



OREGON DEPARTMENT OF EDUCATION
Public Service Building, 255 Capitol Street NE, Salem, Oregon 97310
Phone (503) 947-5600 • Fax (503) 378-5156 • www.ode.state.or.us

October 6, 2011

TO: Sponsors of the National School Lunch Program, Child and Adult Care Food Program and Summer Food Service Program

RE: Statewide Purchasing Advisory Committee Invitation
Action Voluntary: Complete On-Line Survey
Deadline: October 31, 2011

The Oregon Department of Education Child Nutrition Programs (ODE CNP) is convening an advisory committee to assist in developing a new state-wide procurement process for Child Nutrition Programs. ODE CNP values your expertise in operating Child Nutrition Programs and invites you to be part of this advisory committee.

In 2010, the Oregon legislature approved a new position within ODE CNP to provide Sponsors with procurement assistance for allowable cost purchases in Child Nutrition Programs with the goal of saving Sponsors time and money.

Su Fennern, ODE CNP Procurement Specialist, accepted this position and will work closely with all Sponsors in Oregon. Ms. Fennern's primary duties are:

- Establishing statewide bids for frozen and dry food products that meet CNP meal requirements
- Establishing bids for State-processed USDA (commodity) foods
- Establishing bids for allowable cost foodservice equipment
- Conducting procurements in compliance with all Federal and State laws
- Setting standards to procure high quality foods and equipment
- Establishing forward purchasing of Oregon grown crops

To begin this important work, ODE CNP seeks to create a volunteer purchasing advisory committee made up of experienced food service operators who will provide guidance to our procurement specialist during the statewide procurement development phase and thereafter.

ODE CNP is looking for a diverse advisory committee made up of small, medium, and large food service programs in urban and rural settings to provide a wide perspective on the purchasing needs and concerns unique to different types of Program operations. Please consider serving on this committee.

Initially, the committee will meet at least three times per year. The first committee meeting is anticipated to take place in November or December 2011. Although committee membership is voluntary, committee members are expected to serve during the development phase without delegating attendance to another employee in their food service operation.

If you are interested in volunteering for the advisory committee, please complete a short on-line survey by October 31, 2011, located at: <http://www.ode.state.or.us/surveys>
Click on the link *Child Nutrition Programs Purchasing Advisory Committee*.

ODE CNP will notify Sponsors selected to be a Statewide Purchasing Advisory Committee member by November 4, 2011. ODE CNP will reimburse travel expenses for advisory committee members attending the scheduled meetings at the state per diem rate.

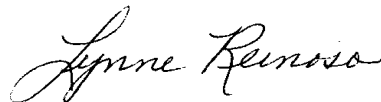
Thank you in advance for your cooperation in establishing a Child Nutrition Programs Purchasing Advisory Committee by completing the on-line survey.

If you have questions, please contact your assigned Child Nutrition Specialist.

Sincerely,



Heidi Dupuis
Manager, School Nutrition
Child Nutrition Programs
Office of the Superintendent



Lynne Reinoso
Manager, Community Nutrition
Child Nutrition Programs
Office of the Superintendent