



The New York State Office of General Services requests information from vendors regarding the availability of shelf stable meals and meal kits, including inventory delivery and management. The State estimates it will initially purchase approximately 150,000 shelf stable meal kits or 450,000 individual shelf stable meals, and maintain that inventory over the next five years. Meals and meal kits will be stored and deployed from up to ten stockpile locations throughout the state. Additional purchases of meals, meal kits, or related services may be made by various local and county governments.

Meals and meal kits may either be cold or self-heating/hot. The State is interested in the availability of meals and meal kits that meet the following dietary restrictions: low sodium; vegetarian; Halal; Kosher; and gluten free.

Definitions:

Shelf Stable Meals:

For the purposes of this RFI, shelf stable meals are meals that can be safely stored between ambient temperatures of 60-80 degrees for at least three (3) years (i.e., have a 3 year expiration date). Meals may either be eaten at ambient temperature or may have a self-heating element.

Shelf Stable Meal Kits:

Shelf stable meal kits are three shelf stable meals (breakfast, lunch, and dinner) packaged together in a single waterproof package. The shelf stable meal kit is designed to provide all meals to one person for one day. Meal kits may also contain drink or snack components, utensils, napkins, seasoning or condiments, and moist towelettes. Any packaging must be able to withstand rough handling. All meal kits must be able to be safely stored between ambient temperatures of 60-80 degrees for at least three (3) years.

Inventory Delivery and Management:

Inventory Delivery and Management are programs and solutions, such as vendor managed inventory programs, to help the State manage its inventory of shelf stable meals and meal kits, promote cost savings, avoid waste, and ensure quick deployment in an event of an emergency. Such programs and solutions may include rotation of expiring stock and deployment assistance from State or vendor facilities.

The purpose of this RFI is to acquire information regarding possible options and solutions available in the marketplace for shelf stable meals and meal kits, including inventory delivery and management, such as a vendor managed inventory program. New York State may use the information received from this RFI to assist in the development of its procurement strategy for shelf stable meals, meal kits, and/or VMI programs.

It is the objective of this RFI to:

- Seek information that would provide NYS with a better understanding of marketplace offerings and capabilities;
- Solicit vendor perspective on current commercial best practices and future direction of shelf stable meal and meal kit purchases, including inventory, delivery and management.

This RFI is issued solely for information and planning purposes, it does not constitute a Request for Proposal (RFP) or a promise to issue an RFP in the future. This request for information does not commit the Office of General Services (OGS) or the Department of Homeland Security and Emergency Services (DHSES) to contract for any service whatsoever. Further, OGS is not at this time seeking cost proposals and will not accept unsolicited proposals. Vendors are advised that OGS will not pay for any information or administrative costs incurred in response to this RFI; all costs associated with responding to this RFI will be solely at the interested party's expense. Not responding to this RFI does not preclude participation in any future RFP, if any is issued. Vendors interested in participating in any possible future opportunities are encouraged to respond to this RFI and register with the New York State Contract Reporter (<https://www.nyscr.ny.gov/>) for information regarding additional procurements. If a solicitation is released, it will be advertised in the New York State Contract Reporter and applicable NYS agency website(s). It is the responsibility of potential bidders to monitor these sites for information regarding future procurements.

To access the RFI, please click on the link below:

<https://www.surveymonkey.com/r/NKL8GDH>