

School Food Service Training

TOPIC:	Procurement
DATE:	Wednesday, April 1 , 2020
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.	Overview	2400	1.00
10:00 – 10:15 a.m.	BREAK		
10:15 a.m. – 11:00 p.m.	Informal Procurement <ul style="list-style-type: none"> • Micropurchases • Small Purchases 	2400	0.75
11:00 a.m. – 12:00 p.m.	Formal Procurement <ul style="list-style-type: none"> • Invitation for Bid (IFB) • Request for Proposal (RFP) • Cost Reimbursable 	2400, 2420	1.00
12:00 – 12:45 p.m.	LUNCH		
12:45 – 2:00 p.m.	Procurement Plan	2400	1.25
2:00 – 2:30 p.m.	Procurement Review Process / Procurement Tool	2400	0.50
2:30 – 2:45 p.m.	BREAK		
2:45 – 3:00 p.m.	Procurement Review Issues	2400	0.25
3:00 – 3:45 p.m.	Food Service Management Companies	2460	0.75
3:45 – 4:00 p.m.	Question and Answer Final Comments Adjourn		

***Total Continuing Education (CE) Hours: 5.50**

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