



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

JANET T. MILLS  
GOVERNOR

A. PENDER MAKIN  
COMMISSIONER

February 23, 2021

**RSU 31 School Nutrition Program  
SY 2021 Procurement Review Report**

A procurement review of the RSU 31 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**- No findings, the district has adopted Maine DOE, Child Nutrition's Procurement procedures and is currently meeting purchasing within USDA guidelines.

**Micro-Purchases**- No findings.

**Small Purchases**- No findings.

**Formal Purchases**- RSU 31 is in a member of 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***- 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](mailto:kaitlin.fayle@maine.gov) or 207-592-4198.

Sincerely,

DocuSigned by:  
*Walter Beesley*  
1BDE853D88744C7...  
Walter Beesley  
Child Nutrition Director

WB/KF/pp

CC: Terry Cummings