

Standard Operating Procedures for Managing Values-Based Procurement: [Institution] & [Management Company] Template

The SOPs for Management Values-Based Procurement: [Institution] & [Management Company] Template includes the model recommendations.

[Insert Date]

Standard Operating Procedures for Managing Values-Based Procurement: [Institution] & [Management Company]

1. [Institution] and [Management Company] will designate a primary contact to manage communication and values-based food purchasing:

[Institution Designated Contact]: [email]; [phone number]

[Management Company Designated Contact]: [email]; [phone number]

2. Designated Contacts will establish a regular check-in occurring every [insert time frame] to discuss purchasing, current values-based vendors, and ongoing needs and challenges. This check-in will also include updates regarding values-based vendors undergoing vendor certification and identification of potential new vendors that meet Institution's Food Purchasing Guidelines. [Institution Designated Contact] will record and save notes from each check-in.

3. Every [insert time interval], [Management Company Designated Contact] will provide [Institution Designated Contact] with a report of values-based food purchasing including the following information:

- [Insert required metrics]

Metrics may include but are not limited to:

- Type, dollar amount, and/or weight of values-based products qualifying under Institution's Food Purchasing Guidelines
- Number and/or percentage of vendors that meet Institution's vendor preferences/requirements in Institution's Food Purchasing Guidelines
- Other metrics as listed in the food service contract and/or Institution's Food Purchasing Guidelines

4. [Institution Designated Contact] will save each values-based food purchasing report. On an annual basis, [Institution Designated Contact] and [Management Company Designated Contact] will review the compiled reports to assess progress, trends, and ongoing challenges related to values-based procurement and [Institution's] goals.