



KAISER PERMANENTE  
**healthy  
picks**



# HEALTHY CATERING

**VENDOR GUIDE**





## Overview

Kaiser Permanente has a long-standing commitment to promoting healthy eating, active living, and healthy environments. Ensuring that healthy food options are readily available is an important aspect of creating a workplace culture of health.

The catered food policy ensures that all physicians and employees throughout Kaiser Permanente have healthy food options at meetings, events, and celebrations. The policy states that food and beverages purchased with corporate funds should meet Kaiser Permanente's Healthy Picks standards, our evidence-based criteria for excellent nutrition. Meals that meet the Healthy Picks criteria have no more than 700 calories and 800 mg sodium.

The goal is to create a workplace environment that makes the healthy choice the easy choice.

## Did you know?

The average restaurant meal has 1,500 calories and 3,500 mg sodium. The recommended calories for the average man is 2,000 calories for an entire day.

## Instructions for Use

This guide is designed to assist you through the process of becoming approved as a healthy caterer for Kaiser Permanente. The first section outlines the **Healthy Picks criteria** for catered food and beverages. Please use this detailed summary as a guide when creating your catering menus. The second section is the **vendor application**, wherein you will provide information regarding your business, along with your purposed menu, including nutrition information.










# HEALTHY PICKS

## SUMMARY

### KAISER PERMANENTE'S HEALTHY PICKS CRITERIA FOR CATERING

Kaiser Permanente aspires to improve the health of our members, employees, our communities, and the environment. The goal of the healthy catering policy is to ensure that all KP physicians and employees have healthy food options at KP-sponsored meetings, events, and celebrations. Menu items must meet the Healthy Picks criteria, Kaiser Permanente's evidence-based standards for good nutrition, summarized below.






SUMMARY OF HEALTHY PICKS CRITERIA		
<b>TOTAL CALORIES</b>		<ul style="list-style-type: none"> <li>» As a guide, a meal should not exceed 700 calories</li> <li>» Entrees are less than 525 calories*</li> <li>» Side items and snacks are less than 200 calories**</li> </ul>
<b>FAT</b>		<ul style="list-style-type: none"> <li>» Healthy fats such as olive oil, canola oil, or other non-hydrogenated fats</li> <li>» No trans fats or deep-fat fried food</li> <li>» Salad dressings must be small portions, 1 ounce or less, made with healthy oils listed above</li> <li>» Must contain less than 10 percent calories from saturated fat</li> </ul>
<b>PROTEIN</b>		<ul style="list-style-type: none"> <li>» Plant-based proteins (legumes, beans, or tofu), fish, chicken, or turkey preferred</li> <li>» Lean beef or pork items that contain no more than 15 percent fat</li> <li>» Preferred cooking methods: roasted, baked, broiled, poached, or grilled</li> <li>» Nuts and seeds – plain or with spices (not candy-coated or yogurt-coated)</li> <li>» Restrict processed meats and items containing nitrates/nitrites, such as hot dogs, sausages, and deli meats</li> </ul>
<b>CARBOHYDRATES – GRAINS, STARCHES, BREADS AND CEREALS</b>		<ul style="list-style-type: none"> <li>» Must be a carbohydrate in its “whole” form, such as barley, brown rice, buckwheat, bulgur, corn, millet, oatmeal, popcorn, quinoa, and wild rice</li> <li>» Packaged and processed foods such as pasta, breads, baked goods or cereals must be at least 51 percent whole grains or whole grain flours</li> </ul>
<b>CARBOHYDRATES – FRUITS AND VEGETABLES</b>		<ul style="list-style-type: none"> <li>» Fruits or vegetables (fresh, frozen, canned, or dried) without added sugar or salt preferred</li> <li>» Canned fruits packed in their own juice, water, or light syrup</li> <li>» Pre-made salads or pre-cut vegetables served with healthy dressings</li> </ul>

\* Entree definition: a protein with one grain, fruit, or vegetable component.

\*\* Side item definition: one food group component, such as a side salad, vegetable, or single items foods. Includes desserts.



### SUMMARY OF HEALTHY PICKS CRITERIA *continued*

<p><b>DAIRY PRODUCTS</b></p>		<ul style="list-style-type: none"> <li>» Reduced-fat dairy products such as milk and yogurt</li> <li>» Dishes with cheese must contain less than 10 percent calories from saturated fat OR use low-fat cheese</li> </ul>
<p><b>SUGAR</b></p>		<ul style="list-style-type: none"> <li>» Food items must contain no more than 15 grams of added sugar, except for breakfast items, which must contain no more than 6 grams of added sugar per serving</li> <li>» Sugar requirements do not apply for fresh produce, dried fruits without added sugar, dairy products without added sugar, and canned fruits in their own juices</li> </ul>
<p><b>SALT/ SODIUM</b></p>		<ul style="list-style-type: none"> <li>» Entrees may contain no more than 600 mg sodium</li> <li>» Side items and snacks items may contain no more than 200 mg of sodium</li> <li>» OR a meal may contain no more than 800 mg of sodium</li> </ul>
<p><b>BEVERAGES</b></p>		<ul style="list-style-type: none"> <li>» Water or flavored water, still or sparkling, with no added sweetener or sugar</li> <li>» Unsweetened coffee or tea</li> <li>» Low-fat milk that is not chocolate or flavored milk</li> <li>» 100% fruit or vegetable juices with less than 150 calories and less than 140 mg sodium per serving</li> <li>» Smoothies without added sugar and less than 150 calories per serving</li> </ul>
<p><b>SUSTAINABILITY GUIDELINES</b></p>		<ul style="list-style-type: none"> <li>» Source sustainable ingredients when feasible to support Kaiser Permanente's 2025 vision of 100% sustainable food. This includes meeting any one of several criteria, including local; organic; non-GMO; fair trade; hormone and antibiotic-free; humanely raised; and more. See the full list of sustainable criteria at <a href="http://kp.org/healthycatering">kp.org/healthycatering</a>.</li> </ul>

