



Centers for Disease Control  
and Prevention (CDC)  
Atlanta GA 30329-4027

**Category:** Acquisition

**Policy #:** CDC-AM-2018-01

**Date of Issue:** 01/11/2018, Updated 07/25/2023<sup>1</sup>

**Proponent:** National Center for Chronic Disease Prevention and Health Promotion (NCCDPHP) and the Office of Safety, Security, and Asset Management (OSSAM)

**Application:** All CDC domestically-owned or -operated dining and vending facilities

**Applicable Staff:** All CDC Employees responsible for administering, developing, approving, and monitoring food service contracts and permits as well as Subject Matter Experts in NCCDPHP's Division of Nutrition, Physical Activity, and Obesity (DNPAO) and OSSAM

## FOOD SERVICE GUIDELINES IN CDC-OWNED OR -OPERATED DINING AND VENDING FACILITIES

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### 1. PURPOSE AND SCOPE

The purpose of this policy is to ensure all new and renegotiated food service contracts and permits meet the standards outlined in the current [Food Service Guidelines for Federal Facilities](#) and are consistent with applicable laws. This policy applies to Requests for Proposals (RFP) and approved contracts or permits that secure qualified vendors to provide food service in CDC<sup>2</sup>-owned or -operated dining<sup>3</sup> and vending<sup>4</sup> facilities in the United States or its territories. This includes any leased facilities where CDC manages the food service contracts or permits.

Food Service Guidelines standards are designed to achieve the following goals:

- Healthier foods and beverages are available and encouraged for consumption by employees

<sup>1</sup> This 5-Year Review consisted of non-substantive updates to formatting, hyperlinks, organizational nomenclature, and copyediting. No substantive changes were made.

<sup>2</sup> References to CDC also apply to the Agency for Toxic Substances and Disease Registry (ATSDR).

<sup>3</sup> Dining facilities include but are not limited to full-service cafeterias, cafés, and snack shops that sell foods and beverages on CDC-owned or-operated premises in the United States or its territories.

<sup>4</sup> Vending facilities include traditional coin- or currency-operated machines that dispense food and beverage items and other grab-and-go stations, such as micro markets, that sell foods on CDC-owned and-operated premises.

- Environmentally responsible practices are used in federal food service venues, and communities are supported economically through local food sourcing when feasible
- Food safety practices are followed to minimize the risk of foodborne illnesses

The following CDC employees<sup>5</sup> are responsible for the implementation of this policy:

- Program Official responsible for preparing the “Procurement Request Package” and submitting it to the Office of Financial Resources (OFR)
- Contracting Officer (CO)
- Contracting Officer Representative (COR) or Project Officer
- Food Service Guidelines Subject Matter Experts from the National Center for Chronic Disease Prevention and Health Promotion’s (NCCDPHP) Division of Nutrition, Physical Activity, and Obesity (DNPAO) and food service oversight and monitoring Subject Matter Experts within the Office of Safety, Security, and Asset Management (OSSAM)

## 2. BACKGROUND

Each year, chronic diseases account for 70 percent of all deaths in the United States. About half of all American adults—117 million individuals—have one or more chronic diseases. These diseases are often related to poor dietary patterns and physical inactivity (as well as tobacco use) and include cardiovascular disease, hypertension, type 2 diabetes, and diet-related cancers. On average, the U.S. diet is low in vegetables, fruits, whole grains, dairy, seafood, and oil and is high in refined grains, added sugars, saturated fats, and sodium. [Food Service Guidelines](#) are a set of best business practices that can be used to increase the availability and affordability of healthy and safe food options in worksites.

Increasing access to healthier food and beverages that are sold at CDC facilities can improve both the health and performance of employees. The [Food Service Guidelines for Federal Facilities](#) are based on the *2020-2025 Dietary Guidelines for Americans* (DGA), which are the cornerstone of federal nutrition policy. Diets consistent with the DGA promote health and reduce risk for costly chronic diseases. This policy also promotes efficiency in dining facility operations and procurement practices by instituting more accurate forecasting<sup>6</sup> methodologies and implementing just-in-time ordering as food waste reduction strategies. It complies with Executive Order 13990, [Protecting Public Health and the Environment and Restoring Science To Tackle the Climate Crisis](#), and food safety standards in the [U.S. Food Code](#).

