**THE MISSISSIPPI DEPARTMENT OF EDUCATION**

**Office of Procurement**

**GRANT TENTATIVE TIMELINE CHECKLIST**

**Please use this checklist to assist with the development of a tentative timeline for the Request for Applications/Proposals Grant Packet.** **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 grant generally takes at least three (3) months for an SBE approval.**

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

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

| **TASK** | **ESTIMATED COMPLETION** | **DATE** |
| --- | --- | --- |
| Request for Applications/Request for Proposals  **\*\*** Please deliver RFA/P packet to the Office of Education Accountability for review if the Performance Based Evaluation language will be included in the RFA/RFP and/or grant agreement**\*\*** |  |  |
| ***Request approval of a Methodology***    \*\***Documents required\*\*** - Submission Form, SBE approved or new request for Methodology, RFP/A, Tentative Timeline *(****PLEASE*** *visit the Procurement web page to review timelines for submission and secure latest templates and required forms)* | *Procurement shall review the RFP/A and Methodology simultaneously*  Allow at least 10 business days for review – two (2) weeks  Date submitted to Procurement |  |
| (1st Advertised Notice)  (2nd Advertised Notice) next week, same day as 1st ad.  Ad letter due at FINAL version of the solicitation | Date of 1st notice (do not include weekends)  Seventh calendar day **after** 1st notice |  |
| Procurement will contact Xi/OTSS and Clarion Ledger to post and advertise | MDE advertisement  Newspaper advertisement |  |
| Pre-Proposal Conferences, if applicable | At least 3 business days after last published notice (count 15 days from the release date and 3 more business days |  |
| Deadline date for Questions | At least 3 business days after Pre-Conference or count 15 days and 2 more business days to obtain deadline date. |  |
| Submit answers to procurement for posting.  (Day **before** due date for posting answers) | At least 3 business days after the deadline date for RFP/Q/A 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) |  |
| Application/Proposal 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 on the due date |  |
| Opening and Pick-up | Contact the analyst assigned to coordinate pick-up, if applicable  ***NOTE:*** A staff review is warranted for each application/proposal to ensure the application/proposal has met the required RFA/RFP specifications. At least two days, pending number responses received |
| Applications/Proposals NOT Evaluated Form must be completed and signed PRIOR to the evaluation | 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 |  |
| Application/Proposal Evaluation  Interview Offerors/School Districts/Grantees (**if applicable**)  (Same committee who reviewed applications/proposals must interview, if applicable) | **Allow at least two days** (Pending number of applications/proposals received) Scheduling should be coordinated with the assigned procurement analyst  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. |  |
| Program create and submit tally Scores for Procurement review | Allow at least two business days  Program develop grant agreements |  |
| Grant Packet Submitted to Procurement for review and approval | Grant packet includes: grant award justification, list detailing rejection/awarded, list detailing amounts awarded to all grantees, grant agreement, methodology, board item **(if applicable)** budget applications/proposals of awardees | **Please review the Procurement timeline for submission of grants** |
| **The State Board of Education meeting** | **Scheduled meeting date** |  |
| Notices to awarded and non-awarded | Grant Begins the day of or after board approval. |  |