, as a condition of employment on such contract, the employee will abide by the terms of the statement and notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction;
 - b) Establishing a drug free awareness program to inform employees about:

The dangers of drug abuse in the workplace;

 - 1) Vendor's policy of maintaining a drug free workplace;
 - 2) Available drug counseling, rehabilitation, and employee assistance programs; and
 - 3) The penalties that may be imposed upon employees for drug violations;
 - c) Providing a copy of the statement required by Subparagraph (a) to each employee engaged in the performance of the contract and to post the statement in a prominent place in the workplace;
 - d) Notifying the ADOC within ten (10) days after receiving notice from an employee or otherwise receiving actual notice of such conviction;
 - e) Imposing a sanction on or requiring the satisfactory participation in drug abuse assistance or rehabilitation program by, any employee who is so convicted, as required

by Section 5 of the Drug Free Workplace Act (Public Law 100-690; 15 U.S.C. Section 5110);

- f) Assisting employees in selecting a course of action in the event drug counseling, treatment, and rehabilitation is required and indicating that a trained referral team is in place; and
- g) Making a good faith effort to continue to maintain a drug free workplace through implementation of the Drug Free Workplace Act (Public Law 100-690; 15 U.S.C. Section 5110).

6.9 Security Clearance

- 1. Vendor and its personnel will be subject to, and will comply with, all security regulations and procedures of the ADOC at the various facilities.
- 2. Violations of regulations or security concerns may result in the employee being denied access to a facility. In such an event, Vendor will provide alternative personnel to supply services described herein, subject to ADOC approval.

6.10 Orientation of New Employees, In-Service Activities, and Attendance at ADOC Training

- 1. Vendor will be responsible for ensuring that all staff, including new personnel, are provided with orientation regarding safe food practices onsite at the ADOC facilities.
- 2. Vendor will ensure that all full-time staff receive sixteen (16) hours of pre-service training within the first sixty (60) days of employment.
- 3. Vendor employees are expected to receive an overall orientation. Vendor may request assistance from a Facility's Warden (or designee) when clarification and training assistance is needed. Orientation topics should include, but are not limited to:
 - a) Time and attendance expectations;
 - b) ADOC dress code and Vendor dress code
 - c) Items allowed and those that are prohibited within the institutions;
 - d) Parking areas;
 - e) ID badges;
 - f) Communication with inmates (intentional or unintentional);
 - g) Communication processes and contact numbers (ADOC and Vendor);
 - h) Fire and safety training;
 - i) Sirens and/or codes called by ADOC;
 - j) Inmate behavior and games inmates play;
 - k) Secured areas;
 - l) Inventory, tool, sharps and key control;
 - m) Disaster Plan and/or Evacuations;

- n) Communication with Inmates;
- o) Incarcerated family members and required notification;
- p) Institution schedule;
- q) Inmate ID cards;
- r) Breaks and meals;
- s) Location of ADOC ARs and SOPs; relevant to their position and duties
- t) Hostage situations and; 'Man down' drill

6.11 Personnel Manual

1. Vendor must provide with its proposal a copy of its Personnel Manual, to demonstrates its human resource management program. A description of Vendor's health insurance program/benefits, including eligibility for all levels of professional staff, must be included with its proposal as well.

6.12 Personnel Issues and Specifications

1. Vendor will not bind any of its employees, or those under contract with Vendor, to any agreement that would inhibit, impede, prohibit, restrain, or in any manner restrict employees or independent Vendors from accepting employment with any subsequent State Agency of Alabama.
2. The ADOC reserves the right to approve for hiring or remove any Vendor staff if he or she is determined to be a security risk or is currently engaged in any criminal activity. No personnel so removed may be returned to duty without the prior approval of the ADOC.
3. Corporate functions and tasks of Vendor will not be performed at the expense of the ADOC by using mandated positions or budgeted positions to satisfy ADOC program responsibilities. Vendor will provide for necessary corporate responsibilities such as submission of payroll documents and timekeeping, corporate personnel functions, and any accounts payable tasks performed through sources outside of direct service hours in the staffing plan, that are accepted as a part of the contract. Payments for Vendor corporate functions are included in the administrative overhead of Vendor.
4. Vendor is required to keep personnel files on all contracted employees. These records will be made available to the ADOC as appropriate.
5. Vendor is responsible for warranting that all persons assigned and performing the work requirements of this RFP are employees of Vendor or authorized sub-contractors and hold all required licenses to perform the work required herein.
6. Vendor will include an identical provision, covering required licenses and full qualification for work assigned, in any contract with any approved subcontractor selected to perform work hereunder.

7. Any personnel commitments required by this RFP will not be changed unless approved by the ADOC in writing.

6.13 Salary Determination

1. **As a part of the Vendor's Price/Cost proposal documentation;** Vendor is required to submit a completed salary hiring range table/form.
2. This table or form will depict all categories of the Vendor's Proposed Staffing Plan by position, title and category.
3. The corresponding position salary ranges; including any shift differentials, proposed for entry-level, mid-range (average), and max-hire and express fringe benefits as a percentage of salary, are to be included in the table/form.
4. Employees that are hired as 'exempt', or a fixed annual salary shall be included. Vendor shall divide the fixed annual salary by a 1.0 FTE (2080 hours) to calculate an hourly rate for a 'exempt' position.
5. **Vendor's salary hiring range form must be included in the Vendor's separate 'Compensation and Adjustments' (cost) proposal.**

The rest of this page has been intentionally left blank

End of Section VI

Section VII

SECTION VII

PRICE, COMPENSATION AND ADJUSTMENTS

RFP-2025-02

Alabama Department of Corrections

Introduction

1. To be considered compliant, Vendor must submit an offer for Comprehensive Nutritional Food Services (NFS) based on all the specifications and requirements contained within this RFP.
2. Original pricing sheets must include the signature by an individual, who is an authorized officer or agent of the company who can legally bind the company to a contract; on the provided **Vendor Authorized Form to Submit Proposal**, that precedes the required Pricing Forms.

7.1 Pricing

A: Cost of Services for Existing ADOC Facilities; GKICC and ACJTC

1. The Vendor's NFS program pricing for these designated facilities, must be submitted on the Price Sheets included as 'Forms A-1-A, A-1-B and A-1-C;' for NFS to ADOC existing facilities as outlined in Section 1: Exhibit A,; to include the Alabama Criminal Justice Training Center (ACJTC), and the new Governor Kay Ivey Correctional Complex (GKICC); scheduled to open in the latter part of the State Fiscal year of 2025-2026.
2. The Vendor's base price of per inmate, per day; for 21,500 inmates is to be presented on Form A-1-A.
3. The Vendor is to present a Daily Per Diem variable rate (DPR) to accommodate the potential fluctuation of the average daily inmate population (ADP). Rates are to be based on 22,000 inmates on the "upside;" and 21,000 on the 'downside.' When calculating the DPR the Vendor is to follow the instructions, outlined below, in Subsection: 7.2, B; on Form A-1-B.
4. The price for the AJCTC is to be priced per meal as outlined on Form A-1-C. The Vendor is to include all associated costs (i.e. staffing, management, cost of food) and all other costs to provide the NFS outlined in Section: V; V-2; in their pricing of ACJTC facility. The associated costs for Catering Services are 'capped' annually at a rate of ten-thousand dollars (\$10,000) as outlined in Section V: V-2, Subsection; 5.13.

B: Cost of Services for the GKICC and ACJTC

1. The Vendor's NFS program pricing for these designated facilities, must be submitted on the Price Sheets included as 'Forms B-1-A, B-1-B and B-1-C;' for NFS for the Governor Kay Ivey Correctional Complex (GKICC); currently under construction and scheduled to open in the latter part of the State Fiscal year of 2025-2026; and the ACJTC who's services will begin on October 1, 2025.
2. The Vendor's base price of per inmate, per day; for 4,000 inmates is to be presented on Form B-1-A.
3. The Vendor is to present a Daily Per Diem variable rate (DPR) to accommodate the potential fluctuation of the average daily inmate population (ADP). Rates are to be based on 22,000 inmates on the "upside;" and 21,000 on the 'downside.' When calculating the DPR the Vendor is to follow the instructions, outlined below, in Subsection: 7.2, B; on Form B-1-B.
4. The price for the AJCTC is to be priced per meal as outlined on Form B-1-C. The Vendor is to include all associated costs (i.e. staffing, management, cost of food) and all other costs to provide the NFS outlined in Section: V: V-2; in their pricing of ACJTC facility. The associated costs for Catering Services are 'capped' annually at a rate of ten-thousand dollars (\$10,000) as outlined in Section V: V-2, Subsection; 5.13.

7.2 Payment

A: Monthly Payments

1. A payment of one-twelfth (1/12) of the total annual contract amount will be made each month of the contract period. A payment of one twenty-fourth (1/24) of the total annual contract amount will be made for the final month, with the balance to be paid no later than thirty (30) days after the end of the final month, subject to a reconciliation of any adjustments, as required by the contract or as defined in this RFP; which have not been finalized over the previous eleven (11) months of the contract period, and any adjustments required as a result of operations in the final month of the contract period.

B: Variable Per Diem Population Adjustments

1. Should the ADOC average daily inmate population (ADP) increase or decrease to the stated ADP of Subsection: **A. Cost of Services for Existing ADOC Facilities; GKICC and ACJTC;** as outlined in number (3); or as stated in **B. Cost of Services for the GKICC and ACJTC;** outlined in number (3) ; within the confines of the respective designated facilities for which services are to be delivered,; the ADOC will apply the following to the Vendor's monthly payment:
 - a) The Vendor's individual 'upside' inmate variable daily per diem rate (DPR) as presented on Vendor's Pricing Forms, A-1-B, and B-1-B; will be added by the

ADOC to the Vendor's monthly base compensation, for the number of inmates that meet the ADP threshold increase of 22,000 inmates.

- b) The Vendor's individual 'downside' inmate variable daily rate (DPR) as presented on Vendor's Pricing Forms A-1-B and B-1-B will be deducted by the ADOC to the Vendor's monthly base compensation, for the number of inmates that meet the ADP threshold decrease of 21,000 inmates.
2. Vendor's DPR cost per inmate per day is to be based on the variable cost associated with the provision of services to an additional inmate and should not include a 'staffing' component. The DPR is intended to cover the variable cost of services in the provision of NFS such as, food and supplies.
3. The DPR compensation is not intended to cover the cost of additional staffing based on a population increase, or reduction in staffing based on an ADP decrease.
4. The Vendor should identify their general variable cost associated with the provision a NFS program, that is incurred per an individual inmate. in response to the section of the RFP. The ADOC does not recognize 'fixed cost' such as staffing, training, insurance, repairs, equipment, etc., as a variable cost factor.
5. The total designate dollar amounts established in the aggregate funds by contract period, outlined Section: V-2 Subsection; 5.18, V-1 Repair and Purchase of Capital, Non-disposable Equipment , are not be included in the Venders calculation of their variable DPR rates.

7.3 Adjustments for Unfilled Positions

1. Debit or credit adjustments for the ADOC designated Vendor positions will utilize the hourly salary and fringe rate of twenty-five percent (25%) per position. The actual hours provided under the contract during the quarter will be determined by using the regular hours, as reported by the Vendor's time clock system at the various ADOC sites. If the time clock is not operational, hours rendered will be based upon a written log of time in and time out.
2. All time will be rounded to the nearest quarter (1/4) hour. Payback adjustments will apply as outlined in Section VI: Subsections 6.5 and 6.6 of this RFP. Debit or credit adjustments will not be made for any time in excess of the regular hours required by the contract.
 - a) Vendor's report can also be used as an acceptable means of substantiating hours of service. The ADOC sign-in/sign-out sheets will be utilized as a back- up to Vendor's time system.
 - b) Falsification or misrepresentation of actual hours of services provided by any position required by contract to the ADOC will be considered a form of corporate fraud, punishable by federal and state laws. Substantiated evidence of deliberate

intent to defraud the State will be cause for immediate termination and result in the forfeiture of Vendor's performance bond.

7.4 Retrospective Adjustments for Performance Level

1. Quarterly adjustments will be made for deficiencies in performance, utilizing defined performance deficiency adjustment, for failure to maintain a required program level, which will include unfilled positions and/or unsatisfactory service (or other specified requirements) under the terms of the awarded contract.
2. No liquidated damage or performance deficiency adjustments will be made until written notice has been given to the Vendor. The procedures for implementing performance level adjustments for unsatisfactory services will not be initiated until the ADOC determines that certain Services do not meet the minimum level as specified in the contract. Adjustments will apply as described in Section VI of this RFP.

7.5 Other Performance Level or Compensation Terms

1. Performance deficiency adjustments, material increases to staffing, or other communication regarding material components of the contract, including cancellation of the contract, will be communicated only by formal written notice. All notices or other communications required or permitted under this agreement will be in writing and will be deemed to have been duly given if delivered or sent in accordance with the terms specified in the awarded contract.
2. Performance deficiency adjustments, adjustments to compensation, and/or the provisions for adjustments will not limit the rights and remedies of the ADOC for any breach or default of Vendor under the contract.

7.6 Intent to Award

Successful Vendor will be evaluated on its response to the specifications set forth in this RFP and the original proposed price. The intent to award any contract as a result of this RFP will be based in part upon the price submitted with Vendor's response.

Vendor Authorized Forms to Submit Proposal and Required Pricing Forms

Follow this Page

**VENDOR AUTHORIZATION FORM
TO SUBMIT PROPOSAL**

_____ agrees to furnish the services described in this proposal in response to the ADOC RFP 2025-02, dated _____ at the prices shown and guarantees that each item proposed meets or exceeds all specifications, terms, conditions, and requirements listed herein.

Respondent's Proposal and Pricing Valid for _____ Days Prospective

Respondent's Telephone Number and Email _____

I hereby affirm I have not been in any agreement or collusion among or in restraint of freedom of competition by agreement to respond at a fixed price or to refrain from responding or otherwise.

_____ Authorized Signature (ink)

_____ Authorized Name (print or typed)

_____ Title of Authorized Person

Company Name _____

Mailing Address _____

City, State, Zip _____

Date _____

ADOC-RFP 2025-02

PRICING FORMS

A-1-A

A-1-B

A-1-C

FORM A-1-A PRICE SHEET

ADOC Inmate Nutritional Food Services; RFP 2025-02

Company Name _____ **Date:** _____

Mailing Address _____

City, State, Zip _____

SUBMIT PRICES AS INDICATED BELOW:

CONTRACT YEAR	Annual Cost to be based on an Average Daily Inmate Population of 21, 500	Daily Cost Per Inmate
October 1, 2025 – September 30, 2026		
October 1, 2026 - September 30, 2027		
October 1, 2027 - September 30, 2028		
October 1, 2028 - September 30, 2029		
October 1, 2029 - September 30, 2030		
		Average Daily Per Inmate Cost Over Five Years
Total Cost for 5 Year Contract		=

FORM A-1-B PRICE SHEET

ADOC Inmate Nutritional Food Services; RFP 2025-02

Variable Cost Per Inmate Per Day (DPR)



Company Name _____ **Date:** _____

Mailing Address _____

City, State, Zip _____

The DPR is not to include the associated cost of staffing. When required, a staffing, modification will be negotiated by means of a contract amendment; when warranted, an adjustment in compensation may occur.

