



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

JANET T. MILLS
GOVERNOR

A. PENDER MAKIN
COMMISSIONER

January 8, 2020

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

Dear Superintendent Johnson:

A Procurement Review of the Pembroke 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 David Hartley at 624-6878 or email david.hartley@maine.gov.

Sincerely,

A handwritten signature in black ink, appearing to read "Walter Beesley".

Walter Beesley
Child Nutrition Director

WB/DH/pp

Enclosure

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

A procurement review of the Pembroke 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

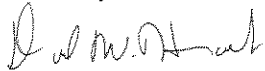
Micro-Purchases- Micro-purchase procedures are being followed. Federal law requires that micro-purchases be reasonable and equitably distributed among qualified suppliers.

Small Purchases- Technical Assistance was provided to Susan Ward 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. RSU 85 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,



David Hartley

Child Nutrition Consultant

WB/ HD /pp

CC: sward@shead.org Susan Ward