



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

JANET T. MILLS
GOVERNOR

A. PENDER MAKIN
COMMISSIONER

**Procurement Review Report
Lisbon School Nutrition Program**

A procurement review of the Lisbon School Nutrition Department was conducted to ensure compliance with Federal Regulations 2 CFR 200, 7 CFR 210, as well as applicable local laws.

Code of Conduct- The Code of Conduct, as required by 2 CFR 200.318(c)(1), was reviewed. There were no findings.

Procurement Procedures- Documented procurement procedures were not available.

Required Corrective Action- Develop procurement procedures for the school nutrition department as required by federal regulations. Resources are available on our website. Submit a copy to the reviewer by May 30, 2021.

Micro-Purchases- Micro-purchase procedures were followed. Federal law requires that micro-purchases be reasonable and equitably distributed among qualified suppliers. Receipts must be kept as documentation. There were no findings.

Small Purchases- None available for selection.

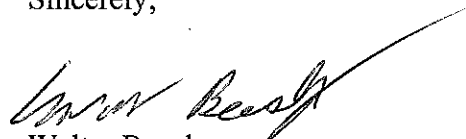
Formal Purchases- The Lisbon School Nutrition Program is a member of the Merrymeeting Consortium buying group. Formal contracts for prime vendor and dairy were reviewed. The findings are as follows:

- The solicitation was not publicly advertised in a state-wide newspaper
- The solicitation was missing the following:
 - applicable contract provisions and certifications
 - Federal and State Non-discrimination statements
 - Language that supports the use of small, minority and women's businesses, when possible
 - Correct appeal process
 - Code of Conduct
 - Notification that a market basket analysis is used in evaluation
 - Clear and accurate descriptions and estimated quantities for evaluation
 - All factors used in the evaluation

Required Corrective Action- The formal solicitation document needs to be revised and re-bid for school year 2021. Submit revised documents and a copy of the public advertisement to the reviewer by May 30, 2021. Submit a copy of the signed contract to the reviewer by June 15, 2021.

We appreciate the assistance provided throughout the review process. Feel free to contact me with any questions at sarah.d.platt@maine.gov or 207-592-2410.

Sincerely,

A handwritten signature in black ink, appearing to read "Walter Beesley", with a long, sweeping flourish extending to the right.

Walter Beesley
Child Nutrition Director

WB/SP/pp

CC: Allison Leavitt