The Grady Memorial Hospital Corporation
d/b/a

GRADY HEALTH SYSTEM

Remarkable Service Exceptional Care

GRADY HEALTH SYSTEM

REQUEST FOR PROPOSAL
(RFP)

FOR

RETAIL FOOD FRANCHISE

16004IM

Request for Proposal Posted: July 28, 2016
Proposal Due: August 31, 2016 @ 2:00 P.M. EST
SECTION 1: GRADY HEALTH SYSTEM BACKGROUND

Grady Health System ("GHS") is one of the Southeast’s largest public hospital systems. With a delivery system that includes affiliations with public health organizations, medical education programs, and community advocates, GHS provides quality, cost-effective, and customer focused health care to residents of metropolitan Atlanta and citizens of the State of Georgia. Grady Health System is comprised of Grady Memorial Hospital (953 licensed beds), Crestview Health and Rehabilitation Center (388 licensed long-term care beds), the Infectious Disease Center (HIV/AIDS), the Loughlin Radiation Oncology Center, the Maloof Imaging Center, six (6) community health centers, the Regional Perinatal Center, the State of Georgia Poison Control Center, the Georgia Cancer Center for Excellence, The Marcus Stroke and Neuroscience Center, Grady EMS-Atlanta’s 911 ambulance service, the region’s premiere Level I trauma center and nationally renowned emergency medicine and burn centers.

Grady Memorial Hospital opened in 1892 to provide medical care for the indigent and emergency health care for all residents of the Atlanta community. Grady is currently operated by the Grady Memorial Hospital Corporation d/b/a Grady Health System.

Medical care is provided under contract with Emory University and Morehouse Schools of Medicine. GHS also operates three (3) professional training programs in medical technology, radiation oncology, and radiation technology. GHS averages more than 25,000 inpatient visits and more than 600,000 outpatients annually, including over 95,000 emergency care visits (including psychiatric emergency).

SECTION 2: OVERVIEW, QUALIFICATIONS & EXPERTISE

Project Overview

GHS has 8,560 square feet of space located in the Butler Street parking Garage that is available for lease by ONE OR TWO qualified food franchising business to provide quality food to GHS employees, patient population and visitors.

Vendor Registration

All vendors are required to complete a Vendor Registration Application through the GHS electronic vendor registration process prior to visiting any location or department of the health system. The registration allows GHS to have a complete profile of the vendors and all representatives that visit the health system to solicit products and services to GHS. The electronic Vendor Registration Application can be completed on the GHS website at www.gradyhealth.org/suppliers.

Qualifications & Expertise

GHS requires the successful Offeror to exhibit the highest standards of integrity and work ethics (e.g. confidentiality, diligence and professionalism) and possess specialized experience in providing the proposed service.

Within all responses to this RFP the Offeror must provide the following details:

1. Provide a brief history of the organization with emphasis on any corporate reorganization that has occurred in the last three (3) years, office locations, and information documenting the company’s financial position (i.e. financial statements, annual reports).

2. Indicate name and the business address of the entity, or individual that will be the party to the proposed contract and the Offeror’s business telephone number, fax number, and e-mail address.

3. Indicate the type of ownership (sole proprietorship, partnership, corporation, joint venture, or limited liability company—list state in which incorporated) and parent company, if any.
4. Provide the name, address, and telephone number of the point of contact that will serve as the authorized negotiator(s) for the Offeror. The authorized negotiator shall have the authority to act on behalf of the Offeror and make binding commitments for the Offeror and any sub-consultants concerning this RFP.

5. Please disclose any ownership and/or relationships with Grady Health System and/or the Grady Memorial Hospital Corporation d/b/a Grady Health System.

6. Disclose whether the proposing entity, or any shareholder, member, partner, officer or employee thereof, is presently a party to any pending litigation, or has received notice of any threatened litigation or claim directly or indirectly bearing on Grady Health System or The Fulton-DeKalb Hospital Authority.

7. Disclose the name and title of any of Grady Health System’s and/or The Fulton-DeKalb Hospital Authority board members, officers, administration, employees, contracted employees or independent contractors that are employed by or affiliated with the Offeror’s organization. This includes but is not limited to the Offeror’s board members, committee members and advisors to the Offeror’s organization, holding company or any owned subsidiary. This disclosure will apply to anyone affiliated with Grady Health System per its description in Section 1 above.

8. Please provide three (3) references of similar size and scope of implementation.
SECTION 3: PROPOSAL EVALUATION, SELECTION PROCESS, AND SCHEDULE

Site Tour: August 10, 2016 @ 10:00 A.M. EST
Questions Due: August 12, 2016 @ 4:00 P.M. EST
*GHS response to questions posted to the GHS Website: August 17, 2016 @ 5:00 P.M. EST
RFP Response Due Date: August 31, 2016 @ 2:00 P.M. EST
*Presentations and Interviews: TBD p.m. EST. (if applicable)
*Award Recommendation: TBD
Vendor to start TBD
* Date(s) are subject to change

SECTION 4: SPECIFICATIONS / DESCRIPTION

§ 4-A Scope of Services

GHS has 8,560 square feet of space located in the Butler Street parking Garage that is available for lease by a qualified food franchising business to provide quality food to GHS employees, patient population and visitors. GHS seeks an offering whose food choices are nutritious and have included in the menu, offerings that more closely adhere to that described in the American Heart Association Certification Program.

