



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

JANET T. MILLS
GOVERNOR

A. PENDER MAKIN
COMMISSIONER

January 24, 2020

Patrick Manuel
Superintendent
RSU 01 - LKRSU
34 Wing Farm Parkway
Bath, ME 04530

Dear Superintendent Manuel:

A Procurement Review of the RSU 01 Nutrition Department was conducted.

The enclosed Official Notification of Review Findings and Corrective Action describes the corrective action documentation and completion dates required. Failure to do this may result in the withholding of reimbursement payments until it is received and/or a follow-up visit verifies that corrective action has been determined as acceptable.

If you should have any questions, or if we can assist in any way please feel free to contact Sarah Platt at 624-6879 or email sarah.d.platt@maine.gov.

Sincerely,

A handwritten signature in black ink, appearing to read "Walter Beesley", written over a horizontal line.

Walter Beesley
Child Nutrition Director

WB/SP/pp

Enclosure

Procurement Review Report
RSU 1 School Nutrition Program
SY 2020

A procurement review of the RSU 1 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- Policy DJ-R Federal Procurement Manual for School Meals included federal child nutrition programs and was compliant with procurement regulations.

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- RSU 1 is in 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, 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 sarah.d.platt@maine.gov or 207-624-6879.

Sincerely,



Sarah Draper Platt, RD, SNS
Child Nutrition Consultant

WB/SP/pp
CC: Tim Harkins