



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

JANET T. MILLS
GOVERNOR

A. PENDER MAKIN
COMMISSIONER

**RSU 22 School Nutrition Program
SY 2021 Procurement Review Report**

A procurement review of the RSU 22 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- The School Nutrition Department does not have documented procurement procedures as required by 2 CFR 200.318.

Required Corrective Action- Develop written procurement procedures compliant with 2 CFR 200.318 and submit a copy to the reviewer no later than 12/30/2020.

Micro-Purchases- Federal law requires that micro-purchases be reasonable and equitably distributed among qualified suppliers. Receipts must be kept as documentation. No findings.

Small Purchases- When making small or "informal" purchases, Federal law requires that at least two price quotes from suppliers be requested and documented and the purchase made from the lowest price from a responsible bidder. Two vendors were selected for review – R.M. Flagg and CocaCola. Documentation including price quotes and an evaluation was available for R.M. Flagg. Documentation for CocaCola was insufficient. Price quotes and the evaluation were not available for review.

Required Corrective Action- Solicit price quotes from at least two beverage suppliers and evaluate responses. Make purchases from the lowest price from a responsible bidder. Submit documentation to the reviewer no later than 12/30/2020.


Formal Purchases- The RSU 22 and Bangor Public Schools Nutrition Departments are in a joint formal contract with Sysco for prime vendor.

Technical Assistance - The contract renewal for SY 2021 was done via email. In the future, any contract/contract renewal will need signatures.

Technical Assistance – Prior to soliciting formal bids in the future, revise the solicitation document to include the federal and State non-discrimination statements and code of conduct.

We appreciate the assistance provided throughout the review process. Feel free to contact me with any questions at sarah.d.platt@maine.gov or 207-592-2410

Sincerely,



Walter Beesley
Child Nutrition Director

WB/SDP/pp

CC: Kathy Kittredge