- Calories - 700 calories or less per the entire meal
- Total Fat - 3 grams or less total fat per 100 grams, and 30 percent or less calories from total fat in the meal, and 26 grams or less total fat per the entire meal
- Saturated Fat - 1 gram or less saturated fat per 100 grams, and less than 10 percent calories from saturated fat in the meal, and 5 grams or less saturated fat per the entire meal
- Cholesterol - 20 milligrams or less cholesterol per 100 grams, and 105 milligrams or less cholesterol per the entire meal
- Trans Fat - Less than 0.5 grams trans-fat per the entire meal
- Sodium - 900 milligrams or less sodium per the entire meal (through June 30, 2013); 800 milligrams or less sodium per the entire meal (starting July 1, 2013)
- Beneficial Nutrient - 10 percent or more of the Daily Value of one of the following nutrients per the entire meal: vitamin A, vitamin C, calcium, iron, dietary fiber or protein

Additionally:
- If the meal includes a beverage, the nutritional values for the beverage must be included as part of the nutritional profile of the overall meal. Acceptable beverages include: water, fat-free or low-fat (1%) milk, and beverages containing less than 10 calories per serving.

The food offering must be nutritious and the requirements below will determine our selection of a quality nutritious food offering for our GHS employees, patient population and visitors.

§ 4-B Food Service Questions

The selected vendor shall sell only the highest quality products in keeping with the standards of its restaurants throughout the United States.
MENU

1. What offerings do you have that are part of a heart healthy diet as described in the American Heart Association Certification Program.
2. Describe the food preparation that is started and completed on site (made from scratch).
3. List all menu items, calorie count and retail price.
4. Do you provide breakfast, lunch and dinner?
5. Do your menus have the flexibility to include healthful fruits, vegetables, whole grains, cholesterol-free entrees and soy milk?
6. What are the value items on your menu and how are they established?
7. Do you offer at least one vegetable, rice, or bean side dish?
8. Do you offer at least one piece of fruit or fruit side dish (such as applesauce)?
9. Do you offer at least one whole grain or potato, non-sugary breakfast item?
10. How many healthful, cholesterol-free, entrées or soups does the hospital offer?
11. Do you offer soy milk?
12. Do you offer meatless entrees?
13. Does your menu list the calories beside each food offering?

BUSINESS OWNERSHIP DETAILS

Our request is for a food service offering that has 24/7 coverage.

1. Describe your hours of operation
2. How many franchises do you own/ operate.
3. Please list including location, hours of operation, number of employees and annual sales.
4. How does your food offering compliment current food service in the local market place surrounding our campus.
5. Describe how you ensure that your facility is neat and clean on a daily basis? What is your cleaning regiment both internal and external?
6. Describe how deliveries would be made, frequency, process and the location of the distribution center servicing this location.

COMMUNITY

1. Describe the frequency of menu changes and how you work in partnership with your customers to collaborate on the menu offerings.
2. Tell us how you would promote your heart healthy menu to our team members, and patient visitors.
3. Sustainability (Green) Initiatives
   - Please describe all of your sustainability (green) indicatives including:
     - Waste food: What do you do with your food waste?
     - What is your recycling program for food, paper and comingled?
4. Explain how you enforce a smoke/tobacco free environment.
5. What community outreach programs would you run if awarded this franchise?

Franchising Models

In an effort to increase the variety of nutritious offerings and menu diversity, GHS will be open to entertain offers from vendors who are interested in fitting two franchises into the square footage, similar to the franchises located in local airports.

1. Please indicate if you would be open to provide two franchises within the 8560 square feet space
2. Tell us about how you would be able to divide the space in two and offer two franchises in this space.
Financial Operations

1. LEASE SPACE: Approximately 8560 square feet.
2. BASE TERM: Five Years (5) initial term with one (1), five (5) year option
3. BUSINESS HOURS: Lessee will be required to be open for business 6am to 3am daily, 7 days per week.
4. PERCENTAGE RENT: Lessee agrees to pay Lessor, as additional rent, 12% of any and all sales.
5. SECURITY DEPOSIT: SHALL BE DETERMINED BASED ON LESSEE’S FINANCIALS.
6. RENT: Lessee shall indicate the proposed rental rate for Lease Space on a triple net rate to include escalations.
7. ADDITIONAL RENT: Lessee shall also be responsible for a CAM fee of $2.50 escalating 3% annually for exterior maintenance, landscaping and infrastructure improvements. In addition, Lessee shall be responsible for any real estate taxes levied in the future (none are levied now) along with additional costs for insurance related to Lessee’s use.
8. INSURANCE: Lessee shall be required to maintain acceptable for the market (as will be defined in the Lease Agreement) coverage for commercial general liability, workman’s compensation, professional liability and contents and improvements. Landlord shall be named as an additional insured on policies relating to the Lease Space and shall be named for notification upon cancellation for all policies relevant to the Leased Premises.
9. POSSESSION: Lessee’s rent obligation will commence on the earlier of a) 120 days after possession, or b) opening for business.
10. DESIGN AND CONSTRUCTION: Prior to commencement of its initial construction, Lessee shall submit to Lessor, for its approval, plans and specifications for Lessee’s improvements. Lessor shall have the right to approve all aspects, including the interior color, décor and layout of the demised premises, of the plans and specifications (including, without limitation, the location of the HVAC unit, the location of the trash dumpster and the method of installation and location of all utilities lines and connections), which approval shall not be unreasonably withheld. If Lessor disapproves any portion of the plans and specifications, Lessor shall describe such objections to Lessee in detail. Failure of the Lessor to approve or reject the plans within thirty (30) days from receipt shall be deemed to be a grant of approval.
11. CARE OF PREMESIS: Lessee shall take good care of the demised premises (including the exterior of the demised premises), shall use the same in a careful manner and shall, at its own cost and expense, keep and maintain the same in constant good and substantial condition and repair, and upon the expiration of this Lease, or its termination in any manner, shall deliver the demised premises to the Lessor in as good a condition as the same shall be at the commencement of this Lease. (owner shall complete on a monthly basis and submit to GHS a survey of cleanliness …)
12. UTILITIES: Lessee shall provide, install and maintain, at its own cost and expense, all utilities, security, equipment and furnishings necessary to operation its facilities. Lessor shall provide gas, electric and other utilities to the building, but Lessee shall be responsible to connect such utilities to the demised premises and shall do so at Lessee’s sole cost and expense. Lessee shall pay for all gas, electric and other utilities used by Lessee in the demised premises. Lessee shall be obligated to maintain and repair all such utility systems in good working order and condition.
13. Sewer lines: Sanitary sewer lines to the building shall be at Lessees sole cost; at a location acceptable to Lessee, adequate, in Lessee’s opinion for its intended use, but Lessee shall remain obligated to arrange for the connection of all such sanitary sewer lines to the demised premises at Lessee’s sole cost and expense.
14. FINANCIALS: Please provide information required to run a credit check, along with enough financial information to assess Lessee’s credit. at a minimum, bank; healthcare facility and landlord references, two years of audited financial statements.
15. BROKERAGE: Lessor recognizes that Lessee may be represented by a licensed real estate broker in the State of Georgia. Please indicate such representation and indicate the fee expectation for such representation, if Lessor is expected to pay Lessee’s broker’s fee. Lessor is not represented by a licensed real estate broker in this transaction, but will take into account a reasonable market fee within the overall economics of the transaction.

