



STATE OF MICHIGAN
DEPARTMENT OF EDUCATION
LANSING

RICK SNYDER
GOVERNOR

BRIAN J. WHISTON
STATE SUPERINTENDENT

February 1, 2016

Re: Procurement in the 21st Century training: April 12 and 13, 2016

The staff of the Michigan Department of Education's School Nutrition Programs Unit is pleased to announce a two-day training for food service directors/managers. This comprehensive training will be conducted by consultants from the Institute of Child Nutrition (formerly National Food Service Management Institute) and will cover the procurement process for obtaining goods, products, and/or services. The most current USDA procurement information will be presented in detail.

Registration priority for this training will go to School Food Authorities (SFAs) first. Please note that vendors and distributors may be turned away if all available slots are filled by SFAs. Vendors and distributors will be placed on a waiting list and they will be notified after the registration deadline in order of registration received.

Cost: No charge for training.

Date: Tuesday, April 12 and Wednesday, April 13, 2016

Time: April 12, 2016	7:30 a.m. to 8:00 a.m. – registration
	8:00 a.m. to 5:00 p.m. – training
April 13, 2016	7:30 a.m. to 8:00 a.m. – registration
	8:00 a.m. to 5:00 p.m. – training

Meals: Lunch will be provided both days.

Registration Deadline: March 1, 2016

Location: Lansing Community College – West Campus
5708 Cornerstone Drive
Lansing, MI 48917

[Registration](#)ⁱ for the training is required and must be completed. Registration deadline is March 1, 2016, and space is limited, so please register early.

Persons with disabilities needing reasonable accommodations for effective participation in the meeting should contact the Michigan Department of Education Human Resources office at 517-373-3347 to request mobility, visual, hearing, or other assistance. Requests for accommodations should be made by March 29, 2016.

ⁱ <https://www.eventbrite.com/e/procurement-in-the-21st-century-registration-21119902196>

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608 WEST ALLEGAN STREET • P.O. BOX 30008 • LANSING, MICHIGAN 48909
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