

ESEA Monitoring FACTSHEET



E-7 Written Procurement Standards

As the pass-through entity for federal education funds, the Maine Department of Education (Maine DOE) has developed this guidance document to support subrecipients of federal programs in complying with the statutory requirements for the financial management of federal funds.

This document is intended to provide general guidance from the Maine DOE. Subrecipients participating in the ESEA Consolidated Program are encouraged to consult the full text of the applicable regulations governing the use of federal funds, including those outlined in the [Elementary and Secondary Education Act](#) (ESEA) and the [Code of Federal Regulations](#) (CFR).

Please note that subrecipients bear full responsibility for ensuring compliance with all relevant federal regulations.

Definitions:

No unique terms need to be defined for this monitoring item.

Statutory Requirements:

[2 CFR Part 200.318 – 200.327](#)

State Guidance: For contracted services paid with ESEA funds, the SAU must maintain a contract process. Include steps for determining—

- 1) The necessity of a contract
- 2) When cost comparisons are necessary or when rationale for a single vendor can be accepted, and
- 3) If costs are allocable, reasonable, and necessary.
- 4) List all parties who must initial or sign the contract and identify where the signed contracts are maintained.
- 5) Describe the process for payment of the contract.

Relevant Documentation: Written procedural process for procurement of contracted services and payment process.

Technical Assistance:

Please feel free to contact the ESEA Management Analyst at the Maine DOE if you have any questions relative to the contents of this document.