

Massachusetts Department of Elementary and Secondary Education
 Office for Food and Nutrition Programs
 135 Santilli Highway, Everett MA 02149
 FSMC CORRECTIVE ACTION PLAN
 District/Program Sponsor: Berlin Boylston RSD
 Agreement Number: 14-028-1

PROGRAM ACTIVITIES	SPONSOR ACTION PLAN	IMPLEMENTATION DATE
Item: Was this contract procured in compliance with the requirements for the appropriate threshold? Regulation: 7 CFR Part 210.19(e) Initial Comments: Due to the unanticipated resignation of the Food Service Director and inability to fill the position, the SFA had to procure a FSMC vendor. They did not use the required template from DESE nor use a Formal Procurement method which would have applied for the estimated value of this contract for the remainder of the school year. The SFA used the small procurement method, which involved obtaining quotes from three vendors (which is the minimum amount this method requires) and selecting the responsive and responsible vendor with the lowest price. Due to this anticipated value for this contract exceeding the small procurement threshold of \$100,000, a formal procurement should have been used. This could either be in the form of Invitation for Bid or Request for Proposal should have been used as had been the case in the past prior to the development of the FSMC Template. The SFA vendor selected a vendor to provide these services for the remainder of the school year but has not yet signed a contract. Corrective Action Required: The SFA should	<u>(Please indicate an action plan below. An effective plan is necessary for contract/contract extension approval).</u>	Date of Implementation is:

acknowledge that in the future, a FSMC vendor will be procured through the use of the DESE template. For the current year, the SFA will sign a contract provided by DESE for the remainder of the school year and not allow for subsequent renewals.

The SFA should procure a FSMC for the upcoming school year SY25, allowing for renewals, using the DESE template and adhere to DESE's schedules for submitting the RFP and approved contract on-line so a vendor is in place for the beginning of school year 24-25.

Signature of DESE, FNP

Date

Signature of Berlin Boylston RSD

Date

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CAP Approved