PRICE: Variable Daily Cost Per Inmate per contract period

Contract Period	October 1, 2025 - September 30, 2026	October 1, 2026 - September 30, 2027	October 1, 2027 – September 30, 2028	October 1, 2028 - September 30, 2029	October 1, 2029 - September 30, 2030
Total Variable Cost Per Inmate Per Day for an ADP Greater than 22,000 					
Total Variable Cost Per Inmate Per Day for an ADP Less than 21,000 					

FORM A-1-C PRICE SHEET

ADOC Inmate Nutritional Food Services; RFP 2025-02

Alabama Criminal Justice Training Center







Costs Per Meal are to be inclusive of all terms and conditions outlined in Section V: V.2,

Company Name _____ **Date:** _____

Mailing Address _____

City, State, Zip _____

SUBMIT PRICES AS INDICATED BELOW: COST PER MEAL

Contract Period	October 1, 2025 - September 30, 2026	October 1, 2026 - September 30, 2027	October 1, 2027 - September 30, 2028	October 1, 2028 - September 30, 2029	October 1, 2029 - September 30, 2030
Cost Per Meal					
					
Breakfast					
Lunch					
Dinner					
Boxed Lunch					
Snacks					
Catering Services will not exceed the specified \$10,000.00 Annual Aggregate Fund Per Year					

ADOC-RFP 2025-02

PRICING FORMS

B-1-A

B-1-B

B-1-C

FORM B-1-A PRICE SHEET

ADOC Inmate Nutritional Food Services; RFP 2025-02

Company Name _____ Date: _____

Mailing Address _____

City, State, Zip _____

GKICC will open the latter part of the State’s Fiscal Year 2025-2026.

Vendors are to include in their price a \$750,000 year to year Annual Aggregate Fund for Repair and Purchase of Capital, Non-disposable Equipment; subject to the terms, conditions and limitation as describer in RFP Section V: V-1; Subsection 5.18

SUBMIT PRICES AS INDICATED BELOW

CONTRACT YEAR	Annual Cost to be based on an Average Daily Inmate Population of 4,000	Daily Cost Per Inmate
October 1, 2025 – September 30, 2026		
October 1, 2026 - September 30, 2027		
October 1, 2027 - September 30, 2028		
October 1, 2028 - September 30, 2029		
October 1, 2029 - September 30, 2030		
		Average Daily Per Inmate Cost Over Five Years
Total Cost for 5 Year Contract		=

FORM B-1-B PRICE SHEET

ADOC Inmate Nutritional Food Services; RFP 2025-02

Variable Cost Per Inmate Per Day (DPR)



Company Name _____ **Date:** _____

Mailing Address _____

City, State, Zip _____

The DPR is not to include the associated cost of staffing. When required, a staffing, modification will be negotiated by means of a contract amendment; when warranted, an adjustment in compensation may occur.

PRICE: Variable Daily Cost Per Inmate per contract period

Contract Period	October 1, 2025 - September 30, 2026	October 1, 2026 - September 30, 2027	October 1, 2027 - September 30, 2028	October 1, 2028 - September 30, 2029	October 1, 2029 - September 30, 2030
Total Variable Cost Per Inmate Per Day for an ADP Greater than 4,300 					
Total Variable Cost Per Inmate Per Day for an ADP Less than 3,700 					

FORM B-1-C PRICE SHEET

ADOC Inmate Nutritional Food Services; RFP 2025-02

Alabama Criminal Justice Training Center- Services to begin October 1, 2025







Costs Per Meal are to be inclusive of all terms and conditions outlined in Section V: V.2,

Company Name _____ **Date:** _____

Mailing Address _____

City, State, Zip _____

SUBMIT PRICES AS INDICATED BELOW: COST PER MEAL

Contract Period	October 1, 2025 - September 30, 2026	October 1, 2026 - September 30, 2027	October 1, 2027 - September 30, 2028	October 1, 2028 - September 30, 2029	October 1, 2029 - September 30, 2030
Cost Per Meal					
					
Breakfast					
Lunch					
Dinner					
Boxed Lunch					
Snacks					
Catering Services will not exceed the specified \$10,000.00 Annual Aggregate Fund Per Year					

Appendix A

ADOC

Required Forms



State of Alabama Disclosure Statement

Required by Article 3B of Title 41, Code of Alabama 1975

ENTITY COMPLETING FORM

ADDRESS

CITY, STATE, ZIP

TELEPHONE NUMBER

STATE AGENCY/DEPARTMENT THAT WILL RECEIVE GOODS, SERVICES, OR IS RESPONSIBLE FOR GRANT AWARD

ADDRESS

CITY, STATE, ZIP

TELEPHONE NUMBER

This form is provided with:

- Contract
 Proposal
 Request for Proposal
 Invitation to Bid
 Grant Proposal

Have you or any of your partners, divisions, or any related business units previously performed work or provided goods to any State Agency/Department in the current or last fiscal year?

- Yes
 No

If yes, identify below the State Agency/Department that received the goods or services, the type(s) of goods or services previously provided, and the amount received for the provision of such goods or services.

STATE AGENCY/DEPARTMENT	TYPE OF GOODS/SERVICES	AMOUNT RECEIVED

Have you or any of your partners, divisions, or any related business units previously applied and received any grants from any State Agency/Department in the current or last fiscal year?

- Yes
 No

If yes, identify the State Agency/Department that awarded the grant, the date such grant was awarded, and the amount of the grant.

STATE AGENCY/DEPARTMENT	DATE GRANT AWARDED	AMOUNT OF GRANT

1. List below the name(s) and address(es) of all public officials/public employees with whom you, members of your immediate family, or any of your employees have a family relationship and who may directly personally benefit financially from the proposed transaction. Identify the State Department/Agency for which the public officials/public employees work. (Attach additional sheets if necessary.)

NAME OF PUBLIC OFFICIAL/EMPLOYEE	ADDRESS	STATE DEPARTMENT/AGENCY

2. List below the name(s) and address(es) of all family members of public officials/public employees with whom you, members of your immediate family, or any of your employees have a family relationship and who may directly personally benefit financially from the proposed transaction. Identify the public officials/public employees and State Department/Agency for which the public officials/public employees work. (Attach additional sheets if necessary.)

NAME OF FAMILY MEMBER	ADDRESS	NAME OF PUBLIC OFFICIAL/ PUBLIC EMPLOYEE	STATE DEPARTMENT/ AGENCY WHERE EMPLOYED
-----------------------	---------	---	--

If you identified individuals in items one and/or two above, describe in detail below the direct financial benefit to be gained by the public officials, public employees, and/or their family members as the result of the contract, proposal, request for proposal, invitation to bid, or grant proposal. (Attach additional sheets if necessary.)

Describe in detail below any indirect financial benefits to be gained by any public official, public employee, and/or family members of the public official or public employee as the result of the contract, proposal, request for proposal, invitation to bid, or grant proposal. (Attach additional sheets if necessary.)

List below the name(s) and address(es) of all paid consultants and/or lobbyists utilized to obtain the contract, proposal, request for proposal, invitation to bid, or grant proposal:

NAME OF PAID CONSULTANT/LOBBYIST	ADDRESS
----------------------------------	---------

By signing below, I certify under oath and penalty of perjury that all statements on or attached to this form are true and correct to the best of my knowledge. I further understand that a civil penalty of ten percent (10%) of the amount of the transaction, not to exceed \$10,000.00, is applied for knowingly providing incorrect or misleading information.

Signature _____ Date _____

Notary's Signature _____ Date _____ Date Notary Expires _____

Article 3B of Title 41, Code of Alabama 1975 requires the disclosure statement to be completed and filed with all proposals, bids, contracts, or grant proposals to the State of Alabama in excess of \$5,000.

State of _____)

County of _____)

CERTIFICATE OF COMPLIANCE WITH THE BEASON-HAMMON ALABAMA TAXPAYER AND CITIZEN PROTECTION ACT (ACT 2011-535, as amended by Act 2012-491)

DATE: _____

RE Contract/Grant/Incentive (describe by number or subject): _____ **by and between** _____ **(Contractor/Grantee)** **and** _____ **(State Agency or Department or other Public Entity)**

The undersigned hereby certifies to the State of Alabama as follows:

1. The undersigned holds the position of _____ with the Contractor/Grantee named above, and is authorized to provide representations set out in this Certificate as the official and binding act of that entity, and has knowledge of the provisions of THE BEASON-HAMMON ALABAMA TAXPAYER AND CITIZEN PROTECTION ACT (ACT 2011-535 of the Alabama Legislature, as amended by Act 2012-491) which is described herein as "the Act".
2. Using the following definitions from Section 3 of the Act, select and initial either (a) or (b), below, to describe the Contractor/Grantee's business structure.

BUSINESS ENTITY. Any person or group of persons employing one or more persons performing or engaging in any activity, enterprise, profession, or occupation for gain, benefit, advantage, or livelihood, whether for profit or not for profit. "Business entity" shall include, but not be limited to the following:

- a. Self-employed individuals, business entities filing articles of incorporation, partnerships, limited partnerships, limited liability companies, foreign corporations, foreign limited partnerships, foreign limited liability companies authorized to transact business in this state, business trusts, and any business entity that registers with the Secretary of State.
- b. Any business entity that possesses a business license, permit, certificate, approval, registration, charter, or similar form of authorization issued by the state, any business entity that is exempt by law from obtaining such a business license, and any business entity that is operating unlawfully without a business license.

EMPLOYER. Any person, firm, corporation, partnership, joint stock association, agent, manager, representative, foreman, or other person having control or custody of any employment, place of employment, or of any employee, including any person or entity employing any person for hire within the State of Alabama, including a public employer. This term shall not include the occupant of a household contracting with another person to perform casual domestic labor within the household.

____ (a) The Contractor/Grantee is a business entity or employer as those terms are defined in Section 3 of the Act.

____ (b) The Contractor/Grantee is not is a business entity or employer as those terms are defined in Section 3 of the Act.

3. As of the date of this Certificate, Contractor/Grantee does not knowingly employ an unauthorized alien within the State of Alabama and hereafter it will not knowingly employ, hire for employment, or continue to employ an unauthorized alien within the State of Alabama;
4. Contractor/Grantee is enrolled in E-Verify unless it is not eligible to enroll because of the rules of that program or other factors beyond its control.

Certified this _____ day of _____ 20____.

Name of Contractor/Grantee/Recipient

By: _____

Its _____

The above Certification was signed in my presence by the person whose name appears above, on

this _____ day of _____ 20____.

WITNESS: _____

Print Name of Witness

Appendix B

ADOC-OHS

Performance Indicators

FOOD SERVICE AUDIT

INSTITUTION:		DATE:	SECURITY LEVEL:	POPULATION:
WARDEN:		TIME:	MANAGER II:	AUDITOR:
NUMBER OF MANAGERS/SUPERVISORS ON DUTY (MANAGER II):			NUMBER OF MANAGERS/SUPERVISORS VACANCIES:	
NUMBER OF INMATE KITCHEN WORKERS:				
No.	AREA/ITEM	COMPLIANCE S= Satisfactory NI= Needs improvement N/O= Not Observed N/A= Not applicable	COMMENTS/OBSERVATIONS	ACTION REQUIRED
FOOD SAFETY LOGS/DOCUMENTATION				
1	Does the Manager II have a copy of the most recent emergency feeding plan on file?			
2	Are all Managers/Supervisors familiar with Admin. Reg 701?	NI	All managers/supervisors need to familiarize themselves with the Administrative Regulation 701 because it serves as a guide for all policies and procedures for the food service operation.	Manager II _____ should review the regulation with all Managers & Supervisors and have each individual sign the document and place in their 201 file.
3	Does the kitchen have a copy of Admin. Reg 701 on file?			
4	Is the Manager Production Worksheet being used to record meal preparation, number served, and portions left <i>Form #103</i>			
5	Is the Weekly Meal Report completed? <i>Form #186</i>			
6	Is the Meal Evaluation Form being completed for each meal? <i>Form #180</i>			
7	Are all thermometer calibrations documented?			
8	Are hot and cold holding time & temperatures logged on <i>Form #103?</i>			
9	Are logged values for hot holding food items $\geq 135^{\circ}\text{F}$?			
9a	If not, is corrective action documented?			
9b	Comment on deviations.			

No.	AREA/ITEM	COMPLIANCE S= Satisfactory NI= Needs improvement N/O= Not Observed N/A= Not applicable	COMMENTS/OBSERVATIONS	ACTION REQUIRED
Dish Machine				
10	Are wash & final rinse temperatures logged?			
10a	If not, is corrective action documented?			
10b	Comment on deviations.			
11	Are logged values for wash cycle $\geq 150^{\circ}\text{F}$ & values for final rinse $180^{\circ}\text{F} - 194^{\circ}\text{F}$?		Wash- _____ $^{\circ}\text{F}$, Final Rinse- _____ $^{\circ}\text{F}$	
11a	If not, is corrective action documented?			
11b	Comment on deviations.			
12	Are dish machine wash and final rinse temperatures documented at every meal service?			
13	Are final rinse PSI values logged?	N/A		
14	Is dish machine final rinse pressure 15 to 25 PSI?	N/A		
Freezer				
15	Are freezer temperatures logged?			
16	Are logged values for freezer $\leq 0^{\circ}\text{F}$?		Freezer #1- _____ $^{\circ}\text{F}$, Freezer #2- _____ $^{\circ}\text{F}$, Freezer #3- _____ $^{\circ}\text{F}$	
16a	If not, is corrective action documented?			
16b	Comment on deviations.			
Cooler				
17	Are cooler temperatures logged?			
18	Are logged values for cooler $\leq 41^{\circ}$?		Cooler #1- _____ $^{\circ}\text{F}$, Cooler #2- _____ $^{\circ}\text{F}$, Cooler #4- _____ $^{\circ}\text{F}$, Cooler #5- _____ $^{\circ}\text{F}$, Serving line Cooler- _____ $^{\circ}\text{F}$	
18a	If not, is corrective action documented?			
18b	Comment on deviations.			

