

School Food Service Training

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| TOPIC: | Procurement |
| DATE: | Tuesday, February 5, 2019 |
| TARGET AUDIENCE: | New and Experienced SFS Directors, Staff Responsible for Procurement |
| LOCATION: | LSU Pennington Biomedical Research Center Pennington Conference Center – Room 326 6400 Perkins Road Baton Rouge, LA 70808 |

| | | Learning Topic Codes ** | CE Hours* |
|-------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------|------------------|
| 8:30 – 9:00 a.m. | Registration | | |
| 9:00 – 10:00 a.m. | Electronic Bidding (Mandatory requirement) Guest Speaker – Paul Holmes Overview | 2400, 2420 | 1 |
| 10:00 – 10:45 a.m. | Formal Procurement <ul style="list-style-type: none"> • Invitation for Bid (IFB) • Request for Proposal (RFP) • Cost Reimbursable | 2400, 2420 | 0.75 |
| 10:45 – 11:00 a.m. | BREAK | | |
| 11:00 a.m. – 12:30 p.m. | Informal Procurement <ul style="list-style-type: none"> • Micropurchases • Small Purchases SFA Procurement Table in Procurement Tool | 2400 | 1.50 |
| 12:30 – 1:00 p.m. | LUNCH | | |
| 1:00 – 2:15 p.m. | Procurement Plan | 2400 | 1.25 |
| 2:15 – 2:45 p.m. | Procurement Review Process | 2400 | .50 |
| 2:45 – 3:00 p.m. | BREAK | | |
| 3:00 – 3:30 p.m. | Procurement Review Issues | 2400 | .50 |
| 3:30 – 4:15 p.m. | Food Service Management Companies | 2460 | .50 |
| 4:15 – 4:30 p.m. | Question and Answer Final Comments Adjourn | | |

* **Total Continuing Education (CE) hours: 6.0 hours**

****Learning Topic Codes:** 2400 Purchasing/Procurement, 2420 Bid Solicitation and Evaluation, 2460 Contracts with Food Service Management Companies