

GUIDE TO DIRECT PROCUREMENT OF LOCALLY PRODUCED FOOD

This tool is meant as a help/guide to source local food products in a more efficient and successful way. To simplify the process from farm to fork.

Keywords: *Local sourcing, direct procurement, short value chain*

Tool in a nutshell

The aim of the tool is to strengthen the collaboration between the public sector and local suppliers to bring more local food into the public sector and promote local food production in the local area. The tool will serve as a support for businesses/municipalities to purchase more locally and facilitate the process and administration for both kitchens and suppliers so that more local food enters the menus.

Steps to be taken

1. Set up a working group for a strategic approach to local procurement.
2. Identify which suppliers are available in the local area.
3. Identify what the current supplier has to offer.
4. Analyze internally if the product/supplier is suitable.
5. If yes, find out the following in communication with the supplier:

Background information

Is the company a registered food business?

Where is the supplier located? (if the supplier contacts you).

What is the capacity/volume?

Do the food products have any labeling, for example, organically certified or similar?

Delivery and ordering

Can the product be delivered directly to all the selected units or is a dispatch center needed?

What packaging sizes are available?

How is the product delivered? (E.g. frozen/fresh? In returnable containers/boxes etc.)

Does the supplier have any shipping costs?

What is the minimum order per occasion?

Is there any restriction in times/days when delivery can be made?

How far in advance do orders need to be placed?

How should orders be placed? E.g. by phone/email/website/webshop/other?

How are returns and wrong deliveries handled?

Prices and follow-up

What prices apply?

Does the supplier have the option of e-invoicing?
Is the supplier able to provide statistics on purchases?

Other information

Is there the possibility of study visits/training or other cooperation?

6. Make a direct procurement / write a contract with the selected supplier.

7. Organize and connect the supplier with the client/kitchen.

8. The client/kitchen agrees with the supplier on the products to be purchased and on the frequency of orders.

More issues to consider

- Kitchens may not want to buy from local suppliers because it is easier administratively to buy from larger wholesalers.
Tip: Create a rolling schedule/subscription to a set range to reduce administration for the business and supplier. This makes it easier for the supplier to plan their deliveries and supply, and for kitchens to reduce time spent on administration.
- To reduce waste for the supplier and increase creativity in the kitchens, order xx kg mixed vegetables in season that arrive every week where the supplier determines the content according to what is available.
- It is good to be able to plan together with the supplier in advance what the deal requires, for example: what to grow the coming season for better cooperation. This can also make prices lower because the supplier then knows in advance what will be bought and that there is demand.