

CITY OF SAN ANTONIO



Administrative Directive	AD 11.1 Healthy Food and Beverage Procurement
Procedural Guidelines	Guidelines to ensure compliance with the standards for City of San Antonio Healthy Food and Beverage Procurement
Department/Division	San Antonio Metropolitan Health District
Effective Date	February 15, 2019
Review Date	N/A
Owner(s)	Chronic Disease Prevention Program Manager San Antonio Metropolitan Health District

Purpose

This document outlines nutrition guidelines for food/beverages, prepared meals and snacks purchased with City funds. The Food Service Guidelines for City of San Antonio Facilities aims to ensure that healthy food and beverage options are available to all City employees and individuals in the community that visit COSA facilities, creating a healthier environment and helping them achieve and maintain their health.

Policy

This AD provides guidelines to ensure compliance with the Food Service Guidelines for City of San Antonio (COSA) Facilities document (see attachment).

Policy Applies To

<input checked="" type="checkbox"/> External & Internal Applicants	<input checked="" type="checkbox"/> Temporary Employees
<input checked="" type="checkbox"/> Full-Time Employees	<input checked="" type="checkbox"/> Volunteers
<input checked="" type="checkbox"/> Part-Time Employees	<input checked="" type="checkbox"/> Grant-Funded Employees
<input checked="" type="checkbox"/> Paid and Unpaid Interns	<input checked="" type="checkbox"/> Police and Fire Academy Trainees
<input checked="" type="checkbox"/> Uniformed Employees Under Collective Bargaining Agreements	

Definitions

<u>Beverage Vending</u>	Any machine, kiosk, or micro market from which beverages can be purchased
<u>City-Controlled</u>	City has allocated funds to control, manage and operate facility
<u>City-Sponsored Events</u>	Any event in which the City purchases food or beverages with City funds
<u>City-Owned</u>	City has purchased ownership
<u>Concessions</u>	A stand where food and/or beverages are sold
<u>Packaged Snacks</u>	Processed foods that are packaged in small portions or individual servings
<u>Prepared Foods</u>	Foods that are fresh, cleaned, cooked, assembled or processed and served as “ready-to-eat”
<u>Snack Vending</u>	Any machine, kiosk, or micro market from which prepared food or packaged snacks can be purchased
<u>Vending Machines</u>	Includes any foods and beverages to be sold in City-contracted vending machines, kiosks, or micro markets located in City-owned or City-controlled facilities

Policy Guidelines

1. **Snack Vending/Packaged Snacks:** At least 80% of snacks sold in **vending machines**, kiosks, and micro markets on **City-owned** and **City-controlled** property shall comply with specific guidelines outlined in the Food Service Guidelines for COSA Facilities document. 100% of packaged snacks (not sold in vending machines, kiosks, and micro markets) purchased with City funds and provided or sold in City-owned and City-controlled facilities, including city meetings, events, and workspaces must comply with the specific guidelines outlined in the Food Service Guidelines for COSA Facilities document.
2. **Beverage Vending:** 100% of beverages sold in vending machines on City-owned and City-controlled property shall meet specified guidelines outlined in the Food Service Guidelines for COSA Facilities document.
3. **Prepared Foods:** Food (includes meals and snacks) and beverages, either purchased or prepared by the City and provided at all **City-sponsored** meetings, programs, events, and workspaces shall comply with specific guidelines outlined in the Food Service Guidelines for COSA Facilities document (including but not limited to meals, snacks, and beverages provided through catering). See exemptions in section 5 below.
4. **Concessions:** Food available in concessions on City-owned and City-controlled property shall comply with specific guidelines outlined in the Food Service Guidelines for COSA Facilities document. Exempt: See exemptions list under number 5, section B.
5. **Exemptions:** Specific populations, settings, and circumstances are not subject to the guidelines outlined in the Policy. These include:
 - A. Prepared food and beverages served at facilities and programs funded through federal funding who have nutrition standards already in place are not subject to this policy, such as City-funded afterschool programming, summer and holiday recreation programming, Senior Meals program, Head Start, Pre-K 4 SA, and Meals on Wheels.
 - B. Food and beverages served in restaurants or concessions on City-owned but leased property (Including but not limited to food and beverages available in restaurants on City-owned property that is not managed by the City, such as the Airport, Alamodome, Convention Center, La Villita, Market Square, and Little League Fields)
 - C. Special City events that require a permit such as Fiesta, parades, or festivals
 - D. Food items purchased by individual staff members for celebrations with personal funds that will not be reimbursed by the City
 - E. United Way fundraisers
 - F. Emergency situations/disaster response/shelters
 - G. Donated Food

