



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

JANET T. MILLS
GOVERNOR

A. PENDER MAKIN
COMMISSIONER

November 26, 2019

Tonya Arnold
Superintendent
RSU 08
22 Arcola Lane
Vinalhaven, ME 04863

Dear Superintendent Arnold:

A Procurement Review of the RSU 08 Nutrition Department was conducted.

The enclosed Official Notification of Review Findings and Corrective Action describes the corrective action documentation and completion dates discussed during the exit conference. 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 Kate Fayle at 624-6666 or email kaitlin.fayle@maine.gov.

Sincerely,

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

Walter Beesley
Child Nutrition Director

WB/KF/pp

Enclosure

**Procurement Review Report
RSU 08 School Nutrition Program
SY 2020**

A procurement review of the RSU 8 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, the school food service has adapted Maine DOE's sample code of conduct.

Procurement Procedures- No findings, the school food service has adapted Maine DOE's sample procurement procedure.

Micro-Purchases- Micro-purchase procedures were not followed. Federal law requires that micro-purchases be reasonable and equitably distributed among qualified suppliers. Receipts must be kept as documentation. Vinalhaven School currently purchases the majority of its products through one supplier. Micro purchases procedures require the spread purchases between two or more vendors to the extent practicable. If purchasing from multiple vendors is not a possibility, then district must document justification for purchasing the majority of its products from one vendor.

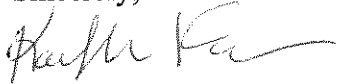
Corrective Action: *Submit proof of compliance with micro purchase procedures with invoices from multiple vendors or, submit documentation of inquiries to additional vendors with responses showing they are not reasonable for purchases.*

Small Purchases- None Selected

Formal Purchases- None Selected

Please Provide corrective action by 12/26/19 to the reviewer addressed below:

Sincerely,



Kaitlin Fayle

Child Nutrition Consultant

Maine Department of Education

136 State House Station

Augusta, ME 04333

WB/ KF /pp

CC: Tina Davidson