



## KEY PARTNERSHIP COMMITTEE PRODUCT EVALUATION Process Document and Evaluation Tool

### Purpose

This Product Evaluation Tool was developed to measure suitability of new or modified products to source and deliver food to Student Nutrition Programs (SNPs) in Ontario. It is intended to be an assessment and evaluation tool that will guide decisions surrounding product selection.

### Step One

Prior to the introduction of a new product or modification to an existing product, there must be a detailed independent review by the *Student Nutrition Ontario (SNO) Key Partnership Committee*, comprised of representatives of Student Nutrition Ontario (Food & Logistics Coordinators, Community Development Coordinators and Program Leads). The SNO-Key Partnership Committee manages oversight of new products for multiple regions.

Vendor/Producer/Supplier provides a package with product details, pricing, and nutritional specifications to the SNO-Key Partnership Committee (see Appendix A). The vendor may provide their own Specification Sheet(s) or use the SNO-Key Partnership Committee Product Specification Sheet (Appendix A). SNO-Key Partnership Committee performs an initial review of the submitted product information to determine if there is a need for the product offered.

#### **The SNO-Key Partnership Committee's initial review will be evaluated on the following criteria:**

- Preliminary nutritional analysis (meets most recent Student Nutrition Program Guidelines)
- Price/Affordability
- Availability (distributor/retail accessibility)
- Appropriate offering for school aged children and youth
- Degree of preparation required

- Quality assurance regulation compliance
- Shelf Life
- Local and sustainable production (further guidelines to be developed)
- Purchase minimum order required

1) Key performance indicators/evaluation categories: (See more detail in Evaluation Tool)

1. **Best Practices**
2. **Quality Assurance**
3. **Service Efficiencies**
4. **Value for Dollar**

## Step Two

If the product passes SNO-Key Partnership Committee's initial review, but there are still uncertainties about the nutritional specifications meeting guidelines, the nutritional specifications may be sent to Ontario Public Health Dietitians for further review of nutritional suitability.

## Step Three

The following additional steps may be required to complete the final review:

**Additional Product Information Request** —Additional information may be requested from the vendor/supplier if needed. This may include a request for a product sample at no charge to SNO. No reimbursement will be provided for a product sample regardless of the review's outcome.

- i. Sample sizes and extent of sample distribution will be determined on a case-by-case basis.

**Product Approval and Suspension** - All decisions will be documented, communicated to the vendor, and kept on file for reference.

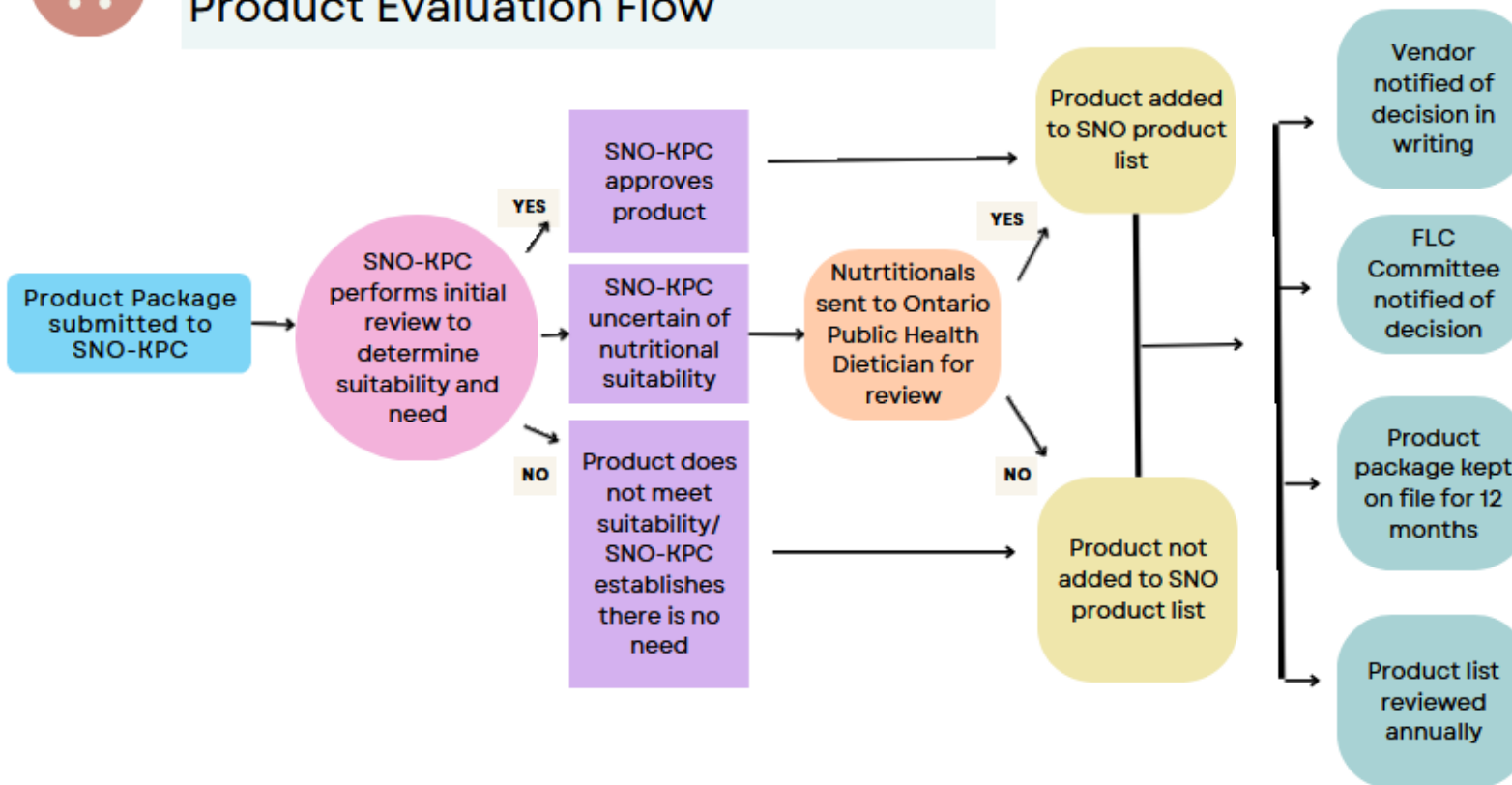
a. Once the product has been approved, the vendor will be notified in writing or via email by a member of the SNO-Key Partnership Committee. The product will then be added to the SNO Approved Product List and distributed to Student Nutrition Programs via regional and provincial distributors or purchased via grocers or other outlets. The SNO Approved Product List will be reviewed annually by the SNO-Key Partnership Committee.

