



STATE OF MAINE
DEPARTMENT OF EDUCATION
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**RSU 13 School Nutrition Program
SY 2021 Procurement Review Report**

A procurement review of the RSU 13 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- No findings.

Micro-Purchases- No findings.

Small Purchases- When making small or "informal" purchases, Federal law requires that a price comparison among at least two vendors be documented and the purchase made from the vendor with the lowest price. The program did not maintain documentation and did not comply with small purchase procedures when making food purchases. Back up documentation to support the purchase can include a documentation log, price catalog, or other method to document that the lowest price was used. Documentation should be kept periodically throughout the school year to demonstrate that small purchase procedures are being followed.

Required Corrective Action: *Submit a detailed plan for how small purchase procedures will be followed and documented in the future, along with a food purchase example.*

Date Due: January 15, 2021

Formal Purchases- RSU 13 is in a member of the Capital Area Co-Op buying group. Documentation for the solicitation and award of a prime vendor contract was reviewed and is compliant with federal procurement regulations.

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.

Sincerely,

DocuSigned by:

Walter Beesley

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Child Nutrition Director

WB/SS/pp

CC: Darcy Milliard