

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 Program 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 a School Food Authority for the child nutrition programs that is willing to be the vendor, the agreement may be awarded by direct negotiation with the other Program Sponsor without competition under shared services identified in 2 CFR 200.318(e).

The Program 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, or unitized meals.

When the Program Sponsor is providing the staff for serving the meals a Vended Meal Agreement is used. The Program Sponsor must use the appropriate procurement method identified in 2 CFR 200.320 based on the contract value for the period of performance. Program Sponsors must use the State agency standard contract template when entering into a vended meal agreement and meet the State agency review requirements in accordance with the program regulations.

The Sponsor will retain all documentation in their files for review.

Food Service Management Company Agreement

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

In general, FSMC services will require a competitive procurement and resulting agreement as the yearly cost is over the Federal simplified acquisition threshold (\$250,000).

Program 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 Program Sponsor. Program Sponsors must use the State agency standard RFP and contract template when procuring the services of a FSMC and meet the State agency review requirements in accordance with the program regulations.

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