




## State of New Jersey

DEPARTMENT OF AGRICULTURE  
DIVISION OF FOOD AND NUTRITION  
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TRENTON NJ 08625-0334

PHILIP D. MURPHY  
*Governor*  
SHEILA Y. OLIVER  
*Lt. Governor*

DOUGLAS H. FISHER  
*Secretary*

TO: School Business Administrators, Charter School Leads, Non-Public School Administrator  
Food Service Directors of Schools Participating in School Nutrition Programs

FROM: Juanita Huston, Manager Contracts and Procurement Reviews Unit 

DATE: September 22, 2020

SUBJECT: Procurement Reviews

The Division of Food and Nutrition notified School Food Authorities that a Procurement Review of your district/school would be completed for SY 2018-2019 by the accounting firm PKF O'Connor-Davies. In addition, it was noted that PKF O'Connor-Davies would be in contact with you to request information and various supporting documentation pertaining to your procurement procedures required to complete the review.

PKF O'Connor-Davies notified your district/school on June 23, 2020 with a requested response no later than July 8, 2020. It has come to our attention that PKF O'Connor-Davies has made additional efforts to contact your district/school and no response has been received to date from your district/school.

While the Division recognizes the impact of your operations caused by COVID-19, it is imperative that you communicate with Mr. Douglas Triplett the representative of PKF O'Connor-Davies at [dtriplett@pkfod.com](mailto:dtriplett@pkfod.com) or 973-535-2880 to provide the required information/documentation and to resolve any outstanding issues no later than September 30, 2020.

**Please confirm receipt of this communication to [ProcurementReviews@ag.nj.gov](mailto:ProcurementReviews@ag.nj.gov) and [dtriplett@pkfod.com](mailto:dtriplett@pkfod.com).**

Thank you for your cooperation in this matter.

Grp2