



THE STATE EDUCATION DEPARTMENT / THE UNIVERSITY OF THE STATE OF NEW YORK / ALBANY, NY 12234-0055

Office of Elementary, Middle, Secondary and Continuing Education
School Operations and Management Services
Child Nutrition Program Administration, Room 55, Albany, NY 12234-0055
Tel. (518) 473-8781
Fax (518) 473-0018
<http://www.nysed.gov/cn/cnms.htm>

September 2003

TO: District Superintendents
Superintendents and Business Officials of Public Schools
Chief Administrators and Business Officials of Nonpublic Schools Participating in the
National School Lunch and School Breakfast Programs
Chancellor of New York City Public Schools
Executive Directors and Business Officials of Residential Child Care Institutions
Food Service Directors/Managers

FROM: Frances N. O'Donnell, Coordinator

SUBJECT: "First Choice" Procurement Workshops – **TIME SENSITIVE INFORMATION**

In October, we will host three statewide workshops, at no charge, for business officials, school administrators, and food service directors/managers. These professional development sessions will familiarize attendees with federal regulations regarding purchasing for the National School Lunch and Breakfast Programs. In addition, the workshops will cover strategies and techniques helpful in administering a cost-effective operation.

The "First Choice" Procurement Workshops are based on *First Choice, A Purchasing Manual for School Food Service*, a comprehensive resource designed to assist Child Nutrition Program professionals with procurement decisions. The workshops provide an opportunity to better understand the process of procurement that results in cost control and improved quality. The fundamentals of sound purchasing decisions, innovative purchasing systems, and expertise of business partners are discussed and explored, with emphasis on the links between purchasing, nutrition integrity, and the financial success of Child Nutrition Programs. The First Choice Procurement Workshops present procurement education that supports the delivery of nutritious and appealing meals to children.

Representatives from the National Food Service Management Institute at the University of Mississippi will present the workshops at three locations in New York State. The presenters, Charles Kirby and Anita Ellis, have extensive procurement experience and have previously conducted workshops throughout the country. Meeting dates, times, and directions are attached. Attendance at each session will be limited to 35 participants.

Attendees will be provided with the information and resources to successfully and ethically purchase for the National School Lunch and School Breakfast programs, including information on cooperative bidding. Interested school business officials, supervisors, cook managers, and others involved with purchasing for the Child Nutrition Programs are invited to attend this one day training event.

A SAMPLING OF TOPICS TO BE DISCUSSED:

- The Purchase System
 - Appropriate purchasing methods
 - Pricing mechanisms

- Monitoring Cost
 - Third Party Market Reports
 - Charges, payments, price escalations

- Purchasing Cooperatives
 - Impact on purchasing
 - Logistics

Each session will be conducted at a facility, which will, to the greatest extent possible, meet the accessibility needs of individuals with disabilities. In addition, if special accommodations, such as interpreters, large print or Braille materials are needed, please contact your Child Nutrition office.

Refreshments will *not* be provided; you may bring them with you. Lunch can be obtained at a cafeteria or restaurant in the vicinity of the workshop you are attending.

Please pre-register by calling, or faxing the registration form to the contact person listed. For additional information, call your respective Child Nutrition office.

OCTOBER 2003 “First Choice Procurement” WORKSHOP LOCATIONS

BUFFALO and SYRACUSE REGION

Monday, October 20, 2003

8:45 a.m. - 9:00 a.m. Registration
9:00 a.m. – 4:30 p.m.

Genesee Valley BOCES
Leroy Services Center
80 Munson St.
LeRoy, NY 14482

Contact: Dee Krawczyk
(518) 474-3956
(518) 473-0018 (fax)

Directions:

From the West: on I-90 east take Rt. 98 exit; keep left at fork in the ramp; turn left onto Rt. 98; then left on Rt. 5 east; turn a slight right at intersection of Rt. 33 west to stay on Rt. 5 east; turn right onto E. Bethany LeRoy Rd.; then left onto Munson St., BOCES will be on the right.

