National Procurement Training Agenda

ALL LOCATIONS
DAY 1 MONDAY
1:00 PM to 5:00PM

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

AN EQUAL OPPORTUNITY EMPLOYER
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 (own your own)

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-Back: 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 (own your own)

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