



## Rockies Purchasing Services

<b>Job Title:</b>	Rockies Purchasing Services (RPS) Procurement Consultant		
<b>Location:</b>	St. Vrain Valley School District	<b>Travel Required:</b>	Yes (Colorado & Wyoming)
<b>Level/Salary Range:</b>	\$40,000 - \$50,000 annually	<b>Position Type:</b>	Primarily Part Time (20 hours per week on average, but will fluctuate throughout the year)
<b>Applications Accepted By:</b>			
<b>EMAIL:</b> Shelly Allen Allen_shelly@svvsd.org Subject Line: RPS Procurement Consultant Application		<b>MAIL:</b> Shelly Allen St Vrain Valley School District 2929 Clover Basin Drive Longmont, CO 80503	
<b>Job Description</b>			
<p><b>BACKGROUND INFORMATION</b></p> <p>Rockies Purchasing Services (RPS) is a group of approximately 50 school food authorities (SFAs) throughout the state of Colorado and reaching into Wyoming. On a national level, RPS is part of a national group purchasing organization (GPO). RPS is led by a Board of Representatives made up of individuals from eight SFAs who represent small, medium and large school districts.</p> <p><b>OVERALL POSITION SCOPE</b></p> <p>The RPS Procurement Consultant will be responsible for guiding procurement for RPS members while providing education and support. They will be tasked with enhancing structure and communication for increased knowledge and engagement among members. Primary focus will be placed on maximizing procurement efficiencies and savings while maintaining compliance with USDA procurement guidelines.</p> <p><b>ROLE AND RESPONSIBILITIES</b></p> <ul style="list-style-type: none"> <li>• Follow USDA procurement procedures.</li> <li>• Develop annual operating calendar for RPS functions.</li> <li>• Create standard operating procedures (SOPs) for RPS.</li> <li>• Write and release request for proposal (RFP) for GPO every five years.</li> <li>• Develop processes to release annual bids for local and/or non-contracted items (i.e. produce, dairy, non-food supplies &amp; equipment, chemicals, uniforms, Smart Snacks compliant items, etc.).</li> <li>• Update bid specifications annually.</li> <li>• Work with purchasing group to evaluate and award bid items.</li> <li>• Compile bids into one document.</li> <li>• Ensure prime vendor has awarded items loaded into purchasing systems by July 1 annually.</li> <li>• Assure that prime vendor creates individualized order guides for SFAs.</li> <li>• Conduct price audits periodically throughout the contracted bid year.</li> <li>• Work with prime vendor to request the stocking of non-contracted items.</li> <li>• Assist SFAs with maximizing the use of contracted bid items.</li> </ul>			



- Schedule and coordinate RPS Board of Representatives Meetings (4-6 per year).
- Coordinate regional training events for RPS SFAs.
- Provide excellent communication to all stakeholders.
- Be accessible in person or via phone or email to provide exceptional support to RPS SFAs.
- Serve as the liaison between RPS SFAs and the GPO, prime vendor, manufacturers and the Colorado Department of Education Office of School Nutrition, as applicable.
- Maintain RPS website.

**QUALIFICATIONS AND EDUCATION REQUIREMENTS**

Bachelor’s Degree in Business or related field.  
Certified Professional Public Buyer (CPPB) credentialing preferred.

**PREFERRED SKILLS**

Three years of experience working within a school foodservice operation.  
Three years of experience working with purchasing and procurement practices.  
Involvement with the School Nutrition Association and the Colorado School Nutrition Association.

Revision Date:	01/2019
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