

## OFFICE OF PROCUREMENT

### FY 2019 Timelines for Submission of Contracts for SBE

Cumulative lead times associated with contracts will vary dependent upon the type of contract, the selection process used, and the levels of approvals required. Program offices are responsible for planning the anticipated start dates of contracts in conjunction 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

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

#### CONTRACTS LESS THAN \$50,000

Contracts less than \$50,000 will require review and approval 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.*

Board Item and Packet Due to Procurement	Board Item due to Superintendent's Office	SBE Meeting Date
June 10, 2018	June 26, 2018	<b>July 19, 2018</b>
July 10, 2018	July 24, 2018	<b>August 16, 2018</b>
August 10, 2018	August 28, 2018	<b>September 20, 2018</b>
September 1, 2018	September 18, 2018	<b>October 11, 2018</b>
October 10, 2018	October 23, 2018	<b>November 15, 2018</b>
November 10, 2018	November 27, 2018	<b>December 20, 2018</b>
December 10, 2018	December 26, 2018	<b>January 17, 2019</b>
January 10, 2019	January 29, 2019	<b>February 21, 2019</b>
February 10, 2019	February 26, 2019	<b>March 21, 2019</b>
March 1, 2019	March 19, 2019	<b>April 11, 2019</b>
April 1, 2019	April 16, 2019	<b>May 9, 2019</b>
May 10, 2019	May 28, 2019	<b>June 20, 2019</b>

*If you have any questions regarding the timelines for submission of contracts, please contact the Office of Procurement at 359-5716.*

## OFFICE OF PROCUREMENT

### FY 2019 Timelines for Submission of Contracts to SBE and PPRB

#### CONTRACTS OVER \$75,000

Contracts over \$75,000 will require both SBE and PPRB approval. This includes personal services and travel. The contract packet is submitted to OPSCR by the Office of Procurement following SBE approval.

#### 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 proposal for 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 (28 Days Required)	PPRB Meeting Date
October 20, 2018	November 7, 2018	December 5, 2018
November 20, 2018	December 5, 2018	January 2019 (TBA)
December 15, 2018	January 9, 2019	February 6, 2019
January 15, 2019	February 6, 2019	March 6, 2019
February 15, 2019	March 6, 2019	April 3, 2019
March 15, 2019	April 3, 2019	May 1, 2019
April 15, 2019	May 1, 2019	June 5, 2019
May 15, 2019	June 5, 2019	July 10, 2019

Contract Packet Due to Procurement	Board Item due to Superintendent's Office	SBE Approval Date	Contract Packet Due to OPSCR (30 Days Prior)	PPRB Meeting Date
September 1, 2018	September 18, 2018	<b>October 11, 2018</b>	November 7, 2018	December 5, 2018
October 10, 2018	October 23, 2018	<b>November 8, 2018</b>	December 5, 2018	January 9, 2019
November 10, 2018	November 27, 2018	<b>December 20, 2019</b>	January 9, 2019	February 6, 2019
December 10, 2018	December 26, 2018	<b>January 17, 2018</b>	February 6, 2019	March 6, 2019
January 10, 2019	January 29, 2019	<b>February 21, 2019</b>	March 6, 2019	April 3, 2019
February 10, 2019	February 26, 2019	<b>March 21, 2019</b>	April 3, 2019	May 1, 2019
March 1, 2019	March 19, 2019	<b>April 11, 2019</b>	May 1, 2019	June 5, 2019
April 1, 2019	April 16, 2019	<b>May 9, 2019</b>	June 5, 2019	July 10, 2019
May 10, 2019	May 28, 2019	<b>June 20, 2019</b>	July 10, 2019	August 7, 2019

### Important Notes Regarding Solicitations and Contract Submissions:

- The contract packet is defined as the packet submitted for an independent or a contract worker selected for an award.
- It is the responsibility of the awarding office to meet the time frames necessary to secure timely SBE and PPRB approval.
- Failure to meet these aggressive timelines will require the next month's board approval.
- PPRB now requires a 30-day submission to seek relief from the bidding process.
- FY 20 solicitations for a contract **over \$75,000 effective July 10, 2019** should be submitted to the Procurement Office by **January 15, 2019** for timely approval.
- FY 20 contract renewals **over \$75,000 effective July 1, 2019** should be submitted to the Procurement Office by **February 1, 2019** for timely approval.
- FY 20 new contracts **\$5,000 - \$75,000 effective July 1, 2019** should be submitted to the Procurement Office by **March 15, 2019** for timely approval.
- FY 20 contract renewals **\$5,000-\$75,000 effective July 1, 2019** should be submitted to the Procurement Office by **April 1, 2019** for timely approval.
- FY19 contacts less than **\$5,000** should be submitted to the Office of Procurement by **May 1, 2019** for approval before May 15, 2019.
- Except for an Emergency contract, the effective date of the contract should be any date after the SBE or PPRB meeting date.
- Generally, contract requiring PPRB approval must receive SBE approval prior to consideration by the PPRB.
- Deadline dates that fall on a weekend or holiday will be honored on the next business day.

### **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.

Packet Due to Procurement	Board Item due to Superintendent's Office	SBE Meeting Date
June 10, 2018	June 26, 2018	<b>July 19, 2018</b>
July 10, 2018	July 24, 2018	<b>August 16, 2018</b>
August 10, 2018	August 28, 2018	<b>September 20, 2018</b>
September 1, 2018	September 18, 2018	<b>October 11, 2018</b>
October 10, 2018	October 23, 2018	<b>November 15, 2018</b>
November 10, 2018	November 27, 2018	<b>December 20, 2018</b>
December 10, 2018	December 26, 2018	<b>January 17, 2019</b>
January 10, 2019	January 29, 2019	<b>February 21, 2019</b>
February 10, 2019	February 26, 2019	<b>March 21, 2019</b>
March 1, 2019	March 19, 2019	<b>April 11, 2019</b>
April 1, 2019	April 16, 2019	<b>May 9, 2019</b>
May 10, 2019	May 28, 2019	<b>June 20, 2019</b>

### **Important Notes Regarding Contracts with Former State Employees Who Are PERS Retirees:**

- ***The contract packet is defined as the packet submitted for an independent or a contract worker selected for an award.***
- The \$20,000 threshold is by vendor, not by contract, and includes personal services and travel costs.
- Once a PERS retiree meets the \$20,000 threshold and is reported to the legislature, each additional contract must also be reported to the SBE.
- If a contract with a PERS retiree totals \$50,000 or more, will also require SBE approval via a Board item and must be submitted to Procurement by the timelines established in the chart above titled *Contracts Between \$50,000 and \$75,000*.