



STATE OF MAINE
DEPARTMENT OF EDUCATION
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COMMISSIONER

December 28, 2020

**RSU 50 Nutrition Program
SY 2021 Procurement Review Report**

A procurement review of the RSU 50 Nutrition Department based on SY 2020 procurement 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 following language was missing from RSU 50's procurement procedures.

1. The procurement of food will be compliant with the Buy American Provision as outlined in 7 CFR 210.21.
2. Steps to assure that small, minority and women's businesses and labor surplus firms are used when possible.

A sample policy can be found on the DOE, Child Nutrition Website. It includes all the required language and procedures for purchasing in the district's nutrition programs. It can be found at: <https://www.maine.gov/doe/schools/nutrition/programs/nslp/ar> under "Sample Procurement Procedures and Code of Conduct Template"

Micro Purchase- No findings.

Small Purchases- RSU 50 follows small purchase procedures for both bread and milk. The solicitation did not provide enough detail to accurately award the bids based on best price. Going forward the district should include the following in their solicitation:

- Request unit price
- Expected quantity to be purchased for each item during the award period
- Product specifications that include Buy American Provision and a specified weight or serving amount of the item

The nutrition program also shops competitively for all other food products between two vendors. With most of the purchases going towards one vendor. Documentation was not available to be reviewed to confirm the best price was selected. Going forward the nutrition program must maintain this documentation, create a solicitation, or to follow micro purchase procedures and purchase equally between vendors, sharing the wealth to comply with procurement standards.

Required Corrective Action - Provide the Reviewer with a sample solicitation document that will be used going forward.

Date Due: 1/28/2020

Required Corrective Action - Create procurement procedures for the nutrition program that include the missing language noted above along with the small purchase threshold.

Date Due: 1/28/2020

We appreciate the assistance provided throughout the review process. Feel free to contact me with any questions at kaitlin.fayle@maine.gov or 207-592-4198

Sincerely,

DocuSigned by:

Walter Beesley

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Walter Beesley

Child Nutrition Director

WB/KF/pp

CC: Gayle Glidden