

## School Food Service Training

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<b>TOPIC:</b>	<b>Procurement</b>
<b>DATE:</b>	<b>Thursday, November 29, 2018</b>
<b>TARGET AUDIENCE:</b>	<b>New and Experienced SFS Directors, Staff Responsible for Procurement</b>
<b>LOCATION:</b>	<b>Winn Parish School Board Media Center 304 East Court St Winnfield, LA 71483</b>

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		<b>Learning Topic Codes**</b>	<b>CE Hours*</b>
8:30 – 9:00 a.m.	Registration		
	Overview		
9:00 – 10:00 a.m.	Formal Procurement <ul style="list-style-type: none"> <li>• Invitation for Bid (IFB)</li> <li>• Request for Proposal (RFP)</li> <li>• Cost Reimbursable</li> </ul>	2400, 2420	1
10:00 – 10:15 a.m.	<b>BREAK</b>		
10:15 a.m. – 12:00 p.m.	Informal Procurement <ul style="list-style-type: none"> <li>• Micropurchases</li> <li>• Small Purchases</li> </ul> SFA Procurement Table in Procurement Tool	2400	1.75
12:00 – 12:45 p.m.	<b>LUNCH</b>		
12:45 – 2:00 p.m.	Procurement Plan	2400	1.25
2:00 – 2:30 p.m.	Procurement Review Process	2400	.50
2:30 – 2:45 p.m.	<b>BREAK</b>		
2:45 – 3:15 p.m.	Procurement Review Issues	2400	.50
3:15 – 4:00 p.m.	Food Service Management Companies	2460	.75
4:00 – 4:30 p.m.	Question and Answer Final Comments Adjourn		

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**\*Total Continuing Education (CE) Hours: 5.75**

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