



STATE OF MAINE  
DEPARTMENT OF EDUCATION  
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AUGUSTA, ME 04333-0023

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March 12, 2021

**RSU 56 School Nutrition Program  
SY 2021 Procurement Review Report**

A procurement review of the RSU 56 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 RSU 56 Nutrition Departments procurement procedures are missing language specific to the Buy American Provision.

***Required Corrective Action***- The Procurement policy will need to be revised to have Buy American language added to it. The revised policy will need to be sent to the reviewer.

Corrective Action Due: April 16, 2021

**Micro-Purchases**- No findings.

**Small Purchases**- When making small or "informal" purchases, Federal law requires that at least two price quotes from suppliers be requested and documented and the purchase made from the lowest price from a responsible bidder. The program does not retain documentation of obtaining price quotes/non-responses before making purchases therefore does not make small purchases.

***Required Corrective Action***- RSU 56 will need to submit a detailed plan as to how this documentation will be collected and maintained moving forward.

Corrective Action Due: April 16, 2021

**Formal Purchases**- RSU 56 is in a member of 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 me with any questions at [michele.bisbee@maine.gov](mailto:michele.bisbee@maine.gov) or 207-592-6076.

Sincerely,

DocuSigned by:

*Walter Beesley*

Walter Beesley...

Child Nutrition Director

WB/MB/pp

CC: Gena Cloutier