FACILITIES AND SERVICES PROVIDED BY LESSEE

Lessee shall provide but not limited to within demised premises:

1. Janitorial service
2. Devices or registers for recording original sales.
3. All demolition of old space and all new construction
4. Complete air-conditioning, heating, and exhaust system as required
5. All furnishings such as ceiling, walls, decorations, furnishings, including Lessee’s identification signage, which signage is subject to the prior approval of the Lessor, which approval shall not be unreasonably withheld
6. All electrical systems, lighting fixtures and connection of utilities to operating equipment
7. All operating equipment.
8. All interior maintenance and repair, including the replacement of light bulbs, tubes and ballasts.
9. All plumbing systems and fixtures.
10. Transformer for 480/277 volt system with step-down to Lessee’s needs.
11. All connections and the cost thereof, to gas, electric, water, sewer and other utilities.
12. All governmental approvals necessary for the use intended by Lessee. For the construction and operation of the demised premises and for any exterior seating planned by Lessee.
13. A security system as deemed necessary by Lessee.

REQUIRED REPORTING

On a monthly basis performance reports shall be submitted to GHS. Here are some of the required reports;

1. Monthly gross sales detail by day
   a. Customer traffic (sales) by hour
   b. Average check amount by day
2. Monthly purchases
3. Monthly payroll record

§ 4-C Qualifications

The selected vendor will be able to provide GHS with these services for the required period of time, provide appropriate staffing, necessary resources and show a history of demonstrated competence in providing these services to other like healthcare institutions.
   a. Provide a written business history/ professional qualifications submitted for review process.
   b. State who the account manager will be for GHS, number of accounts assigned to the same representative.
   c. Describe what training opportunities you will provide to your staff and how often.
   d. Record of Health Inspections for past 24 months from facilities that are being operated similar to your proposed offering.
   e. Corporate Green Initiatives already in place.

§4-D Submission Requirements

Submit a proposal describing how your franchise would provide services on behalf of Grady Health Systems. Preprinted company brochures may be submitted as attachments. The proposal must contain sufficient detail to allow GHS to make an informed and realistic evaluation of the Offeror’s services.

Submit with your proposal the following that apply:

1. Certificates of insurance for:
   Commercial general liability
   Worker’s compensation
   Professional liability
   Current W-9
§ 4-E
Term

The Term of the agreement shall five (years) with one (1) five (5) year renewal

SECTION 5: EVALUATION CRITERIA AND PROCESS

The selection of the awardee to be engaged by GHS to accomplish the aforementioned scope of work will be based on the following criteria that are utilized by the Technical Evaluation Team. The Technical Evaluation Team is comprised of members of the GHS staff.

§ 5-A Technical Proposal/Demonstrating an Understanding of the Services/Products Requested/Technical Modules
Proposals submitted must demonstrate the capability to comply with all requirements and specifications contained in this RFP. Failure to demonstrate the ability to meet specifications may result in non-consideration.

§ 5-B Previous Experience on Projects of a Similar Nature/References
GHS will review and evaluate the information submitted related to the scope of services and similar sized projects your firm has successfully completed in the past. Particular attention will be paid to the capability, quality, timeliness, cost controls and references.

§ 5-C Management Plan/Implementation/On Going Support
GHS will review and evaluate an overview of the proposed project management team and plan. In this overview, please identify the consultants and other key staff who would be assigned to the project and involved in providing goods/services as specified in the RFP. Provide biographical data on these individuals, the roles that each will play, and indicate which senior level staff member(s) will represent your firm at meetings with GHS. It is also requested that you provide biographies of other key members in your firm whom you regard as key to the firm’s governance or to a relationship with GHS.

