Procurement is a multi-step process used to obtain goods and services. All entities using Federal Funds, including school nutrition programs, must follow procurement regulations found in [**2 CFR Part 200**](https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200).

USDA School Nutrition Program regulations [**7 CFR Part**](https://www.ecfr.gov/current/title-7/subtitle-B/chapter-II/subchapter-A)[**210**](https://www.ecfr.gov/current/title-7/subtitle-B/chapter-II/subchapter-A/part-210/subpart-E/section-210.21)**,** [**215**](https://www.ecfr.gov/current/title-7/subtitle-B/chapter-II/subchapter-A/part-215/section-215.14a)**,** [**220**](https://www.ecfr.gov/current/title-7/subtitle-B/chapter-II/subchapter-A/part-220/section-220.16)**.** Procurement Reviews are completed in the same cycle as Administrative Reviews to ensure School Food Authorities (SFAs) are compliance with procurement regulations. The review may take place on-site or off-site at the

**Step 1: Review Notification**  
Maine DOE Child Nutrition will notify SFAs of a procurement review. The notification will include a list of required documents the SFA will need to submit to the reviewer.

**Step 2: Submit Procurement Information to the Reviewer**The SFA will submit the following documentation to the assigned reviewer at Maine DOE Child Nutrition:

* Completed Procurement Table
* Vendor Paid List from prior school year – this is a summary report of vendors paid from the nonprofit food service account
* Code of Conduct policy
* Procurement Procedures/Policy

**Step 3: Submit Requested Documentation to the Reviewer**

After review of the documentation submitted in Step 2, the review will request supporting procurement documentation for select vendors for micro-purchases, small purchases, and formal purchases if applicable. A lack of supporting documentation will result in a finding.

**Micro-purchases**

* Justification for using micro-purchase procedures
* Receipts/invoices

**Small Procurements**

* Solicitation document
* Quotes/responses
* Evaluation
* Receipts/invoices

**Formal Procurements**

* Solicitation documents
* Vendor Responses
* Evaluation
* Contract/contract renewals
* Receipts/invoices

**Step 4: State Agency Conducts the Review**

The assigned reviewer will review the submitted information and documentation to complete the review and determine compliance with federal regulations.

**Step 5: Technical Assistance, Findings, and Required Corrective Action**

When review of procurement documentation is complete, the SFA will receive a Procurement Review Report that will include applicable technical assistance, findings and required corrective action, if applicable. Corrective action may consist of updating policies and procedures, re-soliciting contracts, attending training or other action as assigned on a case-by-case basis. Corrective action will be emailed to the reviewer by the due date listed in the report. Once the reviewer has approved the corrective action, the review may be closed.

**Step 6: Closure of Review**

When the review is complete, a closure letter will be sent to the SFA concluding the procurement review.