



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

JANET T. MILLS
GOVERNOR

A. PENDER MAKIN
COMMISSIONER

May 15, 2023

Michael McQuarrie
Headmaster
Erskine Academy
309 Windsor Road
South China, ME 04358

Dear Headmaster McQuarrie:

Your completed documents regarding the Procurement Review of the Erskine Academy's Nutrition Department have been received. We appreciate your response to the review findings.

This is to notify you that this is the final action closing the Procurement Review. Should you have any questions regarding the review, please contact Stephanie Stambach at 215-9437 or email stephanie.stambach@maine.gov.

Sincerely,

A handwritten signature in blue ink, appearing to read "Adriane Ackroyd".

Adriane Ackroyd
Assistant Director, Child Nutrition

AA/SS/pn



**Procurement Review Report
Erskine Academy School Nutrition Program
SY 2023**

A review of the Erskine Academy 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- Documented procurement procedures were not available at the time of the review. The sample procurement procedures provided by the DOE Child Nutrition office were adopted and customized to Erskine Academy's purchasing thresholds.

Required Corrective Action- Adopt written procurement procedures in compliance with federal procurement regulations.

Due Date- N/A- procedures have already been developed.

Micro-Purchases- No findings.

Formal Purchases- The Erskine Academy School Nutrition Department is a member of the Capital Area 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 stephanie.stambach@maine.gov or 207-215-9437.