

COMPLIANCE UPDATES AND USEFUL TIPS

CULTIVATING A CULTURE OF COMPLIANCE

Monthly updates from the MDE Office of Compliance

NOVEMBER 2020

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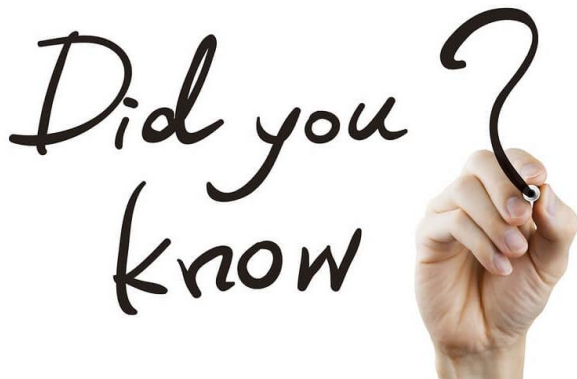
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This month's *Compliance Updates* provides helpful tips for technology-related purchases, fiscal planning reminders, and upcoming deadlines for FY2022 procurements.

MDE Technology-Related Purchases

[Technology Purchase Guidelines](#) contain procedures governing the purchase of technology hardware and software at MDE. The Office of Technology and Strategic Services (OTSS) ensures that all technology for the agency is appropriate and integrates with MDE's Network and Systems. Technology purchases must have the prior written approval from the OTSS regardless of the funding source.

REMINDER: ALL technology-related purchasing requests **MUST** include a vendor **quote or competitive quotes, NOT an invoice** certifying the cost of goods/services to be purchased. Invoices are presented for payment by the vendor **AFTER** the program office has received and accepted products and/or services.



- Some vendors include purchasing agreements with the purchase of their technology products and/or services.
- Vendor agreements **MUST** be attached, as supporting documentation, to the blue and white technology purchase request form.
- Blue and white technology purchase request forms must be signed by the Office Bureau Director and emailed to mdenet@mdek12.org for approval.

MDE Fiscal Planning Reminders

FY2021 Fiscal Planning Tips

- The Project Manager should monitor all program office tasks and schedule periodic staff updates to determine progress and/or challenges in accomplishing staff work assignments.
- The Budget Person should identify offices with FY2021 budgets that seem sluggish and not expending funds at a pace consistent with planned activities and provide an update to the Project Manager.
- The Project Manager should identify program office activities/spending that are behind schedule and work with appropriate teams/staff to get those projects on track for timely completion.

FY2022 Fiscal Planning Tips

- The FY2022 Work Plan (July 1, 2021 – June 30, 2022) should be created during the months of November-December 2020 (*Quarter 2 of FY2021*).
- Every team member within the program office should be included in the development of the FY2022 Work Plan.
- Project managers and program office staff should establish potential dates for planned activities and support services in accordance with the FY2022 Legislative Budget Request.
- Program offices should use agency calendars (testing, MDE professional development calendars, etc.) when setting potential dates for program activities.
- Program offices should assign teams or individual staff members to plan the implementation of FY2022 program activities.

Additional Fiscal Planning Resources

[*Fiscal Planning: An Operational Overview \(PowerPoint Presentation\)*](#)

[*Fiscal Planning: An Operational Overview \(Webinar Recording\)*](#)

Upcoming Procurement Deadlines

- 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 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 \$50,000 - \$75,000 effective July 1, 2021, should be submitted to the Procurement Office by **April 8, 2021**, for timely approval.

Except for an Emergency contract, the effective date of contracts should be any date after the SBE or PPRB meeting date.

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/>)