



STATE OF MAINE
DEPARTMENT OF EDUCATION
23 STATE HOUSE STATION
AUGUSTA, ME 04333-0023

JANET T. MILLS
GOVERNOR

A. PENDER MAKIN
COMMISSIONER

August 10, 2022

Jonathan Ross
Superintendent
Acton Public Schools
700 Milton Mills Rd
Acton, ME 04001

Dear Superintendent Ross:

A Procurement Review of the Acton Public Schools Nutrition Department was conducted.

The enclosed Official Notification of Review Findings and Corrective Action describes the corrective action documentation and completion dates required. Failure to do this may result in the withholding of reimbursement payments until it is received and/or a follow-up visit verifies that corrective action has been determined as acceptable.

Local Education Agencies have the right to appeal findings which impact their reimbursement. For more information visit <https://www.maine.gov/doe/sites/maine.gov/doe/files/inline-files/Child%20Nutrition%20Appeals%20Process.pdf>

If you should have any questions, or if we can assist in any way please feel free to contact Sarah Platt at 592-2410 or email sarah.d.platt@maine.gov.

Sincerely,

A handwritten signature in cursive script that reads 'Jane McLucas'.

Jane McLucas
Child Nutrition Director

JM/SP/pp

Enclosure



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**Procurement Review Report
Acton School Nutrition Program
SY 2023**

A review of the Acton School Nutrition Department procurement practices from SY2022 was conducted to ensure compliance with Federal Regulations 2 CFR 200, 7 CFR 210, as well as applicable local laws.

Code of Conduct- The Purchasing and Contracting Procurement Staff Code of Conduct was reviewed. It is not compliant with 2 CFR 200.318(c)(1). A compliant policy:

1. Prohibits officers, employees and agents from soliciting or accepting gratuities, favors or anything of monetary value from contractors or parties of subcontracts;
2. Provides for disciplinary actions for violations by officers, employees, or agents;
3. Includes language that the SFA will neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts, OR language with standards for situations when the financial interest is not substantial or the gift is unsolicited and of nominal value.

A sample is available on our website for your reference.

Required Corrective Action- Revise policy to be compliant with federal regulations. Submit a copy to the reviewer.

Date Due – December 30, 2022

Procurement Procedures- The Bidding/Purchasing Requirements (policy DJ) provided do not meet the requirements for procurement procedures. School nutrition programs are required to have written procurement procedures as outlined in 2 CFR 200.318. A sample is available on our website for your reference.

Required Corrective Action- Develop written procurement procedures compliant with 2 CFR 200.318. Submit a copy to the reviewer.

Date Due – December 30, 2022

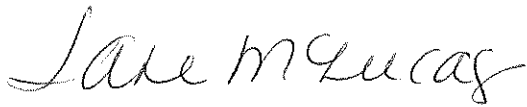
Micro-Purchases- Federal law requires that micro-purchases be reasonably priced and equitably distributed among qualified suppliers. No findings.

Small Purchases- N/A

Formal Purchases- The Acton School Nutrition Department is in a member if the York-Cumberland buying group. Documentation for the solicitation and award of a prime vendor contract was reviewed. There are no findings.

We appreciate the assistance provided throughout the review process. Feel free to contact the reviewer with any questions at sarah.d.platt@maine.gov or 207-592-2410.

Sincerely,

A handwritten signature in cursive script that reads "Jane McLucas".

Jane McLucas
Child Nutrition Director

JM/SP/pp

CC: Holly Hartley, Food Service Director