

Best Practices in Purchasing/ Procurement

UTILIZING NATIONAL COOPERATIVE PURCHASING
IN THE CHILD NUTRITION PROGRAM

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Objectives

- TO IDENTIFY BENEFITS OF USING NATIONAL COOPERATIVES IN THE CHILD NUTRITION PROGRAM.
- TO DETERMINE NECESSARY STEPS TO TAKE BEFORE PURCHASING FROM NATIONAL COOPERATIVES IN THE CHILD NUTRITION PROGRAM.
- TO STRENGTHEN BEST PRACTICES IN NATIONAL COOPERATIVE PURCHASING IN THE CHILD NUTRITION PROGRAM.

What is a National Purchasing Cooperative?

A NATIONAL PURCHASING COOPERATIVE CAN BE DEFINED AS AN APPROACH TO PROCURING GOODS AND SERVICES WHERE TWO OR MORE ENTITIES WORK TOGETHER, OFTEN WITH COMMON INTERESTS, TO COMBINE REQUIREMENTS AND POOL BUYING POWER AS A MEANS TO OBTAIN MORE FAVORABLE PRICING AND TERMS AND CONDITIONS.

Why use a National Purchasing Cooperative

- INCREASED PURCHASE POWER
- NEW MENU ITEMS
- LABOR REDUCTION
- DIRECT TO MANUFACTURING ADVANTAGES
- NETWORKING OPPORTUNITIES AND EXPERT LEADERSHIP
- COST SAVINGS
- GREATER EFFICIENCY
- HIGHER QUALITY ITEMS AND SERVICES
- INCREASED VARIETY OF PRODUCTS

What steps should I take before purchasing from a National Cooperative?

- WORK WITH YOUR CENTRAL OFFICE STAFF.
- REVIEW STATE BID LIST.
- REVIEW ALABAMA DEPT OF PUBLIC ACCOUNTS FOR APPROVED COOPERATIVES.
- OBTAIN AND REVIEW BID DOCUMENTATION.
- COMPARE PRICING.
- PURCHASE.

BEST PRACTICES

**1. PURCHASING/PROCUREMENT
POLICY MANUAL**

2. CNP PROCUREMENT PLAN

3. CENTRALIZED PURCHASING

4. ANALYSIS AND EVALUATION

5. DOCUMENTATION

6. MONITOR THE CONTRACT

7. CONTINGENCY PLAN

8. THINK BEFORE YOU ACT

RESOURCES

PROCUREMENT IN THE 21ST CENTURY

Institute of Child
Nutrition

SOLVING THE PROCUREMENT PUZZLE

School Nutrition
Association

ALSDE PROCUREMENT OVERVIEW FOR SFA'S

ALSDE Child Nutrition
Programs

STRENGTH IN NUMBERS: AN INTRODUCTION TO COOPERATIVE PROCURMENTS

National Association of
State Procurement
Officials

A GUIDE TO BEST PRACTICES IN COOPERATIVE PURCHASING

Association of
Educational Service
Agencies

USDA MEMO: SP-05-2017, CACFP 03-2017, SFSP 02-2017

USDA Food and Nutrition
Services



Questions?

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Washington, D.C. 20250-9410;

(2) fax: (202) 690-7442; or

(3) email: program.intake@usda.gov.

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