No.	AREA/ITEM	COMPLIANCE S= Satisfactory NI= Needs improvement N/O= Not Observed N/A= Not applicable	COMMENTS/OBSERVATIONS	ACTION REQUIRED
Dry Food Storage				
19	Are dry storage room temperatures logged?			
19a	Comment on storage conditions.			
20	Are temperature and humidity of dry storage areas documented? <i>Recommended temperature 50°F-70°F and relative humidity of 50-60%</i>		The temperature of the dry storage was _____°F.	
21	Are the sanitizing portion of the three compartment sink temperatures logged?			
21a	If not, is corrective action documented?			
21b	Comment on deviations.			
22	Are cleaning tasks logged on a documented schedule?			
23	Is one or more Manager/Supervisor present at all times the kitchen is in operation?	NI	Managers/Supervisors vacancies required untrained officers to oversee meal preparation, serving and cleaning.	Resolve Managers/Supervisors staffing shortages.
24	Is there at least one ServSafe certified individual present at all times the kitchen is in operation? <i>FDA 2-102.12</i>		The ServSafe expiration dates are as follows: _____, _____, _____, _____.	
PERSONAL CLEANLINESS/HYGIENIC PRACTICES (STAFF & INMATE)				
Food Handler's Health				
25	Do any food handlers have visible infected cuts, burns, or boils?			
26	Do employees who have cuts wear double barrier protection? <i>FDA Annex 3, pg. 358</i>	N/O		
27	Are employees who have a cold, flu-like symptoms (fever, nausea, vomiting) or diarrhea not allowed to work? <i>FDA 2-201.12</i>			

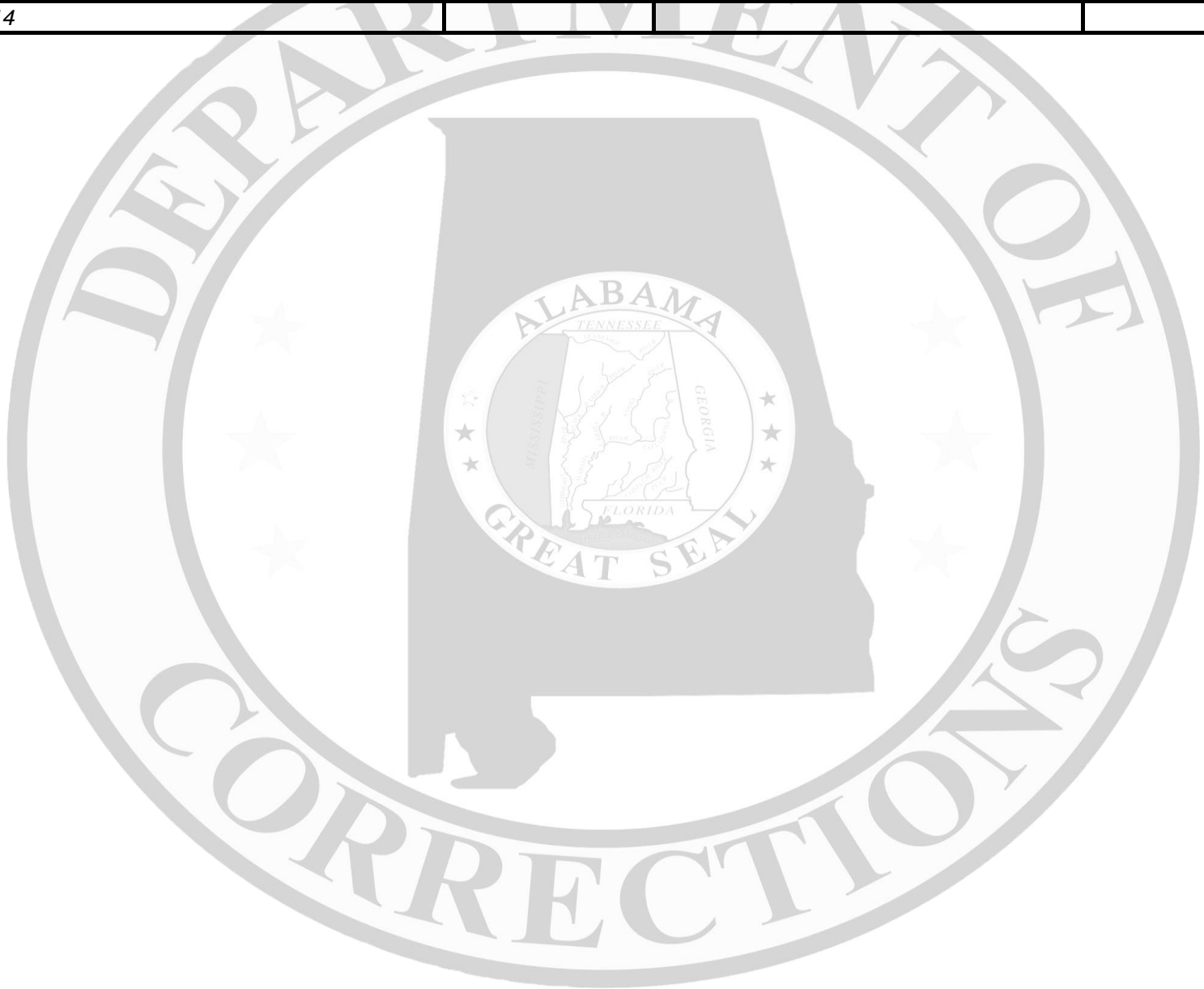
No.	AREA/ITEM	COMPLIANCE S= Satisfactory NI= Needs improvement N/O= Not Observed N/A= Not applicable	COMMENTS/OBSERVATIONS	ACTION REQUIRED
Personal Hygiene				
28	Is a designated staff breaking area available away from the food preparation area? <i>FDA 6-403.11</i>	N/A		
29	Are all staff wearing hairnets or caps? <i>FDA 2-402.11</i>		All staff had on face masks.	
30	Do all staff wash their hands before they start their shift and do they use the correct cleaning procedure? <i>FDA 2-301.12</i>	N/O		
31	Are hands washed frequently during preparation or each time a worker changes tasks? <i>FDA 2-301.14</i>			
32	Are disposable gloves used to handle ready to serve and prepared foods? <i>FDA 3-304.15</i>			
33	If gloves are worn, are they discarded when they become soiled, torn or when activities change? <i>FDA 2-301.14-C, 3-304.15</i>			
34	Are hands washed when gloves are removed before new gloves are put on? <i>FDA 2-301.14-H</i>			
35	Are food handlers wearing clean uniforms and/or aprons? <i>FDA 2-304.11</i>	NI	Several inmate food handlers had dingy uniforms and aprons preparing food and working on the serving line. Several articles of inmate clothing were laying around the prep tables.	Manager/Supervisor _____ was instructed to communicate with the laundry manager to allow the inmate food handlers to change out uniforms daily. Ensure the workers hang the clothing in the designated
36	Do food handlers refrain from eating, smoking, or drinking while preparing food? <i>FDA 2-401.11</i>			

No.	AREA/ITEM	COMPLIANCE S= Satisfactory NI= Needs improvement N/O= Not Observed N/A= Not applicable	COMMENTS/OBSERVATIONS	ACTION REQUIRED
TEMPERATURE CONTROL, SANITATION, & FOOD SAFETY				
<i>Thawing</i>				
37	Is thawing done in the refrigerator, under water ≤70°F running water, or part of cooking process? <i>FDA 3-501.13-A, B, C</i>			
38	Is thawing done so that no other foods can become contaminated?			
<i>Thermometers</i>				
39	Do employees use thermometers for checking food temperatures?			
40	Do food handlers routinely check food temperatures?			
41	Are sanitizing wipes used to clean thermometers before and after checking food temperatures?			
42	Do employees know how to read and calibrate their thermometers? <i>FDA 4-502.11-B</i>	N/O		Manager II should ensure all Managers/Supervisors know how to read and calibrate their thermometers.
43	Have all hand-held thermometers been calibrated within the last week?			
44	Are thermometers present in all refrigerators and freezers? <i>FDA 4-204.112-A</i>			
45	Are the thermometers present in the refrigerators and freezers in the warmest part of the unit? <i>FDA 4-204.112-A</i>			
<i>Food Handling & Preparation</i>				
46	Is there a hand sink conveniently located in the food preparation area and used frequently for hand washing? <i>FDA 5-204.11</i>			
47	Is the hand sink well stocked with soap and single serve paper towels? <i>FDA 6-301.11, 6-301.12</i>			
48	Is each sink equipped with a waste receptacle? <i>FDA 6-301.20</i>			

No.	AREA/ITEM	COMPLIANCE S= Satisfactory NI= Needs improvement N/O= Not Observed N/A= Not applicable	COMMENTS/OBSERVATIONS	ACTION REQUIRED
49	Is a hand washing sign or poster posted and visible for food service workers? <i>FDA 6-301.14</i>			
50	Is the hand sink used for hand washing only? <i>FDA 5-205.11-B</i>			
51	Are utensils and equipment used in food preparation in good condition, clean and sanitary?	NI	The burnt pots and pans need replaced as well as the rack they are placed on.	Manager II _____ was instructed to replace the pots and pans.
52	Are cutting boards cleaned and sanitized after each use?			
53	For sandwiches and salads, are all ingredients chilled thoroughly before mixing?			
54	Is there potential for accidental or intentional sabotage of a recipe due to unlabeled containers, toxins, storage or personal items and pesticides in the food production area?			
55	During periods of food preparation, are foods kept in the danger zone for long periods? <i>FDA 3-501.16</i>			
56	Are leftovers handled appropriately by storing in shallow containers, labeled and dated?			The managers/supervisors on duty should ensure leftovers are properly dated and labeled and placed in the cooler.
57	If food preparation is done ahead of service, are proper cooling and reheating methods utilized?	N/O		
FOOD QUALITY CONTROL				
<i>Food Source</i>				
58	Are severely dented, rust or swollen cans discarded? <i>FDA 3-202.15</i>	S		
59	Are all foods used by your establishment wholesome and unadulterated?	S		

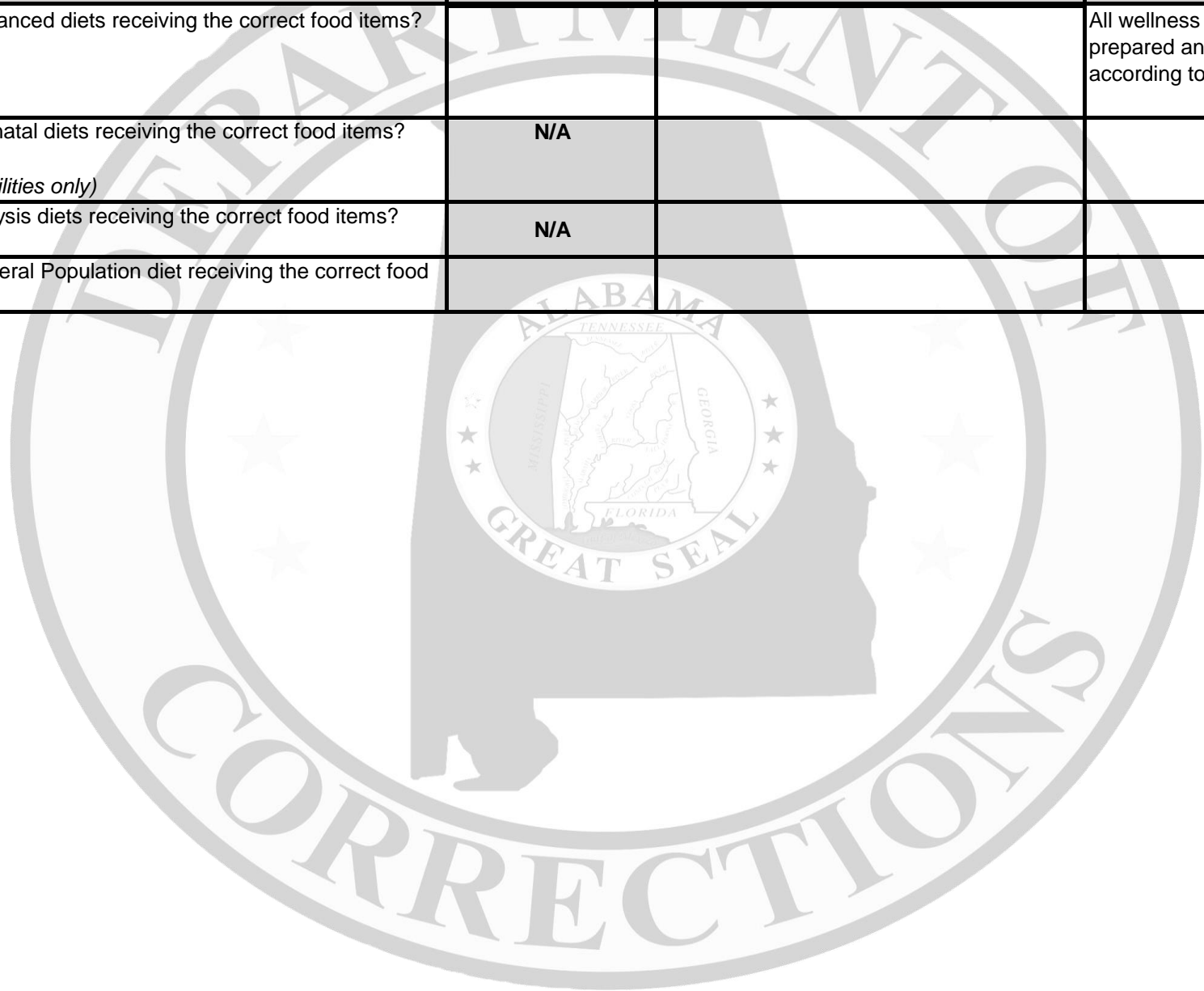
No.	AREA/ITEM	COMPLIANCE S= Satisfactory NI= Needs improvement N/O= Not Observed N/A= Not applicable	COMMENTS/OBSERVATIONS	ACTION REQUIRED
Dry Food Storage				
60	Is dry food stored and covered so that contents are not subject to contamination? <i>FDA 3-305.11-A.1.2</i>			
61	Are all food items at least 15 cm (6 inches) above the <i>FDA 3-305.11-A.3</i>			
62	Are ready to eat food products stored as so to be free from cross contamination? <i>FDA 3-302.11</i>			
63	Are chemicals properly labeled and stored away from food service items? <i>FDA 7-201.11</i>			The manager/supervisor instructed the inmate to place the cleaning bottle away from the food to the designated area for cleaning supplies.
64	Are food storage areas free of pest infestation?			
Refrigerated Storage and Holding				
65	Are all refrigerators and products within at 41°F or below?			
66	Are all freezers and products within at 0°F or below? <i>FDA 3-501.11</i>			
67	Are cold food wells at 41°F or below and product temperatures maintained at 41°F or below always? <i>FDA 3-501.12</i>			
68	Are there enough refrigerators and freezers provided to prevent overcrowding?			
69	Are freezers frost free?			
70	For satellite feeding, are hot/cold containers available to maintain proper food temperatures during transportation?			
71	If coolers are used for transport, is ice or other cooling methods used to maintain product to below 41°F always? <i>FDA 3-501.16-A.2</i>			
72	Is cooking hot, potentially hazardous food to below 41°F accomplished in 6 hours or less? <i>First cool food within 2 hours to 70°F... then cool to 41°F within the next 4 hours.</i>	N/O		

No.	AREA/ITEM	COMPLIANCE S= Satisfactory NI= Needs improvement N/O= Not Observed N/A= Not applicable	COMMENTS/OBSERVATIONS	ACTION REQUIRED
	FDA 3-501.14			



No.	AREA/ITEM	COMPLIANCE S= Satisfactory NI= Needs improvement N/O= Not Observed N/A= Not applicable	COMMENTS/OBSERVATIONS	ACTION REQUIRED
73	Are foods that have been cooled stored in shallow pans? <i>FDA 3-501.15-A</i>			
74	Does staff check and record cooling temperatures?	N/O		
75	Are raw and thawing meats stored properly to avoid dripping and cross contamination?			
76	Are all food items being used or thrown away within 7 days? (include the day the item was prepared) <i>FDA 3-501.17</i>			
77	Is stored food properly labeled and dated? <i>FDA 3-602.11</i>			All food items should be labeled and/ or dated immediately upon receiving. Inmates should sweep trash from floor throughout the shift.
Service				
78	Are the correct portion sizes being served for each diet?			The manager/supervisor on duty who's observing the serving line should ensure that the displayed portion serving guide is being followed and the correct utensil is placed on the serving line before each meal.
79	Are the Wellness 1,500 diets receiving the correct food items? <i>(Female facilities only)</i>	N/A		
80	Are the Wellness 2,000 diets receiving the correct food items?			All wellness items should be prepared and served according to the menu.
81	Are the Wellness 2,400 diets receiving the correct food items? <i>(Male facilities only)</i>			All wellness items should be prepared and served according to the menu.