§ 5-D Cost Proposal
GHS will review and evaluate the overall costs in the Proposal to determine if they are: (1) Realistic for the work to be performed; and (2) Consistent with various elements of the Offeror’s scope of services/technical Proposal.
SECTION 6: REPRESENTATIONS AND INSTRUCTIONS

§ 6-A-1 Response Guidelines

The information required by this RFP is comprehensive and necessary for accurate Offeror selection. Please be concise with answers. Each applicable question must be answered. For questions deemed not applicable, please state “not applicable”. The response to this RFP must be submitted with one (1) original hard copy and eight (8) printed copies and eight (8) USB drives. Additionally, one (1) original hard copy, eight (8) printed copies and eight (8) USB drives of the Cost Proposal must be submitted under a separate cover along with the proposal response. No faxed nor e-mail copies will be accepted.

Proposals must be completed and returned in the same format. Your RFP response, in its entirety, will be included in the subsequent contract negotiated between GHS and the selected Offeror. All documents shall be submitted in a sealed container sufficient to protect and maintain the confidentiality of the contents and/or to indicate loss of confidentiality. Container must indicate this RFP#16004IM and the name of the company submitting the Proposal on the outside of the container. All responses to the RFP must be delivered to Ivan L. Mann, Senior Resource Specialist no later than 2:00 P.M. EST. All forms in Appendices A, B and C must be signed by an officer of the firm having the authority to make such offers, verifying that the Proposal is valid and will remain valid.

Any cost incurred in the preparation and presentation of this response is to be absorbed by the Offeror. All documents submitted will become the property of GHS unless otherwise requested in writing by Offeror at the time of submission. Further, any materials submitted by Offeror that should be considered “CONFIDENTIAL” must be clearly marked as such. Submission of any materials, confidential or otherwise, will implicitly grant the right of use by the Corporation. All portions of the Proposal that are not designated as confidential will become part of the public record immediately following an award. Documents designated as confidential will be treated as such to the extent permitted by law, including but not limited to the Georgia Open Records Act.

§ 6-A-2 Submission Guidelines

Offerors are forbidden to contact, directly or indirectly anyone other than Ivan L. Mann, Senior Resource Specialist. Ivan Mann the sole point of contact for this RFP during the RFP process. Contact with any person other than Ivan L. Mann is grounds for disqualification from this process. Offerors are also strictly forbidden to attempt to influence, through internal or external third party sources the outcome of this RFP. Your submission to this RFP serves as your confirmation that you, your firm and anyone acting as an agent, representative or influencer on behalf of your firm has not engaged in any action that may be construed as an attempt to influence the outcome of this RFP.

Failure to comply with any of the above stated guidelines may result in immediate disqualification. If you have any questions regarding this RFP, email your questions/concerns to Ivan L. Mann, Senior Resource Specialist at imann@gmh.edu.

§6-A-3 RFP Terms and Conditions Posted on the Grady Website at the following address:
www.gradyhealth.org/suppliers

Compliance with GHS terms and conditions are required for any Offeror selected to provide goods, equipment, or services by the awarding of any RFP.

§ 6-A-4 RFP Completion Instructions:

Acceptance of Offerors Proposals: GHS reserves the right to accept or reject any Proposal, change these specifications or waive any formalities. Should it be necessary to modify an application to fulfill the needs of GHS, GHS will retain exclusive rights of ownership and use of all design documents, programs, and documentation developed. The Proposals, as submitted,
will be the basis for contract negotiations and will be included in any contract between GHS and the selected Offeror. Representations made within the Proposals will be binding on responding Offeror. Offerors responses should be written in a concise and forthright manner. Offerors may be excluded from further consideration for failure to fully comply with the specifications of this RFP, including the failure to return ALL required documents, as well as, not using the forms and files as included. GHS will not be responsible for any costs associated with Proposals as submitted.

**Offeror Selection:** GHS reserves the right to make an award based solely on the Proposals as submitted, or any other basis, or to negotiate further with one or more Offerors. The Offeror(s) selected will be chosen on the basis of greatest benefit to GHS, as determined by GHS, and not necessarily on the basis of the lowest price. Award of a contract, if any, resulting from this RFP, will be subject to the terms and conditions of GHS purchasing policies. Upon completion of the initial review and evaluation of the Proposals, selected Offerors may be invited to participate in oral presentations.

**Full Right of Selection and Rejection:** The right to reject in its entirety or to select an Offeror providing other than the lowest cost product is reserved. GHS reserves the right to select and award, at its option, the runner-up’s Proposal in the event the selected offer for award or Offeror receiving the award, upon further review and solely in the opinion of GHS, fails to meet all qualifications or specifications or proves to be a selection not in the best interest of GHS.

**Proposal Open Record:** If a request to inspect the Proposal, or any portion thereof, is made by a third party, GHS will endeavor to treat all materials requested to be kept confidential and non-disclosed to the extent provided by the Georgia Open Records Act. GHS will endeavor to inform the Offeror of any third party request for disclosure of such information pursuant to the Georgia Open Records Act or as may be otherwise made to GHS.

If the Offeror requests that such information be held confidential and not disclosed by GHS, the Offeror will assume the defense of such position, up to and including litigation, and will indemnify, save and hold harmless GHS, its officers and employees, from any expense, fees, costs or liability associated with such third party request or such litigation. If the Offeror does consider the Proposal or any portion thereof to contain confidential information, it shall submit a letter on the Offeror's letterhead signed by the owner or Chief Executive Officer, requesting that GHS treat the Proposal confidential and private information to the extent possible under Georgia law. Otherwise, the Offeror agrees that its' submission may be deemed as public information.

