



STATE OF MAINE  
DEPARTMENT OF EDUCATION  
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**Harmony School Nutrition Program  
SY 2021 Procurement Review Report**

A procurement review of the Harmony School Nutrition Department's procurement practices of SY 2020 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 specifically noted that it was not applicable to Food Service.

***Required Corrective Action***- The Federal Procurement Manual will need to be revised to remove the lines that exempt the Nutrition Programs. This will need to be submitted to the State Agency.

Corrective Action Due: February 26, 2021

**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 Harmony School Nutrition Department 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.

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

Corrective Action Due: February 26, 2021

**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 [michele.bisbee@maine.gov](mailto: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: Jay Bevis