

GEORGIA DEPARTMENT OF CORRECTIONS		
Standard Operating Procedures		
Functional Area: CORRECTIONS DIVISION/ FACILITIES OPERATIONS	Reference Number: IVL01-0004	Revises Previous Effective Date:
Subject: Contracted Meals		12/15/02
Authority: Donald / Adams	Effective Date: 9/01/04	Page 1 of 5

I. POLICY:

- A. Contracted food services may be utilized by facilities when such services from an outside source is economical or is otherwise deemed to be in the best interest of the State and the Department.
- B. Contracted food services currently are provided to GDC by other State agencies but may be provided by other outside sources according to departmental procedures.
- C. The Commissioner of the Department has final authority for contracting food services. This authority is not delegated to local facilities.
- D. All Contractors and contracted facilities shall abide by DHR rules referenced in paragraph III, A. of this procedure.

II. APPLICABILITY:

- A. This procedure currently applies to Al Burruss Correctional Training Center and the five institutions that comprise the Middle Georgia Correctional Complex where contracted meals are provided from other state agencies.
- B. Applicability to other facilities is not excluded.

III. RELATED DIRECTIVES:

- A. Department of Human Resources Rules, Chapter 290-5-14

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- B. GDC-SOP: IVL01-0001, IVL01-0002, IVL01-0005, IVL01-0006, IVL01-0007, IVL01-0008, IVL01-0009, IVD01-0006, IVD01-0014, IN01-0004, IVG01-0009, IVG01-0010, IVG01-0011 IVG01-0012, IVG01-0014.

IV. DEFINITIONS:

- A. Contract Proposal - A preliminary written draft of terms and scope of services to be provided.
- B. Final Contract - The final written agreement for contracting services.
- C. Contracted Food Service - A method by which food is prepared and/or served to staff and/or offenders per terms of a written contract for this service.
- D. Contracted Meals - Meals for offenders and/or staff provided through contracted food services.
- E. Contracted facilities - State institution and centers at which meals are prepared and served from some source other than a GDC operated kitchen.
- F. Central Food & Farm Services - The GDC Central Food & Farm Administration Offices for all facilities located at the GEMA Building in Atlanta.

V. ATTACHMENTS:

NONE

VI. PROCEDURE:

- A. Contracting
1. The food service contractor will draft a contract proposal for submission to the central food service office. Food Service Central Office will work with purchasing and the legal sections to review and finalize the contract.
 2. Costs shall be negotiated through the central food services office and in consultation with the central

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budget office. Invoicing terms should be included in the contract.

3. Central Food and Farm Services staff shall review the contract proposal and negotiate or adjust terms with the contractor prior to submission for final approval.
4. A finalized contract will be submitted to the Commissioner for approval.
5. After approval of the contract, the Food and Farm Services Business Manager will provide a copy of the contract to each facility under the contract.
6. Monitoring of the terms of the contract shall occur at the local level. Problem resolution procedures shall be included in the contract.

B. Accounting Guidelines

1. All Accounting procedures governing contracting
2. Each facility Business Office will complete all the necessary entries into Peoplesoft and forward all documents needed to complete monthly payments directly to GDC Accounting.
3. On a monthly basis, each facility's Business Office will submit to Food and Farm Services, Central Office, a breakdown of the number of meals fed. This information is used to produce the monthly food cost report. Report is due by the 4th day of each month.

c. Standard Requirements

1. Menu
 - a. Contractors will generally follow the standard GDC Master Menu.
 - b. Contractors allowed to serve a menu other than the GDC Master Menu shall be required to provide the alternative menu annually with nutritional analysis for review and approval by

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the GDC registered dietitian prior to contract acceptance.

- c. Alternative Menu should be developed by a registered dietitian and shall include portion sizes, caloric computations, and nutritional analysis.
 - d. The menu needs to meet the minimum Recommended Dietary Allowances set by the Food and Nutrition Board of the National Research Council of the National Academy of Sciences and the current Dietary Guidelines for Americans should be considered when developing a menu.
 - e. Food quality, quantity, nutritional value and cost are the major variables to consider in contract proposal negotiations.
2. Feeding Strength - Food Service contractors shall prepare meals in volumes as determined by a feeding strength census for each meal to be served. The method of determining feeding strengths should be a part of the written contract.
 3. Emergency Feedings - A contingency plan shall be determined by the local facility and contractor will provide continuous service in spite of extreme circumstances.
 4. Sanitation and Security - Contractors shall abide by all GDC rules for sanitation and security. Local facility shall provide contractors with these rules.
 5. Staffing Patterns - Responsibilities and duties of the department and of the contractor are to be specified in the contract. Staffing is to be considered and included in the contract terms as needed.
 6. Modified Diets - Procedures and costs for providing medical diets shall be included in the contract.
 7. Religious Diets - Contractors shall provide religious preference meals per departmental

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procedures. Food and Farm Services will inform contractor of requirements in this area.

8. Food Delivery

- a. Delivery of food may be contracted if needed. Responsibility for delivery should be addressed in the contract.
- b. If contracted, a mealtime delivery schedule shall be agreed upon as part of negotiation and should be left subject to change by mutual agreement of the parties to accommodate special needs.

9. Food Preparation and Service

- a. Meals are prepared and delivered in a nutritious, wholesome, palatable, and visibly pleasing manner.
- b. Food temperatures shall be monitored by Contractors Office during delivery and food shall be prepared, handled, stored, and transported properly for provision of safe, sanitary, and secure meal service.
- c. GDC reserves the right to inspect the food and to monitor temperatures and appearance to insure high quality of food service to its facilities.