**Regulatory and Ethical Compliance:** No Proposal shall be accepted from, and no contract will be awarded to, any person, firm or corporation that, within the past five years, has been found in non-compliance with Georgia statutes or the standards and rules set by the Ethics Commission of the State of Georgia. ([http://www.ethics.state.ga.us](http://www.ethics.state.ga.us)).

Prior to any contract award, GHS will verify that the prospective Offeror’s company, officers and/or principals are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from transactions by any Federal department or agency. This will be verified through the Office of Inspector General (OIG). If the Offeror and/or its principles appear on the OIG list, GHS reserves the right to reject the Offeror’s Proposal and refuse award of a contract.

**Notice of Award:** The notice of award is issued by the Resource Management Department. Unsuccessful Offerors shall be notified in writing, after award has been made.
SECTION 7: SUPPLIER DIVERSITY

It is an overall objective of GHS to encourage involvement by Diverse Business Enterprises as contractors and suppliers in business activities generated by GHS, while assuring that such activities will be conducted in accordance with all applicable laws. It is the declared policy and intent of GHS to strive to maximize participation of Diverse Business Enterprises through all business contracting opportunities. GHS is committed to ensuring that Diverse Business Enterprises are given every opportunity to participate in contracting opportunities.

In adherence to GHS’s commitment to Supplier Diversity, Solicitors of a GHS contract must clearly as defined by GHS herein, demonstrate good faith effort to achieve the Supplier Diversity goal set forth. By the documentation of Direct and/or Indirect Tier II goods and/or services to be purchased from Diverse Business Enterprises certified by one (1) or more of the third party certification agencies recognized by GHS. Such spend with Diverse Business Enterprises will be monitored. In connection with such monitoring, Contracted GHS Suppliers will be required to report Diverse Supplier Spend to GHS monthly in a manner in GHS’s sole discretion. In addition, a copy of reported Diverse Supplier spend, must be attached with the submission of any invoices to GHS. Failure to demonstrate the defined Good Faith Effort to achieve GHS’s Supplier Diversity goal, objectives, or to report in a manner prescribed by GHS, shall be a material breach of any controlling contract between GHS and Contractor or vendor.

GHS prohibits discrimination on the basis of race, color, gender, religion, national origin, or disability in connection with employment of any person, or the award of any contract. GHS will provide equal opportunities without regard to race, color, gender, religion, national origin, or disability, by requiring that any vendor doing business with GHS provide equal opportunity to persons and businesses employed by, or contracting with the supplier of products and services to GHS.

The Supplier Diversity Goal for this Solicitation is 25% per lease year, to include any options or renewal terms.

GHS® expects that the policies, programs and practices of its vendors/Contractors are carried out in an equitable fashion and that Certified Diverse Business Enterprises are afforded an equitable opportunity to share in contract/subcontract opportunities.

Vendors interested in doing business with GHS® are required to sign the Certification below and complete the Supplier Diversity Section in its entirety and submit it with their bid response.

**Past Performance**: Offeror shall (1) summarize in writing its past performance for client healthcare institutions in actively fostering the participation of Diverse Business Enterprises utilized by the institution, (2) provide three (3) or more client references for this purpose for whom it has provided applicable service to within the past two (2) years, with the name, phone number and e-mail of a specific knowledgeable contact person for each such client reference.

**Present Commitment**: Offeror shall submit in writing its present commitment and business plan to facilitate and promote the participation of Diverse Suppliers by completion of the attached Diverse Supplier Subcontracting Plan (DSSP). Diverse Business Enterprises utilized as Tier II contractors and suppliers must be certified by one or more of the 3rd Party Certification Agencies recognized by GHS.

**Post-award performance**: The specific, measurable performance criteria included in the Proposal for present commitment to Diverse Suppliers shall, subject to negotiation and mutual consent, become part of the awarded contract as specific, measurable requirements of vendor performance for the duration of the contract. Such spend with Diverse Business Enterprises will be monitored. In connection with such monitoring Vendor will be required to report to GHS monthly, in a manner in GHS's sole discretion, all direct and/or indirect certified spend with Diverse Business Enterprises.
Definition: Diverse Business Enterprise’s

(MBE) National Minority Supplier Development Council: A minority-owned business is a for-profit enterprise, regardless of size, physically located in the United States or its trust territories, which is 51% owned, operated and controlled by minority group members, defined from the following:

Asian-Indian - A U.S. citizen whose origins are from India, Pakistan or Bangladesh.

Asian-Pacific - A U.S. citizen whose origins are from Japan, China, Indonesia, Malaysia, Taiwan, Korea, Vietnam, Laos, Cambodia, the Philippines, Thailand, Samoa, Guam, the U.S. Trust Territories of the Pacific or the Northern Marianas.

African American - A U.S. citizen having origins in any of the Black racial groups of Africa.

Hispanic - A U.S. citizen of Hispanic heritage, from any of the Spanish-speaking areas of the following regions: Mexico, Central America, South America or the Caribbean Basin only.

Native American - A person who is an American Indian, Eskimo, Aleut or Native Hawaiian, and regarded as such by the community of which the person claims to be a part.

(WBE) Women’s Business Enterprise National Council: A Woman-Owned Business Enterprise is an independent business concern that is at least 51% owned and controlled by one or more women who are U.S. citizens or Legal Resident Aliens; whose business formation and principal place of business are in the US or its territories; and whose management and daily operation is controlled by one or more of the women owners.

