



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

JANET T. MILLS  
GOVERNOR

A. PENDER MAKIN  
COMMISSIONER

March 24, 2020

Kenneth Johnson  
Superintendent  
Eastport Public Schools  
PO Box 190  
Eastport, ME 04631

Dear Superintendent Johnson:

Your completed documents regarding the Procurement Review of the Eastport Public Schools Nutrition Department have been received. We appreciate your response to the review findings.

This is to notify you that this is the final action closing the Procurement Review. Should you have any questions regarding the review, please contact Kate Fayle at 624-6666 or email [kaitlin.fayle@maine.gov](mailto:kaitlin.fayle@maine.gov).

Sincerely,

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

Walter B. Beesley  
Child Nutrition Director

WBB/KF/pp



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

A procurement review of the Eastport Nutrition Department was conducted. The purpose of this review is to ensure compliance with Federal Regulations 2 CFR 200 and 7 CFR 210 as well as applicable local laws when procuring goods and services for the school nutrition department.

**Code of Conduct**- No findings

**Procurement Procedures**- No findings

**Micro-Purchases**- Micro-purchase procedures are being followed. Federal law requires that micro-purchases be reasonable and equitably distributed among qualified suppliers.

**Small Purchases**- Technical Assistance was provided to Dana Bowen, Food Service Director, to regularly price check similar goods among suppliers, if the school plans to purchase one type of product, such as bread, milk, canned goods from one supplier, then price documentation must be maintained for proof of best price, or other reasonable justifications for purchasing from one supplier. Eastport Public Schools currently purchases from multiple vendors, but routinely purchases similar products from the same vendor.

***Corrective Action:*** *Submit proof of compliance with micro purchase procedures with invoices from multiple vendors with similar goods or, submit documentation that meets small purchase requirements with inquiries to additional vendors with responses showing they are the most reasonable for purchases.*

**Formal Purchases**- None Selected

Sincerely,

Kaitlin Payle  
Child Nutrition Consultant

WB/ KF /pp

CC: Dana Bowen