

**Procurement Review Report
Dedham School Nutrition Program
SY 2020**

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

Procurement Procedures- The Procurement Procedures provided specifically noted that it was not applicable to Food Service; therefore, the school nutrition department does not have documented procurement procedures as required by 2 CFR 200.318.

Required Corrective Action- Develop written procurement procedures compliant with federal regulations and send a copy to the reviewer.

Date Due: March 6, 2020

Estimated Fiscal Action: None at this time

Formal Purchases- Dedham School is a member of the Dirigo Alliance buying group. Formal contracts for the prime vendor and milk 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
 - Appeal process
- A final signed, written contract was not issued.

Required Corrective Action- Dedham School Nutrition Department and the Dirigo Alliance buying group need to revise the formal solicitations re-bid prime vendor and dairy for school year 2021. Submit a copy of the public advertisement and revised solicitation documents to the reviewer by May 30, 2019. Submit a copy of the signed contract to the reviewer by June 15, 2020.

We appreciate the assistance provided throughout the review process. Feel free to contact me with any questions at adriane.ackroyd@maine.gov or 207-624-6726.

Sincerely,

Adriane Ackroyd, MPH, RD
Child Nutrition Consultant

WB/AA/pp

CC: Wendy McDonald