PUBLIC SCHOOLS OF NORTH CAROLINA
DEPARTMENT OF PUBLIC INSTRUCTION | June St. Clair Atkinson, Ed.D., *State Superintendent*
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December 4, 2015

TO: School Nutrition Administrators

FROM: Susan Thompson, Senior Consultant, Continuing Education and Resource Development
Child Nutrition Services

RE: Invitation to: *Procurement for School Nutrition Programs in the 21st Century*

North Carolina Department of Public Instruction, School Nutrition Services Section will offer a *Procurement for School Nutrition Programs in the 21st Century* on January 11-12, 2016 at the Deep River Event Center, 606 Millwood School Road, Greensboro, NC 27409. Having a strong understanding of the procurement process and purchasing regulations is key to being able to procure goods and services for the School Nutrition Program with confidence of getting the best products at the best prices, while maintaining program regulatory compliance. This course will provide instruction and afford the participant an understanding of the Federal procurement process and regulations that guide the procurement activities for School Food Authorities. It will provide 10 hours of continuing education credit for professional development in the learning code 2400 Purchasing/Procurement. Participants must be present for the entire class to receive continuing education credit. Please refer to the attached tentative agenda for additional details.

Lunch will be provided both days; however, participants will be responsible for all additional related expenses of travel, lodging, meals, beverages, and snacks.

Below is the link to register for the workshop. You must download and save this document before clicking on the link or copy and paste the link into your browser. Attempting to select the registration link from an email viewer will result in a "no longer available" page error. All participants must register in advance to reserve a space. On-site registrations may not be accepted when the class has reached maximum capacity. Registration is limited to one person per SFA and will close on January 4, 2016 or when the class has reached maximum capacity.
https://onece.ncsu.edu/search/publicCourseSearchDetails.do;jsessionid=56A2B1DC56DDCE6ECB03A9F01176A45F?method=load&courseId=5251782

Iyana Porter from North Carolina State University McKimmon Center will confirm registrations by email. Please contact Iyana (importer@ncsu.edu) with questions about registration. If you have general questions about the workshop, please contact Susan Thompson at susan.thompson@dpi.nc.gov.

We look forward to seeing you for this important professional development opportunity!

SCHOOL NUTRITION SERVICES
SAFE AND HEALTHY SCHOOLS SUPPORT DIVISION
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AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

Procurement for School Nutrition Programs in the 21st Century
Tentative Agenda
January 11-12, 2016
Deep River Event Center
606 Millwood School Road
Greensboro, NC 27409

Schedule:
Day 1
Registration 9:30 AM
Class 10:00 AM – 4:00 PM

Day 2
Class 8:30 AM – 2:30 PM

Course Objectives:

- Recognize ethical practices for procurement.
- Understand the relationship of standardized recipes to accurate ordering and inventory management.
- Comprehends methods to project food and supply needs.
- Understands the fundamentals of developing specifications for food products, supplies, and equipment that incorporate quality and/or performance indicators.
- Becomes familiar with guidelines for procurement and processing of USDA foods following federal and state regulations.
- Understands basic principles of requests for proposals (RFP), formal bidding, and informal bidding (quotes).
- Follows the structure of procurement channels from manufacturer to the school nutrition program for food, supplies, and equipment.

Outline of Instruction

I. Principles of Good Procurement
II. Regulatory Environment of Procurement
III. Small Purchase Processes
IV. Formal Purchase Process
V. Non-Competitive Procurement
VI. Developing Product Specifications
VII. Creating and Issuing Competitive Procurement Documents
VIII. Procuring Local Foods for Use in the School Nutrition Program
IX. Ethics and Procurement
X. Contract Administration