

Letter of Understanding

Emergency Procurement and Contract Modification due to the Coronavirus (COVID-19)

This further delineates the required change as indicated in Form 232 NJDA FNS Emergency Procurement Request.

Due to the Township of Union School District's closure as a result of the COVID19 virus, it is necessary to establish an emergency agreement to facilitate the feeding of students as required by the NJDOE directive.


The district submitted an application to offer a Seamless Summer Option (SSO) with the NJ Department of Agriculture. This is a separate and distinct program compared to the traditional contract in place between Pomptonian and the District.

Pomptonian will be (or has)

- Aided Districts in applying for the SSO Option
- Designed compliant menu for Grab-and-Go Service
- Procured necessary components
- Set up separate accounting system
- Developed a new accountability system
- Will aid in preparing meal claims
- Retained documentation of extraordinary expense for possible reimbursement from State
- Created separate billing for emergency feeding
- Adapting program as guidance from the State evolves
- Maintaining required production records

The billing from Pomptonian will include; all payroll costs associated with the emergency feeding, all purchases of food and supplies and any other direct expenses. Pomptonian will also include our fee for providing this service. The fee will be \$740 per day, which is 75% of what our fee was per day through February 2020.

This emergency agreement begins on March 16, 2020 and will extend until your school reopens but cannot extend past June 30, 2020.



Mark Vidovich March 16, 2020
President
Pomptonian Food Service

Manny Viera Date
Business Administrator
Township of Union School District

NJDA FNS EMERGENCY PROCUREMENT REQUEST

SCHOOL FOOD AUTHORITY Township of Union Board of Education

AGREEMENT NUMBER 03905290

AUTHORIZED REPRESENTATIVE Manuel Vieira

mvieira@twpunionschools.org
(CONTACT INFORMATION)

PARTICIPATING PROGRAM MEALS (CHECK APPLICABLE PROGRAMS) BREAKFAST
LUNCH

CURRENT OPERATIONS (PLEASE CHECK APPLICABLE BOX)

FOOD SERVICE MANAGEMENT COMPANY

COST REIMB The Pomptonian
(MANAGEMENT COMPANY)

FIXED PRICE The Pomptonian
(MANAGEMENT COMPANY)

DATE MEAL SERVICE BEGAN: 03/16/2020
PROJECTED END DATE OF EMERGENCY: 06/30/2020 (END DATE NOT LATER THAN JUNE 30, 2020)

PROPOSED CHANGES TO CURRENT OPERATIONS DURING EMERGENCY

FOOD SERVICE MANAGEMENT COMPANY

COST REIMB The Pomptonian
(MANAGEMENT COMPANY)

FIXED PRICE The Pomptonian
(MANAGEMENT COMPANY)

PLEASE CHECK THE FORMS YOU HAVE SUBMITTED ON SNEARS:

SFSP FORM #199

SSO AGREEMENT

SIGNATURE

DATE