**THE MISSISSIPPI DEPARTMENT OF EDUCATION**

**Office of Procurement**

**RFA CONTRACT TENTATIVE TIMELINE CHECKLIST**

**Please use this checklist to assist with the development of a tentative timeline for the Request for Application 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 (2-4) months pending level of approvals from SBE and/or PPRB.**

**(This form must accompany each RFA 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 Applications - RFA  **\*\*** Please deliver RFA packet to the Office of Education Accountability for review if the Performance Based Evaluation language will be included in the RFA and/or contract**\*\*** |  |  |
| RFA **without** the Performance Based Evaluation language  **\*\* Documents required\*\* -** Submission Form,RFA, Tentative Timeline *(****PLEASE*** *visit the Procurement web page to secure latest templates and required forms)* | Date submitted to Procurement  Allow at least 10 business days for review – two (2) weeks |  |
| PPRB Pre-Review | Allow at least 3 weeks - over $75,000 |  |
| (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)  **Please allow at least a month in advance on dates to ensure timely review.** |  |
| Procurement will contact Xi/OTSS and Clarion Ledger to post and advertise | MDE advertisement  Newspaper advertisement |  |
| Deadline for RFA Questions | Count 15 days from first day of advertisement and then 3 more business days to determine the date. |  |
| Deadline for Program Office Response  \*Email Q&A to procurement to request Xi/OTSS to post on the MDE website | At least 3 business after the deadline date for 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) |  |
| Applications Due Date | **At least 10 business days after posting date for questions answered** – can be longer if required *and the due date cannot fall on a weekend, a holiday or the day after a holiday* |  |
| Procurement will contact Xi/OTSS | Remove bid |  |
| Opening and pick-up | One business day after submission date, if applicable |  |
| Application Pre-Review | One business day after opening  ***NOTE:*** A staff review is warranted for each application to ensure the application has met the minimum qualifications. |  |
| Not Evaluated Form | Must be completed for all rejections. Procurement Director must verify and sign form PRIOR to the evaluation process.  (Provide solicitation and application packet to review rejections)  Allow at least two days prior to evaluations |  |
| Review/Evaluations  (Pending number of applications received will determine days) | Allow at least two days, pending number applications received  (Same committee reviewed applications must interview)  The review committee shall be made up of experts and not more than two MDE staff from the soliciting program office. Seek majority from various MDE offices |  |
| Tally and Vendor Score Sheets & Rubric/comment Sheets to Procurement for Review  Develop contract packet for submission to Procurement office | Allow at least two business days  Packet to include ALL required forms for a contract worker (review procurement’s website) inclusive of awarded applications. |  |
|  |
| Award, non-award, and rejection notices to **ALL** offerors | Allow at least two business days – Certify mail/ email read receipt |  |
| Contract(s) submitted to Procurement | Review and approval  Packet will remain in pending status for the appropriate board meeting, if applicable. | **Please Review the Procurement submission of contracts deadline** |
| **The State Board of Education Approval** | **Contract begin, if applicable (Less than $75,000)** |  |
| **PPRB Approval** | **Contract submission to PPRB for review, if applicable (Over $75,000)** | **30 Days** |