

Maryland State Department of Education

Procurement Review and Tool
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Mike Birkmeyer

- Section Chief, Food Distribution
- USDA Foods Program
- President of ACDA
- American Commodity Distribution Association

OVERVIEW

- ❑ USDA Requires Procurement Reviews
- ❑ Previously 3 Year Schedule
- ❑ Matched AR Review Schedule
- ❑ Concluded Last Year
- ❑ Technical Assistance
- ❑ USDA Foods Processing Section

CURRENT

- ❑ 5 Year Schedule Independent of AR
- ❑ Based On First Year Of Contract
- ❑ 14 Counties In Purchasing Groups
- ❑ 2 Counties FSMs
- ❑ State A Resource

SCHOOL YEAR 2020

- Anne Arundel
- Frederick
- Washington
- Wicomico
- Baltimore City
- Talbot/Queen Annes

SCHOOL YEAR 2021

- Harford
- Montgomery
- Garrett
- Charles

REVIEW TIME LINE

- August Letter To FSD
- October 1 All Information Uploaded
- October – May Review

AUGUST/SEPTEMBER

- Communication With FSD
- Resource
- Potential Review Dates
- Submit Major Distributor Solicitation/Contract

OCTOBER 1st UPLOADS

- Procurement Policies and Procedures
- Vendor Paid List
- Completed SFA Procurement Table

OCTOBER

- Review Major Distributor Contract
- Review Policies and Procedures
- Tentative Schedule

ACTUAL REVIEW

- On Site
- Micro-Purchases 3 Contracts
- Small Purchases 4 Contracts
- Formal/Large Purchases 5 Contracts
- Processing Contracts 4 Contracts
- 3 Invoices For Each Selected Contract

ACTUAL REVIEW

- Advance Notification of Selected Contracts
- Have Contracts/Invoices Available
- Electronic or Paper
- 3 – 5 Hours
- Review Results

AFTER REVIEW

- ❑ Deadline For Submitting Omissions
- ❑ Receive Official Letter
- ❑ Corrective Action Plan
- ❑ Submit Completed Corrective Action Plan



CONTACT INFORMATION

- Mike Birkmeyer
- 410-767-0206
- Michael.birkmeyer@Maryland.gov