# Vended Meal Agreements Contact Fact Sheet Instructions Washington Integrated Nutrition System (WINS)

## Purpose of the Fact Sheet

The purpose of the Fact Sheet is to gather information about vended meal agreements, contract procurement, contract duration, and signature approval dates. Gathering this information allows program staff to track contract details in WINS.

- ➤ Each year during program renewal, you will provide information about the Vended Meal agreement using the WINS Contracts tab, Fact Sheet.
- You must complete the FSMC/Vendor section in the WINS Sponsor Application before proceeding to the fact sheet.
- > Sponsors receiving meals from another Child Nutrition Program sponsor through *inter-district/interagency agreements* are NOT required to complete the Fact Sheet in WINS. However, they must indicate an interagency agreement in the FSMC/Vendor section in the Sponsor Application.

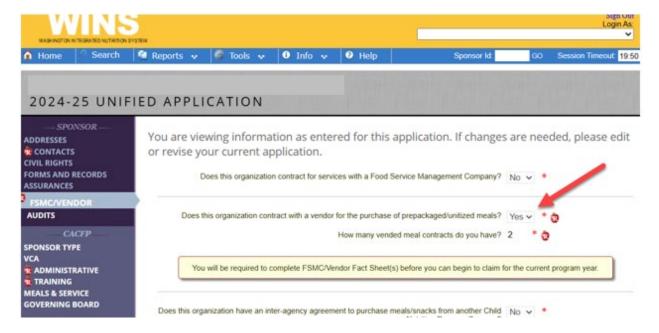
## You will need the following information to complete the Fact Sheet in WINS

- Type of procurement/solicitation; RFP, etc.
- Contractor/vendor information to include name, mailing address, phone number, email address.
- Child Nutrition Programs included in contract.
- Number of meals contracted for.
- The number of operating days in the applicable program year.
- Fixed meal price.
- Names of companies that submitted bids and the fixed meal price proposed.
- Contract effective date and the date the contract was signed.

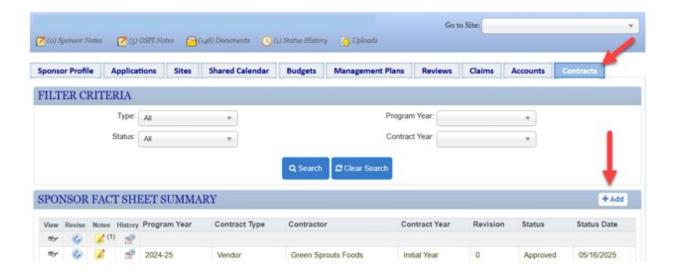


### Steps to Completing the Fact Sheet in WINS

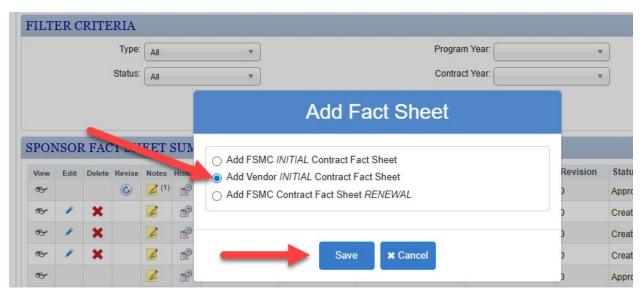
1. Begin renewing the WINS sponsor application and complete the page below. Select **"Yes"** for contract with a vendor for the purchase of pre-packaged unitized meals.



