



# A Solution to the Procurement Puzzle

Cooperative Purchasing for K-12 School Foodservice



# Food Procurement

## How we got here...



COOPERATIVE  
*Purchasing*  
CONNECTION

# Competitive Procurement

## *Thresholds and requirements*

- Federal Guidelines – USDA
  - Micro Purchase Threshold
  - Small Purchase Threshold (*Informal*)
  - Large Purchase Threshold (*Formal*)
- State Guidelines



# REQUEST FOR PROPOSAL PROCESS



# RFP Development

## *Cooperative & Focus Groups*

### Cooperative

- Assess Needs
- Aggregate Data
- Draft RFP

### Focus Groups

- Provide Input
- Review RFP Draft



# REQUEST FOR PROPOSAL PROCESS



# Evaluation Process

- Opening record
- 1<sup>st</sup> Round Evaluations
  - Technical
  - Pricing
- Live Presentations
- Select responsive and responsible vendors



# Awarding Process



COOPERATIVE  
*Purchasing*  
CONNECTION

- Notification of award
- Development of contract
- Execution of contract



# Implementation Plan

**Kick Off &  
Implem.  
Plan**

## On Boarding

Credit Application

Account Setup and  
Configuration

## Data

Needs Assessment

Product Conversion

Product  
Specification List

## Training

Ordering

Special Orders

Questions

## Support

New Products

Nutritionals

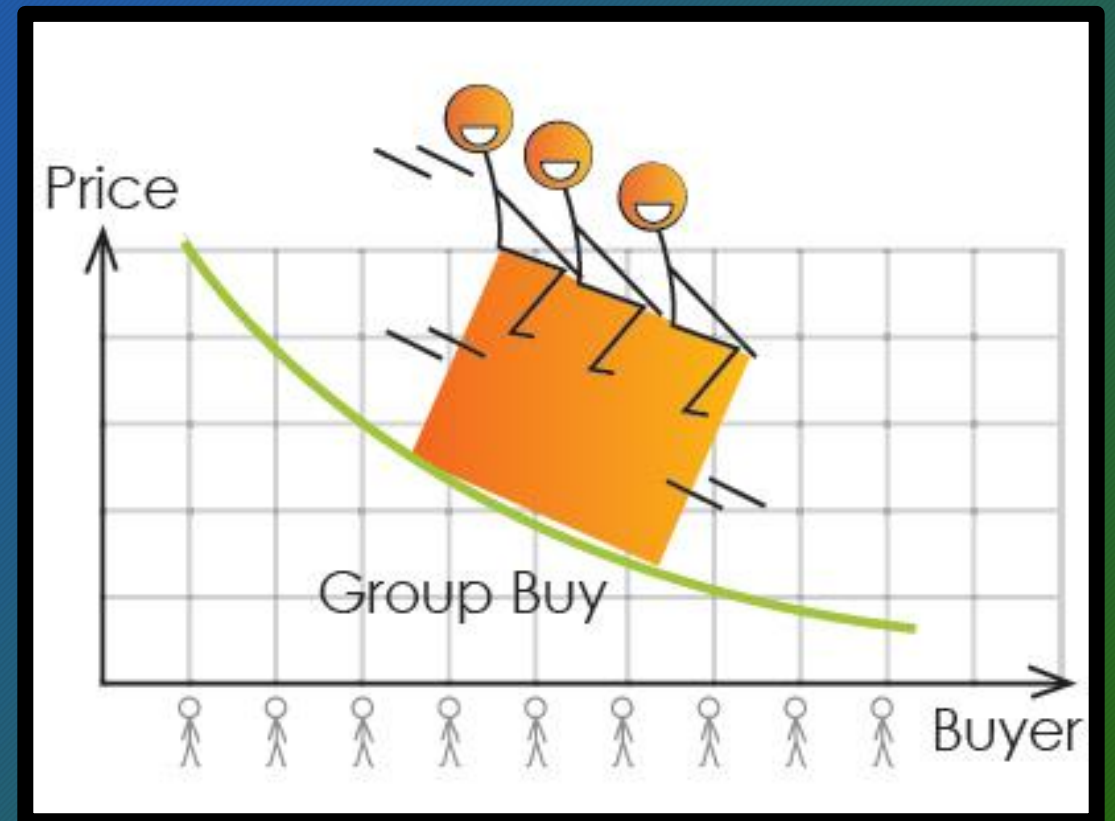
Continued Training  
and Professional  
Development

# Procurement Method

## Cooperative Purchasing...

### Advantages

- Buying Power
- Reduction of soft costs (labor)
- Product and Service Options
- Networking Opportunities; Group Synergy
- Support from Cooperative
- Transparency



# Competitive. Compliant. Convenient.

## *Cooperative Purchasing*



- **Competitive.**
  - Free and open
- **Compliant.**
  - RFP that meets all USDA and State food procurement requirements
  - Accurate documentation (e.g. Audit Packet)
- **Convenient.**
  - Accessible to members
  - Soft cost savings
  - Discounts, quality product and service

# RFP Timeline



# What's Next...

- Letter of Commitment
  - Financial Spend Report 2016-2017
  - Velocity/Usage Report (all distributors) 2016-2017
  - Needs Assessment Survey
- Participation in the Focus Group



# Questions?

