



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

JANET T. MILLS
GOVERNOR

A. PENDER MAKIN
COMMISSIONER

December 20, 2019

Patricia Hopkins
Superintendent
RSU 11/MSAD 11
150 Highland Ave.
Gardiner, ME 04345

Dear Superintendent Hopkins:

A Procurement Review of the RSU 11 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 Stephanie Stambach at 624-6732 or email stephanie.stambach@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/SS/pp

Enclosure

Procurement Review Report
RSU 11 School Nutrition Program
SY 2020

A procurement review of the RSU 11 School 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.

Finding 1 - Procurement Procedures: The Procurement Procedures provided (Policy DJR-Federal Procurement Manual) specifically noted that it was not applicable to Federal Child Nutrition Programs.

Required Corrective Action: *Develop written procurement procedures compliant with federal regulations and send a copy to the reviewer.*

Date Due: N/A- corrective action has already been received.

Finding 2- Formal Purchases- RSU 11 is a member of the Capital Area Co-Op buying group. The formal contract for prime vendor and bread were reviewed; however, RSU 11 has opted out of the bread bid. Feedback was provided to the food buying group. The findings are as follows:

- 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
 - Correct appeal process
 - Code of Conduct
- A final signed, written contract was not issued.

Required Corrective Action:

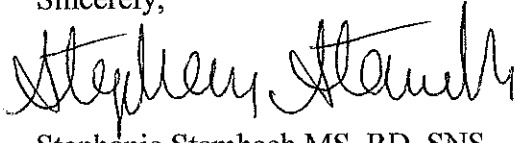
RSU 11 and the Capital Area Co-Op buying group need to revise the formal solicitations and re-bid prime vendor for school year 2021. Submit a copy of the revised solicitation document to the reviewer by May 30, 2020. Submit a copy of the signed contract to the reviewer by June 15, 2020.

Corrective Action is required. In accordance with §210.18(k), failure to return completed documentation within 30 days from the corrective action deadline date will result in the withholding of reimbursement payments. Local Education Agencies have the right to appeal findings which impact their reimbursement. For more information visit

<https://www.maine.gov/doe/sites/maine.gov.doe/files/inline-files/Child%20Nutrition%20Appeals%20Process.pdf>

We hope that this review has been helpful to you and your staff. If you should have any questions, or if we can assist in any way please feel free to contact Stephanie Stambach at 624-6732 or email stephanie.stambach@maine.gov.

Sincerely,

A handwritten signature in black ink that reads "Stephanie Stambach". The signature is written in a cursive style with a large, prominent 'S' at the beginning.

Stephanie Stambach MS, RD, SNS
Child Nutrition Consultant

WB/SS/pp

CC: Linda Sergent