



Procurement 102

Date: Wednesday, June 10, 2020

Registration Deadline: May 31, 2020

Time: 1:00 - 4:30 pm Check in begins at 12:30 pm

Who Should Attend: School Nutrition Directors and Business Officials

Location: Scheman Building, Iowa State University, Ames

Cost: No Cost *Lunch is on your own*

Description: Take your understanding of procurement regulation to the next level and determine what you can and cannot purchase and the proper procedure to follow.

Learning Objectives:

- Examine solicitation documents.
- Review best practices for informal procurement. Review how to use the Small Purchase template, including how to write terms and conditions.
- Discuss advantages and disadvantages of different contract types.

Professional Standards Key Areas: Purchasing/Procurement (2400) 3.5 hours

What to Bring: Your district's most recent Procurement Plan, vendor paid list from school year 2019 – 2020, and one Small Purchase solicitation document, vendor response evaluation, and contract – *if any* – for one procurement event from SY2019-2020.

Minimum Class Size: 25

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