



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

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GOVERNOR

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January 13, 2021

**RSU 39 School Nutrition Program
SY 2021 Procurement Review Report**

A procurement review of the RSU 39 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 Procurement Procedures provided specifically noted that it was not applicable to Food Service.

Required Corrective Action- The Federal Procurement Manual will need to be revised to remove the lines that exempt the Nutrition Programs. This will need to be submitted to the State Agency.

Due Date: February 26, 2021

Micro-Purchases- The review indicated that micro-purchase procedures were not followed as required. Federal law mandates that micro-purchases must be reasonably and equitably distributed among qualified suppliers. Documentation revealed that RSU 39 School Nutrition Department purchases most of its products from a single vendor. To comply with informal procurement standards, the school must employ one of two methods for acquisition. The first is to utilize Micro-purchase procedures and "share the wealth" by purchasing similar items from two or more suppliers equally. The second is to use Small Purchase procedures and document price comparison using a solicitation document that evaluates purchases based on price.

Required Corrective Action- Submit to the reviewer a plan for what the nutrition department will adopt for its informal procurement procedures going forward along with documentation showing compliance.

Corrective Action Due: February 26, 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 or 207-592-6076.

Sincerely,

DocuSigned by:
Walter Beesley

Walter Beesley...
Child Nutrition Director

WB/MB/pp

CC: Tosha Rogeski