

COMPLIANCE UPDATES AND USEFUL TIPS

CULTIVATING A CULTURE OF COMPLIANCE

Monthly updates from the MDE Office of Compliance

DECEMBER 2019

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This month's *Compliance Updates* features information concerning the State Auditor's property audit, mileage limit for overnight stay, request for quotes tips, and procurement deadlines.

MDE Property Audit Reminders

During the month of December, the Property Division of the MS Office of the State Auditor (OSA) will conduct a State Property Audit of the MDE. The Office of Accounting will provide the audit schedule soon. **This is a final attempt for each employee to make sure all fixed assets are properly assigned and tagged. Let's do our part to account for all fixed assets assigned to us.** Listed below are a few reminders to ensure all fixed assets of the agency are properly assigned and tagged.

- Any new equipment, vehicles, and/or office furniture purchased with a cost of \$1,000 or more MUST have numbered inventory tags.
- Equipment with worn tags or tags that have fallen off MUST be replaced with new tags.
- All fixed assets belonging to employee's who have transferred to another office or terminated employment must be accounted for and reassigned.
- Employees who discover equipment is missing MUST complete a Property Affidavit form, file a police report, and submit all documentation to the Property Officer within 30 days.
- An Equipment Receipt form MUST be on file during the physical count of fixed assets, unless the Property Officer sends advance notification that equipment must be brought in for auditor observation.
- Please visit Section 14.0 of the MDE Employee Policy & Procedures Manual for detailed information on fixed assets.

If there are any problems or questions concerning fixed assets and/or the upcoming property audit, now is the time to contact Kenya Gardner or Christopher Anthony to resolve those issues.

Mileage Limit for Overnight Stay

Reimbursement for overnight lodging will be made when travel circumstances prevent departure and return travel in one day.

- **REMINDER:** Generally, any time an employee must travel a distance greater than 75 miles one way, he or she is eligible for overnight lodging.
- Please visit Section 13.0 of the MDE Employee Policy & Procedures Manual for detailed information on lodging.

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/>)

Request for Quotes Tips

When using the Request for Quotes procurement method for competitive contracts and/or purchases, please consider these helpful tips:

- Prepare the solicitation (Request for Quotes) using the MDE Quote Form
- Please refer to the appropriate Quote Guide and MDE Quote Form for solicitations
 - Quote Guide for General and Trade-Related Services
 - Quote Form for General Services—speakers, simple scopes of work, etc.
 - Quote Form for Trade-Related Services—painters, electricians, movers, etc.
 - Quote Guide for Purchasing
 - Quote Form for Purchases—Commodities, Equipment, and Furniture
 - Quote Guide for Repair/Emergency Purchases
 - Quote Form for Repair/Emergency Purchases
 - Quote Guide for Food and Space Request for Business Meetings
 - Quote Form for Food and Space Request for Business Meetings
- Include all information in the solicitation that vendors can use to prepare a responsive quote
- Send the solicitation to all vendors at the same time
- Include deadline dates for a question/answer period to avoid communicating with vendors, individually.
 - Responses to vendor questions are compiled by the program office.
 - All questions and responses are emailed to each vendor.
- Other than sending the solicitation and emailing questions/answers, there should not be communication with vendors during the solicitation process.

Upcoming Procurement Deadlines:

Please note program offices must be approved by PPRB by June 2020 to begin a contract on July 1, 2020.

- FY21 Petition for Relief from Bidding to procure a contract **over \$75,000 effective July 1, 2020** should be submitted to the Procurement Office by **December 18, 2019** for timely approval.
- FY21 contract renewals over \$75,000 effective July 1, 2020 should be submitted to the Procurement Office **December 4, 2019 - February 5, 2020** for timely approval.
- Any modification to an FY20 executed contract should be submitted to the Office of Procurement on or before the deadline date of **February 5, 2020** for a timely approval.
- 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.
- Except for an Emergency contract, the effective date of the contract should be any date after the SBE or PPRB meeting date.
- Due to the volume of work during April, May, and June, submissions are processed in the order received and review and approval lead times are contingent upon workflow. Please keep this in mind when submitting documents for review.
- To ensure timely approvals, make certain documents are submitted to the Office of Procurement following established procurement guidelines and guidance.