(LGBTBE) National Gay and Lesbian Chamber of Commerce: Includes businesses physically located in the United States or its trust territories that are at least 51 percent unconditionally owned and operated by at least one lesbian, gay, bisexual and/or transgender (LGBT) person or persons who are either U.S. citizens or lawful permanent residents. In addition, they must exercise independence from any non-LGBT business enterprise.

U.S. Small Business Administration:

(DBE) Small Disadvantaged Business - A small business that is at least 51 percent owned, operated and controlled by one or more individuals who are both socially and economically disadvantaged.

HUB Zone Business - A small business operating in a "Historically Underutilized Business Zone." HUB zones are defined at http://map.sba.gov/hubzone/maps/

Veteran Business Enterprise:

(VBE) Veteran-Owned Business - A small business that is at least 51% owned, operated and controlled by one or more veterans.

(DVBE) Service-Disabled Veteran-Owned Business - A small business that is at least 51% owned, operated and controlled by one or more veterans with a service-connected disability.
### BUSINESS IDENTIFICATION AND NONDISCRIMINATION

**TO BE SUBMITTED WITH BID**

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<thead>
<tr>
<th>Business Identification</th>
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<th>No</th>
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<tbody>
<tr>
<td>Small Business as defined by the US. Small Business Administration (DBE, SBE, HubZone)</td>
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<td>Minority Business Enterprise (MBE)</td>
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<td>If yes, please indicate the percentage of minorities who own, control or operate your company:</td>
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<td>African American %</td>
<td>Asian American %</td>
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<td>Hispanic/Latino %</td>
<td>Pacific Islander %</td>
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<td>Native American %</td>
<td>Other %</td>
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**WOMAN-OWNED BUSINESS ENTERPRISE (WBE)**

**DISABLED VETERAN BUSINESS ENTERPRISE OR VETERAN BUSINESS ENTERPRISE (DVBE, VBE)**

**IS YOUR COMPANY CERTIFIED AS ONE OF THE BUSINESS DESIGNATIONS ABOVE?**

If yes, please give the certifying agency and include a copy of your current certification with your bid response. The 3rd party certifying agencies recognized and accepted by GHS are included.

**LOCAL SMALL BUSINESS**

If yes, please indicate in which county your company is located?

- DeKalb
- Fulton
- Business location in both counties
- Other

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### PART II - NONDISCRIMINATION POLICIES AND PROCEDURES

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<tr>
<th>Policies and Procedures</th>
<th>Yes</th>
<th>No</th>
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<tr>
<td>Are you an individual and do not employ anyone?</td>
<td></td>
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<tr>
<td>If yes, you do not need to complete the remainder of the questions.</td>
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<tr>
<td>Does your company have an Equal Employment Opportunity/Affirmative Action statement posted on company bulletin boards?</td>
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<tr>
<td>Do you notify all recruitment sources in writing of your company’s Equal Employment Opportunity/Affirmative Action employment policy?</td>
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<tr>
<td>Do your company advertisements contain a written statement that you are an Equal Employment Opportunity/Affirmative Action employer?</td>
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<tr>
<td>Do you belong to any unions?</td>
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<tr>
<td>If yes, have you notified each union in writing of your commitments to non-discrimination?</td>
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<tr>
<td>Does your company have a collective bargaining agreement with workers?</td>
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<tr>
<td>If yes, do the collective bargaining agreements contain non-discrimination clauses and/or your Equal Employment Opportunity policy covering all workers?</td>
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<tr>
<td>Does your company, at least annually, maintain a written record of and review the Equal Employment Opportunity policy and Affirmative Action obligations with all employees including those having any responsibility for employment decisions?</td>
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<tr>
<td>Do you conduct, at least annually, an inventory and evaluation of minority and female personnel for promotional opportunities and encourage these employees to seek, train and prepare for such opportunities?</td>
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<tr>
<td>Do you conduct, at least annually, a review, of all supervisors’ adherence to and performance under the vendors, and Contractor’s Equal Employment Opportunity policies and Affirmative Action obligations?</td>
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<tr>
<td>Is there a person in your company who is responsible for Equal Employment Opportunity? If yes, please give name, phone and email address.</td>
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</table>

Please explain any no answers, use additional paper as necessary:

Authorized Representative Signature:  
Date:
DIVERSE SUPPLIER SUBCONTRACTING PLAN (PROGRAM MANAGEMENT)
(TO BE SUBMITTED WITH BID)- SUPPLIER DIVERSITY

The following are questions concerning the efforts your company will make to ensure that Diverse Supplier’s will have an equitable opportunity to compete for lower tier subcontracts associated with the Grady Health System agreement:

What product/service areas do you envision the inclusion of Diverse Suppliers and how is this determined? ________________________

How are Diverse Supplier capabilities determined by your company? ________________________

How will you ensure the maximum possible inclusion of Diverse Suppliers in all of your purchasing solicitations (i.e. Request for Proposals, Request for Information, and Request for Quotes, etc.)? ________________________

How will your company ensure that Diverse Suppliers are made aware of upcoming subcontracting opportunities and how will you prepare them to respond appropriately? ________________________

How will you monitor your company’s Diverse Supplier subcontracting performance to this agreement and make any adjustments to achieve the subcontracting plan goals? ________________________

Will your Diverse Supplier subcontracting administrator:

Yes / No

_____ Develop and maintain bidders’ lists of Diverse Suppliers from all possible sources

_____ Oversee the establishment and maintenance of your company’s contract and subcontract award records associated with this Grady Health System agreement?

_____ Conduct or arrange the training of your company’s purchasing personnel on the Grady Health System agreement goals and processes to achieve this goal?

