



STATE OF MAINE
DEPARTMENT OF EDUCATION
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GOVERNOR

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February 1, 2021

**Beals School Nutrition Program
SY 2021 Procurement Review Report**

A procurement review of the Beals School Nutrition Department's procurement practices of SY 2020 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, the district has adopted Maine DOE, Child Nutrition's Sample Code of Conduct.

Procurement Procedures- No findings, the district has adopted Maine DOE, Child Nutrition's Sample Procurement procedures. Best practice is to annually train and inform nutrition staff of the district's procurement procedures to continue to operate in compliance.

Micro-Purchases- The review indicated that micro-purchase procedures were not followed. Federal law mandates that micro-purchases be reasonably and equitably distributed among qualified suppliers. Documentation showed that Beals purchases its products primarily from a single vendor, Sysco Food Service, as they do not require a minimum delivery order. Per conversation with the Food Service Director; due to the small size of the school it is difficult to meet minimum orders from other vendors. Based on federal requirements, an attempt must still be made to contact other vendors to allow fair and open competition. Documentation was not kept showing that other vendors were contacted on an annual basis.

Required Corrective Action- Contact two other vendors and provide documentation to the reviewer.

Date Due: N/A- corrective action has already been met. Documentation shows that both companies exceeded the weekly delivery for the school. No further action is needed; however, in the future companies should be contacted on an annual basis.

Small Purchases- Not applicable, the school nutrition program currently does not practice small purchasing. When making purchases using small purchase procedures, Federal law requires that at least two price quotes be requested, and the purchase made from the lowest priced responsible bidder. Small purchases can lead to better financial management within the program and may be an option to consider.

Formal Purchases- Not applicable, the school food authority does not conduct formal purchases.

We appreciate the assistance provided throughout the review process. Feel free to contact me with any questions at stephanie.stambach@maine.gov or 207-215-9437.

Sincerely,

DocuSigned by:
Walter Beesley

Walter Beesley...

Child Nutrition Director

WB/SS/pp

CC: Belinda McDonald

April Carver