**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 over $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 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 review timelines for submission and secure latest templates and required forms)* | Allow at least 10 business days |  |
| DFA Pre-review | Allow at least 2 weeks |  |
| (1st Advertised Notice)  (2nd Advertised Notice)  Advertisement 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)  **Date should be at least one month away** |  |
| Procurement will contact Xi/OTSS and Clarion Ledger to post and advertise | MDE advertisement  Newspaper advertisement |  |
| Pre-Conference, if required | At least 4 business days after the 15th day from the first advertised date.  Must provide a link to the pre-conference recording/transcript and materials provided must be provided in the Question and Answers doc, if held. |  |
| Deadline for IFB Questions | At least 17 days **after** first advertisement in the newspaper **or** at least 3 business days **after** pre-proposal 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 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 31 days after** 1st advertised notice and the due date cannot fall on a weekend, a holiday, the day after a holiday |  |
| Evaluation of bids (Public permissible) | Bid due date and time - review specs, record bids, lowest bid receives the award) |  |
| Award, non-award, and rejections notice to Vendors /Debrief Notifications and Scheduling (Must send official notices to **ALL** bidders) | Allow at least three business days from notice  **Debriefing required (Include vendor deadline date in notice)** |  |
| 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 (Commodities), Performance Bonds (Services), debriefing letter, 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 PPRB meeting | **At Least One Day After PPRB**  **Meeting** |