

TEAM UP

FOR SCHOOL NUTRITION SUCCESS



This is a free training brought to you by the Urban School Food Alliance (USFA) USDA Cooperative Agreement on Improving School Food Procurement.



Participants attending this training will:

Understand how procurement in school food service is a process that takes time and commitment.

Identify 12 steps of procurement that are essential to being successful.

Practice a variety of procurement steps to better understand why they are critical to good procurement practices.

Discuss the idea of developing solicitations awarding vendors based on service to deliver rather than lowest price point.

Understand the value of an RFP in developing strong, committed partnerships.

UrbanSchoolFoodAlliance.org

USFA responsibilities for a Procurement Team Up:

All trainings are held from 8:30am to 4:00pm

- ☒ USFA will facilitate on the day of the training including speakers speaker introductions, moderating of panels, handling exercises, breaks, concluding remarks and any other tasks necessary.
- ☒ USFA will select the three speakers for the expert panel, meet with them, get them ready for their panel presentations, and help with their PowerPoints.
- ☒ USFA will meet with the School Nutrition Director speakers to help prepare and assist with their PowerPoint Presentations.
- ☒ USFA will prepare the agenda for the training.
- ☒ USFA will prepare the master PowerPoint with all presentations for the training and share it to all relevant parties.
- ☒ USFA will supply all handouts and materials for the training.
- ☒ USFA will connect with panelists and handle logistics information including; expectations of presentations, sharing pertinent information for the conference location, session room number as applicable, time of the training session, and required arrival time to the session location.
- ☒ USFA will facilitate the sessions, keep panelists to assigned time limits and encourage participation in the activities and question/answer periods of the training.



- ☒ USFA will discuss stipend availability for panelists if needed.
- ☒ USFA will conduct an evaluation with participants of the training, sharing the evaluation summary with the host organization.

Host Responsibilities

Host organization responsibilities for a Procurement Team Up:



- ☐ Select date and venue for training and confirm with Urban School Food Alliance.
 - ☐ Communicate name and address of training facility.
 - ☐ Confirm payment for the venue for training (*note: USFA has funding in the USDA Cooperative Agreement, if needed*).
- ☐ Choose and confirm topic for Team Up session. Possible topics:
 - ☐ Putting the Puzzle Pieces of Procurement Together: The 12 Basic Steps
 - ☐ Value Based Procurement
 - ☐ Different Topic: USFA is open to other specific topics as needed
- ☐ Identify three school nutrition directors, excelling in the topic selected, to serve on the School Nutrition Director expert panel and share contact information. These three panelists should include a representative from a small, medium, and large district.
- ☐ Provide hotel recommendations close to the venue for USFA staff.
- ☐ Confirm with USFA speaker availability for training.
- ☐ Arrange catering for continental breakfast, lunch, and afternoon snack (*note: USFA has grant funding for catering if needed*).
- ☐ Confirm training room has screen and projector for PowerPoint presentations, microphones and podium, microphones for audience if available, and round tables for participants (no more than 8 per table, and the ability for participants to move around the room).
- ☐ Conduct all advertising for event and inviting of participants.
- ☐ Handle registration process of attendees
 - ☐ Registration and check-in on day of event
 - ☐ Maintain registration list and share participant numbers to USFA 2 weeks prior to training (*note: USFA does not limit the number of participants*).
- ☐ Provide name tags for all participants (*note: USFA has adhesive tags if needed*).
- ☐ Invitation to give 2-3 minute opening remarks and can work with USFA to teach any section of the training that is specific to their state.

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**Interested in hosting a
Procurement Team Up
in your state?**

SEND US AN EMAIL

info@UrbanSchoolFoodAlliance.org



JOIN THE CONVERSATION



Learn more about the Urban School Food Alliance by visiting
UrbanSchoolFoodAlliance.org