**THE MISSISSIPPI DEPARTMENT OF EDUCATION**

**Office of Procurement**

**RFP/Q CONTRACT TENTATIVE TIMELINE CHECKLIST**

**Please use this checklist to assist with the development of a tentative timeline for the Request for Proposals/Qualification packets over $75,000. This is not an all-inclusive process to determine an approval of an award, only to provide a planning tool to use in assisting program offices with procuring and administering awards. The processes for review, advertisement, evaluation, and approval to award a contract generally takes at least (5) months for an SBE and PPRB approval.**

**(This form must accompany each RFP/Q request)**

**\*\*Please visit Procurement web page to verify the State Board of Education and the Public Procurement Review Board contract deadline dates and scheduled meetings.**

| **TASK** | **ESTIMATED COMPLETION** | **DATE** |
| --- | --- | --- |
| Request for Proposals/Qualifications  **\*\*** Please deliver RFP packet to the Office of Education Accountability for review if the Performance Based Evaluation language will be included in the RFP and/or contract**\*\*** |  |  |
| Request for Proposals/Qualifications **without** the Performance Based Evaluation language see below for next steps.  **\*\* Documents required\*\* -** Submission Form, RFP/Q, Petition for Relief, Tentative Timeline *(****PLEASE*** *visit the Procurement web page to review timelines for submission and secure latest templates and required forms)* | Allow at least 10 business days for review – two (2) weeks  Date submitted to Procurement |  |
| OPSCR Pre-Review | Allow at least 3 weeks |  |
| Complete a Petition for Relief from Bidding as a Procurement Method and allow time for a Pre-Review  **Please review the PPRB submission deadlines and PPRB meeting dates on the timeline for submission of Petitions.** | Allow 1 month for an approval to advertise |  |
| (1st Advertised Notice)  (2nd Advertised Notice)  Advertisement letter due at the FINAL version of the solicitation | Date of 1st notice (do not include weekends)  Seventh calendar day **after** 1st notice (same day of the next week)  **\*Dates should be at least 3 weeks from applicable month petition will APPROVED at PPRB** |  |
| Procurement will contact Xi/OTSS and Clarion Ledger to post and advertise | MDE advertisement  Newspaper advertisement |  |
| **Notice of Intent to Propose**  Pre-Proposal Conference (Not required) | **Notice to Propose** – at least 10 business days after the 2nd date advertised.  At least 12 business days after the 2nd advertised date, if requesting Notice to Propose. 10 business days **without** Notice to Propose  Must provide a link to the pre-conference recording/transcript and materials provided must be provided in the Question and Answers doc, if held. |  |
| Deadline for Questions | At least 17 days **after** first advertisement in the newspaper **or** at least 3 business days **after** pre-proposal conference. |  |
| Deadline for Program Office Response  \*Email Q&A to procurement to request Xi/OTSS to post on the MDE website | At least 3 business days after the deadline date for RFP/Q questions  (The program shall submit questions and answers to procurement at least 24 hours prior to due date of answers to ensure OTSS post timely) |  |
| **Due Date** | **At least 31 days after** the 1st advertised notice,  *and the due date cannot fall on a weekend, a holiday, or the day after a holiday* |  |
| Procurement will contact Xi/OTSS | Remove bid |  |
| **Proposals/Qualifications** will be housed in the Office of Procurement for the blind evaluation | Proposals/Qualifications are screened by procurement staff for vendor evidence and identification NOT minimum qualifications. |  |
| Evaluation and Presentations, if applicable (one program office staff assigned as committee recorder)  List of names are due for evaluation committee  (Evaluation phases for evaluation committee) **Technical, Management and Budget (Presentations in Management), if applicable)** | **At least three business days** **after proposals due date** (Pending number of proposals received) – Coordinate with assigned procurement staff  Evaluator Committee Certification Form - **Review committee should be made up of experts in the field** |  |
| **Rejections and Vendor Notices** | Upon notification of rejection due to vendor evidence found, the program will notify the vendor of the rejection and offer debriefing. Certified mail/email read receipt |  |
| Tally and Vendor Score Sheets & Rubric/comment Sheets to Procurement for Review – procurement website | Allow at least two business days |  |
| Program pick-up mailed proposals | Next business day after evaluation |  |
| Evaluation report, intent to Award Notice to Vendors /**Debrief** Notifications and Scheduling (Must send award and non-award debriefing notices to **ALL** bidders) | Allow at least three business days after receipt notice  Begin **Debriefing** process |  |
| Vendor Debrief Deadline | Allow at least 3 business days for vendor to request |  |
| Vendor Debrief | Schedule date for teleconference (coordinate with procurement staff) |  |
| Develop independent contract packet: Contract (all required forms from the independent checklist), RFP, proposal, evaluators tally and comment sheets, copy of ALL award notices for each vendor, ALL vendor budgets, Certificate of Insurances/Performance Bonds, debriefing letter, other documentation, etc. | Vendor notice to prepare contract packet(s) in its entirety |  |
| Contract Submitted to Procurement | Review and approval  Packet will remain in pending status for the appropriate board(s) meeting | **Please Review the Procurement submission of contracts deadline** |
| The State Board of Education Approval | Scheduled meeting date |  |
| PPRB Approval | Contract submission to PPRB for review | **30 Days** |
| Contract start date | Date after PPRB meeting (Over $75,000) | **At Least One Day After PPRB**  **Meeting** |