No.	AREA/ITEM	COMPLIANCE S= Satisfactory NI= Needs improvement N/O= Not Observed N/A= Not applicable	COMMENTS/OBSERVATIONS	ACTION REQUIRED
82	Are the Enhanced diets receiving the correct food items?			All wellness items should be prepared and served according to the menu.
83	Are the Prenatal diets receiving the correct food items? <i>(Female facilities only)</i>	N/A		
84	Are the Dialysis diets receiving the correct food items?	N/A		
85	Are the General Population diet receiving the correct food items?			

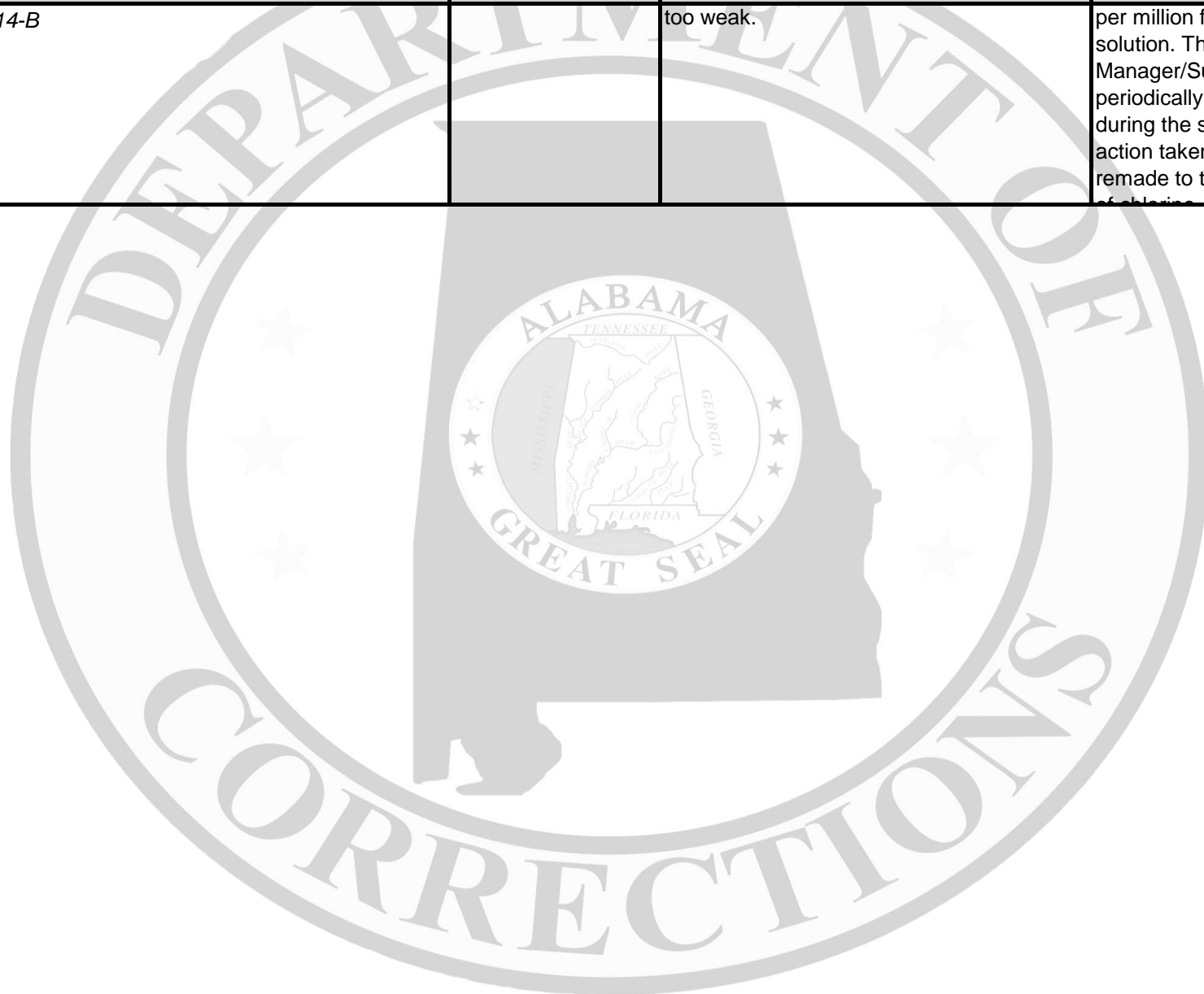


No.	AREA/ITEM	COMPLIANCE S= Satisfactory NI= Needs improvement N/O= Not Observed N/A= Not applicable	COMMENTS/OBSERVATIONS	ACTION REQUIRED
Reheating Methods				
86	Is a thermometer used to check that foods are reheated to 165°F for 15 seconds? <i>FDA 3-403.11-B</i>			
87	Is proper equipment used for reheating?	S		
88	Is reheating done immediately after the food is removed from the refrigerator?	N/O		
89	Is reheating done rapidly, in less than 1 hour? <i>FDA 3-403.11-D</i>	N/O		
Hot Holding/Cold Holding				
90	Are there an adequate number of hot holding units?			
91	Are all hot holding food temperatures $\geq 135^{\circ}\text{F}$?		_____ - _____ °F, _____ - _____ °F, and _____ - _____ °F	
91a	If not, is corrective action documented?			
91b	Comment on deviations. <i>FDA 3-403.11-C, 3-501.16-A.1</i>			
92	Are all cold holding food temperatures $\leq 41^{\circ}\text{F}$?			
92a	If not, is corrective action documented?			
92b	Comment on deviations. <i>FDA 3-501.16-A.2</i>			
93	Is hot holding equipment cleaned and sanitized between uses?			The manager/supervisor on duty should ensure the warmers are cleaned after each meal.
94	During service, are foods stirred frequently to maintain uniform temperature?			
95	Are foods being held, properly covered to maintain heat and protect from contamination?			Manager _____ instructed a kitchen worker to place the fries in a six inch pan inside a well on the serving line.
96	Are serving spoons changed frequently throughout the serving period?			
EQUIPMENT				

No.	AREA/ITEM	COMPLIANCE S= Satisfactory NI= Needs improvement N/O= Not Observed N/A= Not applicable	COMMENTS/OBSERVATIONS	ACTION REQUIRED
97	Is equipment clean, including fans and vents?		The inside of the hood vents and ovens had grease build up. The mixers had built up dough. There was trash on the floor in the freezers, coolers and storage areas. There were spider webs hanging from the ceilings and the fans were covered in dust.	The cleanliness of the kitchen was not acceptable. The cleaning schedule should be followed daily.
98	Is equipment in good working order and a documented preventative maintenance schedule?			
99	Is there a cleaning schedule in place and is it being followed?		The cleaning schedule is in place, but not being enforced.	The manager/supervisor on duty must ensure the workers clean while prepping, so that the sanitation is maintained at all times.
Ware Washing				
100	Is equipment available for effective cleaning and sanitizing?			
101	Are test kits available to check effectiveness of sanitizing agent? <i>FDA 4-302.14</i>			
102	Are dishes, utensils, and equipment effectively cleaned and sanitized?		Several pots and pans were placed on the drying rack wet. The worker was stacking the tumbler on top of each other and the sporks were placed on the flatware rack instead of in the flatware holder.	Ensure the pots and pans are adequately dry before stacking to be stored. Ensure the sporks are placed inside the holder, so that the handle is face up. Additional training for inmate responsible for dishes is recommended.
103	Are sinks and counter tops cleaned and sanitized?			
104	Is a hand washing sink available in the dishwashing area?			
105	Is the dishwasher using hot water for final rinse, which the final rinse temperature between 180°F and 194°F?			
106	Are mop sinks available so that water is properly			

No.	AREA/ITEM	COMPLIANCE S= Satisfactory NI= Needs improvement N/O= Not Observed N/A= Not applicable	COMMENTS/OBSERVATIONS	ACTION REQUIRED
107	Backflow prevention and cross connection devices on all water connections?		The backflow device was missing from the faucet on the back dock.	Manager II _____ was instructed to submit a maintenance request for purchase of the backflow device.
108	Is the sanitizing portion of the three compartment sink 171°F and contain a rack or basket to allow complete immersion of equipment and utensils? <i>FDA 4-204.116</i>		The worker were not using the heat sanitizer on the three compartment sink.	The managers/supervisors on duty should ensure the workers utilize the heat sanitizer on the three compartment sink if it is operable. They should also monitor the inmates and check the temperature of the sanitizer sink periodically.
108a	If not, is corrective action documented?			
108b	Comment on deviations.			
109	If a chemical sanitizer is used, is the final rinse water at the proper temperature (75°F)?		There was no chlorine solution being used at the time of inspection. The issue was corrected on the spot.	The on duty manager/supervisor was instructed to ensure that chemical sanitizer is used when the heat element is not being used.
110	Are all fixed food contact surfaces being washed, rinsed and sanitized? (Tables, stand mixers, hot holding unit, etc.)		The mixers, fans, warmers, shelves, ice machine, grills, and ovens had build grease, dust, and food particles on them. The serving line was a mess. There was food on the serving line and the floor.	The manager/supervisor on duty observing the workers should ensure that wipe downs are taking place and the food is swept from the floor.
111	Are green buckets used for washing and red buckets used for sanitizing?			
112	Are all wiping cloths stored in sanitized solution after use? <i>100 ppm of chlorine solution at 75°F</i>		The wiping cloths were not stored in the chlorine solution. The chlorine solution was	The manager/supervisor was reminded of the correct parts

No.	AREA/ITEM	COMPLIANCE S= Satisfactory NI= Needs improvement N/O= Not Observed N/A= Not applicable	COMMENTS/OBSERVATIONS	ACTION REQUIRED
	FDA 3-304.14-B		too weak.	per million for the chlorine solution. The Manager/Supervisor should periodically check the solution during the shift. Immediate action taken: solution was remade to the correct 100ppm of chlorine.



No.	AREA/ITEM	COMPLIANCE S= Satisfactory NI= Needs improvement N/O= Not Observed N/A= Not applicable	COMMENTS/OBSERVATIONS	ACTION REQUIRED
Lighting				
113	Walk-in Units, Dry Storage (108 lux) <i>FDA 6-303.11-A</i>		Light bulbs were out in cooler #2 and #5.	A maintenance request should be submitted for replacement of the bulbs.
114	Hand washing, bathroom, ware washing, and serving line (215 lux) <i>FDA 6-303.11-B</i>			
115	Food working areas (540 lux) <i>FDA 6-303.11-C</i>			
116	Are lighting fixtures covered and properly shielded? <i>FDA 6-202.11</i>			

Appendix C

ADOC Food Services-Staff

INSTITUTIONS	AUTHORIZED MANAGERS/SUPERVISORS		
ALEX. CITY	3= (1)-MANAGER I (2)-SUPERVISOR		
BIBB	9= (1)-MANAGER II (4)-MANAGER I (4)-SUPERVISOR		
BIRMINGHAM	3= (1)-MANAGER I (2)-SUPERVISOR		
BULLOCK	7= (1)-MANAGER II (3)-MANAGER I (3)-SUPERVISOR		
CAMDEN	3= (1)-MANAGER I (2)-SUPERVISOR		
CHILDERSBURG	4= (2)-MANAGER I (2)-SUPERVISOR		
DONALDSON	7= (1)-MANAGER II (3)-MANAGER I (3)-SUPERVISOR		
EASTERLING	8= (1)-MANAGER II (4)-MANAGER I (3)-SUPERVISOR		
ELBA	3= (1)-MANAGER I (2)-SUPERVISOR		
ELMORE	6= (1)-MANAGER II (3)-MANAGER I (2)-SUPERVISOR		
FRANK LEE	4= (1)-MANAGER I (3)-SUPERVISOR		
FOUNTAIN ANNEX/FOUNTAIN	8= (1)-MANAGER II (4)-MANAGER I (3)-SUPERVISOR		

INSTITUTIONS	AUTHORIZED MANAGERS/SUPERVISORS		
HAMILTON A&I	4= (1)-MANAGER II (1)- MANAGER I (2)-SUPERVISOR		
HAMILTON WR	3= (1)-MANAGER I (2)-SUPERVISOR		
HOLMAN (DOWNSIDE)	2= (1)-MANAGER I (1)-SUPERVISOR		
KILBY	8= (1)-MANAGER II (4)-MANAGER I (3)-SUPERVISOR		
LIMESTONE	11= (1)-MANAGER II (5)-MANAGER I (5)-SUPERVISOR		
LOXLEY	3= (1)-MANAGER I (2)-SUPERVISOR		
MOBILE	3= (1)-MANAGER I (2)-SUPERVISOR		
MONTGOMERY WF	4= (1)-MANAGER I (3)-SUPERVISOR		
NORTH ALABAMA	4= (1)-MANAGER II (1)-MANAGER I (2)-SUPERVISOR		
RED EAGLE	4= (1)-MANAGER I (3)-SUPERVISOR		
STATON	7= (1)-MANAGER II (3)-MANAGER I (3)-SUPERVISOR		
ST. CLAIR	7= (1)-MANAGER II (3)-MANAGER I (3)-SUPERVISOR		
TUTWILER	8= (1)-MANAGER II (3)-MANAGER I (4)-SUPERVISOR		
VENTRESS	7= (1)-MANAGER II (3)-MANAGER I (3)-SUPERVISOR		
FUTURE PRISON SITE	2 = MANAGER II 10 = MANAGER I 20 = SUPERVISOR (min. 2 w/ Kosher preparation knowledge)	M II: 1 for main kitchen/ordering 1 oversee satellite kitchens/back-up M I: 1 for each satellite kitchen; w/ back-ups; 5-6 for main kitchen to rotate audits	

Appendix D

ADOC

**Kitchen-Equipment
Inventory**

	A	B	C	D	E	F
1	Column1	Column2	Column3	Column4	Column5	Column6
2	EQUIPMENT ITEM	BRAND	QUANTITY	OPERABLE	INOPERABLE	COMMENTS
3	Ice Machine/Maker	Kool-aire	1		NO	
4	Ice Dispenser					
5	Reach-In Cooler					
6	Reach-In Freezer					
7	Walk-In Cooler	Master-bilt	3	YES		Inside
8	Walk-In Freezer	Master-bilt	3	YES		Inside
9	Buffalo Chopper	Hobart	1	YES		
10	Slicer	Hobart	1	YES		
11	Blender (Commercial)	Waring/Kitchen-aid	2	1	1	Kitchen-aide blender inoperable
12	Microwave					
13	Prep Tables	Unknown	15	YES		
14	Can Opener (Electric)					
15	Exhaust Hoods					2 (24 ft. double sided), 1 (24 ft. single), 2 (4 ft. single), 1 (16 ft. single)
16	Alluminum Trasport Carts	Unknown	5	YES		
17	Food Transport Carts	Rhino	7		NO	Wheels damaged on each cart
18	<i>Donatlyn</i>					

