



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

JANET T. MILLS
GOVERNOR

A. PENDER MAKIN
COMMISSIONER

October 30, 2020

**Hancock Nutrition Program
SY 2021 Procurement Review Report**

A procurement review of the Hancock School Nutrition Department based on SY 2020 procurement 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- The Procurement Procedures provided specifically noted that it was not applicable to Food Service.

Formal Purchases- Hancock is a member of the Dirigo Alliance buying group. Documentation for the solicitation and award of a prime vendor contract was 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 between both parties was not issued

Required Corrective Action-

Revise the formal solicitation and re-bid the contract. Submit a copy of the signed contract to the reviewer by June 15, 2021.

Submit a copy of the public advertisement and revised solicitation documents to the reviewer by May 30, 2021.

We appreciate the assistance provided throughout the review process. Feel free to contact me with any questions at david.hartley@maine.gov or 207-624-6878

Sincerely,



Walter Beesley
Child Nutrition Director

WB/DWH /pp