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## **RSU 64 School Nutrition Program SY 2021 Procurement Review Report**

A procurement review of the RSU 64 School Nutrition Department procurement practices from 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 RSU 64 Policy DJ Bidding/Purchasing Requirements states that the procurement methods for federally funded contract (school nutrition programs) will be governed by the Federal Procurement Manual DJ-R. However, this manual specifically excludes child nutrition programs from following the procedures. Corrective action is required.

**Required Corrective Action**- Revise or develop procurement procedures for the school nutrition department that are compliant with federal procurement requirements outlined in 2 CFR 200.318. Submit a copy to the reviewer by January 15, 2021.

**Micro-Purchases**- Federal law requires that micro-purchases be reasonable and equitably distributed among qualified suppliers. Receipts must be kept as documentation. Micro-purchase procedures were followed.

**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. Documentation was not provided to support the purchases from Coca-Cola. Corrective action is required.

**Required Corrective Action**- Submit price comparisons and supporting documentation for Coca-Cola. If documentation is not available, obtain price quotes from additional beverage companies and submit documentation that purchases are being made from the lowest priced responsive and responsible vendor. Submit documentation by January 15, 2021.

**Formal Purchases**- RSU 64 is in a member if the Dirigo Alliance buying group. Formal contracts for prime vendor and milk were reviewed. The findings are as follows:

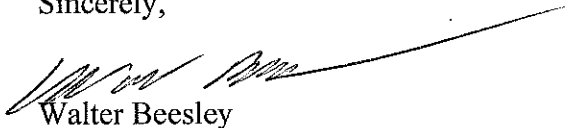
- The solicitation was not publicly advertised in a state-wide newspaper.
- The solicitation was missing the following:
  - Applicable contract provisions and certifications
  - Federal and state non-discrimination statements

- Language that supports the use of small, minority and women's businesses, when possible
- Appeal process
- A final signed, written contract was not issued

**Required Corrective Action-** The formal solicitations need revision and contracts re-bid. Submit a copy of the public advertisement and revised solicitation documents to the reviewer by May 30, 2021. Submit a copy of the signed contract to the reviewer by June 15, 2021.

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

Sincerely,



Walter Beesley  
Child Nutrition Director

WB/SDP/pp

CC: Luanne Speed, Food Service Manager