

FOOD AND NUTRITION PROCEDURES

Miami-Dade County Public Schools



Subject: **PROTOCOL FOR REVIEW OF NEW FOOD ITEMS**

PURPOSE

The purpose of this procedure is to outline guidelines for new vendors who wish to present possible food items to the Department of Food and Nutrition for evaluation for the District's Child Nutrition Program.

PROCEDURE

The following guidelines are required for vendors prior to requesting the evaluation of food items:

- A. Vendor must have a completed vendor application form with the District submitted to the Division of Procurement Management Services.

Refer to [Procurement](#) for vendor application form.

Refer to vendors@dadeschools.net for any other questions and/or concerns with becoming a vendor.

- B. Any lobbyist or principal conducting any lobbying must have a form with the Board Clerk, signed by the principal or the principal's duly authorized representative, stating that the lobbyist is authorized to represent the principal.

Refer to Miami-Dade School Board Policies Rule 8150 Lobbyists at [Dadeschools Home Page](#) regarding registering as a lobbyist with Miami-Dade County Public Schools.

Once a vendor and/or lobbyist has a completed and approved application form submitted to the Division of Procurement Management Services, the vendor may contact the Department of Food and Nutrition, Food and Menu Director, to schedule an appointment to review food items. Food Items need to meet the following stipulations to be considered for the Child Nutrition Programs:

- A. Food item(s) must meet all Federal Nutrition Standards for Child Nutrition Programs.
- B. Food item(s) must meet the District Wellness Policy, *Rule on Food and Beverages Sold on Campus and in Vending Machines District-Wide*.

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- C. Food item(s) must meet the cost, logistics, nutritional content and sustainability specifications to meet the Districts' and Departmental goals.
- D. Food Item(s) must be positively evaluated at a Department of Food and Nutrition Menu Committee meeting.
- E. Food Item(s) must be positively evaluated by Miami-Dade County Public School students.

NOTE

The Department of Food and Nutrition adheres to all District Procurement Policies and Procedures and all applicable Federal Procurement Guidelines required for foods and items purchased for district school meal programs. Evaluation of any food item(s) by the Department of Food and Nutrition does not imply or guarantee purchase for the Child Nutrition Programs.

For Action By: Department of Food and Nutrition, M-DCPS Division of Procurement, Vendors, Lobbyists

Refer Questions to: Department of Food and Nutrition

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