



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

JANET T. MILLS
GOVERNOR

A. PENDER MAKIN
COMMISSIONER

December 1, 2023

Geoff Bruno
Superintendent
Scarborough Public Schools
259 US Route 1
Scarborough, ME 04074

Dear Superintendent Bruno:

A Procurement Review of the Scarborough Public Schools Nutrition Department was conducted.

The enclosed Official Notification of Review Findings and Corrective Action describes the corrective action documentation and completion dates required. Failure to do this may result in the withholding of reimbursement payments until it is received and/or a follow-up visit verifies that corrective action has been determined as acceptable.

Local Education Agencies have the right to appeal findings which impact their reimbursement. For more information visit <https://www.maine.gov/doe/sites/maine.gov/doe/files/inline-files/Child%20Nutrition%20Appeals%20Process.pdf>

If you should have any questions, or if we can assist in any way please feel free to contact Adriane Ackroyd at 592-1722 or email adriane.ackroyd@maine.gov.

Sincerely,

Jane McLucas
Child Nutrition Director

JM/AA/pn



**Procurement Review Report
Scarborough School Nutrition Program
SY 2024**

A review of the Scarborough School Nutrition Department procurement practices from SY2023 was conducted to ensure compliance with Federal Regulations 2 CFR 200, 7 CFR 210, as well as applicable local laws.

Code of Conduct- The school nutrition department did not have a Code of Conduct as required by 2 CFR 200.318(c)(1). The current Code of Conduct does not 1) prohibit officers, employees and agents from soliciting or accepting gratuities, favors or anything of monetary value from contractors or parties of subcontractors nor 2) include language that the SFA will neither solicit nor accept gratuities favors, or anything of monetary value from contractors or parties to subcontracts, or language with standards for situations when the financial interest is not substantial or the gift is unsolicited and of nominal value. The program may reference a sample on our website <https://www.maine.gov/doe/schools/nutrition/financial> when developing their own.

Required Corrective Action- Update the Code of Conduct to ensure the federal requirements are met. Submit the updated Code of Conduct to adriane.ackroyd@maine.gov

Due Date – February 29, 2024

Procurement Procedures- Policy DJ-R – Federal Procurement Manual was reviewed. It is not compliant with 2 CFR 200.318 by exempting federal child nutrition programs (see #4 & #5 under section I. Exceptions to These Administrative). Federal child nutrition programs are required to follow the procurement regulations outlined in this manual.

The Scarborough capital equipment threshold of \$50,000 is less restrictive than the federal threshold of \$5,000.

Required Corrective Action- Update the procurement procedures to ensure the federal requirements are met. Adjust the capital equipment threshold to \$5,000 or less. Submit the updated procedures to adriane.ackroyd@maine.gov.

Due Date – February 29, 2024

Micro-Purchases-

Technical Assistance – Micro-purchasing requires that purchases are distributed equitably among qualified suppliers and that prices are reasonable. Scarborough has distributed purchases amongst many different vendors. As a reminder, if price comparing, small purchase procedures

must be followed and documentation maintained that multiple quotes have been received and small purchase procedures followed.

Formal Purchases- The Scarborough School Nutrition Department is in a member of the York Cumberland buying group. Documentation for the solicitation and award of a prime vendor contract was reviewed. There are no findings.

We appreciate the assistance provided throughout the review process. Feel free to contact Adriane Ackroyd with any questions at adriane.ackroyd@maine.gov or 207-592-1722.