Memorandum of Understanding
By and Between
The Rhode Island Department of Health (HEALTH)
and
Sample Vendor

This agreement establishes the terms of a partnership intended to promote foods that meet or exceed the nutrition standards developed by HEALTH to support the implementation of HEALTH's Healthy Eating at Events (HEAE) Policy. This agreement may be terminated at any time by either party with the terminating party providing written notification of the dissolution of the partnership.

The *Sample Vendor* agrees to:
- Ensure that any and all menus which bear the HEALTH logo, or refer to the Healthy Eating at Events Policy will:
    - Undergo a full nutritional assessment; which will then be made available to RI HEALTH upon request.
    - Meet or exceed RI HEALTH's nutrition standards (copy of HEAE nutrition standards is attached).
    - Be prepared in accordance with RI HEALTH's food safety regulations.
    - Utilize local foods whenever possible.
    - Be comprised of at least 50% fruits and vegetables.
- Work with RI HEALTH, Department of Administration (DOA), and Department of Environmental Management (DEM) to promote the HEAE menu whenever booking events with these agencies.
- As appropriate, create buffet selections that constitute the offerings of complete meals which would satisfy RI HEALTH's nutrition standards.
- Provide nutrition facts for all a la carte offerings and/or plated meals, and clearly display those nutrition facts at each table and/or the buffet station.
- Accurately track HEAE menus sales, and report this number to RI HEALTH quarterly.

The Rhode Island Department of Health agrees to:
- Provide accurate and practical nutrition standards for meetings and events sponsored by the Departments of Health, Administration, and Environmental Management.
    - Standards will be based on the most recent United States Department of Agriculture's Dietary Guidelines for Americans, and will be updated as USDA guidelines are changed.
    - Provide technical support to assist in the creation and implementation of menu(s) which would meet or exceed the HEAE nutrition standards.

- Promote the aforementioned menu(s) on RI HEALTH's website, and provide links to the available menu(s) to all HEALTH, DOA, and DEM staff for use when booking meetings and events.
- Promote the HEAE Policy within RI HEALTH, DOA, DEM, and their respective contractual partners.
- Provide the *Sample Vendor* with the HEALTH logo for any HEAE menu which meets or exceeds the HEAE nutrition standards.

Any menu, food or food products offered on a menu(s) that do not meet or exceed RI HEALTH's nutrition standards, and bear the logo of RI HEALTH, will be in violation of this agreement. In the instance that menus, or components of a menu, are found to be in violation of RI HEALTH's nutrition standards, the RI HEALTH logo must be removed from the menu until the menu is brought into compliance. Failure to comply will result in removal from the HEAE vendor listing. Vendors who are found to be out of compliance repeatedly, purposefully misleading, or falsely representing the nutritional quality of their menu will be barred from participating in the Healthy Eating at Events initiative. Vendors who are barred from participation may be considered for inclusion after a period of time determined by RI HEALTH has passed, or with the approval of a written plan of action to ensure the violation(s) will not occur again.

* Note this opportunity to participate in the HEAE approved menu initiative is not exclusive to the *Sample Vendor*, and no preference will be given to any one vendor participating in the HEAE initiative.

IN WITNESS WHEREOF the said parties are in agreement and hereto set their hands to duplicate originals of this Memorandum of Understanding.

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Michael Fine, MD
of HEALTH
Rhode Island Department of Health

Date:_____

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John Smith, General Manager Director
Sample Vendor

Date:_____