



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

JANET T. MILLS
GOVERNOR

A. PENDER MAKIN
COMMISSIONER

February 4, 2020

Matthew Cyr
Superintendent
Veazie Public Schools
1040 School Street
Veazie, ME 04401

Dear Superintendent Cyr:

A Procurement Review of the Veazie 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 Adriane Ackroyd at 624-6726 or email adriane.ackroyd@maine.gov.

Sincerely,



Walter Beesley
Child Nutrition Director

WB/AA/pp

Enclosure

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

The A procurement review of the Veazie School Nutrition Department was conducted to ensure compliance with Federal Regulations 2 CFR 200, 7 CFR 210, as well as applicable local laws.

Micro-Purchases- When micro-purchases were reviewed, it was observed that items for a staff breakfast were charged to the food service account. This is an unallowable cost and the food service account must be reimbursement.

Required Corrective Action- The food service account must be reimbursed for the unallowable items purchased. Submit proof of reimbursement to your reviewer by March 6, 2020.

Formal Purchases- Veazie School is a member of the Dirigo Alliance buying group. Formal contracts for the prime vendor were reviewed. The findings are as follows:

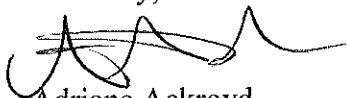
- The solicitation was not publicly advertised in a state-wide newspaper.
- The solicitation was missing the following:
 - Applicable contract provisions and certifications
 - Federal and state non-discrimination statements
 - Language that supports the use of small, minority and women's businesses, 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 2021. Submit a copy of the public advertisement and revised solicitation documents to the reviewer by May 30, 2019. Submit a copy of the signed contract to your reviewer by June 15, 2020.

We appreciate the assistance provided throughout the review process. Feel free to contact me with any questions at adriane.ackroyd@maine.gov or 207-624-6726.

Sincerely,



Adriane Ackroyd
Child Nutrition Consultant

WB/AA/pp

CC: Food Service Director