

Options for Contracted Meal Services

How to get meals from outside your organization?

Sponsors for the Child Nutrition Programs have options for providing food/meal services. Food service contracts are agreements between school districts both public and private, private non-profit organizations or a public government entities. The meal providers may also be a catering company or a food service management company. The provider may prepare and serve the food or may act as a vendor only.

Meals not prepared by the Sponsor either on site (self-prep) or from the Sponsor's central kitchen are considered meals from an outside source.

Choose the agreement that best fits your situation.

Intergovernmental Agreement

This type of Agreement is between two public entities. When a sponsor that is a public entity receives food, meals, and/or staffing from another public entity an Intergovernmental Agreement is used. (ORS 190.010)

If there is another Sponsor for the child nutrition programs that is willing to be the vendor, the Agreement may be awarded by direct negotiation with the other Sponsor without competition.

The Sponsor will retain all documentation in their files for review. Agreements developed under this option do not have renewal years available; they are negotiated each year.

Vended Meal Agreement

In a Vended Meal Agreement, the vendor does not directly manage any aspect of actually serving the food. Instead, the vendor provides only pre-packaged, pre-plated meals or food only.

When meal food costs will be under \$150,000 during the fiscal year and the Sponsor is providing the staff for serving the meals a Vended Meal Agreement is used. The Sponsor must document contact with at least three (3) vendors and obtain competitive price quotations.

The Sponsor will retain all documentation in their files for review. Agreements developed under this option do not have renewal years available; they are negotiated each year.

Food Service Management Company Agreement

The Food Service Management Company (FSMC) provides services for Sponsors such as serving, producing, and supplying prepared foods. FSMCs can also provide program operational, facility management, and staffing services to Sponsors.

In general, FSMC services will require a competitive procurement and resulting agreement as the yearly cost is over \$150,000.

Sponsors typically use a Request for Proposal (RFP) format to procure a management company. The RFP format allows the Sponsor to award the Agreement based on a combination of lowest price and how well the proposals meet the evaluation criteria established by the Sponsor.

If you need guidance or technical assistance for this process, please contact your assigned Child Nutrition Specialist.