



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

JANET T. MILLS  
GOVERNOR

A. PENDER MAKIN  
COMMISSIONER

October 4, 2022

Robert England  
Superintendent  
Wiscasset Public Schools  
225 Gardiner Rd.  
Wiscasset, ME 04578

Dear Superintendent England:

A Procurement Review of the Wiscasset 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](mailto: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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**Wiscasset School Nutrition Program  
Procurement Review Report  
SY 2023**

A procurement review of the Wiscasset School Nutrition Department's procurement practices of SY 2022 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**- Policy DJ-R – Federal Procurement Administrative Procedure was reviewed. It is not compliant with 2 CFR 200.318 by exempting federal child nutrition programs (see page 14 of the document). Federal child nutrition programs are required to follow the procurement regulations outlined in this manual.

**Required Corrective Action**- Revise the document by deleting the language which exempts child nutrition programs from following these procedures.

**Date Due** – December 30, 2022

**Required Corrective Action**-

**Micro-Purchases**- No findings.

**Small Purchases**- N/A

**Formal Purchases**- Wiscasset is in a member of the Capital Area Co-Op buying group. Documentation for the solicitation and award of a prime vendor contract was reviewed and is compliant with federal procurement regulations.

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

Sincerely,

Jane McLucas  
Child Nutrition Director

JM/SP/pp

CC: Lori Johnson