

COMPLIANCE UPDATES AND USEFUL TIPS

CULTIVATING A CULTURE OF COMPLIANCE

Monthly updates from the MDE Office of Compliance

FEBRUARY 2020

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- Procurement Reminders

The January 2020 MDE Compliance & Ethics Training was a success! This month's *Compliance Updates* provides details of the upcoming training in February and a FINAL make-up day for anyone unable to attend the January or February sessions. In addition, there are a few procurement reminders regarding contract renewals and modifications.

Mandatory MDE Compliance & Ethics Training

All employees have a role in cultivating a culture of compliance at the MDE. The second MDE Compliance and Ethics training session will be held on **Tuesday, February 25, 2020**, in the Central High School (CHS) Auditorium. Also, alternate sessions for MS Schools for the Deaf & Blind (MSDB) school personnel is scheduled for **Friday, February 21, 2020, and Friday, March 6, 2020**, on the MSDB campus. The purpose of training is to educate all MDE employees and contract workers on how compliance and ethics have a direct impact on daily decisions and behavior.

1. A **FINAL** make-up training session has been scheduled on **Thursday, March 26, 2020**, in the Central High School Auditorium for any MDE employees who were unable to attend the other sessions. **This will be the final session of this mandatory training.**
2. Registration begins at 8:45 a.m. Training is scheduled from 9:00 a.m. – 4:00 p.m.
3. The MDE employees who are planning to attend training on February 25th or March 26th must register at [GoSignMeUp](#). Click Department of Education>Office of Compliance and select one of the trainings.
 - **The morning session from 9:00 a.m. – 12:00 noon** will instruct on matters related to compliance and ethics at the MDE. There will be a presentation on “Ethics in Government Law” from the MS Ethics Commission. In addition, employees will meet the Executive Leadership Team (ELT); learn the role of legal, internal audit, and compliance; and understand the importance of compliance in areas often overlooked. **NOTE: This session will be mandatory for all MDE employees.**
 - **The afternoon session from 1:30 p.m. – 4:00 p.m.** will focus on common compliance violations and how to avoid them. **NOTE: This session will be mandatory for Bureau Directors/Managers and employees who request, generate, or approve contracts, grants, invoice payments, purchase order requests, and/or food and space requests.** However, all MDE employees are invited to attend this session for professional development and awareness.
4. Online training will be available for all **contract workers** and **school attendance officers** following the March training sessions.

REPORT FRAUD, WASTE, AND ABUSE:

To report suspected fraudulent activity, go to the MDE Home webpage and select the Report Fraud, Waste, and Abuse link. (<https://compliance.mdek12.org/Fraud/>)

FY2020 Procurement Reminders:

- Always obtain procurement forms from the [Procurement webpage](#).
 - New procurement personnel should review contract procedures and training resources on the [Procurement webpage](#) under “Resources” PRIOR to contacting the procurement office for training and/or technical assistance.
 - To utilize the MDE quote form for Food and Space Request for Business Meetings:
 - Go to Procurement’s web page, click Documents>Purchasing
 - Under the Food and Space Request for Business Meetings heading, select the [Quote GUIDE](#) and [Quote Form](#)
 - Submit Food and Space requests as early as possible to allow Procurement staff time to complete approval processes.
 - Follow [Procedures for Shopping Cart Requests](#) when using shopping cart in MAGIC.
 - TIMELY SUBMISSIONS for all procurement-related items are critical for timely approvals.
 - NOW IS THE TIME TO PLAN AND SUBMIT REQUESTS FOR YEAR-END PURCHASING NEEDS
 - De-obligate purchase orders (POs) when purchases for goods and services are completed.
 - Use the solicitation to provide appropriate responses to prospective vendor questions PRIOR to contacting the Office of Procurement.
 - The MDE Quote Form, vendor quote, and the Q&A responses must be included in the procurement packet to process.
 - Original signatures are required on all contract and grant agreements.
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