From the East: go west on US 20 to Rt. 5; turn left at intersection of Rt. 36 to stay on Rt. 5; turn left onto Rt. 19; then turn right onto Munson St. BOCES will be on the left.

We suggest you bring your own snack refreshments. Lunch may be purchased at area restaurants.

ALBANY/HUDSON VALLEY REGION

Wednesday, October 22, 2003

8:45 a.m. – 9:00 a.m. Registration
9:00 a.m. – 4:30 p.m.

New York State Education Department
Summer Food Program Office
119 Washington Ave.
Albany, NY 12234

Contact: Dee Krawczyk
(518) 474-3956
(518) 473-0018 (fax)

Directions:

From the South: Take the New York State Thruway to Exit 23. After the tollbooth, go straight ahead onto 787 north to the Empire State Plaza exit. Follow the directions “From the Empire State Plaza.”

From the East: Take the Berkshire spur of the Massachusetts Turnpike (I-90) into Albany. Take the first right after the bridge over the Hudson River and follow the ramp signs to I-787 south (towards the Thruway). Exit at the Empire Plaza exit (takes about 1 or 2 minutes from the I-90 interchange). Follow the directions below "From the Empire State Plaza."

From the West: Take the New York State Thruway to Exit 23. After the toll booth, go straight ahead onto I-787 north to the Empire State Plaza exit (takes about 3 minutes). Follow the directions "From the Empire State Plaza."

From the North: Take the Northway (I-87) to I-90 east (towards Boston). Follow I-90 east to I-787 and take I-787 south to the Empire Plaza exit. Follow the directions below "From the Empire State Plaza."

From the Empire State Plaza:

Follow the ramp sign to the Empire Plaza and proceed along the ramp that goes into a tunnel through the Plaza. Stay in the right hand lane and turn right onto South Swan Street. At the second light turn left onto Washington Avenue. There are two parking garages on the right hand side before getting to the SFSP office.

Also, on street metered parking or Empire State Plaza visitors lot parking is available (two forms of picture identification are needed to park in the lot.)

We suggest you bring your own snack refreshments. Lunch may be purchased at area restaurants.

NEW YORK CITY and LONG ISLAND REGION

Friday, October 24, 2003

8:45 a.m. – 9:00 a.m. Registration

9:00 a.m. - 4:30 p.m.

Babylon Union Free School District

50 Railroad Avenue

Babylon, NY 11702

Contact: Dee Krawczyk

(518) 474-3956

(518) 473-0018 (fax)

Directions:

From the East: Take LIE West to Exit 51 (South) which is Deer Park Road (231). Continue on Deer Park Road, you will cross over Southern State Highway and Sunrise Highway (27). As soon as you cross over railroad tracks, take right onto Railroad Ave, the school is on the left.

From the West: Take LIE East to exit 51 (South) which is Deer Park Road (231). Continue on Deer Park Road, you will cross over Southern State Highway and Sunrise Highway (27). As soon as you cross over railroad tracks, take a right on the Railroad Ave., school is on the left.

We suggest you bring your own snack refreshments. Lunch may be purchased at area restaurants.

**"FIRST CHOICE" PROCUREMENT
WORKSHOP REGISTRATION FORM**

OCTOBER 2003



Name of School District or Facility

Phone Number

Please complete the following information:

Names and Titles of all attendees:

Name	Title
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Name	Title
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Name	Title
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Name	Title
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Please indicate the workshop you will be attending (please check one):

Buffalo/Syracuse Area (10/20/03)
Contact Person: Dee Krawczyk phone (518) 474-3956
or fax (518) 473-0018

Albany/Hudson Valley Area (10/22/03)
Contact Person: Dee Krawczyk phone (518) 474-3956
or fax (518) 473-0018

Long Island/NYC Area (10/24/03)
Contact Person: Dee Krawczyk phone (518) 474-3956
or fax (518) 473-0018

Please call or fax registration form to contact person listed for the session you plan on attending.