

COMPLIANCE UPDATES AND USEFUL TIPS

CULTIVATING A CULTURE OF COMPLIANCE

Monthly updates from the MDE Office of Compliance

DECEMBER 2020

IN THIS ISSUE:

- **Direct Deposit: A Safe Option**
- **Upcoming FY2022 Procurement Deadlines**

This month's *Compliance Updates* provides helpful tips concerning direct deposit and upcoming procurement deadlines.

Direct Deposit: A Safe Option

Employees have an option to receive paper payroll checks or have paychecks directly deposited into a financial institution of choice. While we are working remotely, the Office of Accounting mails payroll checks to all employees who do not have direct deposit. Direct deposit is a smart option that prevents paycheck delays due to address or mail delivery problems.

Listed below are a few helpful tips regarding direct deposit.

- In **Section 4.0, Employment and Orientation** under Payroll on pages 8-9 of the MDE Employee Policy and Procedures Manual, there is guidance regarding direct deposit.
- Documentation that can be used to verify your account information includes a voided check, a copy of checking/savings account card, or a letter from financial institution verifying the account information.
- Employees who are interested in direct deposit should download and complete the **Direct Deposit Form** and submit to the Office of Accounting or the Office of Human Resources.
- The form can be found on the Office of Human Resources' webpage under Documents>Forms>Direct Deposit Form or the Office of Accounting's webpage under Documents>Accounting Forms>Payroll>Direct Deposit Form.
- If there are any questions regarding direct deposit, employees should contact the Office of Accounting or the Office of Human Resources.

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/>)

Upcoming Procurement Deadlines

NOW is the time to begin thinking about FY2022 program services!

Program offices may begin submitting contract renewals with an effective date of July 1, 2021 to the Office of Procurement for processing. Please be advised of the following contract management practices prior to submission:

- Any modification to an FY21 executed contract must be submitted to the Office of Procurement prior to the renewal packet due on or before the deadline date of February 5, 2021.
- The program office is monitoring completion of services and has scheduled a performance evaluation for the executed contract, if applicable.

The Office of Procurement FY21 and FY22 contract due dates are listed below for your convenience.

- FY22 Petition for Relief from Bidding to procure a contract over \$75,000 effective July 1, 2021 should be submitted to the Procurement Office by December 18, 2020 for timely approval.
 - FY22 contract renewals over \$75,000 effective July 1, 2021 should be submitted to the Procurement Office December 4, 2020 - February 5, 2021 for timely approval.
 - FY22 solicitations to procure new contracts \$5,000 - \$50,000 effective July 1, 2021 should be submitted to the Procurement Office by March 1, 2021 for timely approval.
 - FY22 contract renewals \$5,000 - \$75,000 effective July 1, 2021 should be submitted to the Procurement Office by April 7, 2021 for timely approval.
 - FY21 contracts less than \$5,000 should be submitted to the Office of Procurement by April 15, 2021 for a contract approval on or before May 15, 2021.
 - Except for an Emergency contract, the effective date of the contract should be any date after the SBE or PPRB meeting date.
 - Review and approval lead times are contingent upon workflow during the months of April, May, and June.
-