



JANET T. MILLS
GOVERNOR

A. PENDER MAKIN
COMMISSIONER

Calais School Nutrition Program SY 2020 Procurement Review Report

A procurement review of the Calais School Nutrition Department's procurement practices of SY 2019 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 were not adapted to cover the districts Foodservice Program. Districts are encouraged to reference the sample procurement procedures available on our website at:

<https://www.maine.gov/doe/schools/nutrition/programs/nslp/ar>

Required Corrective Action- *Please submit an updated procurement document that encompasses the districts foodservice program.*

Corrective Action Due: January 29, 2021

Micro-Purchases- Micro-purchase procedures were not followed. Federal law requires that micro-purchases be reasonable and equitably distributed among qualified suppliers. Calais Nutrition Program can choose to either equally distribute funds among multiple suppliers for similar goods or they can choose to follow Small Purchase guidelines and compare prices. Both practices require documentation to be maintained to show compliance.

Required Corrective Action- *Submit proof of compliance with micro purchase procedures or small purchase procedures, depending on which choice the district makes. Documentation for micro purchase will include invoices from multiple vendors and documentation for small purchase will include price comparison or other justification for purchasing from one supplier.*

Corrective Action Due: January 29, 2021

We appreciate the assistance provided throughout the review process. Feel free to contact me with any questions at michele.bisbee@maine.gov or 207-592-6076.

Sincerely,

Walter Beesley
Child Nutrition Director

WB/mb/pp

CC: Robin Roehrich