



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

JANET T. MILLS
GOVERNOR

A. PENDER MAKIN
COMMISSIONER

April 8, 2019

Kevin Jordan
Superintendent
MSAD 46
175 Fern Road, Suite 1
Dexter, ME 04930


Dear Superintendent Jordan:

A Procurement Review of the MSAD 46 School Nutrition Department was conducted.

Please find enclosed the *Review Report* and *Findings and Required Corrective Action*. Return a signed copy of the *Findings and Required Corrective Action* when submitting the requested documentation. **Corrective action documentation is due by June 30, 2019.** 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.

If you should have any questions, or if we can assist in any way please feel free to contact Sarah Platt at 624-6879 or email sarah.d.platt@maine.gov.

Sincerely,


Walter Beesley
Child Nutrition Director

WB/SP/pn

Enclosure

**Procurement Review Report
MSAD 46 School Nutrition Program
Review Period SY 2018**

A procurement review of the MSAD 46 School Nutrition Department was conducted. The purpose of this review is to ensure compliance with Federal Regulations 2 CFR 200 and 7 CFR 210 as well as applicable local laws when procuring goods and services for the school nutrition program.

Code of Conduct- The Code of Conduct Policy is compliant with regulations.

Procurement Procedures- The district's procurement procedure DJ-R would be compliant except that it specifically notes on page 11 that the procedures were not applicable to Food Service. Corrective action is requested with this finding.

Micro-Purchases- Federal law requires that micro-purchases be reasonable and equitably distributed among qualified suppliers to the extent practicable. Receipts must be kept as documentation. Micro-purchasing is followed for most food purchases and correct procedures were followed.

Small Purchases- When making small or "informal" purchases, Federal law requires that at least two price quotes from suppliers be obtained and documented and the purchase made from the lowest price from a responsible bidder. Small purchase procedures were followed for bread and milk purchases. The solicitation documents for requesting price quotes from suppliers did not contain the "Buy American" clause [7 CFR 210.21(d)] as required. Corrective action is requested with this finding.

Formal Purchases- The school nutrition department did not make formal purchases.

Corrective Action- Corrective action is required. The enclosed form outlines what must be submitted. A detailed response and documentation of the corrective action must be returned to our office by the date specified.

We appreciate the assistance provided by your staff throughout the review process.

Sincerely,



Sarah D. Platt, RD, SNS
Child Nutrition Consultant

