

E-7 Written Procurement Standards

As a pass-through entity for Federal education funds, the Maine Department of Education (Maine DOE) has prepared this guidance document to assist Federal program subrecipients in adhering to the statutory requirements for the **Financial Management of Federal Funds**.

The information provided in this document serves as general guidance being provided by the Maine DOE. Subrecipients under the **ESEA Consolidated** program should refer to the full text of the regulations that govern the use of these federal funds, which can be found under the [Elementary and Secondary Education Act](#) and within the [Code of Federal Regulations](#).

Subrecipients of Federal funds are solely responsible for meeting all applicable Federal regulations.

Definitions:

No unique terms need to be defined for this monitoring item.

Statutory Requirements:

[2 CFR Part 200.318 – 200.327](#)

State Guidance: For contracted services paid with ESEA funds, the SAU must maintain a contract process. Include steps for determining—

- 1) The necessity of a contract,
- 2) When cost comparisons are necessary or when rationale for a single vendor can be accepted, and
- 3) If costs are allocable, reasonable, and necessary.
- 4) List all parties who must initial or sign the contract and identify where the signed contracts are maintained.
- 5) Describe the process for payment of the contract.

Relevant Documentation: Written procedural process for procurement of contracted services and payment process.

Technical Assistance:

Please feel free to contact your [ESEA Management Analyst](#) at the Maine DOE if you have any questions relative to the contents of this document or the requirements for leveraging these Federal funds.