



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

JANET T. MILLS
GOVERNOR

A. PENDER MAKIN
COMMISSIONER

January 3, 2020

Gary Gonyar
Superintendent
Hermon Public Schools
PO Box 6360
Hermon, ME 04401

Dear Superintendent Gonyar:

A Procurement Review of the Hermon Public Schools 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".

Walter Beesley
Child Nutrition Director

WB/SP/pp

Enclosure

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

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

Code of Conduct- No findings.

Procurement Procedures- The school nutrition department does not have documented procurement procedures as required by 2 CFR 200.318. A sample is available on our website.

Required Corrective Action- Develop procurement procedures compliant with federal and local requirements and submit a copy to the reviewer by March 30, 2020.

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 purchases, at least two price quotes must be requested and documented and the purchase made from the lowest priced responsible bidder. Documentation was not available to support the purchases from Coca-Cola.

Required Corrective Action- Submit price comparisons and supporting documentation for Coca-Cola. If this documentation is not available, obtain price quotes from additional beverage companies and submit documentation that purchases are being made from the lowest priced responsive and responsible vendor. Submit documentation to the reviewer by March 30, 2020.

Formal Purchases- The Hermon School Nutrition Department 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, 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 D. Platt, RD, SNS
Child Nutrition Consultant

WB/SDP/pp