**THE MISSISSIPPI DEPARTMENT OF EDUCATION**

**Office of Procurement**

**TENTATIVE TIMELINE CHECKLIST**

**Please use this checklist to assist with the development of a tentative timeline for the IFB 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 varies depending on the amount and the SBE.**

(This form must accompany each IFB)

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

| **TASK** | **ESTIMATED COMPLETION** | **DATE** |
| --- | --- | --- |
| Procurement Review | Allow at least 10 business days – two (2) weeks |  |
| **\*\* Documents required\*\* -** Submission Form**,** IFB, 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 four weeks from the date submitted to the procurement office.* |  |
| If advertisement in the newspaper is requested  (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) Advertisement letter due a FINAL version of solicitation |  |
| Procurement will contact Xi/OTSS and Clarion Ledger to post and advertise | MDE advertisement  Newspaper advertisement, if requested |  |
| Deadline for IFB Questions | At least 7 business days after release date OR count 15 days and 2 business days for deadline date. |  |
| 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) |  |
| Bids Due Date | **At least 10 business days after** the due date for answers and 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 | Bid due date and time |  |
| Prompt bid call | Committee to review specs, record bid(s), lowest bid receives the award |  |
| Tally Score and bid forms to Procurement | Allow at least 2 days to review |  |
| Prepare award and non-award notices to all vendors | Review procurement template; send certified mail/ |  |
| Develop Independent contract packet: Contract (all required forms from the independent checklist), IFB, bid, evaluators tally and comment sheets, etc. | Allow at least two business days from the 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 | Scheduled monthly meeting date |  |
| Contract start date | When all parties sign or July 1 |  |