Implementation of this policy will:

- Expand availability and potentially increase consumption of whole grains, fruits, vegetables, and foods and beverages that are lower in added sugars, saturated fats, sodium, and calories in meals, snacks, and beverages sold in CDC dining and vending facilities

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<sup>5</sup> For the purposes of this policy, the term “employees” consists of members of the civil service, Commissioned Corps officers, and locally employed staff.

<sup>6</sup> Forecasting is defined as a process for making predictions on the amount of food to order or prepare to meet consumer demand and ensure minimal food waste, based on factors such as historical sales data, the population of the venue serviced, and the day of the week.

- Reduce sodium consumption among CDC employees by increasing the amount of healthier foods and beverages sold on CDC property
- Send a clear message in support of healthy nutrition and enable CDC to serve as a model for other worksites
- Strengthen environmentally responsible food service business operations practices

### 3. POLICY

#### A. General Requirements

The following requirements and guidance must be included in all procurement request packages, RFPs, and new or renegotiated contracts and/or permits to ensure vendors are selected that can adopt and implement healthy food service guidelines in CDC food service operations.

#### B. Scope of Work

Language included in the Scope of Work must emphasize the purpose of the [Food Service Guidelines for Federal Facilities](#) and generally indicate that CDC is requesting proposals from experienced food service vendors that have the capacity to:

- Offer affordable healthier food and beverage options
- Maintain operations following environmentally responsible practices and support communities through local food sourcing, to the extent feasible
- Follow food safety procedures to minimize the risk of foodborne illnesses
- Use behavioral design strategies to encourage the selection of healthier foods and beverages

#### C. Requirements

The following standards — as defined in the [Food Service Guidelines for Federal Facilities](#) — must be incorporated into the procurement request package, RFP Statement of Work, and contractual/permit performance requirements:

##### ***Food and Nutrition Standards***

At minimum, require the vendor to comply with food and nutrition standards in the following categories at the standard implementation level. Vendors that indicate an ability to implement nutrition standards at the innovative level may be given preference (see [Table 1](#), [Table 2](#), and [Table 3](#) in the Food Service Guidelines for Federal Facilities).

- Prepared foods<sup>7</sup>

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<sup>7</sup> Includes foods that are fresh, cleaned, cooked, assembled (e.g., salad or sandwich), or otherwise processed and served “ready-to-eat.” Prepared foods include those that are made and served on site, or those prepared at a central kitchen and then packaged and distributed to other locations. These foods have a relatively limited shelf-life (compared to packaged snacks) and can be sold in any food service venue. Examples of prepared foods include hot entrées, side dishes, soups, salads, deli sandwiches, and fresh whole fruits and vegetables.

- Packaged foods<sup>8</sup>
- Beverages<sup>9</sup>

### ***Behavioral Design Standards***

At minimum, require the vendor to implement at least one standard from the following behavioral design<sup>10</sup> categories at the innovative implementation level. Vendors that indicate an ability to implement more than one behavioral design standard at the innovative implementation level may be given preference (See [Table 6](#) in the Food Service Guidelines for Federal Facilities).

- Placement and Layout
- Product Innovations and Default
- Pricing and Promotion
- Tableware
- Information
- Organizational Policy

### ***Facility Efficiency, Environmental Support, and Community Development Standards***

At minimum, require the vendor to comply with the standards included in each of the following facility efficiency categories at the standard implementation level. Vendors that indicate an ability to implement facility efficiency standards at the innovative level may be given preference (See [Table 4](#) in the Food Service Guidelines for Federal Facilities).

- Purchasing Standards
- Food Service Management and Consumer Engagement
- Waste Diversion<sup>11</sup>

### ***Food Safety Standards***

At minimum, require the vendor to comply with the following food safety standards at the standard level of implementation. The final contract must also explicitly require adherence to all applicable state and/or local food safety regulations. Vendors that indicate an ability to implement at the innovative level may be given preference (See [Table 5](#) in the Food Service Guidelines for Federal Facilities).