# VENDOR APPLICATION



Please complete the following application and submit along with the completed **Healthy Picks spreadsheet** and a copy of your proposed Healthy Picks menu. Please be sure to include the following on your menu:

- Calories for each item
- Delivery area and fee (if applicable)
- Contact information

CONTACT INFORMATION	
Name of Catering Business:	
Name of Contact Person:	
Street Address:	
City/State/ZIP Code:	
Phone/Fax:	
Email Address:	
Website:	
Is your catering menu posted online?	

VENDOR CRITERIA	
Please check the boxes below if your company meets the following criteria:	
	<p><b>Flexibility:</b> Willing to create a “Thrive” menu that meets Healthy Picks criteria, including nutrition analysis. Please enter your menu items into the <b>Healthy Picks spreadsheet</b> to determine if they meet the criteria.</p>
	<p><b>Delivery:</b> Delivery preferred for most locations.</p>
	<p><b>Certificate of Insurance (COI):</b> Required for most on-site catering. Please contact your local administrator for more information.</p>
	<p><b>Affordability:</b> Menus must offer affordable options. Please note that most departments have very limited catering budgets. Providing menu items that are less than \$12/person will help maximize your business opportunities within Kaiser Permanente.</p>
	<p><b>Sustainability:</b> Priority to vendors that adhere to Kaiser Permanente sustainability guidelines including:</p> <ul style="list-style-type: none"> <li>» Sourcing local and/or organic products, such as produce, meat, dairy, and eggs</li> <li>» Fair trade/organic coffee and tea</li> <li>» Reusable service ware, rather than disposable. Reducing packaging to the absolute minimum possible. Use of eco-friendly packaging, including compostable tableware and utensils</li> <li>» Certified Green Business</li> </ul>



## VENDOR CRITERIA, continued

Please check the boxes below if your company meets the following criteria:

	<p><b>Variety:</b> Please specify what type of cuisine your business offers (i.e. Chinese, Mediterranean, sandwiches/salads, etc.): _____</p>
	<p><b>Environmental Health:</b> My catering business is in good standing with the Environmental Health Division regulations and has a valid and posted health permit.</p>
	<p><b>Diversity:</b> Kaiser Permanente promotes supplier diversity both within the company and within our communities. We believe a diverse supplier base will contribute to our ability to provide the best quality of health care to our members as well as improve the health of our communities. We encourage all diverse vendors to register their business. This includes small, small disadvantaged, women-owned small business, veteran-owned small businesses, service-disabled veteran-owned small businesses, HUBZone small business, and other diverse suppliers. If you are a diverse supplier, please register at <a href="http://www.kp.org/supplierdiversity">www.kp.org/supplierdiversity</a>.</p>

## NUTRITION ANALYSIS

Please indicate how you completed your nutrient analysis for your menu items. We recommend working with a Registered Dietitian or other credentialed nutrition expert to analyze your menu. If you are unable to work with a professional, we require the use of a reliable and comprehensive nutrient analysis software tool such as ChefTec or Esha's Food Processor.

Nutrient analysis completed by:	
Credentials:	
Nutrient analysis software:	



## TERMS AND CONDITIONS

- Through the submission of this application, you agree to the following terms and conditions for Healthy Picks catering:
- 1) To provide only approved menu items that meet the Healthy Picks criteria for Kaiser Permanente meetings and events.
  - 2) To remain sensitive to allergies and health concerns of our customers and label all menu items containing ingredients commonly known to cause allergic reactions, such as peanuts, seafood, gluten, etc.
  - 3) To include vegetarian and vegan options on your menu.
  - 4) To provide environmentally sustainable food service ware whenever possible — compostable, recycled contents, or recyclable products; no polystyrene (Styrofoam); and reduce packaging to the absolute minimum required.
  - 5) To encourage the use of water pitchers and reusable or compostable cups instead of providing individual plastic water bottles.
  - 6) To provide 9-inch plates instead of 10-12-inch plates.
  - 7) To work with farmers, community organizations, and food suppliers to provide seasonal and locally grown foods whenever possible.

## AGREEMENT AND SIGNATURE

By submitting this application, I affirm that the facts set forth in it are true and complete. I understand that if my catering business is accepted as a KP Preferred Caterer, any false statements, omissions, or other misrepresentations made by me on this application may result in my removal from the program.

Name (printed):	
Business name:	
Signature:	
Date:	

Please submit your completed application to [healthyworkforce@kp.org](mailto:healthyworkforce@kp.org).

Please note, this application only applies to the Healthy Picks catering menu. To set up an account as a Kaiser Permanente vendor, please visit the Supplier Information website at [supplier.kp.org](http://supplier.kp.org).

To access the healthy catering vendor tools and more, please visit [supplier.kp.org/healthypicks](http://supplier.kp.org/healthypicks).