



JANET T. MILLS
GOVERNOR

A. PENDER MAKIN
COMMISSIONER

**Procurement Review Report
Winthrop School Nutrition Program
SY 2020**

A procurement review of the Winthrop Public Schools School Nutrition Department was conducted. The purpose of this review is to ensure compliance with Federal Regulations 2 CFR 200 and 7 CFR 210 as well as applicable local laws when procuring goods and services for the school nutrition department.

Finding 1 - Procurement Procedures: The Procurement Procedures provided as part of the review, reference Policy DJR- Federal Procurement Manual. The manual listed exceptions to the procedures, including Federal Child Nutrition Programs. This is incorrect as all federal child nutrition programs follow federal procurement regulations, which are described in the manual.

Required Corrective Action: Remove incorrect language and send updated Federal Procurement Manual to the reviewer.

Date Due: November 6, 2020

Finding 2- Small Purchases- The school nutrition department purchased a walk-in cooler/freezer in SY 2020. An adequate number of vendors were contacted and responded with quotes; however, the specifications discussed with vendors were not documented. For example, delivery and installation cost were included in the total cost of equipment. Technical assistance was provided, and a log will be kept documenting future correspondence with all vendors.

Required Corrective Action: N/A- plan has already been communicated.

Date Due: N/A

Formal Purchases- Winthrop is a member of the Capital Area Co-Op buying group. Documentation for the solicitation and award of a prime vendor contract was reviewed. The findings are as follows:

- The solicitation stated it was an Invitation for Bid but issued a cost reimbursable contract.
- 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
- A final signed, written contract between both parties was not issued.

Required Corrective Action-

Winthrop and the Capital Area Co-Op buying group need to revise the formal solicitations and re-bid prime vendor and bread for school year 2021. Submit a copy of the revised solicitation document to the reviewer by May 30, 2021. Submit a copy of the signed contract to the reviewer by June 15, 2021.

Corrective Action is required. In accordance with §210.18(k), failure to return completed documentation within 30 days from the corrective action deadline date will result in the withholding of reimbursement payments. Local Education Agencies have the right to appeal findings which impact their reimbursement. For more information visit

<https://www.maine.gov/doi/sites/maine.gov/doi/files/inline-files/Child%20Nutrition%20Appeals%20Process.pdf>

We hope that this review has been helpful to you and your staff. If you should have any questions, or if we can assist in any way please feel free to contact Stephanie Stambach at 624-6732 or email stephanie.stambach@maine.gov.

Sincerely,



Walter Beesley
Child Nutrition Director

WB/SS/pp

CC: Erin Weeks