

<b>Institutional Handbook of Operating Procedures</b> <b>Policy 02.06.10</b>	
Section: General Administrative Policies and Services	Responsible Vice President: Associate Vice President – University Events
Subject: Facilities Use	Responsible Entity: University Events

**I. Title**

*Food Services Contracting Policy*

**II. Policy**

It is the policy of UTMB that the selecting and monitoring of the food service providers adequately reflect participation from faculty, staff, and students provided adequate facilities are available for the contractor to produce the food items for resale. In the event that temporary operations are present during the selection or renewal process, the bid process may be extended or exclusions may be adapted to the contractors agreement to continue service until normal operations resume at which point an agreed amount of time by both parties will occur and UTMB staff, faculty, and students can re-evaluate the contractor for renewal. This applies to contracts with providers for food and beverage services located in, and in conjunction with, the campus food service areas (Health Education Center, campus cafeterias, and snack bars, etc.). This also applies to contracts for all vending machines for food and beverage services on the UTMB campus.

UTMB’s selection and monitoring process of food service contractors must provide, at a minimum, the following:

1. Meaningful input from faculty, staff, and students in the initial selection or the renewal of a contract for food service, including the initial development of the desired qualifications of food service providers, and
2. Inclusion in the food service contract of a commitment by the vendor to hold periodic meetings or forums for faculty, staff, and students to discuss the performance of the food services provider.

**III. Relevant Federal and State Statutes**

[Texas Education Code § 51.945](#)

**IV. Dates Approved or Amended**

<i>Originated:</i> 12/01/1997	
<i>Reviewed with Changes</i>	<i>Reviewed without Changes</i>
08/04/2011	08/25/2016
	08/21/2019

**V. Contact Information**

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