



**Office of Procurement
Timelines for Submission of Contracts**

Cumulative lead times associated with contracts will vary dependent upon the type of contract, the selection process used, the level of approvals required, and the number of document revisions. Program offices are responsible for planning the anticipated start dates of contracts 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), Office of Personal Service Contract Review (OPSCR) and the Public Procurement Review Board (PPRB), and the Public Employees’ Retirement System (PERS).

CONTRACTS LESS THAN \$5,000

Contract packets less than \$5,000 will require at least **ten (10) business days** for review and approval of the Justification Form by the Office of Procurement and Office of Compliance.

CONTRACTS LESS THAN \$50,000

Contract packets less than \$50,000 will require at least **ten (10) business days** for review and approval of the Submission and Justification Form by the Office of Procurement and Office of Compliance. *Please obtain the tentative timeline guide to assist you with procurement cumulative lead times.*

CONTRACTS \$50,000 AND LESS THAN \$75,000

Contracts \$50,000 and over inclusive of personal service and travel 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 WITH FORMER STATE EMPLOYEES WHO ARE PERS RETIREES

In accordance with Section 27-104-17(4), Mississippi Code of 1972, the SBE must approve contracts with former State employees who are PERS retirees receiving retirement benefits for an amount exceeding \$20,000 a year.

| Board Item and Packet Due to Procurement | Board Line Item due to Superintendent’s Office | SBE Meeting Date |
|--|--|------------------------------|
| Wednesday, June 01, 2022 | Tuesday, June 28, 2022 | Thursday, July 21, 2022 |
| Wednesday July 06, 2022 | Tuesday, July 26 , 2022 | Thursday, August 18, 2022 |
| Wednesday, August 03, 2022 | Tuesday, September 06, 2022 | Thursday, September 29, 2022 |
| Wednesday, September 07, 2022 | Tuesday, October 04, 2022 | Thursday, October 27, 2022 |
| Wednesday, September 21, 2022 | Tuesday, October 18, 2022 | Thursday, November 10, 2022 |
| Wednesday, November 02, 2022 | Tuesday, November 22, 2022 | Thursday, December 15, 2022 |
| Wednesday, December 07, 2022 | Tuesday, December 27, 2022 | Thursday, January 19, 2023 |
| Wednesday, January 04, 2023 | Tuesday, January 24, 2023 | Thursday, February 16, 2023 |
| Wednesday, February 01, 2023 | Tuesday, February 21, 2023 | Thursday, March 16, 2023 |
| Wednesday, March 01, 2023 | Tuesday, March 28, 2023 | Thursday, April 20, 2023 |
| Wednesday, April 05, 2023 | Tuesday, April 25, 2023 | Thursday, May 18, 2023 |
| Wednesday, May 03, 2023 | Tuesday, May 23, 2023 | Thursday, June 15, 2023 |

OFFICE OF PROCUREMENT
Timelines for Submission of Contracts

Request for Proposals/Qualifications – Petition for Relief from Bidding as a Procurement Method

Request for Proposals and Qualifications which will result into a contract over \$75,000 must petition the PPRB for relief from bidding, prior to advertising, to explain reasons why a procurement method other than an Invitation for Bid is advantageous to the State. The awarding office must present detailed information to the PPRB.

- Proposals – request for vendors to submit a proposal to achieve a project
- Qualifications – request for vendors to submit qualifications to be considered for a project

A Petition for Relief from Bidding as a Procurement Method Form along with a draft copy of the RFP or RFQ is required for submission to OPSCR for review and approval to advertise solicitation.

| Petition and Draft Bid Packet Due to Procurement | Petition/Packet Due to OPSCR (30 Days Required) | PPRB Meeting Date |
|--|--|--------------------------------------|
| Wednesday, November 10, 2021 | Wednesday, December 1, 2021 | Wednesday, January 05, 2022 |
| Wednesday, December 15, 2021 | Wednesday, January 05, 2022 | Wednesday, February 02, 2022 |
| Wednesday, January 12, 2022 | Wednesday, February 02, 2022 | Wednesday, March 02, 2022 |
| Wednesday, February 09, 2022 | Wednesday, March 02, 2022 | Wednesday, April 06, 2022 |
| Wednesday, March 09, 2022 | Wednesday, April 06, 2022 | Wednesday, May 04, 2022 |
| Wednesday, April 13, 2022 | Wednesday, May 04, 2022 | Wednesday, June 01, 2022 |
| Wednesday, May 11, 2022 | Wednesday, June 01, 2022 | Wednesday, July 06, 2022 |
| Wednesday, June 08, 2022 | Wednesday, July 06, 2022 | Wednesday, August 03, 2022 |
| Wednesday, July 13, 2022 | Wednesday, August 03, 2022 | Wednesday, September 07, 2022 |
| Wednesday, August 10, 2022 | Wednesday, September 07, 2022 | Wednesday, October 05, 2022 |
| Wednesday, September 14, 2022 | Wednesday, October 05, 2022 | Wednesday, November 02, 2022 |
| Wednesday October 12, 2022 | Wednesday, November 02, 2022 | Wednesday, December 07, 2022 |

