



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

JANET T. MILLS
GOVERNOR

A. PENDER MAKIN
COMMISSIONER

November 14, 2023

Emily Thompson
Superintendent
West Bath Public Schools
126 New Meadows Road
West Bath, ME 04530

Dear Superintendent Thompson:

A Procurement Review of the West Bath Public Schools School 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 Sarah Platt at 592-2410 or email sarah.d.platt@maine.gov.

Sincerely,

A handwritten signature in cursive script that reads "Jane McLucas".

Jane McLucas
Child Nutrition Director

JM/SP/pn



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**Procurement Review Report
West Bath School Nutrition Program
SY 2024**

A review of the West Bath 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- No findings.

Procurement Procedures- Policy DJ-R – Federal Procurement Manual was reviewed. It was 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.

Required Corrective Action – Revise policy DJ-R by removing the exemption of Child Nutrition Programs from following these federal procurement procedures.

Due Date – Complete

Micro-Purchases- No findings.

Small Purchases- When making small or “informal” purchases, Federal law requires that at least two price quotes from suppliers be requested and documented and the purchase made from the lowest price from a responsible bidder. The program did not obtain price quotes or maintain documentation to support the purchasing from one prime vendor.

Required Corrective Action- Compare delivery and pricing information from at least two different vendors. Submit documentation of the solicitation and justification for purchasing from the selected vendor.

Due Date – December 15, 2023

Formal Purchases- N/A

Thank you for the assistance provided throughout the review process. Feel free to contact the reviewer with any questions at sarah.d.platt@maine.gov or 207-592-2410.