**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/](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:
  
  o Go to Procurement’s web page, click Documents>Purchasing
  
  o Under the Food and Space Request for Business Meetings heading, select the Quote GUIDE and Quote Form
  
  o 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.