

VISTA Assignment Description (VAD)

Title: VISTA Procurement Specialist (FTB)

Sponsoring Organization: Feeding America Tampa Bay

Project Name: Feeding Tampa Bay VISTA Project

Project Number: 16VSSFLO08

Project Period: December 2019 – December 2020

Site Name (if applicable): Feeding Tampa Bay

Focus Area(s)

Primary: Healthy Futures

Secondary:

VISTA Assignment Objectives and Member Activities

Goal of the Project: To increase the capacity of Feeding Tampa Bay and our agency partners by expanding the distribution of food to those who are food insecure within our 10 county territory. Increasing the capacity of Feeding Tampa Bay to grow new project initiatives will increase access to food to those in need.

Objective of the Assignment (period of Performance: December 2019-December 2020)

Become oriented with the Feeding Tampa Bay internal processes and systems, warehouse space, and key staff members.

Summary of Accomplishments: Complete orientation activities at Feeding Tampa Bay.

Member Activity:

1. Complete on-boarding activities to get a general understanding of operations and processes of our agency relation team, procurement activities, warehouse, transportation, and the mission of Feeding Tampa Bay.

Objective of the Assignment (period of Performance: December 2019-December 2020)

Create match program for current and potential agencies to partner with non-traditional retail locations.

Summary of Accomplishment: Identify agencies attributes that would be successful in creating sustainable partnerships with smaller-volume retail locations.

Member Activity:

1. Identify current agencies well suited for small-scale AERP programming.
2. Create a recruitment plan and evaluate nontraditional avenues for local small-scale pickup.
3. Create low-volume AERP guidelines, policies and standard operating procedures.
4. Map indicators of success to benchmark non-traditional agency performance.

Objective of the Assignment (period of Performance: December 2019-December 2020)

Understand and assess current retail procurement team operations and how they intersect with the agency relations team. Assess and analyze best practices in procurement and distribution of retail-based products to local agencies.

Summary of Accomplishments: Supplementary standard operating procedures are created, agency relations data is considered and integrated into the current model. Identify what attributes and procedures best suit agencies who partner with retail stores. Identify key indicators or Agency Empowered Retail (AERP) success and challenges so that agency relations and retail teams can accurately predict successful partnerships in the community.

Member Activity:

1. Learn current internal processes applicable to retail store procurement standard operating procedures.
2. Collect and compile existing tools used in retail procurement to create a Retail Standard Operating Procedures (SOP) toolkit.
3. Conduct an informal gap analysis of successful EARP agency attributes.
4. Make recommendations to improve efficiency and program delivery of this program at Feeding Tampa Bay, present & test recommendations with applicable team members, and implement changes to procedures as appropriate.