



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

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GOVERNOR

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COMMISSIONER

**Procurement Review Report
RSU 26 School Nutrition Program
SY 2020**

A procurement review of the RSU 26 School Nutrition Department based on SY 2019 procurement was conducted to ensure compliance with Federal Regulations 2 CFR 200, 7 CFR 210, as well as applicable local laws.

Procurement Procedures- The Procurement Procedures provided specifically noted that they were not applicable to Food Service.

Required Corrective Action- Develop procurement procedures compliant with federal and local requirements and submit a copy to the reviewer by December 23, 2020.

Small Purchases- When making small or “informal” purchases, Federal law requires that at least two price quotes from suppliers be requested and documented and the purchase made from the lowest price from a responsible bidder. The program may not have the documentation needed to support that small purchase guidelines were followed. Based on feedback from Food Service Director Ben Jacobson, prices were compared but a quote from considered vendors was not solicited as there was already a contract from one in place.

Required Corrective Action- Review federal procurement small purchase guidelines. Resources can be found on the Maine Department of Education Child Nutrition website.

Formal Purchases- RSU 26 is in a member of the Dirigo Alliance buying group. Formal contracts for prime vendor and milk were reviewed. The findings are as follows:

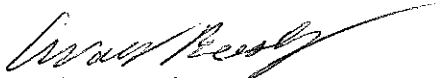
- The solicitation was not publicly advertised in a state-wide newspaper.
- The solicitation was missing the following:
 - Applicable contract provisions and certifications
 - Federal and state non-discrimination statements
 - Language that supports the use of small, minority and women’s businesses, 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 2022. Submit a copy of the public advertisement and revised solicitation documents to the reviewer by May 30, 2021. Submit a copy of the signed contract to the reviewer by June 15, 2021.

We appreciate the assistance provided throughout the review process. Feel free to contact me with any questions at adriane.ackroyd@maine.gov or 207-592-1722.

Sincerely,



Walter Beesley
Child Nutrition Director

WB/AA/pp

CC: Ben Jacobson