



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

JANET T. MILLS
GOVERNOR

A. PENDER MAKIN
COMMISSIONER

May 24, 2023

Maria Libby
Superintendent
RSU 28
7 Lions Lane
Camden, ME 04843

Dear Superintendent Libby:

A Procurement Review of the RSU 28 School Nutrition Department was conducted.

The enclosed Official Notification of Review Findings and Corrective Action describes the corrective action documentation and completion dates required. Failure to do this may result in the withholding of reimbursement payments until it is received and/or a follow-up visit verifies that corrective action has been determined as acceptable.

Local Education Agencies have the right to appeal findings which impact their reimbursement. For more information visit <https://www.maine.gov/doe/sites/maine.gov/doe/files/inline-files/Child%20Nutrition%20Appeals%20Process.pdf>

If you should have any questions, or if we can assist in any way please feel free to contact Stephanie Stambach at 215-9437 or email stephanie.stambach@maine.gov.

Sincerely,

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

Jane McLucas
Child Nutrition Director

JM/SS/pn



**Procurement Review Report
RSU 28 School Nutrition Program
SY 2023**

A review of the RSU 28 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.

Code of Conduct- The code of conduct was reviewed and did not include required language that “employees will not solicit or accept gratuities, favors, or anything of monetary value from contractors or parties of subcontracts”. A sample code of conduct can be referenced and adopted on our website: <https://www.maine.gov/doe/schools/nutrition/financial>.

Required Corrective Action- Revise code of conduct and email a copy to the reviewer.

Due Date- June 30, 2023

Micro-Purchases- No findings.

Formal Purchases- The RSU 28 School Nutrition Department is a member of the Capital Area Alliance buying group. Documentation for the solicitation and award of a prime vendor contract was reviewed. There are no findings.

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