



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

JANET T. MILLS
GOVERNOR

A. PENDER MAKIN
COMMISSIONER

August 10, 2020

Susan Smith
Superintendent
RSU 63
202 Kidder Hill Road
Holden, ME 04429

Dear Superintendent Smith:

A Procurement Review of the RSU 63 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 63 School Nutrition Program
SY 2020

A procurement review of the RSU 63 School Nutrition Department was conducted to ensure compliance with Federal Regulations 2 CFR 200, 7 CFR 210, as well as applicable local laws. Due to COVID-19 and unanticipated school closure, the review process took place outside of the scheduled timeframe.

Code of Conduct- Code of Conduct was compliant with 2 CFR 200.318(c)(1). No findings.

Procurement Procedures- The district's Procurement Procedures, DJ-R Federal Procurement Manual, specifically lists Child Nutrition programs as an exception to the procedures. Corrective action is required.

Required Corrective Action- Revise policy DJ-R Federal Procurement Manual by deleting D. and E. under section IX. Submit a copy of the corrected policy to the reviewer.

Date Due: December 30, 2020

Micro-Purchases- Micro-purchases must be reasonable and equitably distributed among qualified suppliers and receipts kept as documentation. No findings.

Small Purchases- N/A

Formal Purchases- RSU 63 is in a member of the Dirigo Alliance buying group. Formal contracts for 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- The formal solicitations need revision and contracts re-bid for school year 2021. Submit a copy of the public advertisement and revised solicitation documents 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 207-624-6879.

Sincerely,

Sarah D. Platt
Child Nutrition Consultant

WB/SDP/pp

CC: Kelly Theriault