



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

JANET T. MILLS
GOVERNOR

A. PENDER MAKIN
COMMISSIONER

**RSU #44 School Nutrition Program
SY 2021 Procurement Review Report**

A procurement review of the RSU #44 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- Bidding and purchasing policies were available but written procurement procedures were not. The school nutrition department must have written procurement procedures that reflect federal, state and local laws and regulations as outlined in 2 CFR 200.318.

Required Corrective Action- Develop written procurement procedures for the School Nutrition Department that conform to the standards in 2 CFR 200.318 and submit a copy to the reviewer A sample template is available on our webpage:
<https://www.maine.gov/doe/schools/nutrition/financial>

Date Due- February 1, 2021

Micro-Purchases- Federal law requires that micro-purchases be equitably distributed among qualified suppliers. A review of invoices showed that micro-purchase procedures were followed.

Small Purchases- N/A

Formal Purchases- RSU #44 is in a member if the Capital Area Co-Op buying group. 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 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/SP/pp

CC: Ryan Kimball
Deb Martin