

NHDOE Federal Funds Monitoring Corrective Action Plan

(Use a separate form for each Corrective Action Item)

Subrecipient contact: Lisa Ambrosio, Business Administrator

Subrecipient: Bedford School District (BSD)

Action Item: Create and implement a written procurement procedure. Comply with Board Policy DAF.

Description: No supporting documentation for noncompetitive procurement provided. Reference 2 CFR 200.320 -Noncompetitive procurement sole-sourcing.

Date: Original Report (e-mail attachment) Dated October 6, 2021

Response: November 5, 2021

Please check the box that most appropriately matches the District's status in implementing the Corrective Action Plan (CAP). Please also provide any documentation that supports the District's assertion that the CAP has been fully implemented.

- (1) Partially implemented
- (2) Revised CAP being implemented
- (3) Fully implemented
- (4) No further action required (provide detailed explanation below):

Lisa Ambrosio
Name of person completing this form

November 5, 2021
Date

If options (1) or (2) are selected, please explain the implementation status &/or how the CAP was revised as well as the anticipated completion date in the space below:

Procurement policy fully implemented no revisions to Board Policies. Topic for discussion at numerous BSD Leadership meetings regarding procurement over the past month, including defining sole-sourcing (non-competitive procurement) on 10/13, 10/20 and 11/2.
Created new form entitled "Sole Source Justification form" to be completed and provided as an attachment with requisitions if a purchase cannot be competitively bid.
The existing procurement procedure manual was updated to include a page specifically in support of procurement for grants. Plans to integrate procedure writing guidance received in e-mail (Nov. 5) from the NHDOE to enhance existing procurement procedure document. The current procurement procedure will be added to the District Employee Portal along with Exhibits. Current Policies are available on District Website. Required completion date of April 1, 2022 will be met.

Corrective Action Plan Update or other explanation as necessary, (status date: / /)

If option (3) is selected, please explain how this was implemented in the space below: N/A

Please return to the Bureau of Federal Compliance within 30 days of receipt.