



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