



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

JANET T. MILLS  
GOVERNOR

A. PENDER MAKIN  
COMMISSIONER

November 14, 2022

Kevin Jordan  
Superintendent  
MSAD 46  
175 Fern Road, Ste 1  
Dexter, ME 04930

Dear Superintendent Jordan:

Your completed documents regarding the Procurement Review of the MSAD 46 Nutrition Department have been received. We appreciate your response to the review findings.

This is to notify you that this is the final action closing the Procurement Review. Should you have any questions regarding the review, please contact Stephanie Stambach at 215-9437 or email [stephanie.stambach@maine.gov](mailto:stephanie.stambach@maine.gov).

Sincerely,

A handwritten signature in cursive script that reads "Jane McLucas".

Jane McLucas  
Child Nutrition Director

JM/SS/pp

Enclosure



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**Procurement Review Report  
MSAD 46 School Nutrition Program  
SY 2023**

A review of the MSAD 46 School Nutrition Department procurement practices from SY2022 was conducted to ensure compliance with Federal Regulations 2 CFR 200, 7 CFR 210, as well as applicable local laws.

Please note, in this report "solicitation" and "bid" are used interchangeably.

**Summary:** MSAD 46 puts out a solicitation for milk and bread. The solicitation was formal in nature; however, was evaluated using an informal process. For purposes of the review, the bid was evaluated based on an informal process (small purchase) and findings are listed below.

**Code of Conduct-** No findings.

**Procurement Procedures-** No findings.

**Micro-Purchases-** No findings.

**Small Purchases-** MSAD 46 puts out a yearly bid for milk and bread. The bread bid was reviewed for compliance and feedback was given. Federal procurement regulations require that the solicitations include the evaluation criteria that will be used. Other requirements that must be included are pricing structure and delivery frequency. This is to ensure that the school district is getting the products and services it needs. The bids were also not publicly advertised and will need to be in the future to allow for competition.


***Required Corrective Action-*** *Revise milk and bread bids to comply with procurement regulations and send a copy to the reviewer.*

***Due Date*** – N/A- milk and bread bids have already been revised and a copy was sent to the reviewer. No further action is needed.

**Formal Purchases-** MSAD 46 does not conduct any formal purchases.

We appreciate the assistance provided throughout the review process. Feel free to contact the reviewer with any questions at [stephanie.stambach@maine.gov](mailto:stephanie.stambach@maine.gov) or 207-215-9437.

Sincerely,

  
Jane McLucas  
Child Nutrition Director

JM/ SS /pp

CC: Gail Merrill