



STATE OF MAINE
DEPARTMENT OF EDUCATION
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AUGUSTA, ME 04333-0023

JANET T. MILLS
GOVERNOR

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COMMISSIONER

**RSU 5 School Nutrition Program
SY 2021 Procurement Review Report**

A procurement review of the RSU 5 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- Upon initial review, the school nutrition department did not have documented procurement procedures as required by 2 CFR 200.318. However, an updated procedure was provided to the reviewer and the required changes have been made. Technical Assistance was provided on micro and small purchase thresholds.

Micro-Purchases- No findings.

Small Purchases- No findings.

Formal Purchases- RSU 5 is a member of the Merrymeeting Consortium buying group. Documentation for the solicitation and award of a prime vendor 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
 - Correct appeal process
 - Code of Conduct
 - Notification that a market basket analysis is used in evaluation
 - Clear and accurate descriptions and estimated quantities for evaluation
 - All factors used in the evaluation

Required Corrective Action-

The formal solicitation document needs to be revised and re-bid for school year 2022. Submit revised documents and a copy of the public advertisement to the reviewer by May 30, 2021. Submit a copy of the signed contract to the reviewer by June 15, 2021.

RSU 5 is also a member of the York-Cumberland buying group. Documentation for the solicitation and award of a milk vendor contract was reviewed. The findings are as follows:


- The solicitation was missing the following:
 - Required contract provisions including cost reimbursable contract provisions
 - Federal and State non-discrimination statements
 - Language that supports the use of small, minority and women's businesses, when possible
 - Code of Conduct

Required Corrective Action-

Revise the formal solicitation document and submit a copy to the reviewer by May 30, 2021.

We appreciate the assistance provided throughout the review process. Feel free to contact the reviewer with any questions at adriane.ackroyd@maine.gov or 207-592-1722.

Sincerely,



Walter Beesley
Child Nutrition Director

WB/AA/pp
CC: Erin Dow