



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

JANET T. MILLS  
GOVERNOR

A. PENDER MAKIN  
COMMISSIONER

September 29, 2022

Matthew Nelson  
Superintendent  
Sanford Public Schools  
917 Maine St.  
Sanford, ME 04073

Dear Superintendent Nelson:

A Procurement Review of the Sanford 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 blue ink that reads 'Jmclucas'.

Jane McLucas  
Child Nutrition Director

JM/SP/pp

Enclosure



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

A review of the Sanford 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-** Policy DJH – 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.

***Required Corrective Action-*** Revise policy DJH to be compliant with federal regulations.

***Date Due*** – December 30, 2022

**Procurement Procedures-** Policy DJE-R – Federal Procurement Administrative Procedure was reviewed. It is not compliant with 2 CFR 200.318 by exempting federal child nutrition programs (see #4 on the last page 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 two bullets that exempt child nutrition programs from following these procedures.

***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 Sanford 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](mailto:sarah.d.platt@maine.gov) or 207-592-2410.

Sincerely,



Jane McLucas  
Child Nutrition Director

JM/SP/pp

CC: Holly Hartley, Food Service Director