



STATE OF MAINE
DEPARTMENT OF EDUCATION
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JANET T. MILLS
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COMMISSIONER

January 21, 2021

Maine Arts Academy School Nutrition Program SY 2021 Procurement Review Report

A procurement review of the Maine Arts Academy School Nutrition Department's procurement practices of SY 2021 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- No findings.

Micro-Purchases- No findings.

Small Purchases-

Observations and Technical Assistance - Procurement procedures provided by Maine Arts Academy indicate they use informal procurement procedures for purchases under \$250,000. Currently, Maine Arts Academy has an agreement with a food service program on their campus for meal provision. This is a convenient option as the vendor is part of the same complex as the school. The cost of meals for this service can be compared to the price charged for the vendor used last year. As a reminder, small purchasing procedures should be followed, and documentation maintained.

It would be beneficial for staff who are responsible for purchasing for the USDA Child Nutrition Programs to review federal procurement guidelines. In addition, the informal procedures outlined in the district's procurement guidelines should be reviewed to ensure they are understood.

Formal Purchases- Formal purchasing was not required based on the district's small purchase threshold.

We appreciate the assistance provided throughout the review process. Feel free to contact the reviewer with any questions at adriane.ackroyd@maine.gov or 207-592-1722.

Sincerely,

DocuSigned by:

Walter Beesley

Walter Beesley

Child Nutrition Director

WB/AA/pp

CC: Linda Belanger and Stacy Lockhart