

## OFFICE OF PROCUREMENT

### Timelines for Submission of a New Methodology

Cumulative lead times associated with grants will vary dependent upon the type of grant, 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 grants in conjunction with submitting documents *in compliance with procurement guidelines and in accordance with all applicable lead time requirements* for approval by the State Board of Education (SBE).

#### APPROVAL OF METHODOLOGY

A methodology will require review and approval by the Office of Procurement, Grants Management, and the Chief of Operations for SBE approval prior to the release of a Request for Proposal or Application (RFP or RFA).

Methodology and Draft RFA/RFP Packet due to Procurement	Methodology Board Item due to Superintendent's Office	SBE Meeting Date
Wednesday, June 07, 2023	Wednesday, July 05, 2023	Thursday, July 27, 2023
Wednesday July 05, 2023	Tuesday, July 25, 2023	Thursday, August 17, 2023
Wednesday, August 02, 2023	Tuesday, September 05, 2023	Thursday, September 28, 2023
Wednesday, September 06, 2023	Tuesday, September 26, 2023	Thursday, October 19, 2023
Wednesday, September 27, 2023	Tuesday, October 17, 2023	Thursday, November 09, 2023
Wednesday, November 01, 2023	Tuesday, November 28, 2023	Thursday, December 21, 2023
Wednesday, December 06, 2023	Tuesday, December 26, 2023	Thursday, January 18, 2024
Wednesday, January 03, 2024	Tuesday, January 23, 2024	Thursday, February 15, 2024
Wednesday, January 24, 2024	Tuesday, February 13, 2024	Thursday, March 07, 2024
Wednesday, March 06, 2024	Tuesday, March 26, 2024	Thursday, April 18, 2024
Wednesday, April 03, 2024	Tuesday, April 23, 2024	Thursday, May 16, 2024
Wednesday, May 01, 2024	Tuesday, May 28, 2024	Thursday, June 20, 2024

#### Important Notes Regarding Methodology Submissions:

- **The methodology packet is defined as a draft copy of an RFP or RFA.**
- *It is the intent of the Procurement Office to obtain the methodology and a draft RFP or RFA simultaneously to review and upon SBE approval of the methodology, advertise the RFP or RFA for thirty (30) days.*



**OFFICE OF PROCUREMENT**  
**Timelines for Submission of a Grant**

**REQUEST FOR PROPOSALS AND APPLICATIONS LESS THAN \$50,000**

Grant packets less than \$50,000 will require at least **ten (10) business days** for review and approval of the Submission and Justification Forms by the **Office of Procurement and Grants Management**. Grant(s) that do not exceed \$50,000 will not require SBE approval. *Please obtain the tentative timeline guide to assist you with procurement cumulative lead times.*

**REQUEST FOR PROPOSALS AND APPLICATIONS OVER \$50,000**

Grant packets that exceed \$50,000 will require at least **ten (10) business days** for review and approval of the Submission and Justification Forms by the **Office of Procurement and Grants Management**. **The Chief of Operations** shall review and approve the applicable packet for SBE agenda item placement. *Please obtain the tentative timeline guide to assist you with procurement cumulative lead times.*

Board Item and Packet due to Procurement	Board Item due to Superintendent’s Office	SBE Approval Date
Wednesday, June 07, 2023	Wednesday, July 05, 2023	<b>Thursday, July 27, 2023</b>
Wednesday July 05, 2023	Tuesday, July 25 , 2023	<b>Thursday, August 17, 2023</b>
Wednesday, August 02, 2023	Tuesday, September 05, 2023	<b>Thursday, September 28, 2023</b>
Wednesday, September 06, 2023	Tuesday, September 26, 2023	<b>Thursday, October 19, 2023</b>
Wednesday, September 27, 2023	Tuesday, October 17, 2023	<b>Thursday, November 09, 2023</b>
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Wednesday, January 24, 2024	Tuesday, February 13, 2024	<b>Thursday, March 07, 2024</b>
Wednesday, March 06, 2024	Tuesday, March 26, 2024	<b>Thursday, April 18, 2024</b>
Wednesday, April 03, 2024	Tuesday, April 23, 2024	<b>Thursday, May 16, 2024</b>
Wednesday, May 01, 2024	Tuesday, May 28, 2024	<b>Thursday, June 20, 2024</b>

**\*\*Important Notes Regarding Solicitation and Grant Packet Submissions:**

- The grant packet is defined as the packet submitted in accordance with procurement guidelines for a grantee selected for an award.
- It is the responsibility of the awarding office to meet the time frames necessary to secure an SBE approval and/or obtain a timely award.
- Failure to meet established timelines will require the next month's board approval for **new or modification grants** procured within the current fiscal year.
- **FY25 new and renewal** grants beginning **July 1, 2024** should submit a solicitation packet to the Procurement Office no later than **November 15, 2023** to ensure districts/entities begin services in a timely manner.
- SBE agenda item placement for **new or renewal grants 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 grants must have the final signature on or before June 30 to begin services effective July 1.