

COMPLIANCE UPDATES AND USEFUL TIPS

CULTIVATING A CULTURE OF COMPLIANCE

Monthly updates from the MDE Office of Compliance

FEBRUARY 2019

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Hopefully, the new year has gotten off to a great start for everyone! This month's *Compliance Updates* features reminders related to Central High School (CHS) building safety, upcoming deadline dates in the Office of Procurement, and 2018 W-2 forms. There are also helpful tips to prevent purchasing violations.

Central High School (CHS) Building Safety

- Please do not exit the east side (West Street) wooden doors and the center wooden doors on Griffith Street as they are not closing properly. This is an important safety measure.
- Cones have been placed accordingly. Please do not move them to access those doors.
- For all of those who will ask, yes, you can exit those doors in the event of an emergency.
- **NOTE:** Leaving for the day or going to lunch does not equal an emergency.

Upcoming Procurement Deadlines:

➤ **Solicitation DRAFT packet for procurements \$5,000 - \$75,000:**

- Due to Procurement no later than: March 15, 2019
- Advertisement – April/May 2019
- Contracts less than \$50,000
 - Evaluation and Award – May 2019
- Contracts greater than \$50,000
 - COO approval by May 28, 2019
 - SBE Meeting – June 2019

➤ **FY20 contract renewals \$50,000 - \$75,000:**

- Due to Procurement no later than: March 15, 2019
- COO approval by April 16, 2019
- SBE Meeting – May 2019
- Contract begins July 1, 2019

➤ **FY20 contract renewals \$5,000 - \$50,000:**

- Due to Procurement no later than: March 15, 2019
- Normal Procurement Processing
- Contract Begins – July 1, 2019

Tips to Prevent Purchasing Violations

- Purchasing violations occur in the following instances:
 1. Failing to request a purchase order (PO) prior to receiving goods from a vendor
 2. Allowing invoices to exceed the total amount of an approved PO
 3. Contacting a vendor and placing an order. Only the Office of Procurement is authorized to place orders to vendors on behalf of the agency.

Purchasing Reminders

- The purchasing process begins after a need has been identified and budget verified by a program office.
 - Small purchases \$5,000 or less require one (1) quote from the vendor.
 - Purchases above \$5,000 but less than \$50,000 will require two (2) competitive quotes
 - Purchases \$50,000 or greater must be publicly advertised, reversed auctioned, and submitted to the Office of Purchasing, Travel and Fleet Management (OPTFM) for approval prior to making the purchase.
- Supplies, commodities, services, etc. must be procured through the Purchase Order (PO) process.
- Program offices should **only contact** a vendor to obtain a quote. When possible, shipping must be quoted upfront by the vendor. Your requisition or shopping cart must be identical to the vendor's quote.
- If the cumulative total of multiple requisitions and/or shopping carts between one vendor and program offices exceeds \$5,000, competitive quotes will be required.
- A [Request for Services or Goods Form \(Requisition\)](#) should be used for technology (hardware & software), furniture, equipment, and printing.
- The requisition and quote for these items **must be submitted** to the Office of Procurement to generate a purchase order.
- All technology purchases for software and equipment must be submitted to OTSS for review and approval. The [Technology Purchase Request](#) form must be completed and signed by a Bureau Director or above and OTSS PRIOR to submitting to the Office of Procurement. The form must accompany a requisition and quote(s).
- To purchase equipment, a budget revision form must be submitted to the Office of Budget and Planning to move funds from another category to the equipment category since equipment funds are not budgeted.
- Issues with an order such as missing items, damaged items, or incorrect items should be reported to Procurement immediately.
- To return items, complete the [Return of Goods Form](#) and submit to Procurement for processing.

2018 W-2 Form Reminders

- The Department of Finance & Administration (DFA) will not begin taking requests for duplicate W-2 forms until February 15, 2019.
- If you plan to leave state government before April 15, 2019, please access ACE and print your W-2 before leaving your agency. ACE accounts are terminated immediately following an employee's departure.

PROCUREMENT REMINDER:

Please see [Bid Checklist and Forms](#) on Procurement's website for the latest documents required for submission of contracts and solicitations.