



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

JANET T. MILLS
GOVERNOR

A. PENDER MAKIN
COMMISSIONER

February 26, 2021

**SY 2021 Procurement Review Report
South Portland School Nutrition Program**

A procurement review of the South Portland School Nutrition Department 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- Policy DJF – Procurement Procedures was reviewed. It is not compliant with 2 CFR 200.318.

Required Corrective Action- Develop written procurement procedures for the School Nutrition Department that conform to the standards in 2 CFR 200.318 and submit a copy to the reviewer. A sample is available on our webpage: <https://www.maine.gov/doe/schools/nutrition/financial>

Date Due – April 30, 2021

Micro-Purchases- Federal law requires that micro-purchases be reasonably priced and equitably distributed among qualified suppliers. No findings.

Small Purchases- When making purchases using small purchase procedures, Federal law requires that at least two price quotes be requested, and the purchase made from the lowest priced responsible bidder. Quotes may be written or verbal but must be documented. A sample documentation form is available on our website. If making recurring purchases, is best practice to have a written contract with the awarded vendor. The Food Service Director reports to do a price comparison before making purchasing but documentation was not available for review.

Required Corrective Action- Develop written procedures for how documentation will be maintained when making purchases under the small purchase method.

Date Due- April 30, 2021

Formal Purchases- The South Portland School Nutrition Department is in a member if the York-Cumberland buying group. Documentation for the solicitation and award of a prime vendor contract was reviewed. The findings are as follows:

- The solicitation was missing the following:
 - required contract provisions including cost reimbursable contract provisions
 - Federal and State non-discrimination statements
 - Language that supports the use of small, minority and women's businesses, when possible
 - Code of Conduct

Required Corrective Action- Work with the York-Cumberland buying group to revise the formal solicitation document and submit a copy to the reviewer by May 30, 2021.

We appreciate the assistance provided throughout the review process. Feel free to contact me with any questions at sarah.d.platt@maine.gov or 207-592-2410.

Sincerely,

DocuSigned by:
Walter Beesley
1BDE853D88744C7...
Walter Beesley
Child Nutrition Director

WB/SP/pp

CC: Martha Spencer, Food Service Director