_____ Review purchasing solicitation documents to remove statements, clauses, etc. which may tend to prohibit Diverse Supplier participation

_____ Screen proposed purchasing solicitation documents for subcontracting opportunities and implement appropriate procurement policies and procedures to improve and increase opportunities to Diverse Suppliers

_____ Introduce Diverse Suppliers to company purchasing personnel based on commodity or service in which these vendors may have a mutual or potential concern

_____ Maintain records demonstrating that procedures have been adopted and implemented to comply with the reporting requirements and supplier diversity goals within the Grady Health System

_____ Prepare and submit monthly, required Diverse Supplier reports to Grady Health System?
DIVERSE SUPPLIER SUBCONTRACTING PLAN (DSSP) PG.2

(DIRECT SUPPLIER DIVERSITY REPORTING - TO BE SUBMITTED WITH BID)

In adherence to GHS’s commitment to Supplier Diversity, GHS suppliers must clearly as defined herein demonstrate good faith effort, for Tier II direct goods and/or services to be purchased from Diverse Business Enterprises certified by one or more of the 3rd party certification agencies recognized by GHS. Such spend with Diverse Business Enterprises will be monitored. In connection with such monitoring Contracted GHS Suppliers will be required to report to GHS monthly, in a manner in GHS's sole discretion, all direct spend with Certified Diverse Business Enterprises. The Supplier Diversity Goal for this Solicitation is 25% per lease year, to include any options or renewal terms.

Company Name:________________________ Agreement Term:________________________
GHS Business Unit:________________________ GHS Business Unit Contact Name:________________________
Phone Number:________________________ Vendor Contact e-mail:________________________

Description of goods/services provided under this primary agreement (include name of project if applicable):
________________________________________________________________________________________

Who will be responsible for coordinating your company’s Diverse Supplier subcontracting activities during the period of this contract?

Name/Title:________________________ Company:________________________
Address:________________________ Phone:________________________
Fax:________________________ E-Mail Address:________________________

State the total dollar value planned to be subcontracted associated with this GHS agreement:
________________________________________________________________________________________

Please list all of the GHS Accepted 3rd Party Certified Diverse Suppliers you have identified that will serve as Direct Tier 2 Subcontractors associated with this GHS project and the projected spend amounts with each company:

<table>
<thead>
<tr>
<th>Vendor Name</th>
<th>Address</th>
<th>Contact</th>
<th>Phone</th>
<th>E-Mail</th>
<th>Certification Type</th>
<th>Business Classification (Product/Service)</th>
<th>Direct Projected Spend in Dollars</th>
<th>Direct Projected Spend by Percentage</th>
</tr>
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<tr>
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Submitted by:

Authorized Representative Signature __________________________ Title __________________________
Date

CERTIFICATION OF EFFORTS
(TO BE SUBMITTED WITH BID) – SUPPLIER DIVERSITY

Vendor: ______________________

Solicitation Name: ______________________
Solicitation Number: ______________________

I certify that the following efforts were made to achieve Certified Diverse Supplier participation.

a) Provided written notices to certified diverse business enterprises who have the capability to perform the work of the contract or to provide the service __Yes __No
b) Direct mailing, electronic mailing, facsimile or telephone requests __Yes __No
c) Provided interested certified diverse business enterprises with adequate information about plans, requirements and specifications of the contract in a timely manner to assist them in responding to a solicitation __Yes __No
d) Allowed certified diverse business enterprises the opportunity to review specifications and all other solicitation related items at no charge, and allowed sufficient time for review prior to the bid deadline __Yes __No
e) Acted in good faith with interested certified diverse business enterprises, and did not reject certified diverse business enterprises as unqualified or unacceptable without sound reasons based on a thorough investigation of their capabilities __Yes __No
f) Did not impose unrealistic conditions of performance on certified diverse business enterprises seeking subcontracting opportunities __Yes __No
g) Additionally, I contacted the referenced certified diverse business enterprises and requested a bid. The responses I received were as follows:

<table>
<thead>
<tr>
<th>Name and Address of certified diverse business enterprises</th>
<th>Type of work and Contract Items, Supplies or Services to be Performed</th>
<th>Response</th>
<th>Reason for Not Accepting Bid</th>
</tr>
</thead>
<tbody>
<tr>
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</tr>
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</tr>
</tbody>
</table>

(If additional space is required this form may be duplicated)

If applicable, please complete the following:

I hereby certify that certified diverse business enterprises were “Unavailable” or “Unqualified” to submit bids to provide goods and services for this Solicitation response. I further certify that efforts have been made to establish “Joint Ventures”, and said entities were also unavailable at this time.

Reasons for the “Unavailability” or being determined “Unqualified”;

Submitted by: __________________________________________

Authorized Representative Signature _______________________ Title ______________________

Date ______________________
STATEMENT OF INTENT
TO BE COMPLETED BY ALL KNOWN JOINT VENTURE PARTNERS/ SUBCONTRACTORS/CONSULTANTS
(TO BE SUBMITTED WITH BID)- SUPPLIER DIVERSITY

Vendor: __________________________________________

Solicitation Name: ___________________________ Solicitation Number: ___________________________

____________________________________________________ agrees to enter into a contractual agreement with
Prime Supplier __________________________________________,

Joint Venture Partner/Subcontractor/Consultant

in connection with the above referenced Solicitation as a certified diverse business enterprises:

____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

for an estimated amount of $____________________ or ______________________% of the total contract value.

