



STATE OF MAINE
DEPARTMENT OF EDUCATION
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GOVERNOR

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COMMISSIONER

**RSU 25 School Nutrition Program
SY 2021 Procurement Review Report**

A procurement review of the RSU 25 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- Policy DJ-R, the Federal Procurement Manual exempts child nutrition programs. Federal child nutrition programs are required to follow the procurement regulations outlines in this manual which is based on 2 CFR 200.318.

Required Corrective Action- Revise DJR by deleting the two bullets that exempt child nutrition programs from following these procedures.

Micro-Purchases- Micro-purchase procedures were followed. 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.

The RSU 25 School Nutrition Department has a signed pricing agreement with Sysco effective August 1, 2019 through July 31, 2021. Documentation was not available that the federal procurement regulations were followed, therefore prior to the start of next school year, the School Nutrition Department must solicit and evaluate bids for prime vendor. If the anticipated value of the contract exceeds the Federal threshold of \$250,000, a formal procurement process should be followed.

Documentation of price quotes for two pizza vendors were submitted. Technical assistance was provided to include the Buy American provision whenever soliciting food products, and to maintain a file of written specifications and price evaluations.

RSU 25 has a signed beverage agreement with Pepsi. Documentation was not available that the federal procurement regulations were followed, therefore the School Nutrition Department cannot follow the contract until it is verified as compliant.

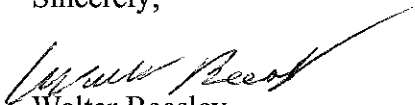
Required Corrective Action-

- Develop a prime vendor solicitation and submit a copy to the reviewer by March 30, 2021.
- Request price quotes from multiple beverage companies and make purchases from the lowest priced responsive and responsible vendor. Submit documentation to the reviewer by December 31, 2020.

Formal Purchases- The program does not have any formal contracts.

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

Sincerely,



Walter Beesley
Child Nutrition Director

WB/SDP/pp

CC: April Hall, Food Service Director