b. The Committee reserves the right to temporarily suspend the approval of any product which does not conform to the required standards, or for any other reason it deems necessary.

- The reassessment process will be determined as appropriate by the SNO Key Partnership Committee, depending on the reasons for suspension.



## SNO Key Partnership Committee Product Evaluation Flow



**PRODUCT EVALUATION TOOL**

*(Note that a “NO” response below does not constitute an automatic rejection of the product)*

**Product Name:** \_\_\_\_\_ **Food group/category:** \_\_\_\_\_

**Vendor Company Name:** \_\_\_\_\_ **Company Contact Person Name:** \_\_\_\_\_

**Contact phone number:** \_\_\_\_\_ **Contact email:** \_\_\_\_\_

<b>1. Best Practices</b>	Yes	No	N/A	Comments
Does the product meet SNP Nutrition Guidelines?				
Vendor/supplier agrees to update SNO-PPC of any modifications to product specifications, pricing, ingredients, supply availability				
<b>2. Quality Assurance</b>				
Product Guarantee (products that do not meet satisfaction of quality and consistency upon delivery will be replaced, reimbursed or credited)				
<b>3. Service Efficiencies</b>				
Is the product available to all regions of SNPs?				
If not, does the vendor have the capacity to scale up in the future?				
<b>4. Value for Dollar</b>				
Competitive Pricing: pricing structure is competitive against the sampled market average and/or industry benchmark for products meeting SNP Nutrition Guidelines				
Equitable food costing or rebates for all SNO program locations				

**SNO-Key Partnership Committee Summary and Recommendations**

**Committee member reviewer names:**

1. \_\_\_\_\_
2. \_\_\_\_\_

**Signature: 1.** \_\_\_\_\_

**Date:**

**Signature: 2.** \_\_\_\_\_

**Date:**

Appendix A Product Specification Sheet - New or Modified Product		
Product Category:		Product Subcategory:
Manufacturer:		Brand:
Supplier(s)/Distributor(s):		Contact Name:
Phone:		Email:
Pricing information:		Product Size(s):
NUTRITION FACTS		
Serving Size (mL/g)	Product Image:	Product Ingredients:
Calories		
Fat (g)		
Saturated (g)		
Trans (g)		
Cholesterol (mg)		
Sodium (mg)		
Potassium (mg)		
Carbohydrate (g)		
Fibre (g)		
Sugars (g)		
Protein (g)		
Vitamin A (%DV)		
Vitamin C (%DV)		
Calcium (%DV)		
Iron (%DV)		
Vitamin D (%DV)		
Milk Fat (%DV)		
Other Notes		
Packaging		
Storage		
Minimum Shelf Life		
Minimum order and delivery parameters _____		
Geographic area of service _____		