

OSPI Child Nutrition Services Reference Sheet

Vended Meal Agreement Contracting

Sponsors contracting with vendors to provide meals for Child Nutrition Programs must comply with Federal regulations and Office of Superintendent of Public Instruction (OSPI) Child Nutrition Services (CNS) procedures.

Requirements:

- ✓ Conduct a cost analysis to determine the cost of the pending contract.
- ✓ Determine the applicable procurement process to follow:
 - Micro purchase
 - Small purchase
 - Formal purchase
- ✓ If a small or formal purchase is required, develop, conduct, and evaluate a competitive procurement process. Steps include:
 - Preparing procurement documents including bid specifications, and
 - Small purchase – Request for Quotes
 - Formal purchase - Request for Proposal (RFP), Invitation for Bid (IFB),
 - Advertise and obtain quotes or proposals
 - Evaluate proposals, select successful bidder.
 - For contracts \$25,000 or more, obtain Suspension and Debarment Certification.

Prepare Contract

- Obtain OSPI CNS Vended Meal Agreement template from the webpage.:
- Including terms, conditions, and specifications specific to your Sponsor organization.
- Obtain signatures- sponsor contracting official and vendor.
- Follow Program instructions for submitting contract and supporting documentation.
- Complete the Vended Meals Fact Sheet in WINS.



- **NOTE:** Child Nutrition Program Sponsors with agreements to receive meals from another Child Nutrition Program Sponsor would have an interagency agreement. Such agreements do not need to be competitively procured.
- ✓ The sponsoring organization must retain responsibility and oversight of program operations. This includes:
 - Monitoring food service operations through on-site visits.
 - Controlling the quality, extent, and nature of the food service, including:
 - Managing Food Service account and financial responsibility.
 - Establishing prices for all meals served.
 - Retaining signature authority on OSPI CNS sponsor and program agreement(s).
 - Retaining approval and signatory responsibility for free and reduced-price meal applications.
 - Applying internal control procedures to prepare and submit all claims for reimbursement.
 - Ensuring applicable health certifications and regulations are met.
 - Completing all reports required by the state agency.
 - Ensuring appropriate record retention.
- ✓ Contracts (including all supporting documents) must be annually reviewed by OSPI CNS

OSPI CNS FSMC Contract Approval Process

1. Notify OSPI CNS of intent to use a FSMC.
2. Request FSMC templates and customize for your organization.
3. Submit RFP and cost analysis to OSPI CNS for approval prior to going out to bid.
4. After solicitation is complete, submit proposed FSMC contract to OSPI CNS Audit and Financial Manager for approval prior to signatures.
5. Submit fully executed (signed by all parties) FSMC contract to OSPI CNS.

Reference

- [2 CFR 200](#)
- [7 CFR 210.16](#)
- [RCW 28A.400.285](#)

Resources

- [USDA's Contracting with Food Service Management Companies Guidance](#)

Acronym Reference

- CFR- Code of Federal Regulations
- CNS- Child Nutrition Services
- FSMC- Food Service Management Company
- OSPI- Office of Superintendent of Public
- RCW- Revised Code of Washington
- USDA- United States Department of Agriculture