	A	B	C	D	E	F
1	Column1	Column2	Column3	Column4	Column5	Column6
2	EQUIPMENT ITEM	BRAND	QUANTITY	OPERABLE	INOPERABLE	COMMENTS
3	Deep Fryer	Cook-rite	4	4		
4	Range/Oven					# Burners: # Ovens: Griddle: Y/N
5	Convection Oven Stack	Blodgett/Vulcan	8 (doubles)	10	6	5 Blodgett, 3 Vulcan
6	Convection Oven Single					
7	Walk-in Oven					
8	Griddle (not part of Range/Oven)	Garland	3	1	2	6 foot each
9	Steam Kettle	Cleveland	4	1	3	Gallons: 80
10	Tilt Skillet	Cleveland	2	1	1	
11	Cabinet Proofer	FWE	5	2	3	
12	Cabinet Warmer					
13	Warmer/Proofer Combo					Quarts/Gallons:
14	Counter Flat Top					
15	Floor Mixer	Hobart	1	YES		
16	Sink Immersion Heater/Sanitizer	Tempco	1		NO	
17	Dishmachine	Hobart	1	YES		Portable dish room
18	Serving Line	Unknown	3		3	1 (4 wells), 1 (7 wells), 1 (6 wells)
19	Facility: Donaldson	Date: 9-17-2024				Auditor: Brandon Kizzire

	A	B	C	D	E	F
1	Column1	Column2	Column3	Column4	Column5	Column6
2	EQUIPMENT ITEM	BRAND	QUANTITY	OPERABLE	INOPERABLE	COMMENTS
3	Ice Machine/Maker	Ice-O-Matic	1	YES		
4	Ice Dispenser					
5	Reach-In Cooler					
6	Reach-In Freezer					
7	Walk-In Cooler	Southeast	1	YES		Inside
8	Walk-In Freezer	Southeast	1	YES		Inside
9	Buffalo Chopper					
10	Slicer					
11	Blender (Commercial)					
12	Microwave					
13	Prep Tables	Unknown	5	YES		
14	Can Opener (Electric)					
15	Exhaust Hoods	Unknown	2	Partially	1	16 food double sided, needs on motor, 4 foot single, needs belt
16						
17						
18						
19	Facility: Childersburg Work Relea	Date: 9-20-2024				Auditor: Brandon Kizzire

	A	B	C	D	E	F
3	Deep Fryer	Cook-rite	2	1	1	
4	Range/Oven	Jade/Southbend	2	YES		# Burners: 6 # Ovens: 2 Griddle: YES
5	Convection Oven Stack	Vulcan	1	YES		
6	Convection Oven Single					
7	Walk-in Oven					
8	Griddle (not part of Range/Oven)	Vulcan	1	YES		4 foot
9	Steam Kettle	Cleveland	2	1	1	Gallons: 40 gallon and 60 gallon
10	Tilt Skillet	Market-Forge	1	YES		
11	Cabinet Proofer	Metro	2	1	1	
12	Cabinet Warmer					
13	Warmer/Proofer Combo					Quarts/Gallons:
14	Counter Flat Top					
15	Floor Mixer	Hobart Legacy	1	YES		
16	Sink Immersion Heater/Sanitizer	Tempco	1	YES		
17	Dishmachine	Hobart	1	YES		
18	Serving Line	Unknown	1	YES		Food wells: 5 hot, 1 cold

	A	B	C	D	E	F
1	Column1	Column2	Column3	Column4	Column5	Column6
2	EQUIPMENT ITEM	BRAND	QUANTITY	OPERABLE	INOPERABLE	COMMENTS
3	Ice Machine/Maker	Kuber	2			One operable/One inoperable
4	Ice Dispenser	Ice-O-Matic	1	Yes		
5	Reach-In Cooler	0				
6	Reach-In Freezer	0				
7	Walk-In Cooler	W A Bros	1	Yes		Inside
8	Walk-In Freezer	W A Bros				Inside
9	Buffalo Chopper	Hobart	1	Yes		
10	Slicer	0				
11	Blender (Commercial)	Hamilton Beach	1	Yes		
12	Microwave	0				
13	Prep Tables		2			
14	Can Opener (Electric)		1	Yes		Manual
15						
16						
17						
18						
19	Facility: CAMDEN	Date:9/9/24				Wendi Auditor: Wendi Pritchett

	A	B	C	D	E	F
1	Column1	Column2	Column3	Column4	Column5	Column6
2	EQUIPMENT ITEM	BRAND	QUANTITY	OPERABLE	INOPERABLE	COMMENTS
3	Deep Fryer	Vulcan	1	Yes		
4	Range/Oven	Vulcan	1	Yes		# Burners: 6 # Ovens: 1 Griddle: Y/N
5	Convection Oven Stack	0				
6	Convection Oven Single	0				
7	Walk-in Oven	0				
8	Griddle (not part of Range/Oven)	Vulcan	1	Yes		Oven is part of range
9	Steam Kettle	Cleveland	1	Yes		Gallons: 60
10	Tilt Skillet	0				
11	Cabinet Proofer	Clymate	1		Yes	
12	Cabinet Warmer	0				
13	Warmer/Proofer Combo	0				Quarts/Gallons:
14	Counter Flat Top	0				
15	Floor Mixer	Hobart	1	Yes		
16	Sink Immersion Heater/Sanitizer	Tempco	1	Yes		
17	Dishmachine	Hobart	1	Yes		
18						
19	Facility: CAMDEN	Date:9/9/24				Auditor: Wendi Pritchett

	A	B	C	D	E	F
1	Column1	Column2	Column3	Column4	Column5	Column6
2	EQUIPMENT ITEM	BRAND	QUANTITY	OPERABLE	INOPERABLE	COMMENTS
3	Serving Line	Delfielc	1	Yes		5 wells
4	Basket Mesh wire	Marlin	1	Yes		
5	Sink w/3 compartment	Low tem	1	Yes		
6	Steamer Convection	Cleveland	1		Yes	Waiting on parts
7	Table Cold Pan 4 Wells	Galley	1		Yes	
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19	Facility: CAMDEN	Date:9/9/24				Auditor: Wendi Pritchett

	A	B	C	D	E	F
1	Column1	Column2	Column3	Column4	Column5	Column6
2	EQUIPMENT ITEM	BRAND	QUANTITY	OPERABLE	INOPERABLE	COMMENTS
3	Deep Fryer	Vulcan/Cook Rite	5	2	3	
4	Range/Oven	N/A				# Burners: # Ovens: Griddle: Y/N
5	Convection Oven Stack	Blodgett/Vulcan	10	2	8	
6	Convection Oven Single	N/A				
7	Walk-in Oven	N/A				
8	Griddle (not part of Range/Oven)	N/A				
9	Steam Kettle	Cleveland	3	2	1	Gallons: 2x 60gal; 1x 80gal
10	Tilt Skillet	N/A				
11	Steam Line					Wells: 4 5 6 (circle)
12	Cabinet Warmer	FEW	5	5		
13	Warmer/Proofer Combo					Quarts/Gallons:
14	Cabinet Proofer	Metro C 5	1	1		
15	Counter Flat Top	Garland	3	3		2 Four Foot; 1 Five Foot
16	Floor Mixer	Hobart	1	1		80 quart
17	Sink Immersion Heater/Sanitizer	Tempco	1	1		
18	Dishmachine	Hobart RT 1000	1	1		
19	Facility: Bullock	Date:				Auditor:

	A	B	C	D	E	F
1	Column1	Column2	Column3	Column4	Column5	Column6
2	EQUIPMENT ITEM	BRAND	QUANTITY	OPERABLE	INOPERABLE	COMMENTS
3	Ice Machine/Maker	Ice O Matic; Hoshizaki	4	3	1	
4	Ice Dispenser	N/A				
5	Reach-In Cooler	Traulsen	1	1		Double Door
6	Reach-In Freezer	N/A				
7	Walk-In Cooler	Elliot- Williams	2	2		Inside
8	Walk-In Freezer	Elliot- Williams	2	2		Inside
9	Buffalo Chopper	Hobart	1	1		
10	Slicer	Hobart	1	1		
11	Blender (Commercial)	Hamilton Beach	1	1		
12	Microwave	Amana/Panasonic	2	2		
13	Prep Tables			n/a	n/a	
14	Can Opener (Electric)	Ellund	1		1	
15	Hood/Exhaust System	Intel Hood	1	1		
16						
17						
18						
19	Facility: Bullock	Date:				Auditor:

	A	B	C	D	E	F
1	Column1	Column2	Column3	Column4	Column5	Column6
2	EQUIPMENT ITEM	BRAND	QUANTITY	OPERABLE	INOPERABLE	COMMENTS
3	Deep Fryer	Pitco	4	YES		
4	Range/Oven	Southland	1	YES		# Burners: 6 # Ovens: 1 Griddle: NO
5	Convection Oven Stack	Vulcan	2	YES		
6	Convection Oven Single					
7	Walk-in Oven	Gaylord	1	YES		
8	Griddle (not part of Range/Oven)	Garland	2	YES		
9	Steam Kettle	Cleveland	3	2	1	2 (80 gallon pots, 1 inoperable) 1 (40 gallon)
10	Tilt Skillet					
11	Cabinet Proofer	FWE	10	YES		
12	Cabinet Warmer	Crescoe	2	YES		
13	Food Transport Carts (Non-electric)	Cook's	2	YES		Quarts/Gallons:
14	Counter Flat Top					
15	Floor Mixer	Hobart	2	1	1	
16	Sink Immersion Heater/Sanitizer	Hatco	1	YES		
17	Dishmachine	Hobart	1	YES		
18	Serving Line	Unknown	3		NO	2 (4 hot wells) 1 (1 cold well)
19	Facility: Bibb	Date: 9-19-2024				Auditor: Brandon Kizzire

	A	B	C	D	E	F
1	Column1	Column2	Column3	Column4	Column5	Column6
2	EQUIPMENT ITEM	BRAND	QUANTITY	OPERABLE	INOPERABLE	COMMENTS
3	Ice Machine/Maker	Ice-O-Matic/Kool-aire	2	YES		1 Ice-O-Matic, 1 Kool-aire
4	Ice Dispenser					
5	Reach-In Cooler	TRUE	1	YES		
6	Reach-In Hot Holding Cabinet	Medall	1	YES		
7	Walk-In Cooler	Kolpak	3	YES		Inside
8	Walk-In Freezer	Brown	1	YES		Outside
9	Buffalo Chopper					
10	Slicer	Hobart	1	YES		
11	Blender (Commercial)					
12	Microwave					
13	Prep Tables	Unknown	10	YES		
14	Can Opener (Electric)					
15	Exhaust Hoods	Unknown	1	YES		24 foot double sided
16						
17						
18						
19	Facility: Bibb	Date: 9-19-2024				Auditor: Brandon Kizzire

	A	B	C	D	E	F
1	Column1	Column2	Column3	Column4	Column5	Column6
2	EQUIPMENT ITEM	BRAND	QUANTITY	OPERABLE	INOPERABLE	COMMENTS
3	Deep Fryer	FryMaster	1	YES		
4	Range/Oven	Falcon	1	YES		# Burners: 6 # Ovens: 1 Griddle: No
5	Convection Oven Stack	Garland	1	YES		
6	Convection Oven Single					
7	Walk-in Oven					
8	Griddle (not part of Range/Oven)					
9	Steam Kettle					Gallons:
10	Tilt Skillet					
11	Cabinet Proofer	Unknown	1	YES		
12	Cabinet Warmer					
13	Warmer/Proofer Combo	FWE	2	YES	NO	One inoperable
14	Counter Flat Top	Falcon	1	YES		
15	Floor Mixer	Hobart	1	YES		
16	Sink Immersion Heater/Sanitizer	Tempco	1	YES		
17	Dishmachine	Hobart	1	YES		
18	Serving Line	Colorpoint	QUANTITY	PARTIALLY		5 food wells, 3 inoperable
19	Facility: Birmingham Work Releas	Date: 9-11-2024				Auditor: Brandon Kizzire

	A	B	C	D	E	F
1	Column1	Column2	Column3	Column4	Column5	Column6
2	EQUIPMENT ITEM	BRAND	QUANTITY	OPERABLE	INOPERABLE	COMMENTS
3	Ice Machine/Maker	Kool-aire	1	YES		
4	Ice Dispenser					
5	Reach-In Cooler					
6	Reach-In Freezer					
7	Walk-In Cooler	Hobart	1	YES		Inside
8	Walk-In Freezer	ELT	1	YES		Inside
9	Buffalo Chopper	Hobart	1	YES		
10	Slicer					
11	Blender (Commercial)					
12	Microwave					
13	Prep Tables	Unknown	4	YES		
14	Can Opener (Electric)					
15	Exhaust hood	Uknown	2	YES		Two 8 foot, single sided
16	Exhaust hood	Unknown	1	YES		One 3 foot above dish machine
17						
18						
19	Facility: Birmingham Work Release Date: 9-11-2024					Auditor: Brandon Kizzire

	A	B	C	D	E	F
1	Column1	Column2	Column3	Column4	Column5	Column6
2	EQUIPMENT ITEM	BRAND	QUANTITY	OPERABLE	INOPERABLE	COMMENTS
3	Deep Fryer	Fry Master/Falcon	2	2		
4	Range/Oven	Falcon	1	1 (range)	oven	Burners: 4
5	Convection Oven Stack	Garland	2	1	1	
6	Convection Oven Single	N/A				
7	Griddle	Magikitch'n	1	1		
8	Griddle/Range	Vulcan	2	1		
9	Steam Kettle	Market Forge/Dellfield	2		2	Gallons: 120
10	Tilt Skillet	N/A				
11	Steam Line	label not visible	1	1		Wells: 5
12	Cabinet Warmer	N/A				
13	Warmer/Proofer Combo	N/A				
14	Cabinet Proofer	FWE	3	2	1	
15	Counter Flat Top	n/a				
16	Floor Mixer	Hobart	1	1		Quarts:
17	Sink Immersion Heater/Sanitizer	Tempco	1	1		
18	Dishmachine	Hobart	1	1		
19	Facility: ALEXANDER CITY	Date: SEPT. 9, 2024				Auditor: VICTORIA MITCHELL

	A	B	C	D	E	F
1	Column1	Column2	Column3	Column4	Column5	Column6
2	EQUIPMENT ITEM	BRAND	QUANTITY	OPERABLE	INOPERABLE	COMMENTS
3	Ice Machine/Maker	Koolaire/Ice-o-Matic	2	1	1	
4	Ice Dispenser	N/A				
5	Reach-In Cooler	N/A				
6	Reach-In Freezer	N/A				
7	Walk-In Cooler	ThermoKool	1	1		Inside
8	Walk-In Freezer	ThermoKool	1	1		Inside
9	Buffalo Chopper	N/A				
10	Slicer	N/A				
11	Blender (Commercial)	Robot Coupe	1	1		
12	Microwave	Nexel	1	1		
13	Prep Tables	N/A	3	3		
14	Can Opener	Edlund	1	1		manual
15	Hood/Exhaust System	Larkins Industries	1	1		
16						
17						
18						
19	Facility: ALEXANDER CITY	Date: 9-9-24				Auditor: VICTORIA MITCHELL