- Food Code<sup>12</sup>

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<sup>8</sup> Includes processed foods that are packaged in small portions or individual servings, are widely distributed, and have a relatively long shelf-life (compared to prepared foods). Packaged foods include food items such as granola, bars, chips, crackers, raisins, and nuts and seeds. These foods can be sold in any venue, such as vending machines or “grab-n-go” areas of cafeterias.

<sup>9</sup> Includes drinks such as water, milk, 100% juice, soft drinks, energy drinks, teas, and coffees.

<sup>10</sup> The selection and consumption of foods and beverages that are sold or served are influenced by how they are prepared, placed, presented, promoted, or priced. The Behavioral Design strategies in the Food Service Guidelines encourage the use of these influencers to make healthier food and beverage items easier for consumers to choose.

<sup>11</sup> Waste diversion means “redirecting materials from disposal in landfills or incinerators to recycling or recovery, excluding diversion to waste-to-energy facilities.”

<sup>12</sup> These standards are in alignment with the U.S. Food and Drug Administration’s [Food Code](#) which provides guidance for a uniform system of addressing food safety issues in all retail food and food service establishments, such as restaurants, cafés, and cafeterias.

- Food Safety Management System/Active Managerial Control
- Undercooked Meat, Poultry, and Egg Products
- Practices to Control Listeria Monocytogenes in Ready-To-Eat Products
- Sick Employees (in food service)
- Certified Food Protection Managers
- Food Handler Training

#### **D. Reporting**

The RFP and subsequent approved contract or permit must require the vendor to produce a reporting plan with monthly sales data and monthly or weekly operating statements. The plan must describe how the vendor will monitor implementation efforts and outline the methods they will use to track procurement or purchasing patterns for healthier food and beverage items (e.g., production sheets, procurement data, or sales of “healthier” entrees) and include key indicators that will be reported to the assigned COR or project officer post award.

The selected food service vendor must be able to meet all minimum performance requirements, as stipulated by this policy. However, CDC reserves the right to establish a performance improvement plan that includes time-limited, incremental targets, by which the vendor can demonstrate meaningful progress towards achieving all minimum requirements.

#### **E. Exceptions**

This policy does not apply to the following:

- Existing food service contracts or permits in place prior to adoption of this policy
- Food and beverages served at CDC employee organization-sponsored events, personal employee-initiated gatherings in which employees or members of the public bring such food and beverages onto facilities owned and operated by CDC, and, if appropriate and legally permissible, food and beverages brought in or paid for by an outside organization (e.g., the CDC Foundation)
- Food or light refreshments provided with CDC-appropriated funding, such as catered onsite meetings, award ceremonies, trainings, or other similar events (See CDC-FM-2014-01)
- Food and beverages sold and served as part of an emergency response or crisis

### **4. RESPONSIBILITIES**

#### **A. Program Official**

- Develops a Procurement Request Package, with a Statement of Work, that reflects minimum requirements defined by this policy

#### **B. Contracting Officer (CO) within Office of Financial Resources/Office of Acquisition Services (OFR/OAS)**

- Processes the Procurement Request Package submitted by the Program Official and takes all actions on behalf of the U.S. Government as permitted by the Federal Acquisition Regulations

**C. Contracting Officer Representative (COR) or Project Officer**

- Determines, post award, the adequacy of performance by the vendor in accordance with the terms and conditions of this policy and stipulated in the contract and/or permit
- Ensures compliance with requirements through periodic reviews and inspections
- Assists the vendor with the resolution of any issues that arise regarding performance or implementation

**D. Food Service Guidelines Subject Matter Experts from the National Center for Chronic Disease Prevention and Health Promotion’s (NCCDPHP) Division of Nutrition, Physical Activity, and Obesity (DNPAO) and the Office of Safety, Security, and Asset Management (OSSAM)**

- Assist the Program Official, CO, or assigned COR or Project Officer in integrating Food Service Guidelines requirements, as defined by this policy, into Procurement Request Packages, CDC-issued RFPs, and final approved contracts or permits
- Provide technical direction and guidance related to issues that may jeopardize the successful implementation of this policy

