



# PROCUREMENT STEPS *for* UNIVERSITIES & COLLEGES

## Step 1

Ontario universities and colleges deal individually with distributors, Food Service Operators (FSOs) or suppliers of their choice.

In rare cases, apples and fruit products may be purchased directly from farmer's markets or produce auctions.

## CONTACT THE CAMPUS ..... & .....

find out what their purchasing methods are.

## Step 2



The individual facilities choose products based on their specific needs. Some facilities are heavily constrained and can only purchase through their distributor.

## 3 WAYS TO GET A UNIVERSITY OR COLLEGE TO DISCOVER A NEW PRODUCT AND SHARE IT WITH ITS FACILITIES:

1 Distributors recommend product to the facility's food services coordinator (or equivalent).



MY PRODUCT IS  
**AWESOME,**  
TASTE THIS!



2

The campus food services coordinator seeks out a new product to meet a perceived need, through:

Trade shows (e.g. Canadian Restaurant and Foodservice Association Distributor Shows) | Auctions (e.g. Elmira Produce Auction) Online order books (e.g. Ontario Natural Food Co-op) | Student demand and feedback | Chef demand and feedback | Online databases like OntarioFresh.ca.

3

A prospective supplier contacts the facility to promote their new product.

## Step 3

If the facility is interested in a new product, it will be put through a **food testing and evaluation process**. The product may be evaluated for:



COST



ADEQUACY  
OF SUPPLY



SHIPPING &  
PACKAGING DETAILS



APPEAL  
(TASTE, TEXTURE)



FOOD  
SAFETY



RECIPES AND/OR COOKING  
SYSTEMS COMPATIBILITY

## Step 4

If the facility is interested in purchasing the product, they will pursue one of three options:

1

They form a direct contract with the supplier.

2

They purchase directly from the supplier whenever a chef makes an occasional request for something that is not contracted.

3

They refer the supplier to their contracted distributor, indicating their interest in having the distributor carry the desired product.

## Step 5

The distributor will evaluate a supplier's ability to provide adequate supply at a reasonable cost. Challenges such as seasonality, transportation limitations, etc. will be discussed. The arrangement is finalized between the supplier or distributor with the institution.

## Step 6

The suppliers or distributors deliver the goods to the respective facilities.



Research conducted in 2013 by:  
**My Sustainable Canada**



Possibility grows here.

For more information, check out:

**[www.onapples.com/finding-new-markets](http://www.onapples.com/finding-new-markets)**