



## **Tribal Elder Food Box Grant Memorandum of Understanding**

The following is a Memorandum of Understanding (MOU) between Feeding Wisconsin, Inc. and the FOOD SUPPLIER identified below, from here on known as "FOOD SUPPLIER," regarding the procurement of food for Tribal Elder Food Boxes.

FOOD SUPPLIER: \_\_\_\_\_

### **PURPOSE OF THE TRIBAL ELDER FOOD BOX PROGRAM:**

Through a partnership between Menominee Indian Tribe of Wisconsin, Oneida Nation, Red Cliff Band of Lake Superior Chippewa, Feeding Wisconsin, Intertribal Agriculture Council, Wisconsin Food Hub Cooperative, UW-Madison, and healthTIDE, Feeding Wisconsin was awarded a Feeding America National Office Regional Agri Food Distribution Grant to pilot a Tribal Elder Food Box Program. In order to increase access of Indigenous foods for Tribal Elders (Tribal members over 55 years old), Feeding Wisconsin and partners will purchase foods from Indigenous-based and other regional food producers to pack food boxes for Tribal Elders.

The goal of this project is to distribute 900 boxes over the course of 12 distributions, bi-weekly (every other week), beginning late June through early December. Each box will contain perishable food items, sourced from Indigenous and local producers whenever possible. The average box will be 14-16 pounds and will contain a combination of protein (beef, bison, fish, chicken, and pork) and produce (greens, apples, berries, corn, beans, squash, potatoes, tomatoes, and other seasonal produce) representative of traditional, Indigenous foods as desired by Tribal Elders.

The purchased food will be aggregated, stored, handled, repacked into household portioned boxes, and transported from the "aggregation site," Wisconsin Food Hub Cooperative (E502 WI-54, Waupaca, WI 54981)

### **RESPONSIBILITIES OF FEEDING WISCONSIN**

#### **Partnership**

In the interest of building Tribal economies and infrastructure, Feeding Wisconsin and other grant partners, will be available for planning logistics and operational support. It will be the responsibility of the FOOD SUPPLIER to ensure product availability and delivery; however, partners are available to support processing connections, coordination of logistics, and potential efficiencies in transport where needed.

#### **Ordering/Timing**

Feeding Wisconsin and partners will communicate food preferences of Tribal Elders to support FOOD SUPPLIER's preparation of submitting product availability. Orders will be placed X days before delivery to aggregation site.

#### **Cost of Program**

Feeding Wisconsin, through a Feeding America National Office Regional Agri Food Distribution Grant, will purchase food product from FOOD SUPPLIER and hire Wisconsin Food Hub Cooperative from aggregation, storage, and transport to distribution sites.

## Payment

Feeding Wisconsin will provide payment via mailed paper check postmarked within 30 days of invoice.

## RESPONSIBILITIES OF THE FOOD VENDOR

### Food Safety

There are no formal certifications, requirements or designations (i.e., GAP or Organic certification) required of suppliers outside of meeting minimal state and local requirements for the sales of fresh food products within the state of Wisconsin. FOOD SUPPLIERS are required to operate with sound food safety and handling standards, including by not limited to good agricultural practices, worker health and hygiene, and practices to prevent contamination before, during, and after harvest.

Meat, poultry and fish must be frozen solid upon delivery.

### Quality

Quality of product should ensure that all products are marketable due to age, appearance, freshness, grade, and size. Quality of product must be of first quality--absent of blemishes or bruises. Product should be fresh and maintain a shelf-life ensuring ideal quality to the consumer of one to two weeks post distribution (dependent on product type).

FOOD SUPPLIER shall perform all reasonable food harvesting and processing practices, generally accepted and approved, for growing merchantable produce and processing merchantable meats. FOOD SUPPLIER shall refrain from any practice that will cause the food to deteriorate in quality or quantity, regardless of type of purchase.

### Ordering/Timing/Logistics

1. FOOD SUPPLIER must submit availability lists 10 days before delivery to aggregation site. To have product considered for purchase, please provide product available, quantities, pounds per item, and cost per pound (include total cost of product and delivery)
2. Feeding Wisconsin orders will be placed to FOOD SUPPLIER at least 4 days before delivery to aggregation site.
3. Products will be delivered by FOOD SUPPLIER to aggregation site by Noon on day before assembly. Assembly will take place on Wednesday the weeks of distribution. Delivery of product must happen on Monday or Tuesday by Noon on the weeks of distribution. Delivery may be possible in advance of the week of distribution based on arrangements made with aggregation site.

### Packaging

All product (except fresh fruit and vegetables) must be labeled per the Fair Packaging and Labeling Act. Labels shall contain:

1. The common or usual name of the Product;
2. The name and place of business of the manufacturer, packer, or distributor;
3. The net quantity of the contents; and

4. The common or usual name of each ingredient, listed in descending order of prominence.

Produce (fruit and vegetables) should not be packaged into household portioned quantities. Rather, produce should be transported in bulk quantities to be repacked at the aggregation site. Bulk packaging must protect the produce from mechanical damage and poor environmental conditions during handling and transport. When possible, packages should be palletized.

Proteins should be packaged in household portioned quantities and sealed to industry standards. When possible, packages should be palletized.

### **Pricing**

FOOD SUPPLIER will provide guaranteed unit pricing of available products, with a minimum of 900 units available for purchase, 10 days before potential delivery to aggregation site.

### **Right to Reject**

Any goods from the FOOD SUPPLIER that do not comply with purchase agreement may be rejected by Feeding Wisconsin. The determination of whether goods comply with specifications shall be in Feeding Wisconsin's sole discretion.

### **Terms/Invoicing**

FOOD SUPPLIER will provide an invoice to Feeding Wisconsin for payment of product no later than 15 days post product delivery. Invoice should be delivered by email: [sdorfman@feedingwi.org](mailto:sdorfman@feedingwi.org), or mail: Feeding Wisconsin, ATTN: Stephanie Dorfman, 2850 Dairy Drive, Madison, WI 53718. Terms of payment should be net 30. All payments for grant purchasing must be resolved by December 31, 2021.

### **FOOD SUPPLIER:**

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FOOD SUPPLIER Signature of Authorized Agent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name of Authorized Agent

### **FEEDING WISCONSIN, INC.**

\_\_\_\_\_  
Stephanie Dorfman, Executive Director

\_\_\_\_\_  
Date