



STATE OF MAINE
DEPARTMENT OF EDUCATION
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JANET T. MILLS
GOVERNOR

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COMMISSIONER

January 21, 2021

**RSU 40 School Nutrition Program
SY 2021 Procurement Review Report**

A procurement review of the RSU 40 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 reference the Federal Procurement Manual; however, this resource specifically notes that it is not applicable to Food Service.

Required Corrective Action- Revise the procurement procedures to include Food Service purchases and submit to reviewer by February 12, 2020.

Micro-Purchases- Micro-purchase procedures were not followed. Dennis Paper & Food Service was the primary vendor used when purchasing outside of the formal prime vendor contract. Federal law requires that micro-purchases be reasonable and equitably distributed among qualified suppliers. Receipts must be kept as documentation.

Required Corrective Action- Review the micro-purchase requirements and submit plan to ensure guidelines are followed in the future to reviewer by February 12, 2020.

Small Purchases- No findings. However, as a reminder, it is important to consider this purchasing method when determining the best method of procurement when purchasing outside of formal contracts.

Formal Purchases- RSU 40 is in a member if the Capital Area Co-Op buying group. Current documentation for the solicitation and award of a prime vendor contract was reviewed and is compliant with federal procurement regulations.

We appreciate the assistance provided throughout the review process. Feel free to contact your reviewer, Adriane Ackroyd at Adriane.ackroyd@maine.gov or 207-592-1722 with any questions.

Sincerely,
DocuSigned by:

Walter Beesley

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Walter Beesley, Child Nutrition Director

WB/AA/pp

CC: Storm Hendrickson