# SNP Memo #2022-2023-13

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**COMMONWEALTH of VIRGINIA   
Department of Education**

DATE: August 17, 2023

TO: Directors, Supervisors, and Contact Persons Addressed

FROM: Sandra C. Curwood, PhD, RDN, ***Sandy***

## SUBJECT: 2023–2024 Procurement Review Schedule and Webinar

The purpose of this memorandum is to notify school divisions of the three-year USDA procurement review schedule and [registration for the Procurement Review webinar](https://doe-virginia-gov.zoom.us/webinar/register/WN_SnCiSPTPTKKEtDN36RYuVQ) required for school food authorities (SFAs) that are scheduled for a procurement review during school year (SY) 2023–2024.

State agencies must ensure compliance with procurement requirements in program regulations at 7 CFR Parts 210.21, 215.14a, 220.16, 225.17, and 226.22, and the regulations in 7 CFR Part 3016 and 3019, as applicable. SFAs receive a procurement review every three years.

The Virginia Department of Education, Office of School Nutrition Programs (VDOE-SNP), has contracted with CN Resource (CNR) to perform the required procurement reviews. CNR will conduct the required procurement reviews and communicate with the local school nutrition program administrator during the process. The VDOE-SNP Procurement Specialist is available for any process questions or concerns. Attachment A lists the school divisions scheduled for a procurement review in SY 2023–2024.

### Procurement Review Orientation Webinar

A mandatory procurement review orientation webinar is scheduled for **Thursday, September 14, 2023, from 2:00–3:00 p.m.** for all divisions receiving a procurement review in SY 2023–2024. **Participants must** [**register in advance for this webinar**](https://doe-virginia-gov.zoom.us/webinar/register/WN_SnCiSPTPTKKEtDN36RYuVQ). A confirmation email containing information about joining the webinar will be sent after registering.

It is required that the SFA school nutrition program director or administrator, as designated in SNPWeb, participate in the orientation. This webinar will serve to introduce CNR staff, discuss the review process, and review required documentation and timelines.

**For more Information**

Questions regarding the SNP procurement review process should be directed to Tom Patrick, Procurement and Food Service Management Company Contracts Specialist by email at [Thomas.Patrick@doe.virginia.gov](mailto:Thomas.Patrick@doe.virginia.gov).

SCC/TP/cc

Attachment:

1. Procurement Review Three Year Cycle