

COMPLIANCE UPDATES AND USEFUL TIPS

CULTIVATING A CULTURE OF COMPLIANCE

Monthly updates from the MDE Office of Compliance

AUGUST 2019

IN THIS ISSUE:

- **FY19 Equipment Orders**
- **Procurement Methods**
- **Competitive Quotes**

Thanks to everyone who completed the Compliance Updates survey. Your feedback is extremely important and appreciated. We are two months into Fiscal Year 2020! Now is the best time to begin procuring services and products, as needed. This month's *Compliance Updates* will provide tips on determining procurement methods, soliciting competitive quotes, and a reminder concerning FY19 equipment orders, as the end of the FY19 lapse period approaches.

FY19 Equipment Orders

If equipment has been ordered using FY19 funds and *not received by August 9th*, please contact Greg Ramsey in the Office of Accounting. Deliveries that are behind schedule will be handled on a case-by-case basis depending on the anticipated delivery date.

Procurement Methods

As plans are underway to get this year off to a great start in the area of procurement, it is extremely important to select the best procurement method for services and/or products. The link below is a great resource from the Office of Procurement.

<https://www.mdek12.org/sites/default/files/documents/Procurement/PROCUREMENTMETHODS.docx>

Our main goal is to ensure processes are competitive, fair, and transparent.

Competitive Quotes

When soliciting quotes as the method of procurement, program offices should adhere to the following:

- Do not engage in giving a vendor or vendors “insider information” (i.e. information that is not shared with all vendors or that would give one vendor an unfair advantage over another).
- Use the revised **MDE Quote Form** located under *Templates on the Bid Checklist and Forms webpage* - <https://mdek12.org/procurement/bid>
- Establish time periods for questions and answers for bidders within the solicitation period.
- Review the **Quote Guide** located under *Templates on the Bid Checklist and Forms webpage* for additional information - <https://mdek12.org/procurement/bid>

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/>)