



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

JANET T. MILLS
GOVERNOR

A. PENDER MAKIN
COMMISSIONER

February 1, 2021

**Moosabec CSD School Nutrition Program
SY 2021 Procurement Review Report**

A procurement review of the Moosabec CSD 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 and is currently conducting purchasing within USDA guidelines. Best practice is to annually train and inform nutrition staff of the district's procurement procedures to continue to operate in compliance.

Micro-Purchases-No findings, the Moosabec CSD School Nutrition Program correctly follows micro-purchase procedures. Federal law requires that micro-purchases be reasonable and equitably distributed among qualified suppliers. Receipts must be kept as documentation to show that prices were reasonable, which was met.

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 Beasley

Walter Beasley
Child Nutrition Director

WB/SS/pp

CC: April Carver