_____________________________ ______________________________
Prime Supplier Joint Venture Partner/Subcontractor/Consultant

Intend to work together in accordance with this Contract Compliance Section of the bid, contingent upon award and execution
of a contract with Grady Health System with to the aforementioned Prime Supplier.

I hereby certify that this statement is true and correct:

Prime Supplier Signature: Joint Venture/Subcontractor/Consultant Signature:

_________________________________________ __________________________________________
Print Name: Print Name, Title and Date:

_________________________________________
Title: Address:

_________________________________________
Date: Phone :

_________________________________________
Fax:
SUPPLIER DIVERSITY CERTIFICATION:

I certify that the statements made by me in this Supplier Diversity Section are complete and true to the best of my knowledge and belief, and are made in good faith. I understand that if I knowingly make any misstatements of facts, I am subject to disqualification and debarment from participation in future GHS contracting opportunities, held liable for breach of contract and subject to the enforcement of any remedies available under the contract or as a matter of contract law. I agree that no changes shall be made to this section without the written consent of GHS.

Authorized Representative Signature

_________________________________    _____________________
Title                                                        Date
APPENDIX A: REPRESENTATIONS, CERTIFICATIONS, AND OTHER STATEMENTS OF OFFERORS
**REQUIRED INPUT WITH SUBMISSION**

CERTIFICATION
The undersigned certifies that he/she has read, understands, and agrees to be bound by the terms and conditions of the Request for Proposal (RFP#160041M). The undersigned further certifies that he/she is legally authorized by the Offeror to make the statements and representations on this form, and that said statements and representations are true and accurate to the best of his/her knowledge and belief. The undersigned understands and agrees that if the Offeror makes any knowingly false statements, or if there is a failure of the successful Offeror (i.e., contractor) to implement any of the stated agreements, intentions, objectives, goals, and commitments set forth herein without the prior approval of GHS, then the Offeror’s act or omission shall constitute a material breach of the contract. The right to terminate shall be in addition to and not in lieu of any other rights and remedies GHS may have for defaults under the contract. Additionally, the Offeror may be prohibited from obtaining future contracts awarded by GHS. GHS reserves the right to terminate any contract where a material breach has occurred.

NAME: ____________________________________________

TITLE: ____________________________________________

COMPANY: ____________________________________________

ADDRESS: ____________________________________________

TELEPHONE: ____________________________________________

FACSIMILE: ____________________________________________

E-MAIL: ____________________________________________

__________________________________________________  __________________________
(SIGNATURE)  (DATE)
APPENDIX B: COST PROPOSAL

Offeror’s Name: ________________________________________________________________

Total contract value for ALL requirements, including *G&A: ________________________ **

*G&A: All general and administrative costs, profits, travel, per diem, and ALL costs associated with this contract.

**This figure is the figure that will be used in the evaluation. __________________________

Where there is reference in the RFP to deliverables, submission requirements, or other response and contract performance discussions, said reference may not include all requirements in the RFP. It is incumbent upon the Offeror to read this entire RFP carefully and respond to and price all requirements and ensure “Total contract value for ALL Requirements” above includes all requirements.

(Part Name of Authorized Company Officer)

(Signature)

(Date Signed)

COST MUST BE SUBMITTED UNDER SEPARATE COVER AS INSTRUCTED
APPENDIX C: SOLICITATION/CONTRACT FORM

REQUEST FOR PROPOSAL NUMBER: RFP#160041M

RFP DESCRIPTION: RETAIL FOOD FRANCHISE

PROPOSAL RESPONSES MUST ARRIVE NO LATER THAN AUGUST 31, 2016 @ 2:00P.M. EST

NOTE: Mark the outside lower-left corner of your submission with the RFP number shown above.

This document contains 21 pages. Questions regarding RFP#160041M should be directed to Ivan L. Mann no later than AUGUST 12, 2016 @ 4:00P.M. EST

You are invited to submit your Proposal for the services listed within this RFP. Responses must arrive at:

<table>
<thead>
<tr>
<th>DELIVERY ADDRESS</th>
<th>MAILING ADDRESS</th>
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</thead>
<tbody>
<tr>
<td>Grady Health System</td>
<td></td>
</tr>
<tr>
<td>Procurement Department</td>
<td></td>
</tr>
<tr>
<td>50 Hurt Plaza, Suite 1300</td>
<td></td>
</tr>
<tr>
<td>Atlanta, GA 30303</td>
<td></td>
</tr>
<tr>
<td>Grady Health System</td>
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<td></td>
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<tr>
<td>Atlanta, GA 30303</td>
<td></td>
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</tbody>
</table>

*NOTE: FAXED RESPONSES WILL NOT BE ACCEPTED.*

Executive Director / Materials Management: [Signature]
Office of Procurement & Strategic Sourcing: [Signature] DATE: 1/27/16

PLEASE BE ADVISED: Offerors must complete and return all pages required with Proposal submission. Failure to return these completed pages with responses may result in non-consideration of Proposal submission.

Please acknowledge receipt of the following Addenda to the solicitation documents below by entering the number and the date of each:

Addendum No.: ________________ Date: ________________

Addendum No.: ________________ Date: ________________

NAME OF RESPONDING FIRM: ____________________________________________

NAME OF COMPANY OFFICER: _________________________________________
(Company officer must have authority to legally bind the company)

TITLE: _____________________________________________________________

DATE: ________________

(MANDATORY) SIGNATURE OF COMPANY OFFICER ABOVE (Certifying agreement with specifications, terms and conditions unless otherwise noted).

__________________________________________

Signature