



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

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February 4, 2021

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

A procurement review of the Eustis 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.

**Procurement Procedures**- The school nutrition department does not have documented procurement procedures as required by 2 CFR 200.318. On our website, we have a sample policy that can be very helpful to schools. It can be found at: <https://www.maine.gov/doe/schools/nutrition/programs/nslp/ar>, it is titled "Sample Procurement Procedures and Code of Conduct Template". Also, available on our website is a video of our Procurement training which can be very helpful in working through this process. The video and a pdf of the slides can be found at: <https://www.maine.gov/doe/schools/nutrition/programs/nslp>, this document is titled "Procurement Reviews". This policy can be adopted for just the Foodservice department.

***Required Corrective Action***- Eustis Schools will be required to adopt a compliant Procurement Procedure/Policy. This document will need to be submitted to the State Agency.

Corrective Action Due: March 1, 2021

**Micro-Purchases**- Micro-purchase procedures were not followed. Federal law requires that micro-purchases be reasonable and equitably distributed among qualified suppliers. Receipts must be kept as documentation. Food purchases are made from various vendors and therefore adhere to micro-purchase guidelines.

***Required Corrective Action***- To comply with micro purchase procedures Eustis Schools will need to begin equitably distributing their purchases throughout multiple vendors. If there are restrictions that keep Eustis Schools from using distributors documentation will need to be obtained and submitted to the State Agency.

Corrective Action Due: March 1, 2021

**Small Purchases**- No findings.

**Formal Purchases**- The program does not have any formal contracts.

We appreciate the assistance provided throughout the review process. Feel free to contact me with any questions at [michele.bisbee@maine.gov](mailto:michele.bisbee@maine.gov) or 207-592-6076.

Sincerely,  
DocuSigned by:

*Walter Beesley*

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Walter Beesley, Child Nutrition Director

WB/MB/pp

CC: Joanne Raymond