



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

JANET T. MILLS
GOVERNOR

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COMMISSIONER

**RSU 20 School Nutrition Program
SY 2021 Procurement Review Report**

A procurement review of the RSU 20 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- Policy DJ-R, the Federal Procurement Manual exempts Child Nutrition programs. Federal Child Nutrition programs are required to follow the procurement regulations outlined in this manual which is based on 2 CFR 200.318.

Required Corrective Action- Revise DJR by deleting the two statements exempting Child Nutrition programs. Submit a copy to the reviewer by March 30, 2021.

Micro-Purchases- Federal law requires that micro-purchases be reasonable and equitably distributed among qualified suppliers. Receipts must be kept as documentation. No findings.

Small Purchases- When making purchases using small purchase procedures, Federal law 2 CFR 200, requires that at least two price quotes be requested, and the purchase made from the lowest priced responsible bidder. Quotes may be written or verbal but must be documented. A sample documentation log is available on our website. The RSU 20 School Nutrition Department is not currently making purchases using the small purchase method. However, the food service director expressed interest in soliciting bids and securing a contract with one vendor. Technical assistance was provided on small purchase versus formal procurement methods. A draft solicitation was reviewed, and feedback was provided. Since the anticipated value of the purchases is less than the school nutrition department's small purchase threshold of \$250,000, informal procurement procedures could be followed.

Formal Purchases- The RSU 20 school nutrition department does not conduct formal procurement.

We appreciate the assistance provided throughout the review process. Feel free to contact the reviewer with any questions at sarah.d.platt@maine.gov or 207-592-2410.

Sincerely,

DocuSigned by:

Walter Beesley

Walter Beesley, Child Nutrition Director

WB/SDP/pp

CC: Tina Cook, Food Service Director