**THE MISSISSIPPI DEPARTMENT OF EDUCATION**

**Office of Procurement**

**IFB TENTATIVE TIMELINE CHECKLIST**

**Please use this checklist to assist with the development of a tentative timeline for the IFB to purchase commodities, equipment, and furniture. 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, bid call, and approval to award a contract varies depending on the amount and the SBE and/or PPRB approval.**

(This form must accompany each IFB)

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

| **TASK** | **ESTIMATED COMPLETION** | **DATE** |
| --- | --- | --- |
| Procurement review  **\*\* Documents required\*\* -** Submission Form, IFB, Tentative Timeline (**PLEASE** visit the Procurement web page to secure latest IFB and contract template) | Allow at least 10 business days |  |
| DFA Pre-review | Allow at least 2 weeks |  |
| (1st Advertised Notice)  (2nd Advertised Notice)  Ad letter due at 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) |  |
| Procurement will contact Xi/OTSS and Clarion Ledger to post and advertise | MDE advertisement  Newspaper advertisement |  |
| Pre-Bid conference, *if required* | At least 17 days after **first** advertisement |  |
| Deadline for IFB Questions | At least 3 days after 14 days OR pre-bid conference |  |
| Deadline for Program Office Response  \*Email Q&A to procurement to post on the MDE website | At least 3 business days after the deadline date for IFB questions  Submit one day before due date for answers |  |
| Bids Due Date (Public Call only)  If Reverse Auction is required, see next steps | At least **14 business days** after the 14 days for publication and the due date cannot fall on a weekend, a holiday, the day after a holiday. If a pre-bid conference is held then days should be at least 8 business days after the conference date. |  |
| Procurement or MMRS will manually set up bids in MAGIC for Reverse Auctions | Allow 1 week after due date |  |
| Reverse Bid Auctions will be scheduled by MMRS | Allow 1 week for scheduling |  |
| Bid Tally Review | Allow at least 3 business days (Reverse Auction) |  |
| Award and Non Award Notices to Vendors /Debrief Notifications and Scheduling (Must send official notices to **ALL** bidders) | Allow at least three business days after notice  **Debriefing required (Include vendor deadline date in notice)** |  |
| *For commodities including services* - Additional info to be included with Independent contract packet: Contract (all required forms from the independent checklist), IFB, bid, evaluators tally and comment sheets, copy of ALL award notices for each vendor, Certificate of Insurances, etc. | Allow at least two business days from day of vendor notice to prepare contract in its entirety |  |
| Contract Packet Submitted to Procurement | Review and approval  Packet will remain in pending status for the appropriate board meeting | **Please Review the Procurement submission of contracts deadline** |
| The State Board of Education Approval | Scheduled meeting date, if applicable |  |
| PPRB Approval (over $75,000) | Contract submission to PPRB for review, if applicable | **30 Days** |
| Contract start date | Date after SBE and/or PPRB meeting, if applicable | **At Least One Day After SBE/PPRB**  **Meeting** |

**Note: PPRB processes in red.**