



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

JANET T. MILLS
GOVERNOR

A. PENDER MAKIN
COMMISSIONER

January 10, 2023

Steve Connolly
Superintendent
RSU 75
50 Republic Ave.
Topsham, ME 04086

Dear Superintendent Connolly:

A Procurement Review of the RSU 75 School 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 Michele Bisbee at 592-6076 or email michele.bisbee@maine.gov.

Sincerely,

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

Jane McLucas
Child Nutrition Director

JM/MB/pp

Enclosure



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**Procurement Review Report
RSU 75 School Nutrition Program
SY 2023**

A review of the RSU 75 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- No findings.

Procurement Procedures- The school nutrition department does not have documented procurement procedures as required by 2 CFR 200.318.

Required Corrective Action- Documented Procurement procedures need to be put in place.
Due Date – June 30, 2023

Micro-Purchases- No findings.

Small Purchases- No findings.

Formal Purchases- The RSU 75 School Nutrition Department is in a member of the Merrymeeting 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 michele.bisbee@maine.gov or 207-592-6076.

Sincerely,

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

Jane McLucas
Child Nutrition Director

JM/MB/pp

CC: Paul Milliken