



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

JANET T. MILLS  
GOVERNOR

A. PENDER MAKIN  
COMMISSIONER

December 17, 2019

Roberta Hersom  
Superintendent  
RSU 49  
8 School St.  
Fairfield, ME 04937

Dear Superintendent Hersom:

A Procurement Review of the RSU 49 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](mailto:stephanie.stambach@maine.gov).

Sincerely,

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

Walter Beesley  
Child Nutrition Director

WB/SS/pp

Enclosure

**Procurement Review Report**  
**RSU 49 School Nutrition Program**  
**SY 2020**

A procurement review of the RSU 49 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 – Code of Conduct:** RSU 49 currently does not have a written Code of Conduct, as required by 2 CFR 200.318(c)(1).

*Corrective action: Develop written code of conduct that is compliant with federal regulations and send a copy to the reviewer.*

*Date Due: January 31, 2020*

**Finding 2- Procurement Procedures:** The Procurement Procedures provided (policy DJC-Bidding Requirements) do not meet federal regulations. A sample template is available on the Child Nutrition website and a link was emailed to the Food Service Director.

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

*Date Due: January 31, 2020*

**Finding 3- Formal Purchases-** RSU 49 is a member of the Kennebec Alliance buying group. The formal contract for prime vendor was reviewed and feedback was provided to the food buying group. Technical assistance was provided that all factors used in the evaluation are clear. 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
  - Required provisions for cost-reimbursable contracts

*Corrective action: Revise formal solicitations and re-bid prime vendor for School Year 2021. Submit revised documents to the reviewer.*

*Date Due: May 30, 2020*

**Procurement Review Report**  
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**SY 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](mailto:stephanie.stambach@maine.gov).

Sincerely,

Stephanie Stambach MS, RD, SNS  
Child Nutrition Consultant

WB/SS/pp  
CC: Dan Chamberlain