

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.

WINS
WASHINGTON INTEGRATED NUTRITION SYSTEM

Home Search Reports Tools Info Help Sponsor Id: GO Session Timeout: 19:50

2024-25 UNIFIED APPLICATION

— SPONSOR —

- ADDRESSES
- CONTACTS
- CIVIL RIGHTS
- FORMS AND RECORDS
- ASSURANCES

FSMC/VENDOR

AUDITS

CACFP

SPONSOR TYPE

VCA

- ADMINISTRATIVE
- TRAINING
- MEALS & SERVICE
- GOVERNING BOARD

You are viewing information as entered for this application. If changes are needed, please edit or revise your current application.

Does this organization contract for services with a Food Service Management Company? No *

Does this organization contract with a vendor for the purchase of prepackaged/unitized meals? Yes *

How many vended meal contracts do you have? 2 *

You will be required to complete FSMC/Vendor Fact Sheet(s) before you can begin to claim for the current program year.

Does this organization have an inter-agency agreement to purchase meals/snacks from another Child No *

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

Go to Site:

(0) Sponsor Notes (5) OSPI Notes (148) Documents (1) Status History Uploads

Sponsor Profile Applications Sites Shared Calendar Budgets Management Plans Reviews Claims Accounts **Contracts**

FILTER CRITERIA

Type: All Program Year: Contract Year:

Status: All

Search Clear Search

SPONSOR FACT SHEET SUMMARY

+ Add

View	Revise	Notes	History	Program Year	Contract Type	Contractor	Contract Year	Revision	Status	Status Date
		(1)		2024-25	Vendor	Green Sprouts Foods	Initial Year	0	Approved	05/16/2025

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

FILTER CRITERIA

Type: Program Year:

Status: Contract Year:

SPONSOR FACT SHEET SUMMARY

View	Edit	Delete	Revise	Notes	History
				(1)	

Add Fact Sheet

☐ Add FSMC *INITIAL* Contract Fact Sheet

☒ Add Vendor *INITIAL* Contract Fact Sheet

☐ Add FSMC Contract Fact Sheet *RENEWAL*

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.

WASHINGTON INTEGRATED NUTRITION SYSTEM Login As: Session Time:

(0) Sponsor Notes (32) Documents (1) Status History

VENDOR FACT SHEET

Program Year: *

Vendor: *

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.

WASHINGTON INTEGRATED NUTRITION SYSTEM Login As: Session Timeout: 19

(0) Sponsor Notes (32) Documents (1) Status History

VENDOR FACT SHEET

Contract Procurement

Contract Procurement Method: *

Delete	Name of Companies Submitting Bids / Proposals	Fixed Price/Meal Cost	Add Row
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Back Save Close Next

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

WASHINGTON INTEGRATED NUTRITION SYSTEM Login As: Session Timeout: 19

(0) Sponsor Notes (32) Documents (1) Status History

VENDOR FACT SHEET

Contractor Information

Contact First Name: * Last Name: *

Mailing Address: *

City: * State: WA * Zip Code: *

Phone Number: () - * Email Address: *

Back Save Close Next

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

WASHINGTON INTEGRATED NUTRITION SYSTEM Login As: Session Timeout: 19:50

(0) Sponsor Notes (32) Documents (1) Status History

VENDOR FACT SHEET

Initial Contract Details

Programs covered under current contract:

Total Operating Costs of Renewal Contract for Current Year:

Delete	Number of Meals *	x Total Operating Days *	x Fixed Cost Per Meal *	Cost	Explanation	Add Row

Contract effective date: *

Date original contract was signed by Sponsor: *

Date original contract was by contractor: *

[Back](#) [Save](#) [Submit](#) [Close](#)

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








SPONSOR FACT SHEET SUMMARY [+ Add](#)

View	Revise	Review	Notes	History	Program Year	Contract Type	Contractor	Contract Year	Revision	Status	Status Date
					2025-26	Vendor	Fair Start	Initial Year	0	Submitted	07/29/2025
					2024-25	Vendor	Green Sprouts Foods	Initial Year	0	Approved	05/16/2025

- 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.

SPONSOR FACT SHEET SUMMARY + Add

View	Edit	Delete	Revise	Notes	History	Program Year	Contract Type	Contractor	Contract Year	Revision	Status	Status Date
				 (1)		2025-26	Vendor	Fair Start	Initial Year	0	Returned	07/29/2025
						2024-25	Vendor	Green Sprouts Foods	Initial Year	0	Approved	05/16/2025

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.

SPONSOR FACT SHEET SUMMARY										+ Add
View	Revise	Notes	History	Program Year	Contract Type	Contractor	Contract Year	Revisions	Status	Status Date
		(1)		2025-26	Vendor	Fair Start	Initial Year	0	Approved	07/29/2025
				2024-25	Vendor	Green Sprouts Foods	Initial Year	0	Approved	05/16/2025

Common Q&A

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