

GEORGIA DEPARTMENT OF CORRECTIONS



Standard Operating Procedures

Policy Name: Contracted Meals

Policy Number: 409.04.05

Effective Date: 8/19/2020

Page Number: 1 of 5

Authority:
Commissioner

Originating Division:
Executive Division (Georgia
Correctional Industries - Food
and Farm Services)

Access Listing:
Level I: All Access

I. Introduction and Summary:

- A. Contracted food services may be utilized by facilities when such service from an outside source is economical or is otherwise deemed to be in the best interest of the State and Georgia Department of Corrections (GDC).
- B. The Commissioner of GDC has final authority for contracting food services. This authority is not delegated to local facilities.
- C. All contractors and contracted facilities shall abide by the terms and conditions of the established contract.

II. Authority:

- A. Ga. Comp. R. & Regs. 511-6-1; and
- B. GDC Standard Operating Procedures (SOPs): 409.04.10 Sanitation and 409.04.28 Alternative Entrée Program.

III. Definitions:

- A. **Contract Proposal** - A preliminary written draft including 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 Final Contract for this service.
- D. **Contracted Facilities** - State institution and centers at which meals are prepared and served from some source other than a GDC operated kitchen.

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IV. Statement of Policy and Applicable Procedures:

A. Contracting:

1. The State Food Service Administrator will draft a Contract Proposal in conjunction with GDC purchasing and legal services.
2. Costs shall be negotiated through Food and Farm Services Central Office and in consultation with the central budget office. Invoicing terms should be included in the contract.
3. Staff of Food and Farm Services Central Office 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 or his designee for approval.
5. The Food and Farm Services Central Office designee will provide a copy of the contract to each facility under the contract after approval.
6. Monitoring of the terms of the contract shall occur at the local level. Problem resolution procedures shall be included in the Final Contract.

B. Accounting Guidelines:

1. Accounting procedures governing contracting shall be followed.
2. Each facility's Business Office will complete the daily and monthly meal count summaries to include changes for background check fees, phones, etc. to Food and Farm Services Central Office for final approval. Food and Farm Services will forward to GDC Administration Division for payment.

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3. All payment documents must be submitted to the Food and Farm Services Central Office designee by the 5th of each month.

C. Standard Requirements:

1. Menu -
 - a. Contractors should follow the standard GDC Master Menu.
 - b. Contractor's Master Menu will be approved by Food and Farm Services with nutritional analysis review and approval by the Food and Farm Central Office Registered Dietitian.
 - c. The menu needs to provide sufficient calories per day with reference to the Dietary Reference Intakes. The current Dietary Guidelines for Americans should be considered when developing a menu.
 - d. 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 Final Contract.
3. Emergency Feedings - A contingency plan shall be determined by the local facility, and contractor will provide service in the event of an emergency in accordance with the terms of the Final Contract.
4. Sanitation and Security - Contractors shall abide by all GDC rules for sanitation, in addition to the policies established by the Georgia Department of Public Health. Refer to SOP 409.04.10, Sanitation. Contractors shall also

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abide by GDC security regulations, which shall be provided by the local facility.

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. Medical Diets - Procedures and costs for providing medical diets shall be included in the Final Contract.
7. Alternative Meals - Contractors shall follow the guidelines outlined in SOP 409.04.28 Alternative Entrée Program.
8. Food Delivery -
 - a. Food delivery may be contracted if needed. Responsibility for delivery should be addressed in the Final 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 contractor during delivery and food shall be prepared, handled, stored, and transported properly for provision of safe, sanitary, and secure meal service.

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- c. GDC and Food and Farm Central Office reserve the right to inspect the food and monitor temperatures and appearance to ensure high quality of food service at all Contracted Facilities.

V. **Attachments:** None.

VI. **Record Retention of Forms Relevant to this Policy:** None.