



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

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COMMISSIONER

**SY 2020 Procurement Review Report
Community Regional Charter School Nutrition Department**

A procurement review of the Community Regional Charter School Nutrition Department's procurement practices of SY 2019 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 Procurement Procedures provided are missing many items that are required by federal law. Policy DJ will need to be revised. On our website, we have a sample procedure that can be very helpful to schools. It can be found at: <https://www.maine.gov/doe/schools/nutrition/programs/nslp/ar>, it is titled "Sample Procurement Procedures and Code of Conduct Template". Also, available on our website is a video of our Procurement training which can be very helpful in working through this process. The video and a pdf of the slides can be found at: <https://www.maine.gov/doe/schools/nutrition/programs/nslp>, this document is titled "Procurement Reviews". This policy can be adopted for just the Foodservice department.

Required Corrective Action- Community Regional Charter School will be required to revise policy DJ so that it meets the requirements. CRCS expressed that they planned on using our sample procurement procedure, if doing so policy DJ will need to be revised to document that the Child Nutrition Programs will be following their own procurement procedures. The new policy and procedure will need to be sent to the State Agency for review.

Corrective Action Due Date: 2/26/2021

Micro-Purchases- No findings.

Small Purchases- No findings.

Formal Purchases- Community Regional Charter School is in a contract with The Maine Meal to provide complete lunches for their school nutrition program. Due to their current procurement policy the contract needed to be obtained through formal bid. Documentation must be maintained.

Required Corrective Action- Community Regional Charter School will be required to develop a new solicitation. This solicitation will need to be submitted to the State Agency before being sent

out to ensure all required language is included. CRCS has stated that they intend to revise their policy so that the Child Nutrition Program will follow the federal procurement guidelines. CRCS will need to make sure that the solicitation is sent to at least 2 vendors and is not overly restrictive, determination of award must be based on lowest cost. Once awarded the contract must include a time period for the contract to be valid and may include option to renew as long as both parties agree upon the terms.

Corrective Action Due Dates:

- Draft of solicitation for review – 1/29/2021
- Award of contract – 3/12/2021
- Copy of Contract submitted to State Agency – 3/19/2021

We appreciate the assistance provided throughout the review process. Feel free to contact me with any questions at michele.bisbee@maine.gov or 207-592-6076.

Sincerely,
DocuSigned by:

Walter Beesley

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Walter Beesley, Child Nutrition Director

WB/MB/pp

CC: Danielle Jones