	A	B	C	D	E	F
1	Column1	Column2	Column3	Column4	Column5	Column6
2	EQUIPMENT ITEM	BRAND	QUANTITY	OPERABLE	INOPERABLE	COMMENTS
3	Deep Fryer	Frymaster/Vulcan	2	2		
4	Range	Vulcan	1	1		# Burners: 6 # Ovens: Griddle: 1
5	Convection Oven Stack	Vulcan	1	1		
6	Convection Oven Single					
7	Walk-in Oven					
8	Griddle (not part of Range/Oven)					
9	Steam Kettle					Gallons:
10	Tilt Skillet					
11	Steam/Serving Line	Shelley/Duke	2	2		Wells: 5
12	Cabinet Warmer	Piper/Color Point	2		2	
13	Warmer/Proofer Combo					
14	Cabinet Proofer	FEW	4	2	2	
15	Counter Flat Top					
16	Floor Mixer	Hobart	1	1		Quarts: 60
17	Sink Immersion Heater/Sanitizer	Tempco	1		1	
18	Dishmachine	Hobart	1	1		
19	Facility: Red Eagle	Date:				Auditor:

	A	B	C	D	E	F
1	Column1	Column2	Column3	Column4	Column5	Column6
2	EQUIPMENT ITEM	BRAND	QUANTITY	OPERABLE	INOPERABLE	COMMENTS
3	Ice Machine/Maker	Ice-o-Matic	1	1		
4	Ice Dispenser	N/A				
5	Reach-In Cooler	N/A				
6	Reach-In Freezer	N/A				
7	Walk-In Cooler	Kolpak	2	2		Inside
8	Walk-In Freezer	WA Brown	1	1		Outside
9	Buffalo Chopper	Hobart	1	1		
10	Slicer	Waring	1	1		
11	Blender (Commercial)	N/A				
12	Microwave	N/A				
13	Prep Tables	Hawks	3	3		
14	Can Opener (Electric)	Winco	1	1		manual
15	Hood/Exhaust System	Captive Aire	1	1		
16						
17						
18						
19	Facility: RED EAGLE	Date: 9-16-24				Auditor: VICTORIA MITCHELL

	A	B	C	D	E	F
1	Column1	Column2	Column3	Column4	Column5	Column6
2	EQUIPMENT ITEM	BRAND	QUANTITY	OPERABLE	INOPERABLE	COMMENTS
3	Deep Fryer	Pitco	2	1	1	
4	Range/Oven	Falcon	1	YES		# Burners: 6 # Ovens: 0 Griddle: NO
5	Convection Oven Stack	Vulcan	2	YES		
6	Convection Oven Single					
7	Walk-in Oven					
8	Griddle (not part of Range/Oven)	Garland	1	YES		4 foot
9	Steam Kettle	Cleveland	1	YES		Gallons: 40
10	Tilt Skillet	Cleveland	1	YES		
11	Cabinet Proofer					
12	Cabinet Warmer					
13	Warmer/Proofer Combo	FWE & Metro C5	2	YES		Quarts/Gallons:
14	Counter Flat Top	Garland	1	YES		3 foot
15	Floor Mixer	Hobart	1	YES		
16	Sink Immersion Heater/Sanitizer	Tempco	1	YES		
17	Dishmachine	Hobart	1	YES		
18						
19	Facility: North Alabama WR	Date: 9-10-2024				Auditor: Brandon Kizzire

	A	B	C	D	E	F
1	Column1	Column2	Column3	Column4	Column5	Column6
2	EQUIPMENT ITEM	BRAND	QUANTITY	OPERABLE	INOPERABLE	COMMENTS
3	Ice Machine/Maker	Ice-O-Matic	1	YES		
4	Ice Dispenser					
5	Reach-In Cooler					
6	Reach-In Freezer					
7	Walk-In Cooler	Leer & Kolpak	2	YES		Inside
8	Walk-In Freezer	Master-bilt	1	YES		Outside
9	Buffalo Chopper	Hobart	1	YES		
10	Slicer	Hobart	1	YES		
11	Blender (Commercial)					
12	Microwave					
13	Prep Tables	Unknown	8	YES		
14	Can Opener (Electric)					
15	Exhaust Hood	Unknown	1	YES		12 foot double sided
16	Exhaust Hood	Larkin		YES		4 foot
17	Serving Line	Unknown	1	YES		5 food wells
18						
19	Facility: North Alabama WR	Date: 9-10-2024				Auditor: Brandon Kizzire

	A	B	C	D	E	F
1	Column1	Column2	Column3	Column4	Column5	Column6
2	EQUIPMENT ITEM	BRAND	QUANTITY	OPERABLE	INOPERABLE	COMMENTS
3	Deep Fryer	Dean/Frymaster	2	2		
4	Range/Oven	Vulcan/Montaque	2	2 range	ovens on both	# Burners: 6, 5 ; Ovens: 2 Griddle:
5	Convection Oven Stack	Blodgett	1	1		
6	Convection Oven Single					
7	Walk-in Oven					
8	Griddle (not part of Range/Oven)	MagiKitch'n	1	1		
9	Steam Kettle	Market Forge/Vulcan	2	1 (Vulcan)	1 (part ordered)	Gallons: 100
10	Tilt Skillet	Market Forge/Cleveland	2	2		
11	Steam/Serving Line	Low Temp	1	1		Wells: 5
12	Cabinet Warmer	Metro	1		1	needs new socket plug
13	Warmer/Proofer Combo	Eastern	1		1	
14	Cabinet Proofer	Metro/FEW	3	2	1	
15	Counter Flat Top					
16	Floor Mixer	Hobart	1	1		Quarts: 60
17	Sink Immersion Heater/Sanitizer	Chromalox	1	1		
18	Dishmachine	Hobart	1	1		
19	Facility: Montgomery Women's	Date:				Auditor:

	A	B	C	D	E	F
1	Column1	Column2	Column3	Column4	Column5	Column6
2	EQUIPMENT ITEM	BRAND	QUANTITY	OPERABLE	INOPERABLE	COMMENTS
3	Ice Machine/Maker	Ice-o-Matic	1	1		
4	Ice Dispenser	N/A				
5	Reach-In Cooler	N/A	1	1		
6	Reach-In Freezer	N/A	1	1		
7	Walk-In Cooler	Amerikooler	1	1		Inside
8	Walk-In Freezer	Amerikooler	1	1		Inside
9	Chopper	Hobart	1	1		
10	Slicer	Hobart	1	1		
11	Blender (Commercial)	N/A				
12	Microwave	Hamilton Beach	1	1		
13	Prep Tables	Tabco	4	4		
14	Can Opener (Electric)	Edlund	1	1		
15	Hood/Exhaust System	Captive Aire	1	1		
16						
17						
18						
19	Facility: MONTGOMERY WOMEN	Date: 9-11-24				Auditor: VICTORIA MITCHELL

	A	B	C	D	E	F
1	Column1	Column2	Column3	Column4	Column5	Column6
2	EQUIPMENT ITEM	BRAND	QUANTITY	OPERABLE	INOPERABLE	COMMENTS
3	Deep Fryer	Vulcan	1	1		
4	Range/Oven	Vulcan	1	1		# Burners: 6 # Ovens: 2 Griddle: Yes
5	Convection Oven Stack	Vulcan	1	1		
6	Convection Oven Single					
7	Walk-in Oven					
8	Griddle (not part of Range/Oven)					
9	Steam Kettle					Gallons:
10	Tilt Skillet	Market Forge	1		1	reported
11	Steam Line	LeyGlas/Shelleys	1	1		Wells: 5
12	Cabinet Warmer					
13	Warmer/Proofer Combo	Metro	1	1		
14	Cabinet Proofer					
15	Counter Flat Top					
16	Floor Mixer	Hobart	1	1		
17	Sink Immersion Heater/Sanitizer	Tempco	1	1		
18	Dishmachine	label not visible	1	1		
19	Facility: Mobile CBF	Date:				Auditor:

	A	B	C	D	E	F
1	Column1	Column2	Column3	Column4	Column5	Column6
2	EQUIPMENT ITEM	BRAND	QUANTITY	OPERABLE	INOPERABLE	COMMENTS
3	Ice Machine/Maker	Ice-o-Matic	1	1		
4	Ice Dispenser	One Unit	1	1		
5	Reach-In Cooler	TRUE	1	1		
6	Reach-In Freezer					
7	Walk-In Cooler	uncertain	1	1		Inside
8	Walk-In Freezer	uncertain	1	1		Inside
9	Buffalo Chopper					
10	Slicer					
11	Blender (Commercial)					
12	Microwave		1	1		
13	Prep Tables		3	n/a	n/a	
14	Can Opener (Electric)	Edlunds	1	manual		
15	Hood/Exhaust System		1	1		
16						
17						
18						
19	Facility: Mobile CBF	Date:				Auditor:

	A	B	C	D	E	F
1	Column1	Column2	Column3	Column4	Column5	Column6
2	EQUIPMENT ITEM	BRAND	QUANTITY	OPERABLE	INOPERABLE	COMMENTS
3	Deep Fryer	Vulcan	2	X		
4	Range/Oven	Vulcan	1	X		# Burners: 6 # Ovens: 1 Griddle: Y/N
5	Convection Oven Stack	Vulcan	1	X		
6	Convection Oven Single					
7	Walk-in Oven					
8	Griddle (not part of Range/Oven)	Vulcan	1	X		Grill is part of oven
9	Steam Kettle	Cleveland	1	X		Gallons: 60
10	Tilt Skillet	Cleveland	1	X		
11	Cabinet Proofer					
12	Cabinet Warmer	FWE	1	X		
13	Warmer/Proofer Combo					Quarts/Gallons:
14	Counter Flat Top					
15	Floor Mixer	Hobart	1	X		
16	Sink Immersion Heater/Sanitizer	Tempco	1	X		
17	Dishmachine	Hobart	1	X		
18	Steam Line	APW Wyott	1	X		5 Wells
19	Facility: Loxley	Date: 9/10/24				Auditor: Natasha Lacy

	A	B	C	D	E	F
1	Column1	Column2	Column3	Column4	Column5	Column6
2	EQUIPMENT ITEM	BRAND	QUANTITY	OPERABLE	INOPERABLE	COMMENTS
3	Ice Machine/Maker	Ice-O-Matic	1	X		
4	Ice Dispenser					
5	Reach-In Cooler					
6	Reach-In Freezer					
7	Walk-In Cooler	Koleak	1	X		Inside
8	Walk-In Freezer	Koleak	2	X		Inside and Outside
9	Buffalo Chopper	Hobart	1	X		
10	Slicer	Hobart	1	X		
11	Blender (Commercial)	Licuada	1	X		
12	Microwave					
13	Prep Tables		4			
14	Can Opener (Electric)	Etlund	1	X		Manual
15	Hood/Exhaust System	Captive Aire	1	X		
16						
17						
18						
19	Facility: Loxley	Date: 9/10/24				Auditor: Natasha Lacy

	A	B	C	D	E	F
1	Column1	Column2	Column3	Column4	Column5	Column6
2	EQUIPMENT ITEM	BRAND	QUANTITY	OPERABLE	INOPERABLE	COMMENTS
3	Ice/Maker	Fallet	2	YES		
4	Ice Dispenser					
5	Reach-In Cooler	True	1	YES		
6	Reach-In Cooler					
7	Walk-In-Cooler	Leer	5	YES		
8	Walk-In Freezer	Masterbuilt/Case	3	YES		Masterbuilt (2) Case (1)
9	Buffalo Chopper	Hobart	1	YES		
10	Slicer	Hobart	1	YES		
11	Blender (Commercial)					
12	Microwave					
13	Prep Tables	Unknown	22	YES		
14	Can Opener (Electric)					
15	Serving Line	Unknown	3	No		Two with 5 food wells (Hot) One with 2 food v
16	Exhaust Hood	Unknown	2	YES		One 16 foot double sided, One 20 foot doubl
17						
18						
19	Facility: Limestone	Date: 9-13-2024				Auditor: Brandon Kizzire

	A	B	C	D	E	F
1	Column1	Column2	Column3	Column4	Column5	Column6
2	EQUIPMENT ITEM	BRAND	QUANTITY	OPERABLE	INOPERABLE	COMMENTS
3	Deep Fryer	Cookrite	4	YES		
4	Range/Oven					
5	Convection Oven Stack	Vulcan/Master	3 doubles	4	2	2 Vulcan 1 Master
6	Convection Oven Single					
7	Walk-in Oven	Sveba-Dahlen	1	YES		
8	Griddle (not part of Range/Oven)					
9	Steam Kettle	4 Cleveland 1 Bresco	5	YES		Gallons: 4 (80 gallons) 1 (40 gallons)
10	Tilt Skillet	2 Cleveland 1 MarketF	1 YES	2 NO		3 Total
11	Cabinet Proofer					
12	Cabinet Warmer					
13	Warmer/Proofer Combo	FEW	19	8 YES	11 NO	Quarts/Gallons:
14	Counter Flat Top	Vulcan	2	YES		5 foot grills
15	Floor Mixer	Hobart/Vari-mixer	4	3 YES	1 NO	
16	Sink Immersion Heater/Sanitizer	Unknown	3	NO		
17	Dishmachine	Hobart	1	YES		
18	Food Carts	Cambro	8	YES		Non-electric+A4:F18 food carts
19	Facility: Limestone	Date: 09-13-2024				Auditor: Brandon Kizzire

	A	B	C	D	E	F
1	Column1	Column2	Column3	Column4	Column5	Column6
2	EQUIPMENT ITEM	BRAND	QUANTITY	OPERABLE	INOPERABLE	COMMENTS
3	Ice Machine/Maker	Ice-o-Matic/Koolaire	4	4		
4	Ice Dispenser	N/A				
5	Reach-In Cooler	N/A				
6	Reach-In Freezer	N/A				
7	Walk-In Cooler	Thermo Kool				Inside
8	Walk-In Freezer	Thermo Kool / W.A. Brown / Custom	3	3		1 Inside; 2 Outside
9	Buffalo Chopper	Hobart	1	1		
10	Slicer	Berkel	1	1		
11	Blender (Commercial)	Waring	1	1		
12	Microwave	Sharp	1	1		
13	Prep Tables	N/A	6	6		
14	Can Opener (Electric)	WINCO	1	1		Manual
15	Hood/Exhaust System	Kees	1	1		
16						
17						
18						
19	Facility: KILBY	Date: 9-13-24				Auditor: VICTORIA MITCHELL

	A	B	C	D	E	F
1	Column1	Column2	Column3	Column4	Column5	Column6
2	EQUIPMENT ITEM	BRAND	QUANTITY	OPERABLE	INOPERABLE	COMMENTS
3	Deep Fryer	Cookrite/Falcon	4	3	1	
4	Range	N/A				# Burners: # Ovens: Griddle:
5	Convection Oven Stack	Vulcan	6	5	1	
6	Convection Oven Single	N/A				
7	Walk-in Oven	Energy Star	1	1		
8	Griddle (not part of Range/Oven)	Ultramax / Vulcan /Garland	3	3		
9	Steam Kettle	Market Forge	3	3		Gallons: 120 (all lids need repair)
10	Tilt Skillet	Groen	1	1		control knob not working; fuse box used
11	Steam Line	Serve Well	2	2		Wells: 4
12	Cabinet Warmer	N/A				
13	Warmer/Proofer Combo	N/A				
14	Cabinet Proofer	FEW	3	3		
15	Counter Flat Top	Low Temp	2	2		
16	Floor Mixer	Hobart	1	1		Quarts:
17	Sink Immersion Heater/Sanitizer	Chromalox	1	1		
18	Dishmachine	Hobart	1	1		
19	Facility: KILBY	Date: 9-13-24				Auditor: VICTORIA MITCHELL

