

## Office of Procurement Timelines for Submission of Technology Requests

Cumulative lead times associated with technology purchases will vary dependent upon the type of services and products, the selection process used, and the level of approvals required. Program offices are responsible for reviewing the technology procedures and planning the anticipated start dates in conjunction with submitting documents in compliance with procurement guidelines and in accordance with all applicable lead time requirements, i.e., the State Board of Education (SBE), Information Technology Services (ITS) Purview and Board.

### PROCUREMENT METHODS

- Request for Quote – request vendor submit quotes to provide products/services
- Request for Proposals – request for vendors to submit a proposal to achieve a project

### CONTRACTUAL SERVICE OPTIONS

- MDE/OTSS responsible for implementation of the service
- Vendor responsible for implementation of the service

### LESS THAN \$75,000 REQUIRING A REQUEST FOR QUOTE

Packets less than \$75,000 generally require at least **two (2) months** for approval of the Technology Request Form by the Office of Procurement and Office of Technology Strategic Services.

### \$75,000 AND OVER REQUIRING ITS OVERSIGHT

Packets submitted to ITS may require up to eighteen **(18) months** to determine purview and procure technology services.

### CONTRACTS \$50,000 AND OVER

Upon completion of ITS contract award processes, contract packets \$50,000 and over will require SBE approval by the Office of Procurement, Office of Compliance, and the Chief of Operations for SBE agenda item placement. **Please obtain the tentative timeline guide to assist you with procurement cumulative lead times.**

### CONTRACTS \$1,000,000 AND OVER

ITS board must pre-approve any advertisement of a procurement \$1,000,000 or more. Also, upon completion of the contract award processes the ITS board must approve the award to begin services. **Please obtain the tentative timeline guide to assist you with procurement cumulative lead times.**

Board Item and Packet Due to Procurement	Board Line Item due to Superintendent's Office	SBE Meeting Date	ITS Meeting Date
Wednesday, June 07, 2023	Wednesday, July 05, 2023	Thursday, July 27, 2023	Thursday, July 20, 2023
Wednesday July 05, 2023	Tuesday, July 25, 2023	Thursday, August 17, 2023	Thursday, August 17, 2023
Wednesday, August 02, 2023	Tuesday, September 05, 2023	Thursday, September 28, 2023	Thursday, September 21, 2023
Wednesday, September 06, 2023	Tuesday, September 26, 2023	Thursday, October 19, 2023	Thursday, October 9, 2023
Wednesday, September 27, 2023	Tuesday, October 17, 2023	Thursday, November 09, 2023	Thursday, November 16, 2023
Wednesday, November 01, 2023	Tuesday, November 28, 2023	Thursday, December 21, 2023	Thursday, December 21, 2023
Wednesday, December 06, 2023	Tuesday, December 26, 2023	Thursday, January 18, 2024	Thursday, January 18, 2024
Wednesday, January 03, 2024	Tuesday, January 23, 2024	Thursday, February 15, 2024	Thursday, February 15, 2024
Wednesday, January 24, 2024	Tuesday, February 13, 2024	Thursday, March 07, 2024	Thursday, March 21, 2024
Wednesday, March 06, 2024	Tuesday, March 26, 2024	Thursday, April 18, 2024	Thursday, April 18, 2024

Wednesday, April 03, 2024	Tuesday, April 23, 2024	Thursday, May 16, 2024	Thursday, May 16, 2026
Wednesday, May 01, 2024	Tuesday, May 28, 2024	Thursday, June 20, 2024	Thursday, June 20, 2024

**\*\*Important Notes Regarding Solicitations and Contract Packet Submissions:**

- The packet is defined as a packet submitted in accordance with the technology procurement guidelines.
- It is the responsibility of the awarding office to meet the time frames necessary to secure timely products and services.
- It is the responsibility of the awarding office to meet the time frames necessary to secure timely SBE and ITS approvals.
- Failure to meet the established timelines will require the next month's board approval for **new or modification contracts**.
- Please note program offices must obtain approval by the SBE and ITS, if applicable, in June to begin a contract on July 1.
- SBE agenda item placement for **new or renewal** contracts **beginning July 1** are at the discretion of the procurement office or contact the Procurement Director to consider agenda placement for a specific month.
- Renewal contracts must obtain the final signature on or before June 30 to begin services effective July 1.
- Programs may require an ITS approval the next month after obtaining an SBE approval.