

School Foodservice Procurement Training Webinars – Save the Date.

In March and April 2015, the Food and Nutrition Service (FNS) Child Nutrition Programs of the United States Department of Agriculture (USDA) hosted three National Procurement Trainings. The training was for state agency staff to receive current information on procurement regulations required in all CNPs. The expectation is that state agencies will use the information and resources provided at the National training to train School Food Authorities (SFA) in following procurement requirements for School Nutrition Programs.

Beginning SY2016-2017, the Administrative Review (AR) for School Meal Programs will incorporate a USDA Local Procurement Review tool. This review tool is currently in development and expected to be released by USDA in spring 2016.

All School Food Authorities (SFA), Residential Childcare Institutions (RCCI), and non-public schools participating in any Child Nutrition Programs (CNP) - the National School Lunch Program (NSLP), the School Breakfast Program (SBP), and the Fresh Fruit and Vegetable Program (FFVP) are required to follow procurement rules published in Iowa Administrative Code 281 and the Code of Federal Regulations 2CFR Part 200.317-200.326. To ensure procurement requirements are understood, followed and required records are retained, the Bureau of Nutrition and Health Services will conduct a series of four webinars on procuring goods and services for school foodservice. The first webinar is scheduled on October 22 from 2:00 p.m. – 3:00 p.m. The target audience for the webinar includes individuals who are involved in purchasing for CNP such as superintendents, business managers, and school foodservice directors. To register go to the Department of Education [calendar](#). For more information, please contact Keerti Patel at keerti.patel@iowa.gov.

The bureau encourages key SFA personnel responsible for any aspect of the School Nutrition Program procurement to attend the webinar. All webinars will be held from 2:00 – 3:00 p.m. The dates and content of the four webinars is as follows:

October 22, 2015 Webinar 1 – Super Circular, Introduction to the different procurement methods, micro-purchasing; federal, state, and local thresholds, and introduction to the Procurement web page on Department of Education website

December 16, 2015 Webinar 2- Components of a written Procurement Plan.

February 25, 2016 Webinar 3 – Specifics of the different procurement methods – formal and informal, and micro-purchasing.

April 21, 2016 Webinar 4 – Contract Management and preview of the USDA Local Procurement Review tool.