



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

JANET T. MILLS
GOVERNOR

A. PENDER MAKIN
COMMISSIONER

February 12, 2020

Howard Tuttle
Superintendent
RSU 12
665 Patricktown Rd.
Somerville, ME 04348


Dear Superintendent Tuttle:

A Procurement Review of the RSU 12 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,


Walter Beesley
Child Nutrition Director

WB/SP/pp

Enclosure

**Procurement Review Report
RSU 12 School Nutrition Program
SY 2020**

A procurement review of the RSU 12 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- No findings.

Procurement Procedures- As required by 2 CFR 200.318, documented procurement procedures were available. Code: DJ-R Administrative Procedure Federal Procurement Manual, was compliant with federal procurement regulations.

Micro-Purchases- Federal law requires that micro-purchases be reasonable and equitably distributed among qualified suppliers. Receipts must be kept as documentation. No findings.

Small Purchases- When making small or “informal” purchases, Federal law requires that at least two price quotes from suppliers be requested and documented and the purchase made from the lowest price from a responsible bidder. The program did not maintain documentation of price quotes from all vendors. Technical assistance was provided to Mike Flynn, Food Service Director.

Formal Purchases- RSU 12 is in a member of the Capital Area Co-Op buying group. Formal contracts for prime vendor and bread were reviewed. The findings are as follows:

- 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
- A final signed, written contract was not issued

Required Corrective Action-

RSU 12 and the Capital Area Co-Op buying group need to revise the formal solicitation documents and re-bid prime vendor and bread for school year 2021. Submit revised documents to the reviewer by May 30, 2019 and a copy of the final signed contract 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 D. Platt, RD, SNS
Child Nutrition Consultant

WB/ SDP/pp

CC: Mike Flynn