Effective Date: Beginning August 15, 2019, transition to healthy procurement shall be made in new solicitations for contracts, and shall be incorporated into all relevant requests for proposals and other bidding or procurement processes. In the interim period before a new solicitation for contracts or agreements, relevant City departments are encouraged to transition to a product mix that reflects the Food Service Guidelines for COSA Facilities document, to the extent possible under existing contracts. In the absence of any binding contract or agreement, a change of product mix in compliance with the Food Service Guidelines for COSA Facilities document shall be implemented by August 15, 2019. Beginning August 15, 2019, City employees shall ensure that all packaged and prepared foods and beverages that are purchased with City funds and served at City meetings, events, and workspaces on City-owned and City-managed property meet the guidelines set forth in the Food Service Guidelines for COSA Facilities document.

Roles & Responsibilities

<u>City Departments</u>	<ol style="list-style-type: none">1. All contracts pertaining to the purchase of foods and/or beverages using City funds on City-owned and City-controlled property shall follow the specific nutrition guidelines outlined in the Food Service Guidelines for COSA Facilities document.2. Beginning August 15, 2019, transition to healthy procurement shall be made in new solicitations for contracts, and shall be incorporated into all relevant requests for proposals and other bidding or procurement processes.3. In the interim period before a new solicitation for contracts or agreements, relevant City departments are encouraged to transition to a product mix that reflects the Food Service Guidelines for COSA Facilities document, to the extent possible under existing contracts.4. Ensure contracts are in compliance with this AD and the Food Service Guidelines for COSA Facilities document.5. Ensure employees who order food/beverages acknowledge receipt of this AD and have read and understand the Food Service Guidelines for COSA Facilities document.
<u>Employees who order food and beverages for City meetings, events, and workspaces</u>	<ol style="list-style-type: none">1. Beginning August 15, 2019, City employees shall ensure that all packaged and prepared foods and beverages that are purchased with City funds and served at City meetings, events, and workspaces on City-owned and City-managed property meet the guidelines set forth in the Food Service Guidelines for COSA Facilities document.
<u>Health Department</u>	<ol style="list-style-type: none">1. The San Antonio Metropolitan Health District shall provide technical assistance upon request during request for proposals and other bidding or procurement processes.2. The San Antonio Metropolitan Health District shall provide technical assistance to staff upon request who orders food and snacks for City meetings, events, and workspaces.3. By August 15, 2019, the San Antonio Metropolitan Health District shall develop and share educational tools and trainings designed to assist staff involved in the procurement and/or the ordering of food and beverages for City meetings, events, and workspaces on how to comply with the Food Service Guidelines for COSA Facilities Document.4. The San Antonio Metropolitan Health District shall review the Food Service Guidelines for COSA Facilities document once every three years.5. The San Antonio Metropolitan Health District may elect to review the Food Service Guidelines for COSA Facilities document more frequently based on updates to the Dietary Guidelines for Americans.

Attachment

Food Service Guidelines for City of San Antonio Facilities

Information and/or clarification may be obtained by contacting the San Antonio Metropolitan Health District, Chronic Disease Prevention Section.



AD 11.1 – Healthy Food and Beverage Procurement Acknowledgement

I acknowledge that on _____, 20____, I received a copy of Administrative Directive 11.1, Healthy Food and Beverage Procurement, and that I may obtain a copy of this AD at any time online at <http://www.sanantonio.gov/EmployeeInformation/Directives>. I was given the opportunity to ask questions or contact my Human Resources Representative.

Employee Name (Print)

Department

Employee Signature

Employee SAP #

Attachment A
Food Service Guidelines for City of San Antonio Facilities