**5. REFERENCES**

- A. Exec. Order 13,990, 86 Fed. Reg. 7037 (January 20, 2021) – [Protecting Public Health and the Environment and Restoring Science to Tackle the Climate Crisis](#)
- B. Food Service Guidelines Federal Workgroup. *Food Service Guidelines for Federal Facilities*, dated 2017, [https://www.cdc.gov/obesity/downloads/guidelines\\_for\\_federal\\_concessions\\_and\\_vending\\_operations.pdf](https://www.cdc.gov/obesity/downloads/guidelines_for_federal_concessions_and_vending_operations.pdf).
- C. HHS, FDA, and U.S. Public Health Service. *Food Code*, dated January 18, 2023, <https://www.fda.gov/media/164194/download>.
- D. USDA and HHS. *Dietary Guidelines for Americans, 2020-2025*, 9th Edition, dated December 2020, <https://www.dietaryguidelines.gov/>.

**6. ACRONYMS AND ABBREVIATIONS**

- CDC** – Centers for Disease Control and Prevention
- CIO** – Centers, Institute, and Offices
- CO** – Contracting Officer
- COR** – Contracting Officer Representative
- DGA** – 2020-2025 Dietary Guidelines for Americans
- DNPAO** – Division of Nutrition, Physical Activity, and Obesity
- FDA** – Food and Drug Administration
- HHS** – U.S. Department of Health and Human Services
- NCCDPHP** – National Center for Chronic Disease Prevention and Health Promotion
- OAS** – Office of Acquisition Services

**OFR** – Office of Financial Resources

**OSSAM** – Office of Safety, Security, and Asset Management

**RFP** – Request for Proposal

**USDA** – U.S. Department of Agriculture

## **7. DEFINITIONS**

**Food Service** – Two types of food service are provided in federal facilities. One type includes food service venues in which food is sold (such as cafeterias, cafés, and vending machines) and customers purchase their food and beverages from a variety of choices. The other type includes venues in which food is served (such as federal hospitals, correction facilities, or military dining facilities), and the government is responsible for providing individuals with meals that meet all or part of their daily or weekly nutrition needs and may provide limited individual choice. With the exception of the food safety standards, which apply in both types of venues, the standards in the [Food Service Guidelines for Federal Facilities](#) are written specifically for federal food service venues where food is sold (although they can be adapted to venues where food is served).

**Prepared Foods** – Includes foods that are fresh, cleaned, cooked, assembled (e.g., salad or sandwich), or otherwise processed and served “ready-to-eat.” Prepared foods include those that are made and served on site, or those prepared at a central kitchen and then packaged and distributed to other locations. These foods have a relatively limited shelf life (compared to packaged snacks) and can be sold in any food service venue. Examples of prepared foods include hot entrées, side dishes, soups, salads, deli sandwiches, and fresh whole fruits and vegetables.

**Food Code** – A model for safeguarding public health and ensuring food is unadulterated and honestly presented when offered to the consumer. It represents the Food and Drug Administration’s (FDA) best advice for a uniform system of provisions that address the safety and protection of food offered at retail and in food service.

**Standard Implementation Level** – Considered widely achievable by the food service industry.

**Innovative Implementation Level** – Considered exceptional performance in various areas of the food service industry.

## APPENDIX A

### FOOD SERVICE GUIDELINES FOR FEDERAL FACILITIES: LINKS TO TABLES

[\*Food Service Guidelines for Federal Facilities\*](#) provides a number of tables that outline important standards for prepared food, beverages, and associated facilities. For links to specific tables within the document, please see below.

- Table 1: [Food and Nutrition Standards for Prepared Foods](#)
- Table 2: [Food and Nutrition Standards for Packaged Snacks](#)
- Table 3: [Food and Nutrition Standards for Beverages](#)
- Table 4: [Facility Efficiency, Environmental Support, and Community Development Standards](#)
- Table 5: [Food Safety Standards](#)
- Table 6: [Behavioral Design Standards](#)