2. Go to the Fact Sheet tab, which is located in the *Contracts* tab in WINS. Select "Add."

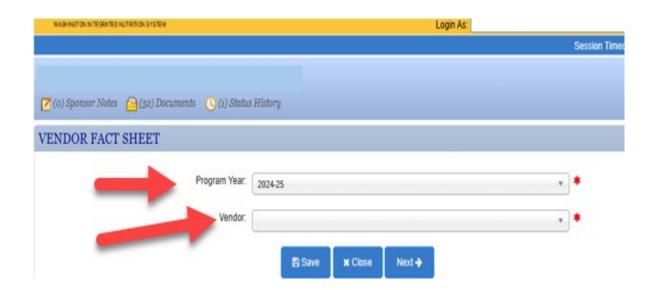


3. Select "Add Vendor Initial Contract Fact Sheet" (use for Vended Meal Agreements).

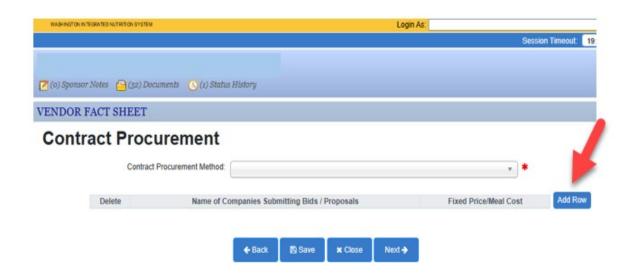


Note: There are a series of screen wizards to complete. Use the next button to move through the wizards.

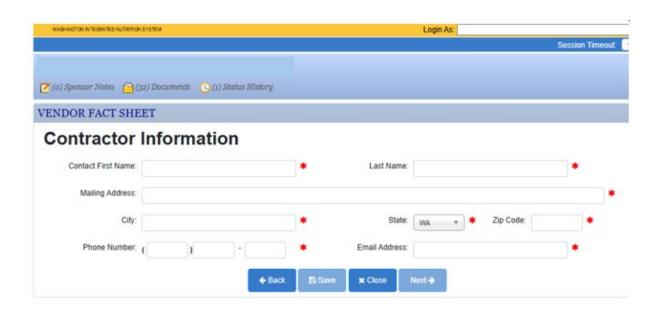
4. Ensure the program year is correctly selected from the drop-down box. Select the vendor, other, and enter the name of the vendor you've contracted with.



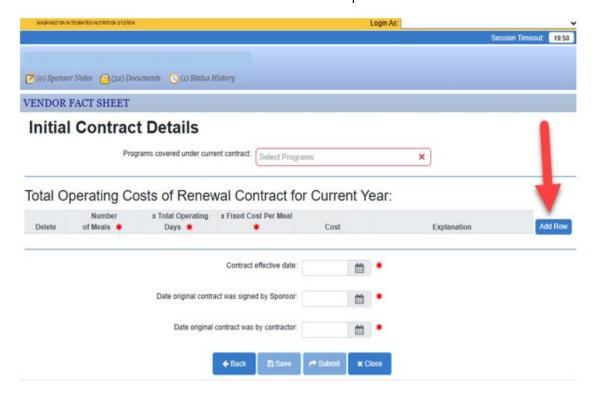
5. Select the Contract Procurement Method. The method depends upon the cost price analysis and the federal procurement thresholds. If the cost price analysis was less than \$250,000, Informal Micro or Small Purchase (price or rate quotations) would be selected. Select "Add Row" and complete the information requested on the screen.



6. Contractor Information. Enter information about the company that will be providing meals.



Initial Contract Details. Enter the programs covered under your contract.
 Select "Add Row" and enter the information requested. Select "Submit."



8. After you submit the fact sheet, your Sponsor Fact Sheet Summary screen shows the status as **Submitted**.

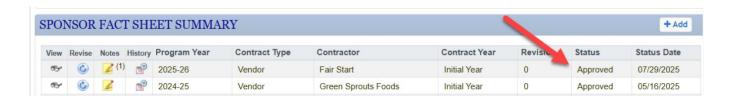


9. Once the Fact Sheet is approved the renewal agreement can be approved by your program specialist.

**Note:** The Fact Sheet will be returned if the information is not correct, complete, or a copy of the contract has not be received. The sponsor will see the **returned status** on their screen. Select the "**Edit"** icon and make the necessary correction(s) and re-submit the Fact Sheet.



10. Once the fact sheet is approved, the Sponsor Fact Sheet Summary status will change to **Approved**. You've fully completed the FSMC process for the year.



#### Common Q&A

- > Fact Sheet in not started, created, or returned status.
  - o The claim will go into error status and cannot be paid.
- Have questions, or need help completing the Fact Sheet?
  - o Please contact our FSMC Specalist, Kiara Walton at <a href="mailto:kiara.walton@k12.wa.us">kiara.walton@k12.wa.us</a>.
- Have questions about renewal or WINS alerts?
  - Please contact your assigned Program Specialist.