



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

JANET T. MILLS
GOVERNOR

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COMMISSIONER

February 12, 2021

**RSU 3 School Nutrition Program
SY 2021 Procurement Review Report**

A procurement review of the RSU 03 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 districts code of conduct meets requirements.

Procurement Procedures- RSU 3 has adapted the Federal Procurement Manual DJR as their procurement procedures, in order to use these procedures for the nutrition program, language in the manual exempting child nutrition programs must be removed, corrective action is required.

Micro-Purchases-No findings- the district does a great job purchasing locally sourced foods from a variety of vendors, and in doing so is spreading the wealth among qualified suppliers.

Small Purchases- No findings- when the program makes a onetime purchase of a piece of equipment or food product it retains at least two different quotes, correctly following small purchase procedures.

Formal Purchases- RSU 3 is in a member if the Dirigo Alliance buying group. Formal contracts for prime vendor and milk were reviewed. The findings are as follows:

- The solicitation was not publicly advertised in a state-wide newspaper.
- The solicitation was missing the following:
 - Applicable contract provisions and certifications
 - Federal and state non-discrimination statements
 - Language that supports the use of small, minority and women's businesses, when possible
 - Appeal process
- A final signed, written contract was not issued

Required Corrective Action – Procurement Procedures: Remove language exempting child nutrition programs from DJR Federal Procurement Manual and submit the revised document to the reviewer by May 30, 2021.

Required Corrective Action-Formal Purchase - The formal solicitations need revision and contracts re-bid. Submit a copy of the public advertisement and revised solicitation documents to the reviewer by May 30, 2021. Submit a copy of the signed contract to the reviewer by June 15, 2021.

We appreciate the assistance provided throughout the review process. Feel free to contact me with any questions at kaitlin.fayle@maine.gov or 207-592-4198

Sincerely,

DocuSigned by:
Walter Beesley
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Walter Beesley
Child Nutrition Director

WB/KF/pp

CC: Tina Fabian