



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

JANET T. MILLS
GOVERNOR

A. PENDER MAKIN
COMMISSIONER

**RSU 41 School Nutrition Program
SY 2021 Procurement Review Report**

A procurement review of the RSU 41 School Nutrition Department's procurement practices of SY 2020 was conducted to ensure compliance with Federal Regulations 2 CFR 200, 7 CFR 210, as well as applicable local laws.

Code of Conduct- No findings.

Procurement Procedures- No findings

Micro-Purchases- No findings.

Small Purchases- No findings.

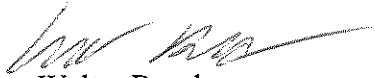
Formal Purchases- RSU 41 is in a member if the Dirigo Alliance buying group. Formal contracts for prime vendor and milk were reviewed. The findings are as follows:

- 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. 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 Kaitlin.fayle@maine.gov or 207-592-4198

Sincerely,

A handwritten signature in black ink, appearing to read 'Walter Beesley', with a long horizontal flourish extending to the right.

Walter Beesley
Child Nutrition Director

WB/KF/pp

CC: Susan Mulherin