**THE MISSISSIPPI DEPARTMENT OF EDUCATION**

**Office of Procurement**

**RFP/Q CONTRACT TENTATIVE TIMELINE CHECKLIST**

**Please use this checklist to assist with the development of a tentative timeline for the Request for Proposals/Qualification packets under $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 two (2) months for an SBE approval.**

**(This form must accompany each RFP/Q/A request)**

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

| **TASK** | **ESTIMATED COMPLETION** | | **DATE** |
| --- | --- | --- | --- |
| Procurement Review | Allow at least 10 business days – two (2) weeks | |  |
| **\*\* Documents required\*\* -** Submission Form, RFP/Q/A, Draft Contract, Tentative Timeline *(****PLEASE*** *visit the Procurement web page to review timelines for submission and secure latest templates and required forms)* | ***Advertisement date*** *should be at least* ***three weeks*** *from the date submitted to the procurement office. This will allow sufficient time to review and post.* | |  |
| Advertised Notice – if the program desires to advertise in the newspaper, please attach an advertisement letter.  (1st Advertised Notice)  (2nd Advertised Notice) | 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 | |  |
| Deadline for RFP/Q/A Questions | At least 7 business days after release date **OR** if advertised, count 15 days and 2 business days to obtain date for question deadline | |  |
| Deadline for Program Office Response to Questions  \*Email Q&A to procurement to post on the MDE website | At least 3 business days 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) | |  |
| RFP/Q/A Due Date | **At least 10 business days after** the answers post and the date cannot fall on a weekend, a holiday, the day after a holiday | |  |
| Procurement will contact Xi/OTSS | Remove bid next day |  | |
| Program Office receive responses from Procurement | Business day **after** due date | |  |
| Program Office RFP/Q Review (at least one day) | ***NOTE:*** A staff review is warranted for each response to ensure the minimum qualifications required in the solicitation were met. | |  |
| Proposals/Applications NOT Evaluated Form must be completed and signed **PRIOR** to the evaluation | **Required signatures obtained** | |  |
| Evaluation & Interview Committee  (Pending number of responses received will determine days)  (Same committee who reviewed proposals must interview, if applicable) | **Allow at least two days** (Pending number of responses received) Scheduling should be coordinated with the assigned procurement analyst  The RFP/Q review committee should be made up of experts and not more than two MDE staff from your program office. The majority from various of MDE offices | |  |
| Tally Score and rubrics to Procurement Review and Program develops contract agreements | Allow at least 2 days to review | |  |
| Intent to Award (Must send official notice to **ALL** awarded respondents) | **Obtain W-9, PERS form and other required forms from the winning respondent**  Prepare contract packet in its entirety | |  |
| Contract 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 (Contracts over $50K) | Scheduled monthly meeting date | |  |
| **Contract start date** | **When all parties sign or July 1** | |  |