CONTRACTS OVER \$75,000

Contract total amounts over \$75,000 will require both SBE and PPRB approval. Upon completion of the MDE processes for awarding a contract, the contract award packet is submitted to OPSCR by the Office of Procurement pending or following SBE approval.

| Contract Packet Due to Procurement | Board Line Item due to Superintendent's Office | SBE Approval Date | Contract Packet Due to OPSCR (30 Days Prior) | PPRB Meeting Date |
|------------------------------------|--|---------------------------|---|---------------------------|
| September 30, 2021 | October 20, 2021 | November 12, 2021 | December 01, 2021 | January 05, 2022 |
| November 04, 2021 | November 24, 2021 | December 16, 2021 | January 05, 2022 | February 02, 2022 |
| December 02, 2021 | December 29, 2021 | January 20, 2022 | February 02, 2022 | March 02, 2022 |
| January 05, 2022 | January 25, 2022 | February 17, 2022 | March 02, 2022 | April 06, 2022 |
| February 02, 2022 | February 22, 2022 | March 17, 2022 | April 06, 2022 | May 04, 2022 |
| March 02, 2022 | March 29, 2022 | April 21, 2022 | May 04, 2022 | June 01, 2022 |
| April 06, 2022 | April 26, 2022 | May 19, 2022 | June 01, 2022 | July 06, 2022 |
| May 04, 2022 | May 24, 2022 | June 16, 2022 | July 06, 2022 | August 03, 2022 |
| June 01, 2022 | June 28, 2022 | July 21, 2022 | August 03, 2022 | September 07, 2022 |
| July 06, 2022 | July 26, 2022 | August 18, 2022 | September 07, 2022 | October 05, 2022 |
| August 03, 2022 | September 06, 2022 | September 29, 2022 | October 05, 2022 | November 02, 2022 |
| September 07, 2022 | October 04, 2022 | October 27, 2022 | November 02, 2022 | December 07, 2022 |

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

- The contract packet is defined as the *packet submitted in accordance with procurement guidelines* for a vendor selected for an award.
 - It is the responsibility of the awarding office to meet the time frames necessary to secure timely SBE and PPRB approvals.
 - Failure to meet the established timelines will require the next month's board approval for **new or modification contracts** procured within the current fiscal year.
 - OPSCR requires a 30-day review prior to the PPRB board meeting date for agencies seeking relief from the bidding process.
 - Please note program offices must be approved by the SBE and PPRB, if applicable, in *June* to begin a contract on *July 1*.
 - FY24 Petition for Relief from Bidding to procure a contract **over \$75,000 effective July 1, 2023** should be submitted to the Procurement Office by **November 15, 2022** for timely approval.
 - FY24 contract renewals **over \$75,000 effective July 1, 2023** should be submitted to the Procurement Office **November 15, 2022 – January 5, 2023** for timely approval.
 - FY24 solicitations to procure contracts **\$5,000 - \$50,000 effective July 1, 2023** should be submitted to the Procurement Office by **February 1, 2023** for timely approval.
 - FY24 contract renewals less than **\$75,000 effective July 1, 2023** should be submitted to the Procurement Office by **February 1, 2023** for timely approval.
 - FY23 contracts less than **\$5,000** should be submitted to the Office of Procurement for a contract approval on or before **March 15, 2023**.
 - 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.
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****Important Notes Regarding Contracts with Former State Employees Who Are PERS Retirees:**

- The contract packet is defined as the *packet submitted in accordance with procurement guidelines* for an independent or a contract worker selected for an award.
- If a contract with a PERS retiree totals \$75,000 or more, it will also require PERS, SBE, and PPRB approval and must be submitted to Procurement by the timelines established in the chart above titled *Contracts Over \$75,000*.