



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

JANET T. MILLS
GOVERNOR

A. PENDER MAKIN
COMMISSIONER

Perry Elementary School Nutrition Program SY 2020 Procurement Review Report

A procurement review of the Perry Elementary School Nutrition Department bases on SY2019 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- No findings

Micro-Purchases- The review indicated that micro-purchase procedures were not followed as required. Federal law mandates that micro-purchases must be reasonably and equitably distributed among qualified suppliers. Documentation revealed that Perry Elementary purchases most of its products from a single vender. To comply with informal procurement standards, the school must employ one of two methods for acquisition. The first is to utilize Micro-purchase procedures and “share the wealth” by purchasing similar items from two or more suppliers equally. The second is to use Small Purchase procedures and document price comparison using a solicitation document that evaluates purchases based on price as well as services to the school, such as delivery time, minimum order amounts, and food quality.

Required Corrective Action- Submit to the reviewer a plan for what the schools will adopt for its informal procurement procedures going forward along with documentation showing compliance.

Small Purchases- No findings.

Formal Purchases- The program does not have any formal contracts

We appreciate the assistance provided throughout the review process. Feel free to contact me with any questions at Kaitlin.Fayle@gmail.com or 207-951-3106.

Sincerely,
DocuSigned by:

Walter Beesley

18DE853D88744G7...
Walter Beesley, Child Nutrition Director

WB/KF/pp

CC: Sauna Dansereau