



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:

The Tribal Elder Food Box Program has been created out of a partnership between Menominee Indian Tribe of Wisconsin, Oneida Nation, Red Cliff Band of Lake Superior Chippewa, a number of additional Tribal Nations, Feeding Wisconsin, Intertribal Agriculture Council, Wisconsin Department of Agriculture, Trade, Wisconsin Food Hub Cooperative, UW-Madison, and healthTIDE. In order to increase access of Indigenous foods for Tribal Elders (Tribal members over 55 years old), Feeding Wisconsin and partners purchase foods from Native and non-Native, local food producers to pack food boxes for Tribal Elders.

To support the Tribal Elder Food Box program in the 2022 season, Feeding Wisconsin has secured \$1.2M to support purchase of food product and logistics (transportation, repack process, storage, handling, etc.) via Wisconsin Department of Agriculture, Trade and Consumer Protection’s Food Security Initiative funded through federal American Rescue Plan Act (ARPA) and a Feeding America National Office Regional Agri Food Distribution Grant.

The goal of this project is to distribute 1,400 to 1,800 boxes over the course of 16 distributions, bi-weekly (every other week), beginning May through early December. The average box will be 14-20 pounds and will contain a combination of protein (beef, bison, fish, chicken, pork, etc.), produce (greens, apples, berries, corn, beans, squash, potatoes, tomatoes, and other seasonal produce), and non-perishables (wild rice, maple syrup, white corn flour, hominy, nuts, etc.) representative of traditional, Indigenous foods as desired by Tribal Elders and sourced from Indigenous and local producers whenever possible.

The purchased food will be aggregated, stored, handled, repacked into household portioned boxes, and transported from the Wisconsin Food Hub Cooperative (E502 WI-54, Waupaca, WI 54981; 715-227-1990)

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 will be purchasing products from producers on an ad hoc basis. Ongoing conversations about structured and scheduled purchases will be unfolding over the course of the planning months (February-April).

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 7-10 days before delivery to the aggregation site.

Cost of Program

Feeding Wisconsin or Feeding America Eastern Wisconsin will purchase food product from FOOD SUPPLIER and hire the Wisconsin Food Hub Cooperative to support aggregation, storage, and transport to distribution sites.

Payment

Feeding Wisconsin/Feeding America Eastern 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 but 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 and never thawed once frozen.

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 14 days before delivery to the 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/Feeding America Eastern Wisconsin orders will be placed to FOOD SUPPLIER at least 7 days before delivery to the aggregation site.
3. Products will be delivered by FOOD SUPPLIER to the aggregation site by 2pm on the day before assembly. Assembly will take place on Wednesday the weeks of distribution (every other week between May 11th and November 30th). Delivery of product must happen on Monday (6:00am - 8:00pm) or Tuesday (6:00am - 8:00pm) on the weeks of distribution. Delivery may be possible in advance of the week of distribution based on arrangements made with the aggregation site. Delivery arrangements must be made with the Wisconsin Food Hub Cooperative (E502 WI-54, Waupaca, WI 54981; 715-227-1990)

Packaging

All products (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. Proteins will be ordered by unit rather than by poundage as it will take a specific quantity of household portioned packages to fulfill the boxes for the distribution.

Pricing

FOOD SUPPLIER will provide guaranteed unit pricing of available products, with a minimum of 1,400-1,800 units available for purchase, 14 days before potential delivery to the aggregation site.

Right to Reject

Any goods from the FOOD SUPPLIER that do not comply with purchase agreement may be rejected by Feeding Wisconsin/Feeding America Eastern Wisconsin/Wisconsin Food Hub Cooperative. The determination of whether goods comply with specifications shall be at the discretion of the receiving entities including Feeding Wisconsin, Feeding America Eastern Wisconsin, and the Wisconsin Food Hub Cooperative.

Terms/Invoicing

FOOD SUPPLIER will provide an invoice to Feeding Wisconsin/Feeding America Eastern Wisconsin for payment of product no later than 15 days post product delivery. Invoice should be delivered by email: 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, 2022.

FOOD SUPPLIER:

FOOD SUPPLIER Signature of Authorized Agent

Date

Printed Name of Authorized Agent

FEEDING WISCONSIN, INC.

Stephanie Dorfman, Executive Director

Date