



December 1, 2020

Lincolnton School Nutrition Program SY 2021 Procurement Review Report

A procurement review of the Lincolnton 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- Lincolnton 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 Lincolnton 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 It was noted that outdated purchasing thresholds were listed for micro purchases and small purchases.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- Lincolnton 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.

It was noted that more purchases were made with Dennis Paper and Foodservice, compared to Northcenter, which won the prime vendor bid, or 51% of total food and supply purchases. According to the Food Service Director, there were issues with Northcenter, including not carrying products that were quoted for in the bid, and prices were significantly higher compared to Dennis Paper's prices. Therefore, a small purchase procedure (price comparison) was used instead; which meets the procurement regulations and was more cost effective for the school nutrition department. The school district could consider other options such as opting out of the prime vendor if this were to occur in future years.

The Lincolnville 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: Angela Wheaton
Jodi Davis