



STATE OF MAINE
DEPARTMENT OF EDUCATION
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December 1, 2020

**Appleton School Nutrition Program
SY 2021 Procurement Review Report**

A procurement review of the Appleton 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- Appleton uses the procurement procedures template provided by the Maine Department of Education, Child Nutrition office. As part of the procurement procedures, another document was created and serves as an internal purchasing guide for the Appleton food service department. It was noted that outdated purchasing thresholds were listed for micro purchases and small purchases. Technical assistance was provided, and that document has been revised to align with current federal procurement regulations.


Required corrective action: N/A- has already been corrected.

Micro-Purchases- No findings.

Formal Purchases- Appleton is a member of the Capital Area Co-Op buying group. Documentation for the solicitation and award of a prime vendor contract was reviewed and is compliant with federal procurement regulations.

The Appleton School Nutrition Department's procurement review is now closed. We appreciate the assistance provided throughout the review process. Feel free to contact Stephanie Stambach with any questions at stephanie.stambach@maine.gov or 207-215-9437.

Sincerely,


Walter Beesley
Child Nutrition Director

WB/SS/pp

CC: Toni Clark
Jodi Davis