



**National Procurement Training Agenda
ALL LOCATIONS
DAY 1 MONDAY
1:00 PM to 5:00PM**

**United States
Department of
Agriculture**

Food and
Nutrition
Service

3101 Park
Center Drive
Alexandria, VA
22302-1500

1:00 pm - 1:30 pm

Welcome and Introductions
Rationale for Training

1:30 pm - 3:00 pm

Challenges to Procurement
Expressed by State Agency
Personnel at the December Meeting

3:00 pm - 3:15 pm

BREAK

3:15 pm - 5:00 pm

Overview of Procurement Regulations
& Where to Find Them

**DAY 2 TUESDAY
8:00 am to 5:00 pm**

8:00 am - 8:45 am

Welcome, Review, and Questions

8:45 am - 9:45 am

Understanding Why a Well-Executed
Procurement Benefits Program
Operations
Including Forecasting and
Planning

9:45 am - 10:00 am

BREAK

10:00 am - 11:45 am

Overview of the Procurement Process

11:45 am - 12:45 pm

LUNCH (*on your own*)

12:45 pm - 2:00 pm

Procurement Principles:
What's Allowed, What's Not, What
Procurement Procedures Looks Like,
and
Where Do You Need Help?

2:00 pm - 2:15 pm

BREAK

2:15 pm - 4:15 pm

Small Purchases Using Informal Procedures
and Practice Activities

4:15 pm - 5:00 pm

Finalize, Summarize, and Questions

**Tentative National Procurement Training
ALL LOCATIONS
DAY 3 WEDNESDAY
8:00 to 5:00pm (EST)**

8:00 am - 8:45 am	Welcome, Review, and Questions
8:45 am - 10:30 am	Formal Procurement Procedures, Methods, Evaluation and Award, and Contract Types
10:30 am - 10:45 am	BREAK
10:40 am - 12:00 pm	Formal Procurement Procedures, Principles, and Activities
12:00 pm - 1:00 pm	Lunch (<i>own your own</i>)
1:00 pm - 2:45 pm	Activities Using Formal Procurement Procedures, Methods, Evaluation, Awards, and Contracts
2:45 pm - 3:00 pm	BREAK
3:00 pm - 5:00 pm	Contract Administration System (i.e., Contractor Performance/ Finding the Money – Tracking for Discounts, Rebates, and Credits on Cost-Reimbursable Type and Fixed- Price Contracts

National Procurement Training Agenda
ALL LOCATIONS
DAY 4 THURSDAY
8:00 am to 5:00 pm (EST)

8:00 am - 8:45 am	Welcome, Review, and Questions
8:45 am - 9:45 am	Formal Procedures When Procurement Is Conducted by a Group Buying/Group Purchasing Organization and Intergovernmental Agreement/Piggy-Backing: What's This About?
9:45 am - 10:00 am	BREAK
10:00 am - 12:00 pm	Procurement of a Food Service Management Company Contract
12:00 pm - 1:00 pm	Lunch (<i>own your own</i>)
1:00 pm - 2:00 pm	Procuring Processors of End-Products From USDA Foods
2:00 pm - 3:15 pm	Contract Management: Ensuring Performance of Group Purchasing Organizations, Food Service Management Companies and USDA Foods Processors: Activities and What This Entails

DAY 5 FRIDAY
ALL LOCATIONS
8:00 am to NOON

8:00 am - 8:45 am	Welcome, Review, and Questions
8:45 am - 10:15 am	Reviewing Local Agency Procurements NEW Tool Under Development– How is it Designed
10:15 am - 10:30 am	Break
10:30 am - 12:00 pm	NEW Tool - Review, Questions, and Considerations