



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

JANET T. MILLS
GOVERNOR

A. PENDER MAKIN
COMMISSIONER

October 24, 2022

Amy Boles
Superintendent
Ellsworth Public Schools
66 Main St.
Ellsworth, ME 04605

Dear Superintendent Boles:

A Procurement Review of the School or District 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 Sarah Platt at 592-2410 or email 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



JANET T. MILLS
GOVERNOR

A. PENDER MAKIN
COMMISSIONER

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

A review of the Ellsworth 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- 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. Submit a copy to the reviewer.

Due Date – December 30, 2022

Micro-Purchases- No findings.

Small Purchases- N/A

Formal Purchases- The Ellsworth School Nutrition Department is in a member of the Dirigo Alliance 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 or 207-592-2410.

Sincerely,

Jane McLucas
Child Nutrition Director

JM/SP/pp

CC: Greg Berry