	A	B	C	D	E	F
1	Column1	Column2	Column3	Column4	Column5	Column6
2	EQUIPMENT ITEM	BRAND	QUANTITY	OPERABLE	INOPERABLE	COMMENTS
3	Deep Fryer					
4	Range/Oven					# Burners: # Ovens: Griddle: Y/N
5	Convection Oven Stack					
6	Convection Oven Single					
7	Walk-in Oven	Gaylord Energy Star				
8	Griddle (not part of Range/Oven)					
9	Steam Kettle					Gallons:
10	Tilt Skillet					
11	Steam Line	Ace				Wells: 6
12	Cabinet Warmer					
13	Warmer/Proofer Combo					
14	Cabinet Proofer	Metro Emerson	1		1	
15	Counter Flat Top					
16	Floor Mixer					
17	Sink Immersion Heater/Sanitizer	Tempco	1		1	
18	Dishmachine		1		1	
19	Facility: Holman	Date:				Auditor:

	A	B	C	D	E	F
1	Column1	Column2	Column3	Column4	Column5	Column6
2	EQUIPMENT ITEM	BRAND	QUANTITY	OPERABLE	INOPERABLE	COMMENTS
3	Ice Machine/Maker		1	1		
4	Ice Dispenser					
5	Reach-In Cooler					
6	Reach-In Freezer					
7	Walk-In Cooler	Brown	1	1		Inside
8	Walk-In Freezer	Brown	1	1		Inside
9	Buffalo Chopper					
10	Slicer					
11	Blender (Commercial)	Excalibar	1	1		
12	Microwave	Sharp	1	1		
13	Prep Tables			n/a	n/a	
14	Can Opener (Electric)					
15	Hood/Exhaust System					
16						
17						
18						
19	Facility: Holman	Date:				Auditor:

	A	B	C	D	E	F
1	Column1	Column2	Column3	Column4	Column5	Column6
2	EQUIPMENT ITEM	BRAND	QUANTITY	OPERABLE	INOPERABLE	COMMENTS
3	Deep Fryer	Vulcan	1	YES		
4	Range/Oven	Vulcan	2	YES		# Burners: 6 # Ovens: 2 Griddle: YES
5	Convection Oven Stack	Vulcan	1	YES		
6	Convection Oven Single					
7	Walk-in Oven					
8	Griddle (not part of Range/Oven)					
9	Steam Kettle					Gallons:
10	Tilt Skillet					
11	Cabinet Proofer					
12	Cabinet Warmer					
13	Warmer/Proofer Combo	FWE	1	YES		Quarts/Gallons:
14	Counter Flat Top					
15	Floor Mixer	Hobart	1	YES		
16	Sink Immersion Heater/Sanitizer					
17	Dishmachine	Hobart	1	YES		
18	Serving Line	Unknown	1	YES		5 food wells
19	Facility: Hamilton Work Release	Date: 9-9-2024				Auditor: Brandon Kizzire

	A	B	C	D	E	F
1	Column1	Column2	Column3	Column4	Column5	Column6
2	EQUIPMENT ITEM	BRAND	QUANTITY	OPERABLE	INOPERABLE	COMMENTS
3	Ice Machine/Maker	Ice-O-Matic & Scotsman	2	YES		
4	Ice Dispenser					
5	Reach-In Cooler					
6	Reach-In Freezer					
7	Walk-In Cooler	Schmidt	1	YES		Inside
8	Walk-In Freezer	Kolpak	1	YES		Inside
9	Buffalo Chopper					
10	Slicer	Hobart	1	YES		
11	Blender (Commercial)					
12	Microwave					
13	Prep Tables	Unknown	2	YES		
14	Can Opener (Electric)					
15	Steam Cabinet	Cleveland	1	YES		
16	Exhaust Hood	Unknown	1	YES		8 foot single side
17						
18						
19	Facility: Hamilton Work Release Date: 9-9-2024					Auditor: Brandon Kizzire

	A	B	C	D	E	F
1	Column1	Column2	Column3	Column4	Column5	Column6
2	EQUIPMENT ITEM	BRAND	QUANTITY	OPERABLE	INOPERABLE	COMMENTS
3	Deep Fryer	FryMaster	1	YES		
4	Range/Oven	Vulcan	1	YES		# Burners: 6 # Ovens: 2 Griddle: YES
5	Convection Oven Stack	Blodgett	1	YES		
6	Convection Oven Single					
7	Walk-in Oven					
8	Griddle (not part of Range/Oven)					
9	Steam Kettle					Gallons:
10	Tilt Skillet	Cleveland	1	YES		
11	Cabinet Proofer					
12	Cabinet Warmer	Metro C5	1		NO	
13	Warmer/Proofer Combo	FWE	2	YES		Quarts/Gallons:
14	Counter Flat Top					
15	Floor Mixer	Hobart Legacy	1	YES		
16	Sink Immersion Heater/Sanitizer	Hatco	1	YES		Under sink in plumbing
17	Dishmachine	Hobart	1	YES		
18	Serving Line	Unknown	1	YES		6 food wells
19	Facility: Hamilton A&I	Date: 9-9-2024				Auditor: Brandon Kizzire

	A	B	C	D	E	F
1	Column1	Column2	Column3	Column4	Column5	Column6
2	EQUIPMENT ITEM	BRAND	QUANTITY	OPERABLE	INOPERABLE	COMMENTS
3	Ice Machine/Maker	Ice-O-Matic	1	YES		
4	Ice Dispenser					
5	Reach-In Cooler	Traulsen	1	YES		
6	Reach-In Freezer					
7	Walk-In Cooler	Southeast Cooler	2	YES		Inside
8	Walk-In Freezer	Southeast Cooler	1			Outside
9	Buffalo Chopper					
10	Slicer	Hobart	1	YES		
11	Blender (Commercial)					
12	Microwave	Sharp	2	YES		
13	Prep Tables	Unknown	3	YES		
14	Can Opener (Electric)					
15	Insulate Food Cart	Unknown	1	YES		
16	Exhaust Hood	Intellihood	1	YES		Double sided 8 foot
17						
18						
19	Facility: Hamilton A&I	Date: 9-9-2024				Auditor: Brandon Kizzire

	A	B	C	D	E	F
1	Column1	Column2	Column3	Column4	Column5	Column6
2	EQUIPMENT ITEM	BRAND	QUANTITY	OPERABLE	INOPERABLE	COMMENTS
3	Deep Fryer	Vulcan	2	2		
4	Range/Oven	Southbend	1	1		# Burners: 4 Oven inoperable
5	Convection Oven Stack	Vulcan	1	1		
6	Convection Oven Single	N/A				
7	Walk-in Oven	N/A				
8	Griddle (not part of Range/Oven)	N/A				
9	Steam Kettle	Cleveland	1	1		Gallons:
10	Tilt Skillet	Cleveland	1	1		
11	Steam/Serving Line	Low Temp	1	1		Wells: 5
12	Cabinet Warmer	N/A				
13	Warmer/Proofer Combo	F.W.E.	1	1		
14	Cabinet Proofer	F.W.E.	2	2		
15	Counter Flat Top	N/A				
16	Floor Mixer	Hobart	1	1		Quarts:
17	Sink Immersion Heater/Sanitizer	Chromalox	1	1		
18	Dishmachine	Hobart	1	1		
19	Facility: FRANK LEE	Date: 9-16-24				Auditor: VICTORIA MITCHELL

	A	B	C	D	E	F
1	Column1	Column2	Column3	Column4	Column5	Column6
2	EQUIPMENT ITEM	BRAND	QUANTITY	OPERABLE	INOPERABLE	COMMENTS
3	Ice Machine/Maker	Ice-o-Matic	1	1		
4	Ice Dispenser	Scotsman	1	1		
5	Reach-In Cooler	TRUE	1		1	
6	Reach-In Freezer	N/A				
7	Walk-In Cooler	Jollrath	1	1		Inside
8	Walk-In Freezer	Jollrath	1	1		Inside
9	Buffalo Chopper	Hobart				
10	Slicer	Waring	1	1		
11	Blender (Commercial)	N/A				
12	Microwave	Comserv	1	1		
13	Prep Tables	Tabco	4	4		
14	Can Opener (Electric)	Edlund	1		1	manual
15	Hood/Exhaust System	Captive Aire	1	1		
16						
17						
18						
19	Facility: FRANK LEE	Date: 9-16-24				Auditor: VICTORIA MITCHELL

	A	B	C	D	E	F
1	Column1	Column2	Column3	Column4	Column5	Column6
2	EQUIPMENT ITEM	BRAND	QUANTITY	OPERABLE	INOPERABLE	COMMENTS
3	Ice Machine/Maker	Ice-o-Matic	3	3		
4	Ice Dispenser					
5	Reach-In Cooler					
6	Reach-In Freezer					
7	Walk-In Cooler	Vollrath	1	1		
8	Walk-In Freezer	Vollrath	1	1		
9	Buffalo Chopper					
10	Slicer					
11	Blender (Commercial)	Waring	1	1		
12	Microwave					
13	Prep Tables			n/a	n/a	
14	Can Opener (Electric)					
15	Hood/Exhaust System		1	1		
16						
17						
18						
19	Facility: Fountain Annex	Date:				Auditor:

	A	B	C	D	E	F
1	Column1	Column2	Column3	Column4	Column5	Column6
2	EQUIPMENT ITEM	BRAND	QUANTITY	OPERABLE	INOPERABLE	COMMENTS
3	Deep Fryer	Vulcan	2	2		<i>Need thermostat</i>
4	Range/Oven	Vulcan	1	1		# Burners: 6 # Ovens: 1 Griddle: 0
5	Convection Oven Stack	Garland	1	1		
6	Convection Oven Single					
7	Walk-in Oven					
8	Griddle (not part of Range/Oven)	Garland	1	1		
9	Steam Kettle	Cleveland	2	2		Gallons: 80 60
10	Tilt Skillet					
11	Steam Line	Low Temp	1		1	Wells: 5
12	Cabinet Warmer					
13	Warmer/Proofer Combo					Quarts/Gallons:
14	Cabinet Proofer	FEW	3	2	1	
15	Counter Flat Top					
16	Floor Mixer	Hobart	1	1		<i>60 quarts</i>
17	Sink Immersion Heater/Sanitizer	Chromalox	1	1		
18	Dishmachine	Hobart	1	1		
19	Facility: Fountain Annex	Date:				Auditor:

	A	B	C	D	E	F
1	Column1	Column2	Column3	Column4	Column5	Column6
2	EQUIPMENT ITEM	BRAND	QUANTITY	OPERABLE	INOPERABLE	COMMENTS
3	Deep Fryer	Vulcan	2	2		
4	Range/Oven	Vulcan	1		1	# Burners: 6 # Ovens: 2 Griddle: 1
5	Convection Oven Stack	Energy Star	6	4	2	
6	Convection Oven Single					
7	Pizza Oven (2 gas valve)	Garland	4	2	2	
8	Griddle (not part of Range/Oven)	Vulcan	1	1		
9	Steam Kettle	Cleveland	4	4		Gallons: 100
10	Tilt Skillet					
11	Steam Line	Duke	1	1		Wells: 8
12	Cabinet Warmer					
13	Warmer/Proofer Combo					
14	Cabinet Proofer	Vulcan/ FEW	9	4	5	
15	Counter Flat Top					
16	Floor Mixer	Bissc/ Hobart	2	2		140 quarts
17	Sink Immersion Heater/Sanitizer	Tempco	1	1		
18	Dishmachine	Hobart	1	1		
19	Facility: Fountain	Date:				Auditor:

	A	B	C	D	E	F
1	Column1	Column2	Column3	Column4	Column5	Column6
2	EQUIPMENT ITEM	BRAND	QUANTITY	OPERABLE	INOPERABLE	COMMENTS
3	Ice Machine/Maker	Ice-o-Matic	2	2		
4	Ice Dispenser					
5	Reach-In Cooler					
6	Reach-In Freezer					
7	Walk-In Cooler	Elliott Williams/Carroll	2	2		Inside
8	Walk-In Freezer	Elliott Williams/Carroll	2	1	1	Inside
9	Buffalo Chopper					
10	Slicer					
11	Blender (Commercial)	Waring	1	1		
12	Microwave					
13	Prep Tables			n/a	n/a	
14	Can Opener (Electric)					
15	Hood/Exhaust System	Dreace	5	1	4	
16						
17						
18						
19	Facility: Fountain	Date:				Auditor:

	A	B	C	D	E	F
1	Column1	Column2	Column3	Column4	Column5	Column6
2	EQUIPMENT ITEM	BRAND	QUANTITY	OPERABLE	INOPERABLE	COMMENTS
3	Deep Fryer	Vulcan	3	3		
4	Range/Oven					# Burners: # Ovens: Griddle:
5	Convection Oven Stack	Vulcan	4	4		
6	Convection Oven Single					
7	Walk-in Oven					
8	Griddle (not part of Range/Oven)	Ultra Star Max/Garland	2	2		
9	Steam Kettle	Cleveland	2	2		Gallons: 100
10	Tilt Skillet					
11	Steam Line	Shelley Steel	1	1		Wells: 5
12	Cabinet Warmer	FWE	1	1		
13	Warmer/Proofer Combo					
14	Cabinet Proofer	Vulcan/Eastman	3	3		
15	Counter Flat Top	Colorpoint	1	1		
16	Floor Mixer	Hobart	1	1		Quarts: 140
17	Sink Immersion Heater/Sanitizer	Tempco	1	1		
18	Dishmachine	Hobart	1	1		
19	Facility: Elmore	Date:				Auditor:

	A	B	C	D	E	F
1	Column1	Column2	Column3	Column4	Column5	Column6
2	EQUIPMENT ITEM	BRAND	QUANTITY	OPERABLE	INOPERABLE	COMMENTS
3	Ice Machine/Maker	Ice-o-Matic	1	1		
4	Ice Dispenser					
5	Reach-In Cooler					
6	Reach-In Freezer					
7	Walk-In Cooler	Master-Bilt	2	2		Outside
8	Walk-In Freezer	Master-Bilt	1	1		Outside
9	Buffalo Chopper	Hobart	1	1		
10	Slicer	Hobart	1	1		
11	Blender (Commercial)	Hobart	1	1		
12	Microwave					
13	Prep Tables			n/a	n/a	
14	Can Opener (Electric)					
15	Hood/Exhaust System	label not visible	1	1		
16						
17						
18						
19	Facility: Elmore	Date:				Auditor:

