



TO Sponsors of the School Nutrition Programs
FROM Vonda Cooke, M.S., R.D.
State Director
Division of Food and Nutrition
DATE August 19, 2013
RE Pre-Plated Contract for School Nutrition Programs

MESSAGE:

A pre-plated contract means that the meals are prepared off site by a vendor. The School Food Authority (SFA) can either have the vendor deliver the meals or pick them up from the vendor, but the vendor cannot serve the meals. The SFA must serve all the meals. If a vendor serves the meals, even though the food was prepared off site, it is still considered full service food management and would require the SFA to formally bid the contract which is an entirely different process.

The Division of Food and Nutrition (DFN) provides a standard contract for pre-plated meals. The pre-plated contract can be found on PEARS, Download Forms, Contracting with a Food Service Management Company. This contract does not have to be submitted to DFN for approval; however, both the vendor and the SFA must keep a copy of the contract in their files.

Potential vendors must be included on the list of "Approved Food Service Management Companies" found on PEARS, Download Forms. If the chosen vendor does not appear on this list, SFAs must contact ra-fiscal@pa.gov and provide the vendor name, address, telephone number, and contact person.

The following guidelines are based on the total cost of the contract:

Under \$10,000

1. A vendor can be chosen without soliciting.

\$10,000 to \$18,500

1. Obtain three (3) written or telephone price quotations from at least three (3) vendors. No newspaper advertising is required.
2. The following should be retained for three (3) years.
 - a. Date of quotes
 - b. Price of quotes



pennsylvania
DEPARTMENT OF EDUCATION

\$18,500 up to \$150,000

1. Advertise in two (2) major newspapers, trade papers or through internet newspaper circulation.
2. Must advertise one (1) day a week for three (3) weeks.
3. In any district where no newspaper is published, notices may be posted in at least five (5) public places.
4. A committee or panel shall score the bids.

Services costing in excess of \$150,000 require the SFA to formally bid the contract through a Request for Proposal or Invitation for Bid contract. Contact RA-fiscal@pa.gov for instructions, if this applies to your SFA.

Sincerely,

Vonda Cooke