	A	B	C	D	E	F
1	Column1	Column2	Column3	Column4	Column5	Column6
2	EQUIPMENT ITEM	BRAND	QUANTITY	OPERABLE	INOPERABLE	COMMENTS
3	Ice Machine/Maker	Manitowc	1	1		
4	Ice Dispenser	N/A				
5	Reach-In Cooler	N/A				
6	Reach-In Freezer	N/A				
7	Walk-In Cooler	AmeriKooler	1	1		Inside
8	Walk-In Freezer	AmeriKooler				Inside
9	Buffalo Chopper	Hobart				
10	Slicer	Hobart	1	1		
11	Blender (Commercial)	N/A				
12	Microwave	N/A				
13	Prep Tables	N/A	3	3		
14	Can Opener (Electric)	Winco	1	1		manual
15	Hood/Exhaust System	N/A				
16						
17						
18						
19	Facility: ELBA	Date: 9-20-24				Auditor: VICTORIA MITCHELL

	A	B	C	D	E	F
1	Column1	Column2	Column3	Column4	Column5	Column6
2	EQUIPMENT ITEM	BRAND	QUANTITY	OPERABLE	INOPERABLE	COMMENTS
3	Deep Fryer	Vulcan	1	1		
4	Range/Oven	Vulcan Hart	1	1		Burners: 6 Ovens: 2 Griddle: 1
5	Convection Oven Stack	Vulcan	1	1		
6	Convection Oven Single	N/A				
7	Walk-in Oven	N/A				
8	Griddle (not part of Range/Oven)	N/A				
9	Steam Kettle	N/A				Gallons:
10	Tilt Skillet	N/A				
11	Steam Line	Falcon	1	1		Wells: 5
12	Cabinet Warmer	N/A	2	2		
13	Warmer/Proofer Combo	N/A				
14	Cabinet Proofer	FEW	1	1		
15	Counter Flat Top	Colorpoint	1	1		
16	Floor Mixer	Hobart	1	1		Quarts
17	Sink Immersion Heater/Sanitizer	N/A				utilizing bleach
18	Dishmachine	Hobart	1		1	new machine has been ordered
19	Facility: ELBA	Date: 9-20-24				Auditor: VICTORIA MITCHELL

	A	B	C	D	E	F
1	Column1	Column2	Column3	Column4	Column5	Column6
2	EQUIPMENT ITEM	BRAND	QUANTITY	OPERABLE	INOPERABLE	COMMENTS
3	Deep Fryer	Vulcan/Cook Rite	3	3		
4	Range/Oven					# Burners: # Ovens: Griddle: Y/N
5	Convection Oven Stack	Vulcan/Blodget/	3	3		* Energy Star (not enough room to add)
6	Convection Oven Single	N/A				
7	Walk-in Oven	N/A				
8	Griddle (not part of Range/Oven)					
9	Steam Kettle	Cleveland	3	3		Gallons: 100
10	Tilt Skillet	N/A				
11	Steam Line	Duke	2	1(wellness)	1 (population)	Wells: 6 (the one used does not work)
12	Cabinet Warmer					
13	Warmer/Proofer Combo	FWE	2	2		
14	Cabinet Proofer	Traulson	2	2		
15	Counter Flat Top	Garland/ Vulcan	2	2		
16	Floor Mixer	Hobart	1	1		Quarts: 80
17	Sink Immersion Heater/Sanitizer	Tempco	1	1		
18	Dishmachine	Hobart	1	1		
19	Facility: Easterling	Date:				Auditor:

	A	B	C	D	E	F
1	Column1	Column2	Column3	Column4	Column5	Column6
2	EQUIPMENT ITEM	BRAND	QUANTITY	OPERABLE	INOPERABLE	COMMENTS
3	Ice Machine/Maker	Ice-o-Matic	8	7	1	
4	Ice Dispenser	N/A				
5	Reach-In Cooler	N/A				
6	Reach-In Freezer	N/A				
7	Walk-In Cooler	Southeast	2	2		Inside
8	Walk-In Freezer	Southeast	3	2	1 (inside)	2 Inside ; 1 Outside
9	Buffalo Chopper	Hobart	1	1		
10	Slicer	Hobart	1	1		
11	Blender (Commercial)	Hobart	1	1		
12	Microwave	GE Appliance	1	1		
13	Prep Tables			n/a	n/a	
14	Can Opener (Electric)	N/A				
15	Hood/Exhaust System	Grease Master	1	1		
16						
17						
18						
19	Facility: Easterling	Date:				Auditor:

	A	B	C	D	E	F
1	Column1	Column2	Column3	Column4	Column5	Column6
2	EQUIPMENT ITEM	BRAND	QUANTITY	OPERABLE	INOPERABLE	COMMENTS
3	Deep Fryer	Vulcan/ Cookrite	3	2	1	
4	Range/Oven					# Burners: # Ovens: Griddle:
5	Convection Oven Stack	Blodgett	3	3		
6	Convection Oven Single					
7	Walk-in Oven					
8	Griddle (not part of Range/Oven)	label no longer visible	2	2		
9	Steam Kettle	Vulcan	3	3		Gallons: 80
10	Tilt Skillet					
11	Steam Line	Dukes	1	2-Jan	2-Jan	Wells: 4 hot (not all work); 2 cold
12	Cabinet Warmer					
13	Warmer/Proofer Combo	FEW	2	2		
14	Cabinet Proofer					
15	Counter Flat Top					
16	Floor Mixer	Hobart	1	1		Quarts: 80
17	Sink Immersion Heater/Sanitizer	Tempco	1	1		
18	Dishmachine	Hobart	1	1		
19	Facility: Ventress	Date:				Auditor:

	A	B	C	D	E	F
1	Column1	Column2	Column3	Column4	Column5	Column6
2	EQUIPMENT ITEM	BRAND	QUANTITY	OPERABLE	INOPERABLE	COMMENTS
3	Ice Machine/Maker	Ice-o-Matic	2	2		
4	Ice Dispenser					
5	Reach-In Cooler	Turbo Air	1	1		
6	Reach-In Freezer					
7	Walk-In Cooler	Trenton/Bohn	2	2		1 Inside; 1 Outside
8	Walk-In Freezer	Bohn	2	2		1 Inside; 1 Outside
9	Buffalo Chopper	Hobart	1	1		
10	Slicer	Hobart	1	1		(new ordered; current old/rusting)
11	Blender (Commercial)	Kitchen Aide	1	1		
12	Microwave	Nexcel	2	2		
13	Prep Tables		6	n/a	n/a	
14	Can Opener (Electric)	Manual table mount	1			
15	Hood/Exhaust System	Captive Aire	2	2		
16						
17						
18						
19	Facility: <i>Ventress</i>	Date:				Auditor:

	A	B	C	D	E	F
1	Column1	Column2	Column3	Column4	Column5	Column6
2	EQUIPMENT ITEM	BRAND	QUANTITY	OPERABLE	INOPERABLE	COMMENTS
3	Ice Machine/Maker	Ice-o-Matic	1	1		
4	Ice Dispenser	Ice Servend	1	1		
5	Reach-In Cooler					
6	Reach-In Freezer					
7	Walk-In Cooler	Brown	1	1		1 Inside
8	Walk-In Freezer	Brown	2	2		1 Inside- floor needs repair; 1 Outside
9	Buffalo Chopper	Hobart	1	1		
10	Slicer	Hobart	1	1		
11	Blender (Commercial)	Hobart	1	1		
12	Microwave					
13	Prep Tables			n/a	n/a	
14	Can Opener (Electric)	Edlund	1	1		
15	Hood/Exhaust System	no longer visible	1	1		
16	Transport Carrier Carts	Cook's/Cortech	3	3		
17						
18						
19	Facility: Tutwiler	Date:				Auditor:

	A	B	C	D	E	F
1	Column1	Column2	Column3	Column4	Column5	Column6
2	EQUIPMENT ITEM	BRAND	QUANTITY	OPERABLE	INOPERABLE	COMMENTS
3	Deep Fryer	Pitco/Cook Rite	2	2		
4	Range/Oven	Garland	1		1	# Burners: # Ovens: Griddle:
5	Convection Oven Stack	Vulcan	4	4		
6	Convection Oven Single					
7	Walk-in Oven					
8	Griddle (not part of Range/Oven)	Garland	2		2	
9	Steam Kettle	Cleveland	3	3		Gallons: 80; no lids/ issue w/ steam
10	Tilt Skillet	Cleveland	1	1		does not tilt
11	Steam Line	label no longer visible	1	1		Wells: 6
12	Cabinet Warmer	Ciyamate IQ	4	2	2	
13	Warmer/Proofer Combo					
14	Cabinet Proofer					
15	Counter Flat Top					
16	Floor Mixer					
17	Sink Immersion Heater/Sanitizer					
18	Dishmachine	Hobart	1	1		
19	Facility: Tutwiler	Date:				Auditor:

	A	B	C	D	E	F
1	Column1	Column2	Column3	Column4	Column5	Column6
2	EQUIPMENT ITEM	BRAND	QUANTITY	OPERABLE	INOPERABLE	COMMENTS
3	Ice Machine/Maker	Follett/Ice-o-Matic	2	2		
4	Ice Dispenser	N/A				
5	Reach-In Cooler	Traulsen	2	2		
6	Reach-In Freezer	N/A				
7	Walk-In Cooler	ThermoKool	2	2		Inside
8	Walk-In Freezer	ThermoKool	1	1		Inside
9	Buffalo Chopper	Hobart	1	1		
10	Slicer	Hobart	1	1		
11	Blender (Commercial)	Waring	1	1		
12	Microwave	Hamilton Beach	1	1		
13	Prep Tables	Ace Fabarication	8	8		
14	Can Opener (manual)	Edlund	1	1		
15	Hood/Exhaust System	Caddy	1	1		
16	Work Tables w/ Sinks	Ace Fabarication	5	5		
17						
18						
19	Facility: STATON	Date: 9-19-24				Auditor: VICTORIA MITCHELL

	A	B	C	D	E	F
1	Column1	Column2	Column3	Column4	Column5	Column6
2	EQUIPMENT ITEM	BRAND	QUANTITY	OPERABLE	INOPERABLE	COMMENTS
3	Deep Fryer	Vulcan	3	3		
4	Range	Vulcan	5	5		# Burners: # Ovens: Griddle:
5	Convection Oven Stack	Blodgett/Vulcan	7	7		
6	Convection Oven Single	Cleveland	1	1		
7	Walk-in Oven	N/A				
8	Griddle (not part of Range/Oven)	N/A				
9	Steam Kettle	Cleveland	3	3		Gallons: 120
10	Tilt Skillet	N/A				
11	Steam Line	Ace Fabrication	1	1		Wells: 5
12	Cabinet Warmer	FWE	2	2		
13	Cabinet: Hot/Cold Pass Thru	Traulsen	3	3		
14	Cabinet Proofer	FWE	4	4		
15	Food Transport Carrier	Cooks Direct	6	6		
16	Floor Mixer / Small Mixer	Hobart	2	2		Quarts: 80/30
17	Sink Immersion Heater/Sanitizer	Chromalox	1	1		
18	Dishmachine	Hobart	1	1		

Station

	A	B	C	D	E	F
1	Column1	Column2	Column3	Column4	Column5	Column6
2	EQUIPMENT ITEM	BRAND	QUANTITY	OPERABLE	INOPERABLE	COMMENTS
3	Deep Fryer	Frymaster/Cook-rite	5	YES		4 Cook-rite, 1 Frymaster
4	Range/Oven	Cook-rite	1	YES		# Burners: 6 # Ovens: 1 Griddle: NO
5	Convection Oven Stack	Vulcan/ Garland/ Master	4	YES		2 Vulcan, 1 Garland, 1 Master
6	Convection Oven Single					
7	Walk-in Oven					
8	Griddle (not part of Range/Oven)					
9	Steam Kettle	Cleveland/Vulcan	5	4	1	3 Cleveland, 2 Vulcan (1 Vulcan Inoperable)
10	Tilt Skillet					
11	Cabinet Proofer	FEW	3	YES		
12	Food Carts	Rhino	5	YES		Non-electric food holding carts
13	Warmer/Proofer Combo					Quarts/Gallons:
14	Counter Flat Top	Jade/Garland	2	YES		Garland 4 foot, Jade 6 foot
15	Floor Mixer	Hobart	1	YES		
16	Sink Immersion Heater/Sanitizer	Hatco	1	YES		
17	Dishmachine	Hobart	1	YES		
18	Serving Line	Therma	4		NO	3 with 4 food wells, 1 large cold well
19	Facility: St. Clair	Date: 9/16/2024				Auditor: Brandon Kizzire

	A	B	C	D	E	F
1	Column1	Column2	Column3	Column4	Column5	Column6
2	EQUIPMENT ITEM	BRAND	QUANTITY	OPERABLE	INOPERABLE	COMMENTS
3	Ice Machine/Maker	Scotsman, Ice-o-matic, Follett	4	YES		1 Scotsman, 1 Ice-o-matic, 2 Follett
4	Ice Dispenser					
5	Reach-In Cooler	Traulsen	2	YES		
6	Reach-In Freezer					
7	Walk-In Cooler	Vollrath	4	YES		Inside
8	Walk-In Freezer	Vollrath/Brown	2	YES		Vollrath inside, Brown outside
9	Buffalo Chopper	Univex	1	YES		
10	Slicer	Centaur	1	YES		
11	Blender (Commercial)	Waring	1	YES		
12	Microwave					
13	Prep Tables	Unknown	14	YES		
14	Can Opener (Electric)					
15	Exhaust Hoods	Unknown	2	YES		2, 20 foot hoods
16						
17						
18						
19	Facility: Brandon Kizzire	Date: 9-16-2024				Auditor: Brandon Kizzire

St. Clair

Appendix E

Vendor IT Security and Requirements

STATE OF ALABAMA

Information Technology Policy

POLICY 602-00: INFORMATION SECURITY FOR SERVICE PROVIDERS

The State of Alabama receives information technology services and support from contractors, vendors, and business partners (herein referred to as "service providers"). It is important to manage service provider access and to establish contract language and agreements that ensure the security and confidentiality of State information and systems.

OBJECTIVE:

Ensure the appropriate levels of security for all data acquired, accessed or maintained by, and all systems supported or provided by, external service providers.

SCOPE:

This policy applies to all Executive Branch agencies, boards, and commissions except those exempt under The Code of Alabama 1975 (Title 41 Chapter 4 Article 11).

RESPONSIBILITIES:

Agency Management, Information Technology Organization:

- Include information security requirements in contract documents and statements of work.
- Ensure service providers adhere to all applicable State and agency information security policies and standards. Include a statement to this affect in contract documents.
- Ensure service provider protection of State data is compliant with applicable State and agency standards.
- Ensure that service provider systems or software placed on State-managed networks or systems are configured to comply with applicable State and agency information security policies and standards.
- Ensure service provider access to information technology resources is limited to only the minimum privilege and access level required to complete their tasks.
- Ensure that all service provider personnel with access to Sensitive or Confidential information sign a Non-Disclosure Agreement (NDA).

Information Services Division:

- Review contract proposals and/or statements of work to ensure information security requirements are addressed and meet State minimum standards.
- Review service provider security controls (when requested by the contracting agency) to ensure compliance with applicable State information security policies and standards.

By Authority of Director, Information Services Division, Department of Finance

DOCUMENT HISTORY:

Version	Release Date	Comments
600-02	12/05/2005	Original document
600-02_A	06/08/2006	Revised Objective and changed NDA requirement.
602-00	05/31/2011	New document number; new format, added review responsibilities for ISD.